



AL-BAYAN
INTERNATIONAL SCHOOL
مدرسة البيان الدولية

Parent Teacher Association (PTA) Bylaws 2021

Mission Statement: Al-Bayan International School personalizes learning to achieve intellectual and individual growth of all students, empowering them to impact their community.



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Article I. PTA Vision

Empowering children to impact their community with strong character, leadership, and compassionate behavior.

Article II. PTA Mission Statement

To advocate, engage and enhance the relationships between home and school to create a spirit that unifies students, parents, teachers and staff and pushes them toward leading a collective environment that is purely focused on the wellbeing and education of every student.

Article III. BIS Values

The PTA will continuously provide a supportive environment to foster each student's path and growth to assist the school community in their efforts to cultivate a path to success. BIS Core Values, aligned with the PTA vision and mission, will always be reinforced through the PTA meetings, workshops and events in order to create a successful roadmap for the future.

BIS Core Values:

- Self-Discipline
- Respect
- Commitment

BIS Good Habits:

- Persistence
- Striving for Accuracy
- Flexible Thinking

Article IV. PTA Executive Committee

Section 4.01 Composition

The BIS PTA governance shall include 8 elected members: 1 BIS Staff Liaison (Athletic and Activities Coordinator).

- 4 BIS parents (Elected Officers).
- 4 BIS staff members (not including administration).

Section 4.02 Term

(a) President / Treasurer

- The term will commence August 1st or the first day of the academic year and end on June 15th of the third academic year.
- Each term is for three academic years.

(b) Vice-President / Secretary

- The term will commence August 1st or the first day of the academic year and end on June 15th of the second academic year.
- Each term is for two academic years.

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(c) Extenuating Circumstances

In case of extenuating circumstances, e.g., pandemic, internal or external disaster, etc... which has resulted in major school year impacts the assigned 2/3 year academic terms may be modified and extended for another academic year to assist the school during this time.

Section 4.03 Term Limits

PTA Executive Committee members shall serve a total of two terms. No one shall serve more than one full term of two years in the same officer position, unless otherwise permitted in these bylaws or until a successor is elected or appointed. If willing, a candidate who has served the maximum number of terms may be elected to serve an additional term provided no other interested candidate is nominated.

Section 4.04 Executive Committee Meetings

(a) Regular

- Eight (8) regular meetings shall be held within an academic year.
- Attendance will be taken at every meeting.
- All meetings are minutes are taken by the PTA secretary. In the absence of the PTA secretary an alternate PTA Executive Committee member will be assigned to take the minutes.
- All minutes must be reviewed and signed by the president or the vice president if he/she chaired the meeting and the secretary.
- Minutes shall be sent to all PTA Executive Committee members and School Director after each meeting.
- Approval of minutes will occur during next scheduled Executive Committee meeting.

(b) Special

- Special meetings of the Executive Committee may be called by the president or a majority of the Executive Committee, not less than ten (10) days nor more than (30) days before the date of the special meeting via a written notice to each member of the committee.
- Additional meetings may be held electronically, for the sole purpose of approving previously documented agenda items.

Section 4.05 Order of Business

- Call to order
- Reading and approval of the previous meeting minutes
- President's report
- Treasurer's report
- Committee reports
- Old business
- New business
- Adjournment

Section 4.06 Quorum

- 3 members of the PTA Executive Committee shall constitute a quorum, allowing for official business to be transacted.
- A meeting cannot be held without the president or the vice-president.

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Section 4.07 Voting

Members of the PTA executive committee shall be entitled to one vote. In case of a tie in the voting process during a meeting, the president's vote will count as 2 votes.

Article V. Duties of Office

Section 5.01 President

- Ensure that all PTA Bylaws are fully implemented.
- Preside at all meetings, schedule meetings, and chair them.
- Specify the agenda for meetings.
- Ensure at least two (2) PTA Executive Committee members attend PTA event/activities.
- Serve as an ex-officio member of all committees.
- Delegate responsibilities to other association members.
- Appoint chairs and members of committees not otherwise specified.
- Monitor sub-committee's work progress.
- Review, approve, and sign all internal and external PTA correspondences.
- Work with treasurer to insure PTA funds are adequately managed.
- Serves as the official contact, communicator and representative of the PTA.
- Designated as an authorized signer for PTA contracts and authorizations for payment.
- To act as a bridge between parents and school for enhancing communication.
- Assist in the transfer of PTA records to the incoming PTA Executive Committee.

