



**INTERNATIONAL  
SCHOOL  
OF LATVIA**

**Constitution of the  
Parent-Teacher Organization**

Amended and approved by the PTO on 2 September 2020

## **Article I – Mission statement**

The mission of the PTO is to foster a spirit of cooperation among the parents, teachers, and students.

## **Article II – Objectives**

The mission of the PTO will be achieved by organising activities for the entire ISL community. The financial resources for these activities will be obtained through ISL community fundraising.

## **Article III – Membership and dues**

1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights (one vote per household). The director, principals, and any teacher employed at the school may be a member and shall have voting rights (one vote each).
2. Dues, if any, will be established by the PTO Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

## **Article IV – PTO Board tasks**

1. In cooperation with the Director and school administration, and aligned with the ISL guiding statements and ISL Policies, establish a calendar of PTO activities and events for each school year and organize the events proposed by the PTO Board.
2. Organize fundraising activities to attract the financial resources for the proposed events.
3. Upon request, assist the school in the organisation of school's activities (e.g. International Day).
4. Keep an accurate record of receipts and expenditures, present a financial statement at the PTO meetings, and make a full report at the end of the year.

## **Article V – PTO Board**

1. The Board of the PTO shall consist of seven members serving in the following positions: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Communications Officer, and Fundraising and Event Coordinator.
2. The PTO Board positions shall be filled by one individual. In case of insufficient number of board members elected, one member can undertake two positions, however, due to the contingency considerations the following

positions cannot be filled by the same individual: a) President and Vice President; b) Treasurer and Assistant Treasurer.

3. President. The President shall preside over meetings of the organization and the Board, serve as the primary contact for the school administration, represent the organization at meetings outside the organization, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

4. Vice President. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President shall also oversee the committees of this organization.

5. Secretary. The Secretary shall organize the meetings, prepare the agenda, keep an accurate record of the Board and General meetings and ensure the General Meeting minutes are posted on the PTO page of the ISL website.

6. Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the PTO Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the PTO Board, and make a full report at the end of the year.

7. Assistant Treasurer. The assistant Treasurer shall assist the Treasurer in his/her responsibilities and carry out the Treasurer's duties in his or her absence or inability to serve.

8. Communications Officer. The Communications Officer shall ensure the accurate dissemination of information between the PTO Board, school administration, and PTO members. The role involves the creation of event communications and performing social media platform management. Additionally, the Communications Officer manages and responds to inquiries sent via email to the PTO, maintains the PTO section of the school website, and works together with the school administration to inform the PTO members about the upcoming PTO events, fundraisers, and meetings. The Communications Officer's role also includes coordinating the activities of the Room Parents.

9. The Fundraising and Events Coordinator role is to plan, develop, and execute fundraising and social events. The fundraising events shall be agreed upon between the PTO Board and the Director. He or she may lead committees created for specific events under the direction of the PTO Board.

10. No full-time employee of the ISL can hold the position of President, Vice President, Secretary, Treasurer or Treasurer Assistant.

11. Members of the same family may not simultaneously serve on the PTO Board.

#### **Article VI – Nominations and elections**

1. Elections for the PTO Board should be held during the PTO general meeting at the end of the school year in May/June to ensure continuity into the following school year. If necessary, this may be delayed until September/October.

2. Persons interested in serving on the PTO Board should submit a written letter of intent to the PTO Board at least two weeks prior to the meeting when board elections will take place. In case of insufficient interest, nominations may also be made from the floor at that meeting.

3. Seven PTO members, including at least four members of the PTO Board, shall constitute a quorum for the election. Selection is made by simple majority vote.

4. Members elected to the PTO Board will be elected as general PTO Board members and following the election, the PTO Board will meet and determine by simple majority vote who will serve in specific positions according to the voting rules of the PTO Board (see Article VIII).

5. Should any member of the PTO Board resign during his or her term of office, the PTO Board may, by internal ballot, elect any PTO member to fill the vacancy for the remainder of the term of office.

6. Officers are elected for one year and may serve no more than two consecutive terms in the same office, after a reelection for the second year.

