

AFNORTH International Elementary School



Parent Teacher Organization

***Bylaws for School Year
2022-2023***

Amended August 2018

1 of 11

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BYLAWS FOR AFNORTH INTERNATIONAL ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I: NAME

The name of this organization is the AFNORTH International Elementary School Parent Teacher Organization (PTO), Brunssum, Netherlands. The AFNORTH International Elementary School PTO¹ is a local independent PTO organized with the support of the School, Teachers and Parents for the benefit of AFNORTH International Elementary School community. It is commonly known, and will be referred to in these Bylaws, as "AIS PTO, or simply PTO"

ARTICLE II: OBJECTIVES

Section 1. The objectives of the AIS PTO, in common with other PTOs and the specific requirements of the School are:

- a. To promote the welfare of the children and youth in home, school and community;
- b. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;
- c. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

Section 2. The organization is organized exclusively for the charitable, scientific literacy, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

Section 3. These bylaws, as from time to time amended, comprise the Organization's articles of organization and are the equivalent, of a constitution and bylaws, as those terms are used in other PTO Bylaws. They will be signed by the President and Vice-President, and supersede any previous articles of organization. They become effective at the close of the meeting at which they are adopted by the Executive Committee.

Section 4. These Bylaws (and amendments) will be copied to the appropriate NATO Community or Base Commander for their information and comment. However, formal approval of these Bylaws is not required, but all activities of the PTO will be closely coordinated with the School Principals and the NATO Community Commander to ensure appropriate visibility of activities.

Section 5. The Organization is an independent, self-sustaining, non-profit making private organization. It is not an instrument of the U.S., Canadian or UK government and may not receive financial assistance from the U.S., Canadian or UK Military or non-appropriated funds. None of the Ministries of Defence of the US, Canadian or UK, or the School will assume any responsibility for the Organization's debts.

¹ Until Aug 11, the PTO was a PTA organized under the authority of the EPTA, and the National US PTA.
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ARTICLE III: BASIC POLICIES

The following are basic policies of the AIS PTO, in common with other independent PTOs:

- a. The organization shall be non-commercial, nonsectarian, and nonpartisan;
- b. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large;
- c. The organization, or members in their official capacities, shall not endorse a commercial entity or engage in activities not related to promoting the objectives of the organization;
- d. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise;
- e. The organization shall work with the schools to provide quality education for all children and youth;
- f. The organization shall not ordinarily enter into membership with other organizations.
- g. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof;
- h. Said organization shall obtain adequate insurance for protection against public liability, claims, property damage claims, or other legal actions arising from said organization's activities, one or more of the said organization's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the said organization;
- i. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code;

ARTICLE IV: LOCAL PTO

Section 1. The AIS PTO is organized independently and will meet the following aims, in coordination with the aspirations of the School, Teachers and Parents:

The PTO will meet the following aims:

- a. The main aim is to encourage as much parental involvement in the School as possible, and to promote opportunities for increased parent and teacher interaction.
- b. The PTO will also support the school and its students in a number of ways; enrichment activities such as key presentations and talks; adding value to school events; sharing initiatives to promote the welfare of students (and parents and teachers); and fundraising to support key activities such as the Battle of the Books, Math Olympiad, Spelling Bee, National Geographic Bee, Red Ribbon Week, Pumpkin Drop, STEM Night, Spring Musical, Irish Storyteller, and others.

Section 2. The PTO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by an independent auditor where directed by the Committee.

Section 3. The members of the nominating committee for officers of this local PTO shall be elected by the general membership, Board of Directors, or Executive Committee.

ARTICLE V: MEMBERSHIP

Section 1. Every Parent and Teacher associated with the AIS is automatically a member of the PTO

Section 2. Involvement in the PTO shall be encouraged without regard to race, colour, creed, or national origin

Section 3. Due to the fact that the PTO occasionally uses U.S. currency, a U.S. dollar checking account is maintained on the USAG Schinnen military installation, two of the elected Committee members (the treasurer and typically the VP) must be U.S. ID cardholders in accordance with Community Bank regulations which require the presentation of ID cards as proper identification in order to be signatories on said account. Community Bank handles transactions in both US Dollars and Euros.

ARTICLE VI: OFFICERS

Section 1. The officers of the AIS PTO shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Officers shall be elected by ballot in the month of April/May.

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Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and an election held by voice vote. A majority vote shall be required for election. A member of AIS staff and the candidate shall be present at the time of the vote. In lieu of a formal meeting, in order to facilitate timely decision making, business may be conducted by electronic mail (e-mail) or messenger chat (Article VIII; Section 10).

