

By-laws of the Parent Teacher Organization



Franconian International School
Marie-Curie-Straße 2
91052 Erlangen

Adopted: 22.02.2000

Amended: 20.02.2008, 23.09.2013, 16.12.2015

1. Name, Assignment, Business Year

- 1.1 The parent-teacher consultative body shall be called the "Parent Teacher Organization" of the Franconian International School, abbreviated to "PTO".
- 1.2 The PTO is an institution of the association "Franconian International School e.V." (FIS Association).
- 1.3 The business year of the PTO corresponds to the school year of the FIS Association.

2. Aim of the PTO

- 2.1 The aim of the PTO is to support the Franconian International School.
- 2.2 To achieve this aim the PTO shall, for the benefit of the FIS community, promote mutual understanding between the Board of Directors of the Franconian International School (FIS Board), teachers, school management, other school staff, and parents and guardians of FIS pupils, promote service activities, and foster a sense of community.

3. Activities of the PTO

- 3.1 The PTO may do anything deemed appropriate for the promotion and achievement of its aim.
- 3.2 The PTO provides particular support to the FIS Association in planning and holding events in which teachers, pupils and their parents and guardians take part, and it supports them by making available or donating materials as the PTO Board sees fit.
- 3.3 The scope of the PTO and the management of the FIS are separate. The PTO will not interfere with matters pertaining to day-to-day school management. The PTO will, however, coordinate its activities with school management.
- 3.4 The PTO is ideologically and politically independent.

4. Membership

4.1 Preconditions for Membership

All members of the FIS Association (that is each parent or legal guardian of a student enrolled at the Franconian International School), school management and all of the teaching staff are members of the PTO.

4.2 Expiration of Membership

Membership will expire:

- a. upon expiration of membership of the FIS Association
- b. by exclusion (4.3.)
- c. on the member's death.

4.3 Exclusion

A member may be excluded if that member violates these by-laws of the PTO or otherwise harms the interests of the PTO; whoever harms the interests of the FIS Association also harms the interests of the PTO. Such violation of the by-laws or harm to the interests of the PTO or FIS Association must be serious: a simple breach will not result in exclusion. Violation of the by-laws or harm to the interests is deemed to be grave when it is damaging to the reputation of the PTO or of the FIS Association. Exclusion becomes effective when the member has received formal advice of such exclusion.

5. Institutions

The institutions of the PTO are:

- a. the Board of Management (hereinafter "the PTO Board")
- b. General Meetings of the PTO.

6. The PTO Board of Management

6.1 Composition of the PTO Board

The Board of Management of the PTO consists of the President, the Vice-President, the Secretary, the Treasurer, and up to six Ordinary Members who shall be elected every two years for a term of two school years at the Annual General Meeting of the PTO, and four parent Section Representatives and up to four teacher Section Representatives, one each from among the Class Representatives from the High School, Middle School, Elementary School and Early Years Program respectively.

6.2 Responsibilities of the PTO Board

The PTO Board will be responsible for all affairs of the PTO that these by-laws do not explicitly reserve to general meetings.

It has the following primary tasks:

- a. liaison between parents, management and staff with a view to facilitating clear and open constructive communication
- b. preparation for the Annual General Meeting and drawing up of its agenda
- c. calling the Annual General Meeting
- d. carrying out the resolutions of the General Meetings
- e. administration of the PTO's property
- f. preparation of the Annual Report and the Cash Statement
- g. decisions on the exclusion of PTO members
- h. amendments to the PTO by-laws, which must be ratified by voting in a General Meeting
- i. electing from among the members of the PTO Board the President, the Vice President, the Treasurer, the Secretary and the Ordinary Members
- j. assisting teachers and Section Principals with the selection of parent Section Representatives
- k. reporting annually, and in addition as needs require, to the FIS Board.

6.3 Duties

6.3.1 The **President** shall chair meetings of the PTO Board and nominate committee chairpersons. S/he shall work closely with the Director of the school, the Section and Class Representatives and the members of the FIS Board.

