

## PARENT TEACHER ASSOCIATION

# CONSTITUTION

<b>PART 1 - PRELIMINARIES</b>	
<b>1.1</b>	<p><b>What is this?</b> This is the Constitution of the Parent Teacher Association of the International School of Helsingborg in Sweden.</p>
<b>1.2</b>	<p><b>Identification</b> The Parent Teacher Association of the International School of Helsingborg is defined as a Not-For-Profit, Unincorporated Association.</p> <p>The Parent Teacher Association is identified by its National Organisation Number, as registered with <b>Skatteverket</b>, the Swedish Tax Agency.</p> <p>The Parent Teacher Association has been allocated National Organisation Number: <b>802511-9952</b>.</p> <p>The International School of Helsingborg may be referred to by the acronym of, "ISH" within this document.</p> <p>The Parent Teacher Association of the International School of Helsingborg may be referred to by the acronym of, "PTA" within this document.</p>
<b>1.3</b>	<p><b>Recognition by the International School of Helsingborg</b> The International School of Helsingborg shall recognise one body of persons, described as the Unincorporated Association known as the <i>Parent Teacher Association of the International School of Helsingborg</i>.</p> <p>The Parent Teacher Association can only be recognised by the International School of Helsingborg as its Parent Teacher Association if the Constitution of this Unincorporated Association stipulates that only Parents of students currently enrolled at ISH, administration staff employed at ISH, or serving Teachers at ISH may elect or become Board officers of the Unincorporated Association: at least two (2) Parents must be active members of the PTA Board.</p> <p>Parents of students currently enrolled at ISH and serving Teachers at ISH are automatically Members of the Parent Teacher Association of the International School of Helsingborg and are eligible to become Board officers.</p> <p>As an auxiliary body to the International School of Helsingborg, the Parent Teacher Association shall function in a manner consistent with the Mission, Philosophy and Objectives of the School and its accepted Curriculum.</p>

<p><b>1.4</b></p>	<p><b>Mission of the Parent Teacher Association</b></p> <p>To support the International School of Helsingborg in furthering the education and development of all students enrolled at the school and to promote the well-being and success of the students through the canvassing of strong involvement of ISH parents, ISH families, and the Swedish community at large.</p> <p>The Mission is to be achieved by creating a better school experience for all ISH students by:</p> <ul style="list-style-type: none"> <li>▪ Conducting fund raising events, to be enjoyed by the children and parents, to raise money to assist financing class supplies, equipment, excursions, and other such activities for the benefit of ISH students.</li> <li>▪ Nurturing a working relationship between parents and teachers.</li> <li>▪ Providing a platform for discussion by parents of topics and issues concerning their children who are enrolled at ISH.</li> <li>▪ Foster an atmosphere of unity among the many families with children enrolled at ISH</li> <li>▪ To welcome new families and facilitate their children’s establishment at ISH</li> <li>▪ To provide the means of social and professional networking for ISH parents.</li> </ul>
<p><b>1.5</b></p>	<p><b>Vision of the Parent Teacher Association</b></p> <p>To make ISH a brand name synonymous with high academic achievement and social balance, producing ethical, talented, and successful members of and contributors to Swedish and international institutes of higher education, business communities, and society in general.</p>
<p><b>1.6</b></p>	<p><b>Jurisdiction</b></p> <p>The Parent Teacher Association of the International School of Helsingborg shall be subject to the Laws and social customs of the Kingdom of Sweden.</p>
<p><b>PART 2 - THE BOARD OF THE PARENT TEACHER ASSOCIATION</b></p>	
<p><b>2.1</b></p>	<p><b>Duties of the Board</b></p> <p>The following are essential duties, to:</p> <ul style="list-style-type: none"> <li>▪ Conduct and manage the business of the PTA in accordance with its Mission and in the pursuit of its Vision.</li> <li>▪ Exercise due diligence and act with consideration for the Laws of Sweden.</li> <li>▪ Determine an annual financial budget in consultation with the School.</li> <li>▪ Engage in fund raising activities to meet the annual budget, with provision for unforeseen items, while maintaining liquidity and solvency at all times.</li> <li>▪ Operate a Current Account with a Swedish bank into which all collected monies must be deposited to facilitate accurate ongoing and end-of-financial-year reporting.</li> <li>▪ To recruit support for its activities from Parents, senior students, volunteers and other external and internal parties.</li> <li>▪ Form new Board positions, Auxiliary Committees, and special purpose ad-hoc committees and roles from time-to-time as the need may arise.</li> <li>▪ Operate wholly within the bounds of this Constitution.</li> </ul>
<p><b>2.2</b></p>	<p><b>Composition</b></p> <p>The Board shall function as an Executive Committee, the Officers of which are to be drawn from Parents of currently enrolled students, Teachers, and Administrative Staff of ISH.</p> <p>The composition of the Board must include a minimum of two (2) Parents of students who are currently enrolled at ISH.</p> <p>Although not a strict requirement, it would be beneficial that at least one (1) Officer is bi-lingual: with at least a moderate proficiency in English in Swedish.</p>