Section 4. Officers shall assume their official duties following the close of the meeting in May in which they are elected and shall serve for a term of one year or until their successors are elected.

Section 5. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice-President. A vacancy in any office other than President shall be filled by the Board of Directors.

Section 6. There shall be a nominating committee composed of an uneven number, no less than three members.

- a. The committee shall elect its own chair.
- b. The nominating committee shall nominate eligible persons for each office to be filled and report its nominees at the regular meeting in March, at which time additional nominations may be made from the floor.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Know and follow the bylaws of the Organization;
- b. Cooperate with other members of the Executive Committee and Board of Directors;
- c. Appoint, in conjunction with the Executive Committee, chairpersons of standing and special committees;
- d. Consult with the school principals on all matters relating to the school;
- e. Invite parents, teachers and students to participate as active members, chairpersons and representatives;
- f. Preside at all meetings of this local PTO;
- g. Expedite meetings by preparing an agenda with the Secretary, opening and closing meetings on time; and facilitating additions to the agenda;

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- h. Serve as an ex-officio member of all committees except the nominating committee;
- i. Coordinate the work of the officers, standing committees and special committees in order to ensure the objectives of the association may be promoted;
- j. Shall review these bylaws at least once a year and submit them to the approving authority for continued permission to operate as a private organization;
- k. Maintain a fair and impartial position at all times, encouraging participation and discussion;
- l. Yield the chair to the Vice-President before participating in discussions or expressing his/her view;
- m. State each motion clearly after it has been seconded before allowing discussion;
- n. Declare the result of every vote taken;
- o. May vote, when voting is by ballot, or to create or break a tie if the result is in the best interest of the Organization.
- p. Advocate appreciation and recognition for work well done and for participation;
- q. Perform such other duties as may be provided for by these bylaws, prescribed by parliamentary procedure, or directed by the Board of Directors or Executive Committee.

Section 2. The Vice-President shall:

- a. Act as an aide to the President;
- b. Perform the duties of the President in the absence of the President or upon the President's inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by parliamentary procedure, or directed by the Board of Directors or Executive Committee.

Section 3. The Secretary shall:

- a. Record accurately all business transacted at each meeting of the AIS PTO and present the minutes for approval at the next meeting of the same body;
- b. Send minutes of Board meetings to the President for review, prior to approval;

- c. Be prepared to read the records of any previous meetings;
- d. File all records;
- e. Have a current copy of the Bylaws;
- f. In consultation with the President, prepare in advance of each meeting an agenda showing the order in which business should come before the body;
- g. Perform such other duties as may be provided by these Bylaws, prescribed by the parliamentary authority, or directed by the President, the Board of Directors or Executive Committee;

Section 4. The Treasurer shall:

- a. Have custody of the funds of AIS PTO;
- b. Maintain a full account of the funds of AIS School PTO;
- c. Make disbursements as authorized by the President, Executive Committee, or AIS PTO in accordance with the budget adopted by AIS PTO. All AIS PTO purchases (over \$200/200 Euros) shall be made by the President and Vice President, along with the committee chairs(if applicable). In the event of no Vice President, the President and Treasurer shall make purchases together.
- d. Have cheques or vouchers signed by two people: the treasurer and one other person;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the AIS PTO;
- f. Provide a written financial statement to the Executive Committee at each meeting;
- g. present an annual report of the financial condition of the organization;
- h. Submit the books annually for an audit by an auditor or auditing committee selected by the Board of Directors or Executive Committee at least one month before the meeting at which new officers assume duties.
- i. Report the findings of the annual audit to the Executive Committee;
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the Board of Directors, or the Executive Committee.

ARTICLE VIII: BOARD OF DIRECTORS

Section 1. The affairs of the AIS PTO shall be managed by the Board of Directors in the intervals between local unit PTO general membership meetings.

Section 2. Each board member shall be a member of the local AIS PTO.

Section 3. The Members of the Board shall be.

- a. Elected officers;
- b. Standing Committee Chairs (to include Box Tops for Education, Spirit Wear, Used Book Sales, Volunteer Coordinator, Yearbook, Publicity Reporter), special committee chairs (as needed), Teacher Representatives and the Principal or Principal's Representative;

Section 4. Duties of the Board shall be to:

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create special committees;
- c. Present a report at regular general membership meetings of this local PTO;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Prepare and submit an annual budget to local PTO's general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget.

