

# **CONSTITUTION AND BYLAWS**

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**Regents International School Pattaya  
Parent Supporters Group**

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# Table of Contents

|  |       |           |
|--|-------|-----------|
| <b>Article I: Name and Structure</b>                             | ..... | <b>3</b>  |
| <b>Article II: Objectives and Policy</b>                         | ..... | <b>3</b>  |
| <b>Article III: Membership</b>                                   | ..... | <b>4</b>  |
| <b>Article IV: Executive and Active Committee</b>                | ..... | <b>4</b>  |
| <b>Article V: Charitable and Fund-Raising Activities</b>         | ..... | <b>5</b>  |
| <b>Article VI: Elections, Installation, Vacancies and Tenure</b> | ..... | <b>6</b>  |
| <b>Article VII: Voting</b>                                       | ..... | <b>7</b>  |
| <b>Article VIII: Fiscal Policies</b>                             | ..... | <b>7</b>  |
| <b>Article IX: Review and Amendments to Bylaws</b>               | ..... | <b>7</b>  |
| <b>Article X: Dissolution</b>                                    | ..... | <b>7</b>  |
| <b>Article XI: Duty of Care and Responsibility</b>               | ..... | <b>7</b>  |
| <b>Article XII: Social Media Platforms</b>                       | ..... | <b>8</b>  |
| <b>Attachments</b>   | ..... | <b>9</b>  |
| <b>Appendix 1. List of PSG positions</b>                         | ..... | <b>9</b>  |
| <b>Appendix 2. Job descriptions of PSG positions</b>             | ..... | <b>10</b> |

# CONSTITUTION AND BYLAWS

## Article I: Name and Structure

*Section 1.* The name of the Committee is **Regents Parents Supporters Group**. Known here as the PSG.

*Section 2.* The PSG structure will contain three important parts of operation: The Executive Committee, the Active Committee (nominated or allocated positions) and the PSG Members. All carry an equal vote.

## Article II: Objectives and Policy

*Section 1. The objectives of the PSG are:*

- To provide a focal point for the school community in a positive and inclusive manner.
- To provide a communication link between school and parents.
- To provide an opportunity at the monthly meeting for parents to meet, find out more about specific aspects of school from the Principal and various guest speakers and provide a forum for ideas and suggestions.
- To provide an opportunity for parents to meet with other parents.
- To provide parents of new students with guidance and information.
- To provide an opportunity for all parents to be involved in and support school activities.
- To serve as a fund-raising vehicle for community partners (community partners are determined by the school) and charities as put forward and agreed upon, in addition to fundraising for selected school community events.
- To attend Welcome Coffee functions and assist in welcoming new families into the school community.
- The PSG Committee is not responsible for coordinating or channelling parent grievances.

*Section 2.* PSG shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by the PSG. Neither the name of the PSG nor the name of its officers in their official capacities shall be used in connection with any commercial concern nor with any partisan interest, or any purpose other than the regular work of the PSG.

*Section 3.* PSG Committee acts in an advisory capacity when called upon, PSG is not a governing nor steering committee for Regents International School Pattaya.

## **Article III: Membership**

*Section 1.* All parents or legal guardians of a current financial and enrolled Student at Regents International School Pattaya are deemed members of the PSG. Each PSG member in attendance will have one vote.

## **Article IV: Executive and Active Committee**

*Section 1.* The affairs of this PSG shall be governed by an Executive Committee made up of the elected officers consisting a Chairperson, a Vice Chairperson, and a Treasurer. The Principal and a Senior Leadership Team (SLT) representative will also sit on the Executive Committee. These positions are non-paid in kind or other. The PSG Executive Committee as stated above is installed for a period of two consecutive years in keeping with Article VI Section 3 below.

*Section 2.* The Chairperson will be required to be the Parent's Representative on the Regents School Board. The Parent's Representative may be required to attend Board Meetings which will be held at least twice a year, either in person or online to discuss various school issues such as school policy, school development plans, fee increases and other aspects of school administration and management. The Parents' Representative will need to work closely with SLT and other School Board members and respect the confidentiality of all Board Meetings.

*Section 3.* The Chairperson shall run the order of all PSG meetings. In the case that the Chairperson is unavailable for any PSG meeting, the meeting shall be run by the Vice Chairperson with all usual constitutional guidelines and requirements. The Treasurer will prepare and present at PSG meetings, a monthly financial report. It is also the Treasurer's responsibility to have the books available for auditing by accounting staff at Regents upon request and funds may be included in general accounts reporting.

*Section 4.* The PSG Executive will compile meeting agendas, take minutes at all PSG meetings, and keep a record of such proceedings.

*Section 5.* The PSG Executive Committee will meet no less than twice per academic school term and may meet more frequently when deemed necessary. The PSG Executive may conduct business via telephone, conference call, video chat software or e-mail when necessary.

*Section 6.* The PSG Active Committee members are nominated for a role or position through the process as stated in Article VI Sections 1-4. A list of committee roles and positions is attached as Appendix 1. Job descriptions for these positions are attached as Appendix 2.

