



AMERICAN INTERNATIONAL SCHOOL OF JEDDAH

PTSA

ARTICLES OF ASSOCIATION AND BY-LAWS

PTSA ARTICLES OF ASSOCIATION AND BY-LAWS



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ARTICLE I –NAME OF THE ASSOCIATION

The Association shall be known as the Parent Teacher Student Association (PTSA) of the American International School of Jeddah hereinafter referred to as “the Association”.



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ARTICLE II – LOCATION OF THE ASSOCIATION

The PTSA is located in the city of Jeddah, Mecca Region, in the Kingdom of Saudi Arabia. The Association is located at the American International School of Jeddah.



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ARTICLE III – ADMINISTRATION OF THE ASSOCIATION

The Association is hereby formed pursuant to the directive of the American Community and Expatriates who wish an Association in which all parents, teachers, and students can participate in different social activities.



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ARTICLE IV – PURPOSE OF THE ASSOCIATION

The Association, being an exclusively social institution, organized not for profit, it shall organize social activities to collect funds for carrying out the objectives of the association.



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ARTICLE V – MEMBERSHIP OF THE ASSOCIATION

- 1- Membership of the Association will be composed of tuition-paying parents or legal guardians of children who are registered for attendance at the School. These parents or legal guardians are automatically members of the Association. Such membership shall expire when the student status of the child terminates. The term tuition-paying shall be construed to include those parents for whom their child(ren)'s tuition is paid by any employer, organization, or individual other than school.
- 2- Academic staff and professional employees during the validity of their contracts shall be automatically members of the Association. Such membership shall expire when the validity of the contract is terminated.
- 3- All students enrolled in the American International school of Jeddah shall be automatically members of the association. Such membership shall expire when the student status of the child terminates.



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ARTICLE VI – CHARACTER OF THE ASSOCIATION

The Association, being an exclusively social institution, organized not for profit, shall have no part of its earnings benefit any member. No part of its activities shall be used to carry on propaganda, or otherwise attempting to influence legislation. It shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for official position in the school. It shall, through its activities have no political or religious aims.



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ARTICLE VII – REPREHENSIVE COMMITTEE

The Association is hereby vested with the power and authority to establish a Representative Committee to govern the affairs of the Association.

- A. The Association shall be governed by said Representative Committee, the membership of which shall be formed in the manner set forth in the attached By-Laws.
- B. All executive power of the Association is vested in the Association's Representative Committee, except as the Committee shall delegate such power.
- C. The Representative Committee shall at all times act in a manner consistent with its By-Laws and the school By-Laws, shall approve all PTSA programs and activities and shall furnish an appropriate documentation to the Association's membership at its meetings.
- D. The terms, rules, and authority of the Representative Committee shall be set forth in the PTSA By-Laws.



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ARTICLE VIII – PERPETUITY

It is the intention of the Association that the School continues in perpetuity as set forth herein.



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ARTICLE IX – MEETINGS OF THE MEMBERS

- A. There shall be a minimum of four (4) but up to ten (10) annual General Meetings of the members of the Association. These General Meeting will be designated as “PTSA General Meetings”. The first meeting should not be later than last week of the month of November and the last meeting should not be later than the last week of the month of May of every year on such dates as determined by the Representative Committee.
- B. These annual General Meetings shall be held for the purposes of providing comprehensive reports of the PTSA activities, financial status, and operating status plus answering the concerns of the Association members.
- C. Electing members to the Representative Committee shall take place at the General Meeting of (November) every second year at the end of each Representative Committee term.
- D. Presentation of the Final Annual Report of the Representative Committee shall take place at the General Meeting of (May) every year.
- E. Operational Meetings for the Representative Committee shall be held throughout the school year and as many as the Representative Committee decides to carry on the regular Association business. These Operational Meetings will be designated as “Operational Meetings”.
- F. At the General Meeting of (September) assigned for electing new Representative Committee every second year at the end of previous Representative Committee term, A Quorum for conducting the election shall, except as herein below stated, be 15 eligible Association members. If after 30 minutes, a Quorum is found not to be present at a duly called meeting, the eligible Association members present in that meeting shall constitute a Quorum.
- G. Policies and procedures of any Association meeting shall be organized by the PTSA By-Laws.



