ARTICLE I - NAME
The name of this organization shall be British International School Bratislava Parent Teacher Association (BISB PTA or PTA).

ARTICLE II - PURPOSE AND FUNCTION
Section 1.
The purpose of the PTA Board is to recommend and offer programs consistent with the British International School Bratislava guidelines, contributing to the fulfillment and commitment to Nord Anglia Education Group PLC Mission. The British International School of Bratislava policies must be followed in developing the work of the association.

Section 2.
The primary function of the PTA is to:
1. Support and promote quality education;
2. Share with teachers the values that parents are attempting to develop with their children at home;
3. Organize events for children to make their school experience socially well-rounded;
4. Provide a means by which parents may raise funds to help benefit the children and consequently the school; through fundraising and charitable events.

Section 3.
The PTA Board shall be nominated by a nominating committee approved by the Principal and affirmed by the membership. The nominating committee chair shall be called upon at the May meeting. The nominating committee shall be formed by the end of each May. The proposed slate of officers shall be presented to the membership at the beginning of June and voted on by the membership at the June meeting.

Section 4.
If a conflict arises between the PTA Board and the School administration, the matter shall be referred to the BISB Principal for final resolution.

Section 5.
The PTA Board minutes will be presented at the following Board meeting for review and corrections. The minutes will be approved upon Board acceptance of the minutes.

Section 6.
All official written communication of the Parent Teacher Association (with state institutions, agencies, and etc.) needs the approval of the Principal.

ARTICLE III - MEMBERSHIP
Section 1.
The active membership of the association shall consist of all parents and guardians of students at BISB. By contractual agreement, teachers are association members. At least one Primary and one Secondary teacher representative, appointed by the Heads of Primary and Secondary, shall be asked to assume a voting position on the PTA Board. The lead teacher(s) for the Primary and Secondary Student Council organizations at BISB will be asked to report to the PTA, attend meetings if they wish, and allow a PTA representative to attend teachers meetings, so that the two organizations work toward common goals. The PTA Board shall consist of the approved slate of officers.
Section 2.
The regular term of membership is two (2) years. The terms shall be staggered as follows to provide continuity of the Board: The President, and Secretary shall be elected in the even numbered years. The Vice-President, Grade/Year Representative Coordinator and Treasurer shall be elected in the odd numbered years.

ARTICLE IV - RESPONSIBILITIES OF OFFICERS AND BOARD MEMBERS

Section 1.
The officers and members of the PTA Board shall be the Principal, President, Vice-President, Grade/Year Representative Coordinator, Secretary and Treasurer. The term of office shall be two (2) years. No person shall be eligible to succeed him or herself, unless no other candidate comes forward and this is approved by the remaining members of the Board.

The Past President shall be an ex-officio member of the PTA Board for a period of one (1) year. Principal, Head of Secondary, and Head of Primary shall also be ex-officio members of the PTA Board. These are advisory, non-voting positions.

Section 2.
The responsibilities of the officers are:

1. **President:** shall preside at all meetings of the association and the PTA Board, appoint chairpersons of Standing Committees, and perform other duties as are incumbent upon this office. The President shall be an ex-officio member of all Standing Committees except for the Nominating Committee.

2. **Vice-President:** in the absence of the President, shall perform all of the duties of the President. The Vice-President shall be responsible for administering the education programs for the Association's meetings, shall act as Chair of the Public Relations Standing Committee as well as act in a supportive capacity to the other elected members of the PTA Board.

3. **Grade/Year Representative Coordinator:** shall be the Chairperson of the School Services Committees (i.e., coordination of In-Class Volunteers via Grade/Year Representatives, Field Trips Volunteers, Events Coordinators) and the Fund Raising Standing Committee. He or she will implement all fundraisers (mainly Bake Sales) in accordance with the school and Nord Anglia Education Group PLC policies, and the approval of the Principal.

4. **Secretary:** shall keep the record of membership. He/she will keep minutes for all the Association and PTA Board meetings. He or she shall also notify all BISB families about meetings and PTA Board meetings.

5. **Treasurer:** shall establish a budget and maintain the PTA operating fund, as directed by the PTA Board. The Treasurer shall deposit all funds of the PTA into the PTA operating account and shall issue monthly financial reports pertaining to said account to the Principal, as well as the PTA Board.

Section 3.
If the office of the President becomes vacant before an appointed term has expired, the Vice-President shall serve as Acting President for the remainder of the school year. If vacancies in any other of the aforesaid offices occur, the President, with the approval of the PTA Board, will appoint an interim officer.