6.3.2 The **Vice-President** shall support the work of the President and represent them in accordance with their instructions and the dictates of common sense.

6.3.3 The **Secretary** shall prepare the agenda and keep the minutes for the meetings of the PTO Board as well as for the Annual General Meeting. The Secretary shall ensure that the PTO Board and school management receive electronic copies of the minutes. S/he will ensure that the minutes of meetings are filed appropriately. The Secretary is also responsible for managing the PTO Board's correspondence. This shall, however, only take place following consultation with the President.

6.3.4 The **Treasurer** shall keep the accounts on all income and expenditure of the PTO. S/he shall attend all meetings of the PTO and answer any questions concerning the finances of the PTO. At the end of the business year s/he will draw up an annual Statement of Accounts. A copy of this report is also to be given to school management.

6.3.5 The duties of the **Ordinary Members** shall be determined by the President.

6.3.6 Each School Section (Early Years Programme, Elementary School, Middle School and High School) at the FIS will have one Section Representative designated from among the Class Representatives (see 6.3.8 below) of that Section by the relevant Section Principal and teachers, in consultation with the President of the PTO. The role of the Section Representative is to enhance communication between parents and teachers, and school management.

School Section Representatives will need to be in regular communication with Class Representatives and the relevant Section Principal to discuss topics of importance or major concerns, and will report to regular PTO Board meetings.

6.3.7 The Immediate Past President has a non-voting role and is to assist the President in an advisory role and to ensure adequate handover to the new PTO Board.

6.3.8 Each class or advisory group in each grade at the FIS shall have one or two **Class Representatives** selected from amongst the parents. The role of the Class Representative is to enhance communication between parents and teachers. Class Representatives are not necessarily PTO Board members unless they have also been selected to be Section Representatives or under paragraph 8 of these By-laws.

6.4 PTO Board Meetings & Decisions

6.4.1 The PTO Board will make its decisions through resolutions in meetings, and through agreement in writing which will then be ratified by resolutions made at the soonest subsequent meeting.

6.4.2 Members of the PTO, school management and of the teaching staff may attend PTO Board meetings and have the right to address meetings.

6.4.3 At least one meeting shall take place every semester, the school year being divided into two semesters. A meeting shall take place if requested by more than half of PTO Board members.

6.4.4 The President or Secretary shall invite PTO Board members to a meeting at least one week in advance. It is not necessary for this invitation to be made in writing; a notice on the bulletin board of the FIS or announcement of the meeting in a circular is also sufficient.

6.4.5 A PTO Board meeting shall be deemed to be quorate if more than half of its members are present, whether they are present in person or by proxy.

6.4.6 Resolutions shall be passed by simple majority of all PTO Board members present and abstentions shall not be considered. In the event of an equal number of votes for and against, the President shall have the casting vote.

6.4.7 Minutes shall be kept of PTO Board meetings. A copy of the agreed minutes shall be available to all PTO members and distributed electronically to all PTO Board Members, FIS Board

Members, and school management. These minutes shall include place and time of the PTO Board meeting, the names of all present, decisions made and the results of voting.

7. Finances

7.1 The funds necessary to achieve the aims of the PTO will be raised in the first instance by contributions, donations and fundraising by the PTO.

7.2 The Treasurer shall keep records of all financial transactions and shall draw up an annual Statement of Accounts. Payments shall only be made at the direction of the President, or in the case of the incapacity of the President, the Vice-President.

7.3 The Statement of Accounts shall be presented to the General Meeting for approval. The annual Statement of Accounts shall be audited with the accounts of the FIS in accordance with the Articles of the FIS Association.

8. General Meetings

All members of the PTO have the right to attend General Meetings.

8.1 The Annual General Meeting 8.1.1 One Annual General Meeting shall take place every year.

8.1.2 The Annual General Meeting is responsible for the following matters:

- a. Accepting the reports of the PTO Board
- b. The election and discharge of the members of the PTO Board other than Section Representatives
- c. Ratification of changes to these by-laws
- d. The dissolution of the PTO.