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ARTICLE X – VOTING BY MEMBERSHIP

- A. At any meeting of the members of the Association, each member shall have one vote. There shall be no voting by Proxy.
- B. All questions at meetings of the members shall be decided by a majority vote of those present, except as otherwise provided in the Articles of Association or in the By-Laws.
- C. The membership shall, at its general meeting in the month of (November) of every second year, elect for the membership of the new Representative Committee as identified in the By-Laws of the Association. Voting shall be for candidates who have been nominated in accordance with the By-Laws, which shall encourage the nomination of candidates of diversified talents and shall be reasonably representative of the Association's membership.
- D. In all matters dealing with amendments to the Articles of Association or By-Laws of the Association, election of members to the Representative Committee, removal of Representative Committee members, or any other matters considered as "critical" by the Representative Committee, voting shall be conducted by ballots which shall be distributed to the full membership along with the Association meeting notice and agenda. Other pertinent details as to what constitutes approval or passage of the matter being considered shall be as provided for in these Articles of Association or in the By-Laws.
- E. For other matters, voting may be by voice, by show of hands, or by written ballot at the direction of the Chair of the Meeting, or at the request of a member present carried by a majority vote. In the case of voting by written ballot, the Chair of the Meeting shall appoint a committee to collect and count votes.



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ARTICLE XI – FINANCES

The Association may use the following means to accomplish its goals:

- A. Collect funds and control their investment and expenditure for the stated purpose of the organization.
- B. Purchase, sell, or otherwise acquire any fund for carrying out the object of the Association.
- C. Receive and accept donations, endowments, and gifts of money, and any other fund from any organization, whether incorporated or not, carrying on work similar to any work being carried on by the Association and provided these donations, etc., do not carry provisions contrary to these Articles of Association its By-Laws.
- D. Devote all or part of the income to the furtherance and support of projects and activities which are exclusively social.
- E. No part of the net earnings of the Association shall inure to the benefit of any individual or member except as reasonable compensation for services actually rendered to the Association.
- F. All funds collected should be documented and deposited in the school's Finance office.



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ARTICLE XII – RESPOSIBILITIES

- A. There shall exist as an affiliate to the American International school of Jeddah a Parents / Student and Teachers Association, hereafter referred as the PTSA, which shall be a self-governing body. The PTSA will establish its own constitution, by-laws, and membership fees, and shall pursue its activities in coordination with the School.
- B. The PTSA shall restrict its activities to those which may reasonably be assumed to be related to and contributing to the overall purposes of the American International School of Jeddah, as defined in Article IV. If at any time the School Board of Trustees determines that the activities of the PTSA are not in keeping with the purposes of the school, as defined in Article IV and are causing or are likely to cause embarrassment to the school, the Board may remove the officers of the PTSA and call for new elections, provided, that the Board must state in writing to the membership of the PTSA its reasons for doing so.



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ARTICLE XIII – REGULATIONS OF THE COUNTRY OF HOST

The Foreign School Regulations set forth by the Saudi Arabian MOE shall be considered as an integrated part of the PTSA Articles of Association and the PTSA By-Laws. The Saudi Arabian MOE regulations for Foreign Schools shall prevail in case of any conflict with the PTSA Articles of Association & By-Laws.



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ARTICLE XIV – AMENDMENT OF ARTICLES OF ASSOCIATION

These Articles of Association may be amended at one of the annual General Meetings by a 2/3's vote of the members present and voting, except Article VI-Character of the Association, and Article XIV-Dissolution shall not be amended in such manner as to impair or alter the not-for-profit, non-political, and secular nature of the Association.

The text of the proposed amendment and the reasons for it shall be furnished to the Representative Committee at least one week prior to the meeting at which it is to be considered. The Representative Committee shall cause the text of the proposed amendment and the stated reasons for it, together with the Representative Committee's own comments on the proposal, to be sent to all members at the last address on file with the secretary at least two weeks before the said meeting.



