



# Parents' and Teachers' Association

The British International School, Abu Dhabi



## Mission Statement

*The mission of the British International School Abu Dhabi Parents' & Teachers' Association is to work in partnership with the teachers, parents, students and school administrators to bring out the best within the school community.*

## Bylaws

### Article 1: Name

The name of this association shall be the "British International School Abu Dhabi Parents' & Teachers' Association" (may be referred to herein as "BISAD PTA").

### Article 2: Purpose

- (a) The purpose of BISAD PTA is to:
- i. Support and empower parents to be active in the best interests of their children's educational lives.
  - ii. Foster a sense of community between parents, school faculty, administration and students.
  - iii. Provide a forum to inform and consult parents regarding school policy, plans and activities
  - iv Represent parents' views on such issues.
  - v. To support, advise, and contribute to the events and activities for the students and parents.
  - vi. Act as a resource to the school as required.
- (b) It is not the purpose of the BISAD PTA to solve individual parental issues; rather the BISAD PTA shall facilitate and direct the individual or collective parental concerns through the proper channels and procedures.

### Article 3: Membership

The membership of the parent association is open to all parents, teachers, and guardians of students at The British International School Abu Dhabi (may be referred to herein as "BISAD"). Membership is automatic to parents who have registered their child/children in BISAD.

### Article 4: Types of Meetings

- (a) General Meetings
- i. The General Meeting of the BISAD PTA shall be held at least quarterly, as determined by the Executive Board. Notice shall be given to all members of BISAD PTA at least twenty-one (21) days prior to the date scheduled for the General Meeting. It shall be advertised in the newsletter, Facebook page, and email; and shall provide a report on current and future activities and financial position of the BISAD PTA.
  - ii. Voting shall occur by hand motion or anonymous ballot, as determined by the Executive Board. All members of BISAD PTA shall have equal voting privileges during the Annual General Meetings. In the event of a tie in votes, the President shall have a second casting vote.

(b) Coffee Mornings

Coffee mornings will be informal gatherings of parents and administrators that may reflect certain workshops, themes or topics. Information shall be sent to parents from the administration and/or the BISAD PTA.

(c) Annual General Meetings

- i. The BISAD PTA shall hold an Annual General Meeting (AGM) before the end of each academic year. The date and location of the AGM will be specified by the Executive Board. An invitation shall be addressed to all members of BISAD PTA at least twenty-one (21) days prior to the date scheduled for the AGM. It shall be advertised in the newsletter, Facebook page and via email.
- ii. This meeting shall approve of any amendments and elect Executive Board members. The notice of winning Executive Board members will be made available within two (2) days of the election. The Executive Board shall also present a report of BISAD PTA activities during the current academic year and a report on BISAD PTA financial position to date.
- iii. Voting of Executive Board members shall be by anonymous ballot. All members of BISAD PTA shall have equal voting privileges during the Annual General Meetings. In the event of a tie in votes, the President shall have a second casting vote.

(d) Meetings of the Executive Board

- i. The President shall invite the Executive Board to meet once (1) a month and more frequently where deemed appropriate. Invitations to attend meetings of the Executive Board should be sent to its officers no less than one (1) week in advance.
- ii. The President, or in his/her absence the Vice President, shall chair the Executive Board meetings. In case of absences of both the President and Vice-President during an Executive Board meeting, the President shall select a Board member from the Executive Board to chair the meeting.
- iii. A quorum for the Executive Board shall consist of two third (2/3) majority of its officers. All resolutions of the Executive Board shall be taken by a majority of the votes of those present at a properly held meeting. The Chair shall have a second casting vote in the event that an even number of votes is cast for or against a proposed resolution.
- iv. Any action or resolution required or which may be taken at a meeting of the Executive Board may be taken without a meeting provided a consent in writing, setting forth the action to be taken, is signed by ALL members of the Executive Board before such action is taken. Such consent shall have the same effect as a unanimous vote.
- v. The Principal of BISAD, Head of Secondary and/or Primary, and such other members of BISAD administration and faculty as the Executive Board and the Principal agree, shall be welcome to attend all Executive Board meetings in an advisory capacity. Voting privilege at meetings of the Executive Board, wherein multiple BISAD representatives are present can be exercised solely by the School Representative appointed to the Executive Board, and counts as a single vote.



## Article 5: Executive Board

(a) The Executive Board shall be composed of the officers listed below to be elected as stated (with the exception of the School Representative who shall be appointed by the Principal of BISAD). Other positions may be added with the unanimous agreement of the Executive Board officers and approved by a majority of votes at a General Meeting.

- President
- Vice-President
- Secretary
- Treasurer
- Communications Coordinator
- Charities Coordinator
- Foundation Stage Class Parent Representative Coordinator
- Key Stage 1 Class Parent Representative Coordinator
- Key Stage 2 Class Parent Representative Coordinator
- Secondary Parent Coordinator
- School Representative

(b) Vacancies that arise during the academic year will be filled with the approval of the remaining officers of the Executive Board. If the President is unable to complete his or her term, the Executive Board shall elect his or her successor from among the officers.