In the case of dissolution of the PTO the assets and liabilities of the PTO shall pass to the FIS.

8.2 Extraordinary General Meetings

8.2.1 The PTO Board may call an Extraordinary General Meeting.

8.2.2 The PTO Board must call an Extraordinary General Meeting if requested by two thirds of the membership, with the purpose and reason for such a Meeting given in writing.

8.3 Invitations to Attend General Meetings

8.3.1 A General Meeting shall be called by the President or, in the case of the incapacity of the President, by the Vice-President. Two weeks' notice shall be given, and at the time of calling the meeting, the Agenda shall be provided. General Meetings shall not take place during school holidays, on Sundays or on public holidays.

8.4 Running General Meetings

8.4.1 General Meetings will be chaired by the President or in the case of the incapacity of the President, by the Vice-President, or in the case of the incapacity of the Vice-President, by the Treasurer.

8.4.2 For the duration of the election of the PTO Board the direction of the meeting shall pass to an Electoral Committee. The Electoral Committee shall consist of at least two PTO members who may not be members of the outgoing PTO Board.

8.4.3 All PTO members have the right to speak at General Meetings and to put motions in accordance with the agenda. The Chair of the meeting may restrict speaking time and may close the list of speakers.

8.5 Resolutions Passed by General Meetings

8.5.1 Resolutions may only be passed on matters raised in accordance with the Agenda.

8.5.2 Each PTO member has one vote unless otherwise stipulated by these bylaws. A member may be represented by another person at a General Meeting; such proxy shall be given in written form and shall be presented to the chief electoral official on request. No member may represent more than two other members.

8.5.3 A duly-called General Meeting shall be deemed to have a quorum regardless of the number of members present. However, a duly-called General Meeting may only vote on the dissolution of the PTO if at least two thirds of all PTO members are present.

8.5.4 Resolutions are passed by open vote unless otherwise stipulated by these bylaws.

8.5.5 Unless otherwise stipulated in these by-laws, General Meetings shall pass resolutions by simple majority of all votes cast by all members who have been recorded as being in attendance on the day, up until the time that the vote is taken. Abstentions shall not be considered.

8.5.6 For the dissolution of the PTO, a two thirds majority of all votes cast by all members who have been recorded as being in attendance on the day, up until a vote is taken, shall be necessary.

8.5.7 For the election of the PTO Board (other than Section Representatives), the following shall apply:

- a. Only a person with no other leading volunteer role may be elected.
- b. Only a person who has been nominated may be elected. Nominations must be provided to the PTO Board in writing at least one week in advance of a General Meeting.
- c. The election is a block election. Every member of the PTO has as many votes as there are vacancies. Every member of the PTO may cast only one vote per candidate nominated.
- d. Voting shall be by secret ballot.

8.5.8 The candidates are elected in succession according to the number of votes cast by all members who have been recorded as being in attendance on the day. If, however, two or more candidates have an equal number of votes and there is only one vacant seat on the PTO Board remaining, there will be a fresh election for this seat. The person winning most votes in the new ballot will be elected. In the case of the fresh ballot again resulting in a tied vote, the Electoral Committee will decide by drawing lots.

8.5.9 The minutes of a General Meeting shall be taken and they shall be signed by the President and Secretary of the PTO. These minutes shall include place and time of the General Meeting, the number of members present, the name of the Chair, the Agenda, resolutions passed, and the method and results.

9. Retirement of a Member of the PTO Board before the expiry of their Term of Office

- 9.1 A member of the PTO Board may leave office before the end of their term because of death, resignation or being voted out of office.
- 9.2 In the event of the term of an elected member of the PTO Board coming to an end prematurely, a replacement is to be elected at the next Annual General Meeting of the PTO. Until such election takes place, the PTO Board may, at its discretion, appoint a replacement. Any person so appointed has all authority of the person whom they replace, in accordance with these by-laws.