ARTICLE V – MEETINGS

Section 1.
The regular meeting of the PTA shall be held each month except December, July, and August. PTA Board meetings (in person or via conference call) will occur every month at least one week before the general PTA meeting and will be held each month (except December and July) with a “start of year” planning/calendar meeting in August. Each regular meeting will have an agenda, the previous meetings minutes and treasurer's report. The treasurer's report will present an overall account summary of PTA account (asset report) and a budget performance report.

Section 2.
A written agenda, committee reports, monthly financial statement and a copy of the minutes of the previous Board meeting will be made available to all Board members at least two (2) days prior to each regularly scheduled Board meeting. The Board will
meet the week before each PTA meeting scheduled date. The PTA President has the option of rescheduling if a quorum is not present.

Section 3.
At the general meetings, ten members of the Association including the PTA Board members present shall constitute a quorum. Three members shall constitute a quorum of the PTA Board.

Section 4.
The following shall be the recommended order of business:
1. Opening
2. Agenda
   a. Minutes of previous meeting
   b. Treasurer's report
   c. Report of officers
   d. Standing Committees reports
   e. Special Committee reports
   f. Old Business
   g. New Business
   h. Announcements
4. Adjournment

ARTICLE VI - STANDING COMMITTEES

Section 1.
Standing committees of the PTA Board are:
1. Public Relations
   a) Infants School Coordinator
   b) Primary School Coordinator
   c) Secondary School Coordinator
   d) Slovak Representative
2. Fund Raising
3. School Services
   a) to include a Teacher/Staff Representative
4. Slovak and Korean liaisons (these will be two appointed PTA members who agree to assist with translation of PTA minutes and issues).

Section 2.
The Chairpersons of the subcommittees shall be appointed by the PTA Board and shall sit as non-voting members of the PTA Board.

Section 3.
Ad hoc committees shall be appointed by the President of the PA Board. These committees shall be dissolved upon completion of their assignment. The assignment should meet the goals of the Association.

Section 4.
The duties and responsibilities of both Standing and Ad hoc committees shall be determined by the PTA Board.

Section 5.
The Chairperson of each Standing Committee and each subcommittee shall report to the PTA Board at their monthly meetings and to the general meeting when appropriate. If monies are raised, the money and a written account shall be submitted to the Treasurer detailing income and expense.

Section 6.

The standing subcommittees and Ad hoc committees for which chairpersons are not selected will not open for that particular school term. (NOT SURE ABOUT THIS....)

ARTICLE VII - FINANCE

Section 1.

It shall be the responsibility of the PTA Board to plan the fundraisers of the Association.

A budget of estimated revenues and expenses shall be prepared to insure that a plan is in place to meet the commitment of the Association to the school.

Section 2.

The PTA board is authorized to execute the budget approved at the September general meeting. All other expenditures are presented to the PTA board members for approval. The expenditure up to 750.00 Euro per request, by 3/5 of the PTA Board.

ARTICLE VIII - BY-LAWS

A copy of these by-laws shall be provided to each member of the PTA Board as well as each member of the PTA membership upon request and will be posted on the BISB website.

ARTICLE X - AMENDMENTS

Section 1.

Members must be notified in writing at least two (2) days in advance of the general meeting at which the by-laws amendment is to be addressed. These amendments may be approved at the general meeting by a two-thirds vote of the members present and voting.

Section 2.

These by-laws and all subsequent amendments shall be recommended to the general membership by the PTA Board by a simple majority of the voting members at a meeting in which a quorum is present. They shall become effective upon approval at the general meeting by a two-thirds vote of the members present and voting.

FINANCIAL POLICY

1. REVENUE RECEIPTS

1) The Treasurer will establish and maintain the PTA Operating Fund and shall deposit excess funds in an interest account as directed by the PTA Board.

2) All checks and monies received at all PTA sponsored functions will be turned over to the Treasurer immediately at the end of each function or as the Treasurer and the Committee Head have agreed upon with the approval of the PTA Board.

2. REVENUE EXPENDITURES

1) The Treasurer is authorized to expend approved funds in the Budget and will maintain records to insure that the budget items are not exceeded.

2) Persons authorized funds as approved in the Budget or by PTA Board approval shall be reimbursed by the Treasurer upon receipt of a voucher signed by the individual and accompanied with statements identifying receipts.

3) The Treasurer will review all vouchers received for payment prior to any money being issued.

4) All vouchers and receipts will be turned over to the Treasurer 10 days after the conclusion of the approved function.
5) Only the Principal, President, and Treasurer are authorized access to the PTA account.

These by-laws were presented at the general meeting on April 2008.

These by-laws were amended by Donna Scharpf, Secretary and Gina Panarisi, President Spring 2014.