(c) Duties. The following positions form the BISAD PTA Executive Board. The position description is meant to be a general outline and each position holder may be required to perform other duties as deemed necessary by the Executive Board or the President:

i. President

- Preside over General Meetings, Annual General Meetings and Executive Board Meetings.
- Lead the Executive Board in managing BISAD PTA affairs.
- Seek to mediate, implement decisions and resolutions of BISAD PTA members.
- Any other function assigned by the Executive Board.

ii. Vice-President

- Perform all duties of the President in her/his absence or inability to act.
- Assist the President in preparing for meetings at his/her request.
- Responsible for checking and maintaining the official parent email address: [PTA@bisad.ae](mailto:PTA@bisad.ae)
- Any other function assigned by the Executive Board .

iii. Secretary

- Responsible for keeping minutes of the proceedings of the Executive Board meetings, General Meetings and Annual General Meeting.
- Prepare and publish agenda for the Executive Board and General Meetings.
- Secures official permanent BISAD PTA records including minutes and agendas.
- Maintains a copy of current bylaws.
- Any other function assigned by the Executive Board.



iv. Treasurer

Keep an accounting of BISAD PTA funds through the management of the receipts and disbursements.  
Give a current report of BISAD PTA funds at each Executive Board, General Meeting and Annual General Meeting.  
Oversee expenses and budgets for all events for the entire academic school year.

v. Communication Coordinator

Responsible for handling/maintaining outside communication with BISAD Newsletter, Weblog, Facebook, email, etc.  
Makes General and Annual General Meetings minutes available within one (1) week of the meeting.  
Maintains a database of class parent representatives and Executive Board names and emails.  
Any other function assigned by the Executive Board

vi. Charities Coordinator

Responsible for coordinating fundraising and non-fundraising events relating directly to the charities that BISAD supports, in partnership with the BISAD administration and BISAD CAS Coordinator.  
Supervises and advises committees that are setup to manage such events.  
Any other function assigned by the Executive Board.

vii. Foundation Stage Class Parent Representative Coordinator / Key Stage 1 Class Parent Representative Coordinator / Key Stage 2 Class Parent Representative Coordinator / Secondary Representative Coordinator

Communicates information to respective class parent representatives about activities, events or other needs deemed necessary by BISAD PTA.  
Assists BISAD PTA in organizing volunteers for different committees, events, fundraising and/or activities as coordinated by BISAD or BISAD PTA .  
Responsible for design of flyers/posters/invitations and other promotional material as required by BISAD PTA.  
Any other function assigned by the Executive Board.

viii. School Representative

Act as a liaison between the BISAD PTA and BISAD administration.  
Assist in coordinating events, activities and other related school functions in partnership with BISAD PTA.  
Advise the BISAD PTA about issues or ideas that BISAD PTA may want to work on in the school.  
Encourage a partnership between BISAD administration, faculty and the parents by supporting BISAD PTA's activities and events in the school community.



## **Article 6: Nomination and Election of Executive Board**

(a) During the last week of May of each academic year, the BISAD PTA shall hold an Annual General Meeting to elect the new Executive Board that will serve during the School's new academic year. The new Executive Board will officially begin performing its tasks on the first day of the new school year. However, the newly elected officers of the Executive Board will assume a soft leadership roll within thirty (30) days of the election at the Annual General Meeting. In the interest of continuity, the officers of the previous Executive Board will hand over their roles to the newly elected officers of the Executive Board for the remainder of the academic year.

(b) All BISAD PTA members can present their candidature for only one Executive Board position, with the exception of the position of President. The candidates for President should have served the previous academic year on the Executive Board. An exception to this rule shall be made during the inaugural year; whereby the position of President shall be open to all parents.

(c) BISAD PTA members submitting their candidacy for the positions of Foundation Stage or Primary or Secondary Representative Coordinator must have a child/children in the corresponding stages in order to qualify for the position.

(d) Two (2) weeks prior to the AGM, candidates shall submit nominations for an Executive Board position. One (1) week before the AGM, profiles of candidates shall be made available to members of BISAD PTA.

(e) Tabulation of votes (by anonymous ballot), shall be done by an independent party (BISAD or other). The successful candidate shall be voted in by the majority of those present at a properly convened AGM.

## **Article 7: Disciplinary Action**

Any Executive Board officer who fails to attend two (2) consecutive Executive Board meetings without justified reason or when an Executive officer is not fulfilling the responsibilities of the function as prescribed in the bylaws, the Executive Board may by a two-thirds (2/3) affirmative vote, remove the officer from the position.

## **Article 8: Standing Committees**

Standing Committees shall be created as deemed necessary by the Executive Board based on the needs of the BISAD PTA activities. Standing Committee Chairs shall be appointed by the President with the approval of the Executive Board and will report to the Executive Board.



**Article 9: Budget, Finances and Fundraising**

(a) The Executive Board shall ensure that the monies of the BISAD PTA shall be held securely and managed prudently.

(b) BISAD PTA financial reports and/or accounts shall be available for viewing at Executive Board meetings, General meetings and AGM.

(c) The Executive Board shall account for the collection and disbursement of monies from fundraising activities that are organized to support identified needs of BISAD including academic, cultural, sporting, charitable and educational programmes.

**Article 10: Confidentiality**

All discussions among the officers of the Executive Board are confidential until the majority of the Board agrees to disclose the content of such discussions. In addition, no officer of the Executive Board shall publicly express an opinion, which may be interpreted as representing the opinion of the Executive Board, without prior approval of the majority of the officers of the Board at a properly convened meeting. Should an officer of the Executive Board breach his/her duty of confidentiality, he/she will be removed from the position.

**Article 11: Amendments**

These Bylaws may be amended by resolution adopted by a two-third (2/3) majority of those present at a properly convened General Meeting. The current Executive Board will recommend the proposed amendments to the general membership at least two (2) weeks prior to the relevant General Meeting by notification in the school newsletter.

Amendments are effective immediately unless otherwise specified.

Date of ratification of BISAD PA bylaws .....