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ARTICLE XV – DISSOLUTION

- A. This Association may be dissolved and its activities terminated only if approved by three-fourths (3/4's) of all Association members present at any meeting, provided that notice in writing of such proposed dissolution shall have been given to the members by the secretary notifying them of the date of such meeting.

- B. In the event of termination and dissolution, funds remaining after all claims have been paid shall be distributed as approved by the members of the Association present and voting at a meeting of the Association, provided that none of the assets of the Association shall be distributed to or made available in any way to any individual or corporation, except to the American International School of Jeddah, no part of net earnings of which inures to the benefit of any private shareholder or individual; no part of the activities of which is carrying on propaganda, or otherwise attempting to influence the School business; and which does not participate in or interfere in (including the publishing or distributing of statements) and political campaign on behalf of any candidate for official office in the school.



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ARTICLE XVI: PTSA BY-LAWS

Section I - Scope and Purposes of the PTSA

In accordance with Article VII of the PTSA Articles of Association, and in accordance with the American International School of Jeddah's Articles of Association and By-Laws, the PTSA hereby establishes the following By-Laws for the regulation of Association activities. These By-Laws are in furtherance of the purposes and objectives stated in the Articles of Association.

Section II – Representative Committee

- A. The **Representative Committee** membership shall be composed of at least 3 elected representatives (Chairman, Vice chairman and secretary). The 3 Elected *Representatives* shall be chosen by the members of the Association from among their own ranks at an Annual General Meeting of the Association every second year at the end of each *Representative Committee*
- C. No salary or other compensation shall be paid for services as a member of the association, except that reimbursement which may be made for documented & reasonable expenses incurred in connection with such service.
- D. A **“Conflict of Interest” statement** should be signed by each Member of the *Representative Committee* before resuming their duties on the *Representative Committee* after the election.

Section III - Term of Office for Elected Members of the Board

- A. The term of office of all elected shall be **two** years A maximum of two consecutive full terms (4 years) may be served.
- B. Elected Representative Committee members may seek re-election or appointment after a minimum of one year's absence from the Representative Committee.



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Section IV - Nomination of Elected Members of the Board

- A. All candidates for election to the Board shall be members of the Association as defined in Article V of the Articles of Association.
- B. The Chairman of the Representative Committee shall be nominated for the parents who are members of the association.
- C. The Vice Chairman shall be nominated from the teachers who are members of the association.
- D. The Secretary shall be nominated from the students who are members of the association.
- E. Applications shall be submitted to the Secretary of the Representative Committee in writing at least 1 week in advance of the date for the election.
- F. All nominations, to be valid, shall be supported by a signed statement from the Candidate that to the best of his or her knowledge, he or she will be able to complete the term of office.
- G. The Secretary, in notifying members of the Association of the date of the election meeting, shall include with the agenda the list of candidates in alphabetical order along with a brief statement of biographical data, experience and qualifications, and reasons for running.

Section V- Election of Board Members

- A. Election of Board Members shall take place at the November Association General Meeting every second year and shall be by secret ballot.
- B. The election shall be under the direction of an election committee appointed by the Chairman of the Representative Committee and under the supervision of the School Superintendent.
- C. Each Association member as defined in Article V of the Articles of Association shall cast *one* ballot indicating a selection of candidates equal to the number of vacancies to be filled.



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- D. Ballots indicating a selection of candidates more than or less than the number of vacancies to be filled shall be declared void.
- E. Candidates receiving the largest number of votes constituting a simple majority shall be deemed elected. In case of a tie vote, a runoff election shall be held immediately.
- F. The newly elected Representative Committee shall assume office at the first General meeting following the November Association General Meeting.
- G. The first meeting of the elected Representative Committee shall be called by the outgoing Representative Committee Chairman not later than one weeks after the November Association General Meeting.
- H. The first meeting after election of a new board shall be chaired initially by the outgoing Representative Committee Chairman who shall report to the new Representative Committee on any outstanding matters and Budget.
- J. As soon as the outgoing Representative Committee Chairman finishes his report, the new elected Representative Committee Chairman shall assume charge of the meeting. The outgoing Representative Committee shall then conduct no substantive business relating to the administration of the PTSA.