Section 5.02 Vice President

- Collaborate with the president to achieve PTA objectives and targets.
- Works as the primary aide to the president.
- Perform the duties of the office of president in the president's absence or when the president is unable to perform such duties.
- Designated as an authorized signer for PTA contracts and authorizations for payment when the president is unable to sign.
- Attend PTA event/activities.
- To act as a bridge between parents and school for enhancing communication.
- Carries out other duties outlined in unit bylaws or as assigned.
- Assist in the transfer of PTA records to the incoming PTA Executive Committee.

Section 5.03 Treasurer

- To manage all financial affairs, income and expenditure of the accounts of the BIS PTA in coordination with FAWSEC.
- Maintain the books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks on school premises.
- Report the financial status of the PTA during the Executive Committee meetings.
- Make disbursements in accordance with the budget and approved purchases.
- Present books to the auditors with necessary documentation, upon request.

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- To compile an interim PTA financial report and the annual financial report at the end of the fiscal/school year for review and when applicable, e.g. transfer to new Executive Committee members.
- Attend PTA event/activities.
- To act as a bridge between parents and school for enhancing communication.

Section 5.04 Secretary

- Set meeting agendas, dates, and times with president and inform members.
- Record the minutes of all meetings, including attendance, editing them, and circulating them to executive members after approval and signature of the president or vice president within 10 working days.
- Keep an accurate record of attendance.
- Be responsible for correspondence.
- Maintain a current copy of the bylaws.
- Maintain a current contact list of the of PTA officers.
- Maintain a membership list.
- File all data related to PTA.
- Attend PTA event/activities.
- To act as a bridge between parents and school for enhancing communication.
- Assist in the transfer of PTA records to the incoming PTA Executive Committee.

PTA Objectives

Section 5.05 Objectives of the PTA

- Organize events, activities and fundraisers to engage and strengthen the Al-Bayan International School (BIS) community.
- Host PTA workshops and meetings on topics relevant to supporting the BIS community.
- Welcome new BIS parents / staff and involve them in community building activities.
- Fund Raising for the school and PTA.
- Assist school stakeholders to effectively communicate amongst each other.
- Prepare the budget for approval.
- Develop the calendar of PTA events / annual plan to outline the PTA goals.
- Create an evaluation system to measure its success.
- Each PTA Executive Committee member will lead at least one projects a year / two projects within a term.
- Use social media, communications, and marketing plans, as a collective resource and management tool to enhance the BIS story.

Section 5.06 PTA's objectives will not involve

- Individual complaints.
- School administration tasks.
- Curriculum development.
- Running activities without consultation of relevant school administrative parties.
- Portraying the school/its staff/its management or students in a negative manner.

Article VI. Confidentiality Clause

- Al-Bayan International PTA intends to maintain ethical and professional standards and avoid the appearance of conflicts between personal interests and the interests of BIS. Integrity and appearance are important considerations in our community relationships; therefore, it is the responsibility of all PTA Executive Committee Members to uphold the good reputation of BIS in their actions and communications with the BIS community.
- I hereby acknowledge that the PTA Executive Committee has read the above and accept to comply with the noted terms. Violation of the above shall result in disciplinary action in accordance with BIS PTA Bylaws.

Article VII. PTA Operation

Section 7.01 Establish an Annual Plan

(a) Preparation of the Plan

- The preparation of a single overall plan of the PTA facilitated activities, events and fundraising.
- The plan should be simple and include a working schedule with budget for the entire academic year.
- In preparing the plan, business reports of the Parent-Teacher Association issued during the preceding year(s) and opinions of parents and teachers might be consulted.
- The financial affordability of parents for activities organized should be taken into consideration.
- All activities should be organized upon discussion with approval finalized in the Executive Committee meeting.
- The plan will be drafted and finalized by 15th of October.
- The approved plan will include activities/events from 15th of October until 14th of October the following academic year.
- The approved plan will be provided to BIS stakeholders.

(b) Plan Revisions

- The annual plan may receive amendments to the approved schedule of activities, however, all revisions and amendments must be reviewed and approved with the Executive Committee.
- If revisions are granted an updated annual plan shall be provided to BIS stakeholders.

(c) Budget Process

- The Executive Committee shall be responsible for the development of the budget.
- The incoming PTA Executive Committee must create the proposed budget by October 15th and present it during the first general meeting in semester 1 along with the annual plan.
- Annually the PTA Executive Committee must review the budget versus actual expenditures.

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Section 7.02 PTA General Community Meetings

- Meetings shall be held at least once every semester with the dates determined by the Executive Committee.
- Written notice of each community meeting shall be distributed in English with invitations provided to BIS community at least (10) ten calendar days' notice.
- All guardians of current students and BIS current staff may attend and participate in general community meetings.
- Provides opportunity for PTA updates.
- Meetings may include:
 - o Present the approved PTA annual plan.
 - o Communicate dates of planned PTA events.
 - o PTA membership registration and signup.
 - o Promote, encourage and select guardian and staff volunteers for events that build the school community.
 - o Communicate initiatives that involve parents.
 - o Receive parent feedback through surveys.

