

PTA Constitution

The Association's purposes include the following:

1. Provide support to parents and faculty members.
2. Support school goals through volunteer service, fund-raising activities, and enhanced educational opportunities for students.
3. Provide a channel of communication between parents and the school; at the discretion of the PTA Executive Committee (as decided by a vote), provide a forum for discussion of important issues and where appropriate inform the school administration and board of trustees of the opinions of the members of the association.

ARTICLE 1: IDENTITY

1. The name of the association shall be the Parent-Teacher Association of the International School in Genoa, hereafter referred to as the PTA.
2. The duration of this association is unlimited.
3. The main office of the association is at the International School in Genoa, Italy.
4. The working language of the association shall be English.

ARTICLE 2: MEMBERSHIP AND VOTING PRIVILEGES

1. Active membership shall be automatically granted to a) all parents and guardians of students enrolled at the International School in Genoa herein referred to as the parents and b) the director, primary and secondary school principals and all teachers and administrative and support staff employed by the International School in Genoa herein referred to as the faculty members. Such membership shall cease automatically if the relevant student or faculty member leaves the school or if the active member asks to withdraw.
2. Each active member is eligible to cast one vote in governing the association.
3. All active members are eligible for election to office in the association.
4. The faculty members shall be entitled to appoint one representative for faculty members working in the school to attend meetings of the PTA hereafter referred to as the teacher representatives.

ARTICLE 3: RESOURCES

The association is solely responsible for contracted obligations authorized by the PTA Executive Committee without personal liability for members of the association. The resources of the association for accomplishing its purposes are composed of the following:

1. Voluntary contributions of the members,
2. Revenue from events organized by the association
3. Other gifts or revenues accepted by the PTA Executive Committee.

ARTICLE 4: ELECTIONS

1. Officers shall be elected, if possible, at the general meeting held in June each year. It is recognized that positions may remain vacant, and these should be filled at the September general meeting or as soon as possible thereafter.
2. Voting shall be by secret ballot unless there is only one candidate, in which case the President may entertain a motion for election by a show of hands.

3. The Executive Committee will accept nominations and prepare the list of candidates for presentation to the June general meeting. The list of candidates will be published in the school and PTA newsletters for review by all PTA members prior to the June meeting. Candidates who give their consent may be nominated from the floor during the general meeting.
4. The term of office is one year, and officers may be re-elected to the same position.
5. If an office other than President becomes vacant during the school year, a person may be appointed by a majority vote of the PTA Executive Committee to fill the position for the remainder of the school year. If the office of President becomes vacant, the Vice-President shall fill the position.

ARTICLE 5: Positions of Responsibility

5.1 ELECTED OFFICERS

All officers shall be elected by the general active membership for one-year terms (ref: Article 4). Their elections become effective the day following the last day of school in June.

1. The President: The office of President may be held by one person, or jointly by two or three people but will be limited to one vote in all PTA matters. The President:
 - Serves as executive head of the association and presides over general meetings of the association.
 - Calls and presides over meeting of the PTA Executive committee.
 - Appoints and creates special committees and chairpersons with the approval of the PTA Executive Committee.
2. The Vice President: The office of the Vice-President may be held by one person or jointly by two people but will be limited to one vote in all PTA matters. The Vice-President:
 - Is a member of the PTA Executive Committee
 - Assists the President in all executive duties.
 - Assumes the duties in the absence of the President.
 - Fills in as President should the office become vacant.
 - Acts as Parliamentarian if needed (ref: Article 6.2)
 - Shall be the main liaison between the principals of the schools and the PTA Executive Committee.
 - Co-ordinates the class representatives (who are a point of contact with the class parents)
3. The Secretary: The office of the Secretary shall be held by one person. The Secretary:
 - Is a member of the PTA Executive Committee
 - Keeps and files minutes of the general meetings and the PTA Executive Committee meetings
 - Provides minutes to the PTA Executive Committee and any other meeting attendees, and posts them for information
 - Is responsible for the official correspondence of the association.

4. The Treasurer: The Treasurer:

- Is a member of the PTA Executive Committee
- Keeps financial accounts of the association
- Presents an estimated annual budget for the approval of the general membership at the first meeting of each year
- Ensures that all funds paid relate to the aims of the association, are accompanied by receipts and are approved by the Executive Committee
- Prepares monthly financial statements and presents them to the PTA Executive Committee and the general membership
- Writes all checks for the association and manages all cash disbursements
- Is responsible for a smooth transition with a hand-over period to the incoming treasurer
- Submits records for yearly audit.
- The PTA account should be set up in a manner such that at least two members of the executive committee has access to it. One of whom must be the treasurer

5.2 Class Representatives

Each class at ISG to appoint by volunteer selection a Class Representative (maximum 2 people). The responsibility of the class representative is:

- Distribute PTA notices to class parents
- Collect class money
- Organize class specific activities
- Adhere to PTA ethics