*Section 7.* The PSG membership refers to all Parents and Guardians of a student attending Regents International School Pattaya.

## **Article V: Charitable and Fund-Raising Activities**

*Section 1.* At least 50% of funds raised at events sponsored by the PSG must be given to community partners or charities, in support of Article II section 1.

*Section 2.* Community partners are those charities determined by the school and have an ongoing relationship with the school. Other charities are put forward and voted on at a PSG meeting and maybe one-off events or ongoing support of a charity if agreed upon.

*Section 3.* All fund-raising activities and events under the school's name or on the school campus should first be approved by the Principal and SLT. This approval procedure may include a written proposal for the fund-raising activity submitted to the Principal, identifying the purpose, the charity or community partner, the manner, location, timing and any other material information relating to the proposed fund-raising activity. The Principal and SLT will review the above against school policy and advise PSG. This process should be adhered to and the Principal's decision is final.

*Section 4.* Sensible steps should be taken by PSG to ensure that all monies raised are immediately put in a safe place, the amount collected is properly recorded at the event and that the monies do not become co-mingled with any other monies.

*Section 5.* All other funds raised must be passed to the PSG Treasurer with written advice stating the amount raised, the date on which it was raised, the event or activity at which it was raised, and the purpose of the fund raising activity. Such contributions may come from donations or other committee activities.

*Section 6.* Funds raised for a specific charity are restricted funds and may only be allocated to such charity. These funds are not transferable unless such charity becomes unable to accept the funds, in which case the funds allocation will be decided by the PSG Executive then voted on at the next PSG general meeting if time permits.

*Section 7.* No specific amount of monies will be formally pledged or committed to any party unless the PSG Treasurer has advised that monies are available for this purpose and the PSG Committee members have given approval for the pledge via the usual voting process at the PSG monthly meeting.

*Section 8.* All relevant documentation should be kept including proposals, receipts for expenditure, all documents will be transparent. Requests for reimbursement must be accompanied by a receipt of the monies spent on behalf of the PSG. If the monies spent is less than 100thb then a receipt may not be necessary for reimbursement however, written explanation of this expenditure must be recorded by the Treasure.

*Section 9.* Any single transaction of more than 1,000thb and not included in the original fund-raising proposal may require a separate proposal. This will be a single item purchase of more than 1,000thb.

## **Article VI: Elections, Installation, Vacancies and Tenure**

*Section 1:* To be eligible for an elected position on the PSG Active Committee, a candidate must be a voting member of the PSG as stated in Article III Section 1.

*Section 2:* To be able to run at PSG Committee role, the candidate should be an active PSG member and have a good standing. Other factors for ineligibility are listed below:

- 1.) Parent or guardian of student attending other school. This is to avoid conflict of interest.
- 2.) The candidate had submitted signed withdrawal for their child/children to school.

*Section 3:* Elections will take place at the Annual General Meeting (AGM) held each May. Nominations will be called prior to the AGM via the school bulletin and should be submitted to the PSG five days before the AGM. If only one candidate is nominated for a position and is deemed qualified, that candidate will be installed to the position without need for the election process.

*Section 4:* Installation of the newly elected committee positions shall take place at the AGM, following the approval of the minutes and treasurer's report. Outgoing committee positions will meet with the newly elected committee to hand-over information and responsibilities in a timely manner.

*Section 5.* The length of tenure for each committee position will be one year, however in the case of the Executive positions pursuant to Article IV Section 2., tenure will be one year with an option to remain in that role for one additional consecutive year. This is a total of two consecutive years without the re-election process being necessary. This option must be confirmed prior to the AGM. In the case that this additional year option is declined, nominations will be accepted for the vacant executive position. No minimum or maximum limit is set for tenure in any PSG committee position; however, a voting protocol will be adhered to when more than one applicant is nominated for a vacant position.

*Section 6.* In the event of a vacancy arising mid-year, the process outlined above for election of committee members will be followed to fill the vacant position. If necessary, a Special General Meeting will be called to conduct a vote. In the absence of a nominated volunteer to take up the position, the PSG Committee may co-opt a new member onto the committee with the approval of the Principal and SLT. Failing this, PSG will share the responsibilities of the vacant committee role.

*Section 7.* A committee member may be removed after a 2 months absence without notice and neglect or by a majority vote of membership for failure to fulfill their duties and responsibilities.

## **Article VII: Voting**

*Section 1.* Any member of the Executive Committee who is absent for any general or special meeting may assign his or her voting rights to another member of the Committee as proxy. The assignment must be in writing, dated, and signed by the absent Committee member. Each assignment of voting rights shall be given to the Secretary and shall be kept with the records from that meeting.

*Section 2.* A quorum is obtained with 50% or more of the Executive Committee being present at a PSG meeting and is sufficient to reach a decision.

## **Article VIII: Fiscal Policies**

*Section 1.* The fiscal year of the PSG shall run from July through to June consistent with the rollover of the Committee. The financial accounts should be complete and submitted to the Regents Finance officer upon request. These books may be subject to auditing at that time. The treasurer will prepare a final and detailed financial report for the AGM.