Section 7.03 Conduct an Annual Review

- Offers a review and summary of work carried out during the planned year.
- Issues annual financial report at the end of the fiscal/school year for approval.
- Reviews the activities conducted and results of activities.

Section 7.04 Transfer of Records

- All PTA records must be maintained for 6 years.
- Outgoing Executive Committee members must ensure that records are transferred to the newly elected Executive Committee members, including all parent contact information obtained during their term of offices.
- Transfers must occur on school premises, in the presence of the BIS Director and BIS Liaison.

Article VIII. Committees

Section 8.01 Sub-Committees

- The PTA can create sub-committees within the PTA structure which are aligned to the PTA goals.
- Ad-hoc committees shall be established by with PTA Executive Committee approval.
- Standing sub-committees of the PTA roles will be defined as the committees are established.

Article IX. Membership

Section 9.01 Non-Discrimination

Membership in PTA at all levels shall be open, without discrimination, to anyone who believes in and supports the mission, purposes and principles of BIS PTA and meets other qualifications for membership as prescribed in these bylaws.



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Article X. Financial

Section 10.01 Fiscal Year

The fiscal year of the association shall run from September 1st through August 31st unless FAWSEC financial department requires a different calendar.

Section 10.02 Handling Finances

(a) Deposit and Payments

- All funds collected by the PTA must be deposited with FAWSEC (with the supporting documents attached) in an account designated for the PTA. The treasurer will receive a deposit slip for that same amount.
- The PTA has complete access to its funds at any point in time.
- Payments from the PTA account by FAWSEC require a letter signed jointly by the PTA president and Treasurer and addressed to the Accounts Manager at FAWSEC. The vice president may sign in place of the president if the latter is unavailable. In case the Treasurer is unavailable, the president and the vice president may sign jointly. Supporting documentation (invoices, quotations...etc.) are to be presented with the letter.
- Documentation related to every transaction must be maintained at FAWSEC (e.g., deposit receipts, purchase orders, association minutes related to the financial transactions, etc.)
- The Treasurer will be responsible for keeping copies of all the financial records of the PTA (ledgers, invoices, receipts, FAWSEC account etc.) and account with FAWSEC. These copies are handed over to the incoming PTA Executive Committee in transfer. The copies can also be presented to the audit committee for their review.

(b) Financial Reporting

- The treasurer shall prepare the Interim PTA Financial Report and the Annual PTA Financial Report.
- These reports shall be presented to the Executive Committee and may be communicated during community meetings as well.
- Copies of these reports shall be provided to the BIS Director.

(c) Reimbursements

- All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase.
- All requests for reimbursement must be received by June 20th or they will be considered a donation to the PTA.

(d) Earnings

- The earnings of the PTA will only be used to further the PTA objectives.
- Any profit at the end of a term will roll over to the next PTA association.
- No part of the net earnings of the association shall be used to the benefit of, or be distributable to its members, committees, officers or other private persons.

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Section 10.03 Purchases

- The PTA shall select their product and service providers as they see fit, providing that at least two (2) quotations were provided.
- The PTA can utilize the FAWSEC purchasing department to get supplier quotes when needed.
- Should the PTA enter into a contractual agreement with a product or service provider that refers to Al-Bayan International School the Director must review the contract prior to the agreement.
- The purchase of goods or services from a business in which a PTA member has a financial interest, or may directly benefit from such purchase, is a potential conflict of interest. Such situations should be disclosed to the school's Director for review prior to the purchase.

Section 10.04 Sources of income

(a) Membership Fees

- Student parents/guardians shall pay an annual membership fee of 10.000 Kuwaiti Dinars for one family enrolled into the General Parent Teacher Association for that academic year.
- Membership fees collected will be used to enable activities and events; when available members may also receive member discounts on scheduled activities and events.
- Membership fees will be collected annually and documented by the treasurer.
- Membership list will be generated.
- Student parents/guardians shall pay an annual membership fee per child enrolled at BIS, amount to be determined by the PTA.
- Families with more than 3 children enrolled at BIS shall pay no more than the amount of 3 children membership dues.

(b) Donations

- Donations from other organizations and / or individual donors who specified that the provided donation is for the BIS PTA use.

(c) Sponsorships

- Any sponsorships will be documented, and the approved Sponsor(s) will be recognized during the sponsored event.

(d) Fund Raising Activities

- The Director's written consent is required when a fundraising activity is held during school hours or on school property.
- Fundraising activities, e.g. raffles will receive prior approval.
- All funds raised will be documented by the treasurer.

