

Centennial Christian School

Constitution of the Parent Teacher Association

ARTICLE I: Name

The name of this Association shall be the Parent Teachers Association of Centennial Christian School, Seoul, Korea.

ARTICLE II: Objectives

The purpose of the PTA is to develop and implement between educators and the school community, joint efforts to secure the highest advantages in intellectual, physical, emotional, and social education and spiritual awareness, and to provide a continuing channel of communication among the various sectors of the CCS community in order to promote an atmosphere of goodwill and cooperation.

To achieve this objective, the PTA shall be empowered to:

- A. Provide venues for the expression of views on matters of general interest to parents, faculty and students;
- B. Provide services and programs in support of scholastic pursuits and extracurricular activities of the students;
- C. Propose to the school administration any suggestions for existing educational programs or for the adoption of any new programs that may be responsive to the changing requirements of an international student body;
- D. Raise funds, transact business and exercise functions which do not conflict with existing administrative contracts for the execution of the stated objectives of the organization;
- E. Provide social venues for parents, students and teachers to interact.

ARTICLE III: PTA Membership

Section I: Eligibility

The parents or legal guardians of students presently enrolled at CCS are automatically eligible for membership in the PTA, as are the present administrators, teachers and staff members.

Section II: Term of Membership

Eligibility for membership will continue for parents for as long as their child is enrolled at CCS. Membership for administrators, teachers, and staff members will be for as long as they are employed by CCS.

Section III: Fees

Parent members of the Association shall pay annual dues as determined at the general meeting.

ARTICLE IV: The Board (6 Executive Committee Members & 4 Officers)

Section I: Executive Committee

The PTA shall be governed by an Executive Committee consisting of the Principal, a Faculty Representative, and the Chairperson from each of the four Standing Committees outlined in article VI.

Section II: Officers

Officers of the PTA shall include a President, Vice-president, Secretary, and Treasurer. No individual may hold two offices simultaneously, nor may the Principal be elected to any officer positions.

Section III: Qualifications

Board Members shall be mature Christians who are able to speak English at a level sufficient to communicate with all members of the PTA. In addition, parent members should have children who attended CCS for at least 1 year.

ARTICLE V: Responsibilities

Section I: Executive Committee Members

- A. The Principal shall serve as a direct liaison between the PTA members and the CCS administration.
- B. The Faculty Representative shall serve as a direct liaison between the PTA members and the CCS Faculty.
- C. The 4 Standing Committee Chairpersons - refer to Article VI.

Section II: Officers

- A. The President shall be responsible for calling the meetings and, in conjunction with the Executive Committee, for setting the agendas. With the treasurer, s/he shall draft the program budget for the year. S/he is also responsible for the formation of the Nominating Committee. The President shall be an ex-officio member of all committees.
- B. The Vice-president shall assist the President as above and assume presidential responsibilities during the absence of the President.
- C. The Secretary shall manage the correspondence of the PTA and shall be responsible for keeping accurate minutes of all PTA meetings. S/he will also be responsible for the PTA Contact Directory.
- D. The Treasurer shall keep careful accounts of the PTA funds and submit a report at each PTA meeting. S/he shall, together with the President, draft the PTA budget for the year and indicate projects that have been forwarded for consideration for PTA funding.

ARTICLE VI: Committees

Section I: Standing Committees

There shall be four standing committees of the PTA, namely, the Events Committee, the Bazaar and Fund Raising Committee, the Communications Committee, and the Homeroom-Parent (Volunteer) Committee. Members of the committees shall be appointed by the PTA Board before the beginning of the new academic year.

- A. The Events Chairperson shall be responsible for organizing major social and educational events that will attract parents, faculty, or students each year.
- B. The Bazaar and Fund Raising Chairperson shall be responsible for at least one major fund raiser during the year to support PTA projects.

- C. The Communications Chairperson will be responsible for getting pertinent information into the CCS newsletter and website.
- D. The Homerroom-Parent (Volunteer) Chairperson shall be responsible for the coordination of parent volunteers to assist teachers and PTA events on a regular basis.

ARTICLE VII: Nominations and Elections

Section I: Nominations

- A. The President shall form a Nominating Committee which shall be composed of at least four members, none of whom will be on the slate of candidates.
- B. The Nominating Committee will recruit from the PTA membership, those who have been nominated or others who have expressed an interest in filling positions on the PTA Board. They will publicize the candidates' names along with a brief history of their qualifications. The committee will be responsible for carrying out the annual election.
- C. Through the best efforts of the Nominating Committee, candidates for open positions on the PTA Board shall be selected by:
 - Regions (North America, Europe, Southeast Asia and Near East, and Southern hemisphere/Oceania) or according to the demographics of the student populations; and
 - A percentage relative to the number of students in the Elementary, Middle, and High Schools.