Section VI – Vacancies

- A. Vacancies occurring on the Representative Committee during its term shall be appointed by the Representative Committee not more than two weeks from announcing the vacancy. The vacant position to be filled by the unsuccessful candidate(s) that ran in the previous elections (according to number of votes). If this was not possible then the Representative Committee shall appoint the new member(s).
- B. That new selected member shall fill the vacancy for the unexpired term of the officer leaving the Representative Committee.



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Section VII - Removal

The members of the Association may remove any elected Representative Committee member at general meeting of the members. Such removal requires two-thirds (2/3) vote of the total membership of the Association present at the meeting.

Section VIII - Powers and Duties of the Representative Committee

- A. The Representative Committee shall exercise full control of the direction of the business and affairs of the Association in compliance with the school's and PTSA Articles of Association and By-Laws. It shall have full authority to perform all the acts which the Association may and are required to legally exercise and perform.
- B. Individual Representative Committee Members have no authority to act except in meetings of the assembled Association meeting, or by specific designation by the Representative Committee. However they will be responsible for their individual committees and will report back to the Representative Committee.
- C. A finance committee shall be composed of members of the Representative Committee, the school Superintendent and the School Treasurer.
- D. The Representative Committee shall have an annual audit made of the account of the Association by the school Treasurer. A report of this audit and inventory shall be made to the Association members at the next annual general meeting.

Section IX - Duties of the Officers

- A. **Chairman:** It shall be the duty of the Chairman to preside at all meetings of the members of the Association and of the Representative Committee, and upon the authorization of the Representative Committee to sign all documents and other instruments binding to the Association; to appoint the committees of the Association and to have the Secretary call all meetings of the members in accordance with the By-Laws.



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- B. **Vice-Chairman:** It shall be the duty of the Vice-President to perform the duties of the Chairman whenever the latter shall be absent or incapacitated, and the acts so performed shall be as valid and binding upon the Association as if performed by the Chairman in person.
- C. **Secretary:** It shall be the duty of the Secretary to have minutes kept of all proceedings of the Board and of all meetings of Association members, and to enter same in the book of record. At the direction of the President, (s)he shall give notice of all instruments requiring official signature, and conduct the correspondence of the Association. He or she shall maintain the membership rolls of the Association and shall be responsible for the safekeeping of all records and documents of the Association.
- D. **Finance Committee:** The Finance Committee shall be responsible for overseeing all fiscal and monetary aspects of the Association's finances, and for securing annually an independent accounting of the Association's financial situation. It also shall (1) have receipts made for and take charge of all monies paid into the Association (2) deposit all money received in the school Finance office (3) make all payments of funds as authorized by the Finance Committee.

Section X- Amendment of the By-Laws

These By-Laws may be amended only upon a two-thirds vote of the Association members present at any general meeting, provided that: (1) notice in writing of such proposed amendment shall have been given to the members by the Secretary when notifying them of the date of such meeting, (2) such notice shall have been given to members of the Association at least two weeks prior to the date of the meeting, (3) and further, no change shall be made in the By-Laws which may be in conflict with the Articles of Association.



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ARTICLE XVII: PTSA BY-LAWS “ATTACHMENT I”
POLICIES AND PROCEDURES OF THE PTSA MEETINGS

This attachment shall be considered as integrated part of the PTSA By-Laws

Section I - General Board Meetings

General Board Meeting shall be designated as “The General Meeting”

Policy

The PTSA General Meetings should be held throughout the school year with minimum of four (4) but up to ten (10) annual meetings and as set forth in Article IX of the article of Association. The Representative Committee directs that General meetings be scheduled and convened in accordance with the following regulations.