<p><b>2.3</b></p>	<p><b>Structure</b></p> <p>The structure of the Board of the Parent Teacher Association of the International School of Helsingborg must include three (3) essential positions of:</p> <ul style="list-style-type: none"> <li>▪ Chairperson</li> <li>▪ Treasurer</li> <li>▪ Secretary</li> </ul> <p>The position of Chairperson must be filled by a Parent of a student currently enrolled at the School.</p> <p>Without all three (3) essentials positions filled, ie; remaining vacant, the PTA will be deemed to be dysfunctional and wound-up in accordance with Part 7 of this Constitution.</p> <p>Vacant may be defined as an essential position, from which an officer resigns, is expelled, or dies and which remains vacant or unfilled for a period of two (2) calendar months from the date of the officer's resignation, be it <i>de facto</i> or <i>de jure</i>.</p> <p>There are a further four (4) essential Teacher positions, these are automatically filled by the teacher appointed to the respective Principal position by the School, one of which must include the ISH <i>Rektor</i> (School Principal / Head of School):</p> <ul style="list-style-type: none"> <li>▪ Principal of DP</li> <li>▪ Principal of MYP</li> <li>▪ Principal of PYP</li> <li>▪ Teacher Liaison</li> </ul> <p>Other non-essential Positions that ideally should be filled to support the Board and facilitate the operation of the PTA include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Communications Officer / Website Administrator</li> <li>▪ Fund Raising / Events Coordinator</li> <li>▪ Afterschool Activities Coordinator</li> <li>▪ Class Parent Coordinator</li> </ul>
<p><b>2.4</b></p>	<p><b>Appointment of Officers to the Board</b></p> <p>The three (3) essential Board positions become vacant at each Annual General Meeting (AGM) of the PTA. Officers may be re-elected to the same position; with a limit of two (2) successive terms.</p> <p>At the AGM, all nominations must be tabled for consideration and voting. Nominations must be received by the Secretary via email (<a href="mailto:secretary@ishpta.se">secretary@ishpta.se</a>) seven (7) days prior to the AGM.</p> <p>Should no nominations be received, any ISH Parent, Teacher, or Staff may be approached or volunteer at the AGM to fill a vacant Board position in accordance with Items 2.2 and 2.3 of Part 2.</p> <p>Should any essential Board position become vacant during the period between the most recent AGM and a forthcoming AGM, the position may be filled by a Resolution passed at a regular Meeting of the Board and must be ratified at the next AGM or Extraordinary General Meeting (EGM), as a separate Agenda item.</p> <p>Failure to ratify the appointment within one (1) calendar month will render null and void the appointment any decision or vote made by that position with the consequences, if any, to be dealt with by the next AGM or EGM.</p> <p>The appointment of Officers to any non-essential Board position may be conducted at any time and does not require ratification at an AGM or an EGM.</p>
<p><b>2.5</b></p>	<p><b>Resignation and Removal of Officers to the Board</b></p> <p>An officer of the Board may at any time resign by tendering a written resignation to the PTA Board. The resignation is to be accepted at the next Regular, General, or Extraordinary meeting.</p> <p>An officer of the Board may be removed by a Resolution passed by a 75% majority of any regular Meeting: there is no requirement to ratify the Resolution at a subsequent AGM or EGM.</p>