Section 5. If any member of the Board of Directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the Board of Directors or the Executive Committee.

Section 6. Regular meetings of the Board shall be held quarterly, in the AIS Conference Room(D2.7C), unless otherwise specified.

Section 7. Special meetings of the Board may be called by the President or when requested by three (3) members upon 7 days' written notice to each member of the Board.

Section 8. At all meetings of the Board, a majority of the Members of the Board shall constitute a quorum for the transaction of business.

Section 9. Each of the Officers, or his or her designee, is entitled to one vote. Additionally each standing committee member (box tops, publicity reporter, spirit wear, used book sales and volunteer coordinator), or his or her designee, is entitled to one vote. Each voting member of the board of directors will have only one vote regardless of the number of positions held on the board of this local PTO. When a committee is held by co-chairpersons, the committee is entitled to one vote.

Section 10. The Board of Directors may occasionally transact business by electronic mail (e-mail) or messenger chat, in lieu of a formal meeting in order to facilitate timely decision making. The Secretary will maintain copies of all votes taken by e-mail and maintain a summary of the discussion. A summary of these records will be presented at the next regular meeting with the minutes of the previous meeting.

Section 11. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the Board, they shall automatically cease to be a member of the Board and shall be relieved of all duties and responsibility incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the President and all funds pertaining to the position shall be returned to the Treasurer within 14 days.

Section 12. The Board of Directors shall ensure that the association obtains, at the expense of AIS PTO, sufficient liability insurance to meet the minimum requirements of the local national law for the events and fund raising activities of this PTO.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee of the AIS PTO, the members of which shall be all elected officers.

Section 2. Special meetings of the Executive Committee may be called by the President or upon written request of 2 members with 3 days' notice to each member of the Executive Committee.

Section 3. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the Executive Committee shall be to:

- a. Transact business referred to it by the Board;
- b. Appoint standing committee chairs and members;
- c. Approve the work of the committees;
- d. Act in emergencies between meetings of the Board;

- e. Make a report at each Board meeting;(if needed)

ARTICLE X: COMMITTEES

Section 2. The standing committees of the AIS PTO shall be:

- a. Box Tops for Education - collect, count & submit box tops for payment.
- b. Publicity - maintain facebook page, create flyers and publicize events.
- c. Spirit Wear - order, inventory and plan spirit wear sales.
- d. Used Books - plan & publicize used book sales, 1x per month
- e. Yearbook - organize and create yearbook with yearbook team.
- f. Volunteer Coordinator - contacts & coordinates volunteer support for events.

Section 3. The special committees of the AIS PTO shall be(but are not limited to):

- a. Teacher Appreciation Week
- b. Bingo Night
- c. Father/Daughter, AND Mother/Son activity
- d. STEM Night
- e. Elementary School Dance

Section 4. The Board of Directors may create such special committees, as it may deem necessary, to promote the objectives of PTO and carry on the work of the AIS PTO.

Section 5. The term of a committee chair shall be one school year, or until the selection of a successor.

Section 6. The chair of each committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

Section 7. The President shall be a member ex-officio of all committees, except the nominating committee.

ARTICLE XI: GENERAL MEMBERSHIP MEETINGS

Section 1. Regular meetings of the AIS PTO shall be held during the school year, unless otherwise provided by the AIS PTO, the Board of Directors, or the Executive Committee. Five days' notice shall be given to the membership of any change of date.

Section 2. Special General meetings of the AIS PTO may be called by the President or by a majority of the Board of Directors, five days' notice having been given.

Section 3. General Assembly Meetings will be held at least on a quarterly basis during the school year.

Section 4. Five (5) members shall constitute a quorum for the transaction of business in any meeting of the AIS PTO General Assembly Meeting.

Section 5. Fund requests in the amount of \$200/200 Euros or higher will require a motion to approve the request, a second motion and approval.

ARTICLE XIII: FISCAL YEAR

The fiscal year of the AIS PTO shall begin on 1 July and end on the following 30 June.

ARTICLE XV: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting or Board of Directors Meeting of the AIS PTO by a two-thirds vote of those members present and voting, a quorum being present.

Section 2. A committee may be appointed by a majority vote at a general membership meeting of this local PTO, or by a 2/3 vote of the Board of Directors of this local PTO, to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3. Copies of amendments or revised bylaws shall be furnished to Commander of the NATO Community, the Netherlands for review.

These By-laws are hereby approved and accepted by the membership on this the

10 day of December, 2018.

W. Visser
Whitney Visser – President

xxx– Vice President