7. Voting is conducted by a secret ballot in a single vote for all candidates on a list. All members vote simultaneously. Voters must cast one vote for each candidate up to the maximum number of vacancies to be contested during the election. Ballots with more candidates checked than the number of vacancies being contested shall be declared invalid.

8. The candidates who obtained the most votes are elected to the PTO Board. In the case of a tie-vote, the result is decided by a separate vote for those candidates involved and the candidate which obtains the majority vote in the re-vote is considered elected to the PTO Board.

9. Completed ballots are kept for 6 (six) months after the PTO Board elections and afterwards disposed of by the Secretary.

10. Officers can be removed from office with just cause (e.g. not following ISL community values, failure to disclose actual or possible conflicts of interest) by simple majority vote in accordance with the PTO Board voting rules (see Article VIII).

#### **Article VII – PTO general meetings**

1. PTO General Meetings shall be held at least twice per year, dates of the meetings to be determined by the PTO Board. Additional meetings shall be organised by the PTO Board as necessary.

2. The President shall preside all meetings. In the absence of the President, the Vice President shall preside. In the absence of both the President and the Vice President, the PTO Board will nominate another PTO Board member to preside.

2. Previous notice of the meeting shall be sent to the members at least five working days in advance, by email and via Facebook post, and shall be open to all PTO members.

3. The quorum shall be seven PTO members, including at least four members of the PTO Board. Decisions are made by a simple majority vote. In case of a tie vote, the PTO Board President (in his/her absence – PTO Board Vice President) has the deciding vote.

4. PTO meeting minutes will be posted on the PTO Website for viewing by the community.

#### **Article VIII – PTO Board meetings**

1. Meetings shall be held monthly, dates of the meetings to be determined by the PTO Board.

2. The President shall preside all meetings. In the absence of the President, the Vice President shall preside.

3. The PTO Board may adopt decisions if at least four board members are present.

4. The decision of the PTO Board shall be adopted if at least 4 of the Board members present vote for it. In case of a tie vote, the PTO Board President (in his/her absence – PTO Vice President) has the deciding vote.

5. The PTO Board members who are not participating in the meeting may vote via telephone or by other means only if the communication tools used allow the PTO Board members to have a discussion and participate in the decision making and if the activity is appropriately documented.

## **Article XI – Committees**

1. The PTO Board shall create or dissolve specific PTO committees as required to fulfil its tasks.
2. There is no limit to the number of committees the PTO Board may create or dissolve.
3. Committees may consist of PTO members and PTO Board members.

## **Article X – Finances**

1. The PTO Board shall approve all expenses of the organization.
2. All monies shall be held in a depository in the ISL Finance Office and can be withdrawn by the Treasurer or Assistant Treasurer together with one other PTO Board member. The list of the PTO Board members will be communicated to the ISL Finance Office in view of granting them access to the depository.
3. The Treasurer shall prepare a financial statement at the end of the year, to be reviewed and approved by the PTO Board.
4. The financial status will be briefed at PTO General Meetings.
5. The fiscal year shall coordinate with the school year.

## **Article XI – Amendments**

1. Proposed amendments to the Constitution should be discussed with the School Director in advance of presenting them to the PTO.
2. Written notice of the proposed amendments will be sent via email to all PTO members at least five working days prior to the meeting where the amendments will be either approved or rejected.
3. Amendments to the Constitution may be approved by a simple majority vote at any of the PTO meetings with a quorum of at least seven PTO members, including at least four members of the PTO Board.

## **Article XII – Conflict of interest policy**

1. The purpose of the conflict of interest policy is to protect the organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the organization or might result in a possible excess benefit transaction.
2. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
  - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favours that are not insubstantial.
3. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the PTO Board or committee decides that a conflict of interest exists.
  4. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the PTO Board or committees who are considering the proposed transaction or arrangement.
  5. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the PTO Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining PTO Board or committee members shall decide whether a conflict of interest exists.
  6. An interested person may make a presentation at the PTO Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  7. The PTO Board or the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  8. After exercising due diligence, the PTO Board or the committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  9. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the PTO Board or the committee shall determine by a simple majority vote of the

disinterested members whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

10. If the PTO Board or the committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

11. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the PTO Board or a committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

12. A member of the PTO Board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

13. A member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

14. No member of the PTO Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

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