ARTICLE VIII: Elections

Section I:

Annual elections shall be in May.

Section II: The Sequence of the Election

- A. In April, the existing President will announce any positions that will open for the next year.
- B. President will send an invitation to the parent community for all who are interested to submit their names on the nomination form provided. Any member may nominate any other member or him/herself. A nominee's signature on the nomination form is required before that name will appear on the ballot.

- C. There will be an information meeting for new candidates, or anyone who may be interested in a position on the PTA Board.
- D. In early May, candidates' names and a brief history of qualifications will be published in a newsletter to introduce the candidates.
- E. The Nominating Committee will determine the system used for balloting. Ballots may be sent in the form of a newsletter and the balloting closed after ten days. Or, balloting may take place at the May general meeting.
- F. The Nominating Committee will count the votes, and announce the results of the election in late May, giving the new board time to meet before school dismisses at the end of the year.

Section III: Term

The term of the PTA Board Members shall be for one year, beginning June 1 through May 31. All members are eligible for re-election.

Section IV: Vacancies

In the event that an office is left vacant, the PTA Board may fill such by invitation, until the election at the next general meeting.

ARTICLE IX: FINANCE

Section I: Budget year

The PTA fiscal year will be July 1 - June 30.

Section II: Funds

Funds shall be derived from membership dues, fund-raising efforts, donations and/or gifts.

Section III: Budget

- A. The budget for each new school year will be completed and approved in collaboration by the outgoing/incoming Board at the transitional meeting each June. This will allow for funds to be made available for projects and events prior to the start of the new school year.
 - If the PTA has no designated President and Treasurer for the coming school year and the positions have not yet been filled by invitation, the outgoing officers will prepare and complete the

budget. This will provide consistency and insure that a budget is ready for the upcoming school year.

- PTA budget is approved by the PTA membership.

Section IV: Disbursements

- A. Disbursements are to be made for budgeted purposes only.
- B. PTA members may not make commitments for the expenditure of PTA funds for any purpose that has not been approved by the PTA membership during the budget process.
- C. The Treasurer and President, acting on behalf of the PTA, shall cosign all disbursements.

ARTICLE X: Liabilities of Members

No members of the PTA shall have any personal obligation in respect to PTA liabilities.

ARTICLE XI: Dissolution or Liquidation

No part of the net income, revenue, or donations to the PTA shall benefit any member, officer, or any other private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of the PTA's purposes), and no member, officer, or any private individual shall be entitled to share in the distribution of any part of the assets of the PTA, on its dissolution or liquidation. In the event of such a dissolution or liquidation, the assets shall be transferred to the CCS general fund.

ARTICLE XII: Amendments

These articles and or the accompanying by-laws may be amended by a majority two-thirds vote of the current membership (each paid membership as defined in the by-laws being entitled to cast one vote) at the May general meeting (the general meeting as specified in the By-laws) provided that there is quorum present and that copies of such amendments have been distributed to the members previously.

BY-LAWS

ARTICLE I: Address

The business address of the PTA shall be determined in May with other meetings called during the year at times determined by the PTA Board. The agenda for the May general meeting shall include election of officers, budget appropriations, and financial reports. Except in cases of urgent business, notification of the time and place of general and executive meetings shall be published in the school calendar or written notification shall be sent to members at least two weeks prior to the meeting date.

ARTICLE II: Quorum

A quorum for voting purposes shall exist when 15 members are present. At Board meetings, a quorum (50%) of its members must be present to take formal action. A simple majority vote of those present will prevail. In split vote, the Nominating Committee Chairperson will have the deciding vote. If necessary, a vote may be taken by email or telephone, in which case the Secretary will poll the members and file the results of the vote with the minutes of the PTA Board.

ARTICLE III: Procedures

General meetings of the PTA shall be conducted according to Robert's Rules of Order. General meetings will be conducted in English.

ARTICLE IV: Dues and Special Fees

Members of the PTA shall pay annual dues as determined by the membership at the general meeting. Payment shall be made with other school fees at the beginning of the academic year, but shall be deposited in the PTA account. For voting purposes, each paid membership qualifies for one vote (i.e., one family membership qualifies for the one vote).

Members may from time to time be asked but not required to contribute additional funds for special projects sponsored by committees and upon approval of the general membership.