(e) Charges for Activities

- Charging the appropriate fees for the activity in question.
- The financial affordability of parents for activities organized should be taken into consideration.

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Section 10.05 Audits

(a) Internal Audit

- An internal audit of all financial affairs of the organization will occur at the end of the term. The treasurer, in coordination with FAWSEC, shall make all books and records available to the audit committee.

Article XI. Election Process

Section 11.01 Nominations

- Nomination of officers will take place in the second semester of each end-of-term year.
- Nominating committee positions may take place at a meeting, by mail, or by electronic submission.

Section 11.02 Elections

(a) Election Process

- The BIS administration will manage the election process by assigning one or two volunteers from the current BIS staff members to manage the nomination and election process.
- Duties include the following:
 - o Preparing and distributing notices pertaining to the nomination and election process.
 - o Ensuring that all parent and staff members have an opportunity for nomination, including self-nomination.
 - o Gathering a list of the nominees and their bios.
 - o Verifying the eligibility of all interested candidates prior to the election.
 - o Managing the elections on campus or online.
 - o Preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election or setting up an online account.
 - o Scheduling the election at a time that ensures maximum participation.
 - o Ensuring that only eligible members receive a ballot or code for voting.

(b) Election Voting

- Parents of students attending Al-Bayan International School and staff are all entitled to one vote for each open PTA Executive Committee position.

Section 11.03 Installation of Officers

- Once elected the new PTA Executive Committee members must read and sign each page of the Bylaws.
- Elected officers will take office and to facilitate transition to the new position, elected officers will commence sharing duties with the previously established officers upon election.

Section 11.04 Record Transfer

- Records are saved for 6 years.
- Records are transferred to incoming PTA Executive Committee members during the transfer.

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Section 11.05 Vacancy

(a) Presidential Vacancy

- In case of a vacancy in the office of president, the president-elect shall become president and shall hold office for the balance of the term. In filling the vacancy, the president-elect shall be entitled to continue in the presidency for the following term providing not more than one-half (1/2) of a full term as president has been served.
 - o The vacancy in the office of president-elect shall be filled at the next annual meeting by the voting body.
 - o Notice of filling such vacancy must be given no less than 30 days prior to the annual meeting.
 - o In the interim, duties of the president-elect shall be delegated by the president.

(b) Other Vacancy

- A vacancy in the office of a vice-president or the secretary or treasurer shall be filled by a majority vote of the Executive Committee. The vote shall be by ballot. When there is only one (1) candidate for the vacancy, the election may be by voice vote.
 - o Notice of filling the vacancy must be given in the call to the meeting at which the election will take place.

(c) Nominations

- Nominations can be received by mail or electronic transmission.
- Nomination of officers will take place in the spring of each term.
- If executive officer positions open before the term is completed, nominations may occur at pre-determined time.

(d) Removal

- The involuntary removal of an officer / Executive Committee member shall require a majority vote to be removed from office for failure to perform duties, criminal misconduct, conflict of interest, or unethical behavior in PTA business.
- An officer or chairman who misses three (3) consecutive meetings may be removed from office.

(e) Leave of Absence

- If an Executive Committee member is unable to fulfill his/her responsibilities for a specific period, he/she may request a leave of absence through a written letter to the Executive Committee.
- The BIS PTA president shall appoint someone to assume the roles of that position for a period not to exceed (4) four months.
- If after (4) four months, the officer is unable to resume his/her duties he/she must submit a letter of resignation and the position will be considered vacant.

(f) Resignation

- If it is necessary for an executive member to resign his/her office, a letter of resignation shall be sent to the PTA president. At the next PTA Executive Committee meeting the president shall submit the letter into the record.

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(g) Dissolution of the PTA

- The Director has a right to dissolve the PTA for reasons that it deems necessary such as in adherence to the PTA objectives and Bylaws.
- A notice will be sent out to all members about the dissolution of the PTA.
- A meeting will be held between the administration and the Executive Committee to agree on the hand over procedures.
- Upon dissolution, BIS shall remove the PTA presence.

(h) Reinstatement of the PTA

- The BIS Director has a right to reinstate the PTA.

Article XII. Bylaw Amendments

- The PTA Executive Committee may request to amend the PTA By-Laws by writing a letter with the suggested amendment clause and submitting it to the BIS Director and BIS Liaison who will review the request and decide whether or not to include the amendment.

BIS PTA Executive Committee

President: Sarah AlSaleh

Signature: _____

Date: _____

Vice-President: Shenna Behbehani

Signature: _____

Date: _____

Secretary: Suha Nassif

Signature: _____

Date: _____

Treasurer: Muneera Alhouti

Signature: _____

Date: _____

BIS Liaison: Ali Williamson

Signature: _____

Date: _____