*Section 2.* The Executive Committee shall draw up a budget for the fiscal year and propose the budget to the General Membership at the first meeting of the new school year. The budget will be passed by simple majority. Financial commitments shall not be made based on future fund-raising efforts.

## **Article IX: Review and Amendments to Bylaws**

*Section 1.* The Executive Committee shall review these bylaws every two years or sooner if deemed necessary. These bylaws may also be flagged for amendment at a monthly or executive meeting of the PSG. Amendments shall be proposed in writing to a PSG Executive member one week before a scheduled or special meeting. Amendments will be approved at the following PSG committee meeting or special general meeting by a two-thirds vote of the members present. Such amendments will also need to be approved by the Principal and SLT.

## **Article X: Dissolution**

In the event that PSG is wound-up, any surplus funds will be disbursed equally between the then Community Partners or designated charity by PSG at the last general Meeting.

## **Article XI: Duty of Care and Responsibility**

*Section 1.* All PSG Executive & Committee members must maintain an amicable conduct with the rest of the parent community and the school authorities and should not create any situations which can cause conflicts.

*Section 2.* PSG committee members must be an ambassador for Regents and an excellent role model for parent behavior.

*Section 3.* In all cases and circumstances; disputes or actions, the Principal and SLT will have final say, not PSG Executive nor Active Committee or PSG Member will have a say or undue influence on the administration or running of the school that is Regents International School Pattaya. In accordance with Article II Section 3 of these bylaws

**Article XII: Social Media Platforms**

The PSG provide digital communication from school to Regents community via social media. These platforms include the PSG page associated with Regents official website, a closed Facebook group and an informal Line App group. The information supplied via these social media networks should be reliably factual and should only include school-specific topics. These groups are not for personal or political opinions, nor commercial use or advertising outside of school sponsored events. It is the responsibility of the PSG Executive to manage and monitor these informal chats. All input should follow a code of conduct to ensure polite and respectful transmission of accurate information. All PSG platforms are intended for use by PSG members only as specified in Article III Section 1.

Filed: .....

**Article XIII: Attachments**

Appendix i. List of PSG positions.

Appendix ii. Job descriptions for PSG positions.



## **Appendix i.**

### **List of PSG positions**

PSG Executive Committee:

Chairperson

Vice Chairperson

Treasurer

PSG Committee:

Secretary

Media Coordinator

Cooking Class Coordinator

Activity Support Coordinator

Country Ambassadors

Early Years Representative

Primary Years Representative

Secondary Years Representative

## **Appendix ii: Roles & Responsibilities**

### **Chairperson:**

- Represent the parent body on the School Board
- Lead all PSG monthly meetings
- Contribute to PSG/SLT discussion.
- Attend to PSG correspondence in a timely manner with assistance.
- PSG charities coordinator
- Host meetings of PSG subcommittees providing feedback to and from school.
- Represent the PSG on parent interviewing panels and discussion groups as required.

### **Vice Chairperson:**

- Support the Chairperson, the Treasurer and the PSG Committee.
- Contribute to PSG/SLT discussion.
- Assume Chairperson responsibilities in the absence of the Chairperson on occasion.
- PSG charities co-coordinator
- Attend all meetings and events arranged by PSG.
- Provide feedback to PSG and to School as required.

### **Treasurer:**

- Maintain financial records of income from PSG fundraising.
- Report financial standing at each PSG meeting.
- Keep a record of all receipts and expenditure for PSG hosted events.

### **Secretary:**

- Maintains an up-to-date list of committee members and volunteers.
- Responsible for PSG meeting correspondences (minutes, agenda, etc)
- Responsible for PSG school representative's emails
- Updating of PSG documents (Class Representatives Handbook, etc)

### **Media Coordinator:**

- Monitor all PSG social media platforms ensuring contributors are aware of the code of conduct for each.
- Responsible for creation and implementation of all printed and online media/communication in coordination with Marketing department including school policies but not limited to:
  - 1.) Website updates
  - 2.) Notice Boards
  - 3.) Special Event Advertising (creation & distribution)
  - 4.) Weekly Bulletin

### **Cooking Class Coordinator:**

- Organise a roster and provide guidance for cooking classes leaders.
- Monitor all cooking classes.

***Activity Support Coordinator:***

Make arrangements and organise volunteer's signup for PSG activities and events as required

***Country Ambassadors:***

Welcome new families from their own country and translate if possible and where necessary.

***Early Years Representative:***

Liaise with other parents in that area of school to communication to and from PSG.

***Primary Years Representative:***

Liaise with other parents in that area of school to communication to and from PSG.

***Secondary Years Representative:***

Liaise with other parents in that area of school to communication to and from PSG.

**CODE OF CONDUCT AGREEMENT**

Please sign here to acknowledge you have read and understood the constitution, the role of the Parent Supporters Group and your individual role.

The role of the PSG in providing a positive and inclusive environment for our parents is highly valued by the school. If any members of the PSG do not abide by the constitution and by-laws, they may be asked to leave their role.

Name: .....

PSG Role: .....

Signed: .....

Date: .....