

The Parents and Teachers Committee of the International School of Berne **Constitution and Bylaws**

1. **NAME:**

The name of this association is the *Parents and Teachers Committee of the International School of Berne*, located in Bern, Switzerland, hereinafter referred to as the PTC.

2. **ARTICLES OF ORGANIZATION/PURPOSE:**

- a. The group exists as an unincorporated group of its members governed by these bylaws.
- b. The organization's purpose is exclusively charitable and educational.
- c. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth hereof.
- d. The purpose of the group is to be a non-profit, voluntary, social and service organization, promoting friendly relations throughout the ISBerne community, in line with the philosophy of the school.

3. **BASIC POLICIES:**

- a. The group shall be non-commercial, non-sectarian, and non-partisan.
- b. The name of the group or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the group.
- c. The group shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school, and shall not seek to control their policies but make recommendations through proper channels.

4. **ACTIVITIES:**

- a. Offer social events for the ISBerne community.
- b. To enhance and improve our children's education through monetary and program support of the International School of Berne as considered appropriate by the members and the Director of the school.
- c. Inform the ISBerne community about the years' programme of activities.
- d. Serve as a welcome organization for new students and families.

5. **MEMBERSHIP:**

- a. Every parent or guardian of a child attending ISBerne and the teachers are considered members of this organization and no membership fee is required.
- b. The Director of the school and the Development Officer of the school will be ex officio members of the Executive Council.
- c. Anyone in the community who is interested may attend meetings.

6. **MEETINGS:**

- a. PTC meetings will take place at least once a month throughout the school year, to which all members are invited. The President of the PTC will direct these meetings.
- b. The Executive Council will meet once a month throughout the school year or as needed.
- c. The new Executive Council will be chosen during the June meeting.
- d. Robert's Rules of Order, Revised, shall govern the PTC in cases in which they apply. The PTC functions in an orderly fashion but does not adhere to strict parliamentary procedure.

7. **OFFICIAL POSTS**

- a. The PTC will be run by an Executive Council
- b. The Executive Council will be elected, by the Whole, with a quorum of a minimum of 9 members at the June meeting each year. Officers will assume their official duties at the end of the school year.
- c. A person shall be eligible to serve two consecutive terms in the same office but no more.
- d. The posts of the organization will be President, Vice-President, Treasurer, and Secretary.
- e. The Executive Council will be made up of the 4 PTC officers and the Director of the school and the Development Officer of the school.
- f. In May, requests for recommendations/nominations for new PTC officers for the following school year will be requested of the membership.

8. **VOTING PROCEDURES:**

- a. A quorum will be constituted by a minimum of 9 members present at the June meeting.
- b. The nominations and the election for the official posts of the Executive Council of the PTC will be voted upon at the June PTC meeting.
- c. Additional nominations can be made from the membership base during that meeting.
- d. No one should be nominated as a candidate without their consent.
- e. All candidates must be present at the time of the election or by proxy.
- f. The posts of the Executive Council will be elected for one year. No one may serve more than two consecutive terms in the same post.
- g. If the Presidency is vacant, the Vice-President will occupy the position.

9. **FUNCTIONS OF THE OFFICIAL POSTS:**

The President

- a. Will preside at all PTC meetings and the meetings of the Executive Council.
- b. Will be the link between the Administration of the School, the teachers and the PTC.
- c. Will keep the Vice-President informed of all activities and will also assume all other responsibilities related to the presidency.
- d. Is an ex officio member of all PTC committees.

The Vice-President

- a. Will assist the President and shall perform the duties of the President in his/her absence.
- b. Will serve as Program Chairperson and perform other duties the President deems necessary.

The Treasurer

- a. Will have custody of all PTC funds, will keep an accurate account of the receipts and expenditures, and will make disbursements as authorized by the Executive Council of the PTC.
- b. Will present a financial report at every monthly meeting.
- c. For the end-of-year meeting, the Treasurer will prepare and present a final accounting report.
- d. Will provide the school Business Manager with accounts of each event, and the PTC account will be audited annually along with other school accounts.

The Secretary

- a. Will take minutes during all meetings of the PTC and meetings of the Executive Council. Copies of the minutes of the PTC monthly meetings will be distributed at the meeting the following month.
- b. If the Treasurer and/or the Secretary resign, all files of the activities, meetings and accounts of the PTC will be updated and turned in to the President.

10. **THE EXECUTIVE COUNCIL:**
 - a. The Executive Council of the PTC will plan and coordinate the activities of the organization. It can make definitive decisions of actions to be taken by the organization, or it can have the decision be made by the members.
 - b. The Director and Executive Council together with the participation of the Administration of the school will decide on the use of the funds raised annually by the organization, the limit of which will be 90% (ninety percent of the funds received in the accounts at end of April). The remaining 10% will be used as operating funds for the next event.
 - c. The Executive Council will keep the Director informed and will request cooperation when necessary, before each event.

11. **COMMITTEES:**
 - a. Committees may be created in order to better organize the different activities and events of the PTC. Each committee will be responsible for the preparation of the activity/event and ensure that it is carried out on time and within budget.
 - b. A committee may not carry out work without the consent of the Executive Council.

12. **APPROVAL AND AMENDMENTS:**
 - a. These bylaws will be approved if the majority votes in favour during a monthly meeting by quorum of the members present.
 - b. These bylaws may be amended by two-thirds of the votes of the members present at a general monthly meeting.
 - c. This constitution shall be presented to the organization at least once every two years for revision.

13. **DISSOLUTION AND LIQUIDATION:**
 - a. The organization will be dissolved at the conclusion of the objective and purpose for which it was constituted.
 - b. The Executive Council will be responsible for the dissolution of the organization when the liquidation begins. Any remaining money will be donated to the school. If the school is no longer functioning, a donation will be made to a charity that will be voted upon by the membership.

Adopted 01 September 2009
PTC approved bylaws at General Meeting