5.3 Project Leaders

- Responsible for organizing, actioning and completion of project ontime and in budget.
- Organize and lead project
- Manage project budget
- Organize project communication with project volunteers
- Organize project marketing to school community
- Organize Sub Team Leaders/project volunteers with programs/to do.
- Report meeting dates to PTA Executive Committee for inclusion in PTA calendar
- Deliver and run project
- Prepare final project budget after project completion to Treasurer
- Prepare “lessons learned” notes after project completion to Secretary for inclusion in document library

ARTICLE 6: PROCEDURES

1. Generally accepted rules of parliamentary procedure shall apply at the general meetings and include, but are not limited to:
 - Proposals requiring formal action shall be directed to the President and stated as motions and must be seconded before discussion.
 - Following discussion, the President will call for a vote.

- Discussion on a motion can be stopped by a motion supported by two-thirds of those present.
 - The Majority vote of active members present shall prevail at general meetings.
2. The Vice-President will ensure that general meetings conform to reasonable principles of parliamentary procedure.
 3. The President or a member of the executive committee must meet and liaise with the school director at regular intervals or as needed.

ARTICLE 7: PTA EXECUTIVE COMMITTEE

1. The PTA Executive Committee of the association consists of: elected officers (ref. Article 5). Other persons, outside of the PTA Executive Committee, may attend the executive committee meetings.
2. The PTA Executive Committee has full executive powers to administer the operation of the association. It is represented in all official activities by the President.
3. PTA Executive Committee meetings may be held prior to each general meeting, or as deemed necessary by the President. At any time, special meetings may be called at the discretion of the President.
4. At PTA Executive Committee meetings, a quorum (fifty-percent) of voting members must be present to take formal action. A majority vote of those present will prevail. In a split vote the president will have the deciding vote. If necessary, a vote of the Executive Committee may be taken by telephone or e-mail, in which case the Secretary will poll the members and file the results of the vote with the minutes of the PTA Executive Committee.
5. All PTA expenditures must be approved by the PTA Executive Committee. The PTA Executive Committee may authorize the disbursement of any funds in accordance with the approved PTA budget and with the purposes of the association. Any expenditure in excess of 1000 Euros that is not in the approved budget will be notified to the general membership.

ARTICLE 8: GENERAL MEETINGS

1. General meetings of the association will be held once a Month according to a schedule developed in cooperation with the administration. Meeting dates will be publicized in advance via the school and PTA newsletters. Meetings may be held during the evening, if appropriate to meet the needs of the overall membership population.
2. General meetings shall include, but need not be limited to the following agenda items:
 - Call to order
 - Approval of minutes from the last general meeting and reading of any correspondence of interest to the general membership;
 - The treasurer's report;
 - Committee Reports, as needed;
 - Old Business;
 - New Business;
 - Announcements and
 - Adjournment

- Members of the association may submit agenda items for consideration by the general meeting, in writing to the President, at least five days prior to a general meeting.
3. Major policy issues may be brought before the general meeting for discussion by the process outlined above (ref. Article 6.1). Policy statements that express the views of the membership may be proposed and discussed, but may not be voted upon until the next meeting.

ARTICLE 9: PROJECT/EVENTS PROCEDURES

PROJECT LEADERS

1. Project leaders or co-leaders may volunteer or be appointed by the President from the active general membership. Project leaders may recruit committee members as needed and should be prepared to give progress reports and provide information concerning the work of the committee to the PTA Executive Committee and general meetings as needed throughout the year.

EVENTS/PROJECTS

This is the process for approving the events planned for the year:

1. Draft event schedule to be drawn up by Secretary by October 1st of each commence of school year.
2. President and Vice President to approve draft event calendar
3. Draft event calendar sent to PTA members for review
4. Event calendar voted/agreed by PTA members at first meeting
5. Event calendar set by October 1st of each year
6. No events are to be done before the PTA has voted and approved the official event calendar and the events and calendar have been approved by the School Director.

PROJECT/EVENT MARKETING

1. The Project Team Leaders are responsible for marketing their specific event to the school community. If they require event notices, signs, announcements etc to be posted to the PTA website, facebook page or printed, the Project Team Leader is responsible for submitting the content to the PTA secretary in a timely manner for inclusion on the website, facebook page or print production. This includes any post project photos etc.

ARTICLE 10: AMENDMENTS AND REVISIONS

1. A majority vote of members present shall govern the decision to change any article.
2. Such proposed changes must be presented to the general membership at least 10 days prior to voting

ARTICLE 11: PTA ETHICS:

As members of the ISG community we abide by the school's mission of Respect, responsibility and Reaching for excellence.

- We will carry out our position as best we are able

- We will always publicly display a positive attitude toward the School, the PTA and all matters that are related to school issues.
- We will follow through on our commitments as best as we can.
- We will hand over what we know to the incoming PTA volunteers.
- We will follow best practices in communication by following up all important in communication in writing.