

1. The Aim of the Parent Teacher Organization

The Franconian International School “FIS” Parent Teacher Organization (“PTO”) is a volunteer-led organization of parents, teachers, and FIS staff. The PTO supports the FIS community by building connections among families and with the school.

The PTO’s main goals include:

- Creating a thriving community at the FIS
- Improving children’s lives at school

The PTO achieves these goals by:

- Co-hosting school-wide events in partnership with the FIS Association
- Coordinating with school management
- Welcoming and integrating new families to the FIS and FIS community

The PTO welcomes participation in the PTO by all:

- FIS parents or legal guardians
- FIS staff
- School management

2. PTO Structure

2.1 The PTO consists of the Board, Executive Board, Class and Grade Representatives.

- The PTO Executive Board consists of the President, Vice President, Secretary, and Treasurer.
- The PTO Board consists of the PTO Executive Board, Teacher and Staff Members, and Auxiliary Members.
- Each individual classroom from EY3 through grade five is represented by a Class Representative.

- Each grade from six through 12 is represented by a Grade Representative.

2.2 Board Member Duties

- The President leads and directs the PTO to achieve the PTO's goals by working closely with FIS leadership, the PTO Board, Class and Grade Representatives, and all other interested individuals or groups. The President also chairs all PTO Board meetings and breaks all tied votes among the Board. The President may appoint Auxiliary Board members as appropriate.
- The Vice President assists the President as necessary and fulfills the President's duties when the President is unable to do so.
- The Secretary announces the candidates and the date of the biennial PTO Election to the school community.
- The Treasurer tracks the PTO's finances and prepares and distributes the statement of accounts for all PTO incomes and expenditures on a quarterly basis.
- Teacher and Staff Members facilitate communication between the PTO and FIS teachers.
- Auxiliary Members assist with PTO initiatives and goals as the President directs.

2.3 Class and Grade Representatives and Duties

Class and Grade Representatives serve multiple functions for the PTO and their class or grade. The Representatives' primary responsibility is to facilitate communication between parents and teachers.

- They share information provided by the PTO, teachers, or FIS officials with the parents in their class or grade.
- Representatives also share communication from parents to the PTO, teachers, or FIS officials.
- They may also assist teachers with celebrations or other events.
- When interest permits, there may be additional Class or Grade representatives.

3.0 PTO Meetings

Members of the PTO, school management and teaching staff may attend PTO meetings and have the right to address meetings. Anyone who wishes to attend a PTO meeting shall email the Secretary or PTO for the upcoming meeting details.

3.1 Executive Board Meetings

3.1.A. The Executive Board shall meet at least once each school semester. These meetings should cover all regular business of the PTO, such as:

- Planning, discussing and confirming upcoming events
- Discussing and voting on any expenditures

3.1.B The Executive Board may also hold a meeting to

- Dissolve the PTO
 - i. A vote of three-quarters of the PTO Executive Board is required to dissolve the PTO
 - ii. Upon dissolution, all PTO assets are turned over to the FIS
- Amend the PTO Bylaws

3.1.C. The PTO Executive Board shall meet regularly with FIS Senior Leadership at least once during each school semester to coordinate upcoming events and ensure strong partnership and communication between the FIS and PTO.

4.0 Finances

4.1 The PTO has numerous expenditures each year. All PTO expenditures shall further the PTO's goals.

4.2 The PTO raises money at various events throughout the year to fund these expenditures.

4.3 The PTO Executive Board must approve all expenditures of PTO funds. The President shall break any ties.

4.4 PTO bookkeeping is in the official FIS account. The school can audit PTO finances as it deems necessary.

5. PTO Executive Board Officer Elections

5.1 Elections

PTO Executive Board members are elected during elections in May of odd-numbered years. They serve two-year terms running from June 1 following their election to May 31 of the following odd-numbered year.

5.2 Candidates

Interested persons from the FIS Community who want to run for a PTO Executive Board position must inform the Secretary of their interest by April 1 prior to the PTO Board election. The PTO Secretary will include all candidates in the school newsletter communicated to the FIS community for two weeks prior to the elections.

5.3 Voting

All FIS parents, guardians, teachers, or staff who wish to vote in the election for PTO Executive Board Officers shall submit their votes via email to pto@the-fis.de prior to the election date.

5.4 PTO Board Vacancies

The PTO Board appoints replacements to complete the remaining term for any vacant PTO Board position.