Regulations

1. General Meetings shall be held according to a schedule approved annually by the Representative Committee with minimum of four (4) but up to ten (10) annual meetings and as set forth in Article IX of the article of Association
2. The schedule of General Meetings shall be provided to all members of the Association
3. General Meetings shall be open to the Association members and shall normally be held after school hours at the day and times decided by the Representative Committee Chairman.
4. Minutes in the prescribed form shall be kept for all General meetings of the Association.

Procedures

1. All business shall be brought before the Representative Committee by a motion of a member.
2. Motions shall require a second



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3. Voting shall be by show of hands.
4. Except in the case of a unanimous vote, the vote of each member shall be recorded in the minutes.
5. Except in the case of Representative Committee elections, voting shall be by secret ballot
6. Debate on an issue shall normally be limited as follows:
 - 6.1. Each member shall be permitted to speak no more than twice and no longer than ten (10) Minutes in total.
 - 6.2. The member who presents a motion shall be permitted to open and close debate.
 - 6.3 Each member will be give EQUAL opportunity to speak and voice his/her opinion
 - 6.4 Other individuals in attendance shall only be permitted to speak upon the invitation of the Representative Committee Chairman.
7. Meetings shall be subject to automatic adjournment.
 - 6.1. Regular meetings shall adjourn no later than 10:00 PM.
 - 5.2. Adjournment time for other meetings of the Association shall be set at the commencement of the meeting.
 - 5.3 The Representative Committee Chairman may extend a meeting beyond its scheduled adjournment time.
8. The Representative Committee Secretary shall be responsible for recording the minutes.



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ARTICLE XVIII: PTSA BY-LAWS “ATTACHMENT II” **POLICY AND PROCEDURES OF THE PTSA MEETINGS AGENDAS**

This attachment shall be considered as integrated part of the PTSA By-Laws

A. Policy

- The agendas should be prepared and distributed in such a way that:
- Agenda items deal with matters which are important to the Association,
- Members have adequate time to review the agenda package prior to the meeting,
- Additional items can be placed on the agenda, with the approval of the Representative Committee, at the meeting.
- The Representative Committee Chairman directs that agendas for all meetings of the Association be developed and distributed in accordance with the following regulations.

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B. Regulations & Procedures

1. The agenda shall be prepared by the Chairman of the Representative Committee in consultation with the Representative Committee members.
 - 1.1. The printed agenda shall serve as the order paper.
2. Individual member have the right to place items on the agenda for General Meetings,
 - 2.1. Items shall be placed on the agenda though the Chairman of the Representative Committee.
 - 2.2. The member shall specify the nature of the issue and provide necessary background information.
 - 2.3. Deadline for submission shall normally be 12:00 noon on the Tuesday preceding the scheduled meeting.
3. Each item on the agenda shall be supported by
 - 3.1. A background/briefing document and
 - 3.2. A recommendation for action.
4. Agenda packages shall normally be provided to all members



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C. Agenda Structure:

- **Appointments: (Date and Time)**
- **Location**
- **Agenda:**
 - 1. CALL TO ORDER**
 - 2. ADAPTATION OF AGENDA**
 - 3. APPROVAL OF MINUTES**

If there are no errors or omissions in the minutes of the Previous Regular Meeting, the minutes shall be approved and signed by the president
 - 4. BUSINESS ARISING**
 - 5. ACTION ITEMS**
 - 5.1**
 - 5.2**
 - 5.3**
 - 6. INFORMATION**
 - 6.1 Committee Chairs Reports**
 - 6.2 Representatives**
 - 6.3 Representative Committee Chairman Report**
 - 7. Tasks Action List follow-up**
 - 8. OTHER BUSINESS**
 - 9. ACKNOWLEDGEMENTS**
 - 9.1 Thank-you**
 - 9.2 Congratulations:**
 - 10. ADJOURNMENT**

D. Agenda Attachments

Brief information about different items in the Agenda to be attached to the Agenda:

TOPIC:

BACKGROUND: *(Brief background information provided)*

RECOMMENDATION: (May include a motion or just for the Association to accept as information)