## PART 3 - REGULAR MEETINGS OF THE BOARD

<b>3.1</b>	<b>Notice of Regular Meeting &amp; Agenda</b> The Secretary: <ul style="list-style-type: none"><li>▪ May call meetings any time with a maximum frequency of one (1) meeting per month.</li><li>▪ Must provide to Board officers and other PTA members proper Notice of Meeting with Agenda of the Meeting.</li><li>▪ Must ensure the Notice of Meeting is provided no later than by 5:00pm on the Friday preceding the date set for the Meeting.</li><li>▪ May send Notices and Agendas of meetings via Email, included in the School's newsletter, and posted on the ISH PTA's website.</li><li>▪ Is deemed to have properly provided a Notice of Meeting once posted on the ISH PTA website.</li></ul>
<b>3.2</b>	<b>Quorum for Regular Meetings</b> A Meeting will be deemed properly constituted upon declaration of a Quorum.  A Quorum is defined as any two (2) officers occupying the essential positions plus one (1) Teacher.  Visitors are permitted to attend any Meeting of the Board and shall be noted in the Minutes.
<b>3.3</b>	<b>Agenda for Regular Meetings</b> Meetings are to be conducted according to the Agenda provided with the Notice of Meeting.  There is no requirement for the Meeting to approve the Agenda prior to commencement.  Any new items not listed in the Agenda are to be tabled and discussed under "Other Business".
<b>3.4</b>	<b>Chairing of Regular Meetings</b> Meetings are to be Chaired by the Chairperson.  In the absence of the Chairperson, the Secretary shall chair the Meeting and may delegate the task of the taking of Minutes to any person, member or visitor, at the Meeting subject to Part 3.6 .
<b>3.5</b>	<b>Voting and Proxies at Regular Meetings</b> Voting at any PTA Meeting is open to any PTA Board officer and Visitor, provided the Visitor is a Parent of a student currently enrolled at ISH.  To be deemed valid, Proxies must be provided by the Proxy Giver to the Secretary: <ul style="list-style-type: none"><li>- by email to <a href="mailto:secretary@ishpta.se">secretary@ishpta.se</a></li><li>- within 24 hours of the commencement time of the Meeting</li><li>- noting the Parent's name, child's class and teacher's name, and the identity of the Proxy</li><li>- noting the Agenda item to be voted on</li><li>- noting the desired vote (a vote must be in the affirmative or negative; not left open to the Proxy).</li></ul>
<b>3.6</b>	<b>Minutes of Regular Meetings</b> The Secretary is responsible for the taking and preparing of Minutes of Meetings, unless the task of the taking of Minutes is delegated; notwithstanding, the responsibility for the timely and proper preparation and publication of Minutes vests always with the Secretary.  Minutes are to be prepared and sent to the Chairperson for preliminary review within seven (7) days of the Meeting.  Once satisfactorily reviewed and approved by the Chairperson, the Secretary may at any time distribute the Minutes to all Board officers and any interested PTA Parents.  The Minutes of a Meeting are to be tabled at the next Meeting and approved by that Meeting by way of Resolution.  Approved Minutes must be uploaded on to the ISH PTA website as soon as practicable.

## **PART 4 - ANNUAL GENERAL MEETINGS & EXTRAORDINARY GENERAL MEETINGS**

<b>4.1</b>	<b>Notice &amp; Agenda of AGMs &amp; EGMs</b> The Secretary: <ul style="list-style-type: none"><li>▪ Must provide proper Notice of Meeting with Agenda of the Meeting to all Teachers and Parents.</li><li>▪ Must ensure the Notice of Meeting is provided a minimum of fourteen (14) days preceding the date set for the Meeting.</li><li>▪ Must send the Notice and Agenda of the Meeting by bulk Email, included in the ISH Newsletter, and posted on the ISH PTA's website.</li></ul>
<b>4.2</b>	<b>Quorum for of AGMs &amp; EGMs</b> A Meeting will be deemed properly constituted upon declaration of a Quorum.  A Quorum is defined as any two (2) officers occupying the essential positions plus any two (2) Principals, plus a minimum of four (4) other Teachers and/or Parents of current students of the School.
<b>4.3</b>	<b>Agenda of AGMs &amp; EGMs</b> Meetings are to be conducted according to the Agenda provided with the Notice of Meeting.  The Meeting will be required to approve the Agenda prior to commencement (an Agenda item).  Any new items are to be tabled and discussed under the item, "Other Business".
<b>4.4</b>	<b>Chairing of Annual General Meetings</b> Meetings are to be Chaired by the Chairperson.  In the absence of the Chairperson, the Treasurer or the Secretary shall chair the AGM or EGM; if the Secretary, then the task of the taking of Minutes may be delegated to any person at the AGM or EGM, subject to Part 4.6 of this Constitution.
<b>4.5</b>	<b>Voting and Proxies of AGMs &amp; EGMs</b> Voting at any PTA Meeting is open to all eligible Board officers, Parents of students currently enrolled at ISH, and any ISH Teacher.  To be deemed valid, Proxies must be provided to the Secretary: <ul style="list-style-type: none"><li>- by email to <a href="mailto:secretary@ishpta.se">secretary@ishpta.se</a></li><li>- within 48 hours of the commencement time of the Meeting</li><li>- noting the Parent's name, child's class and teacher's name, and the identity of the Proxy</li><li>- noting the Agenda item to be voted on</li><li>- noting the desired vote (a vote must be in the affirmative or negative; not left open to the Proxy).</li></ul>
<b>4.6</b>	<b>Minutes of AGMs &amp; EGMs</b> The Secretary is responsible for the taking and preparing of Minutes of Meetings, unless the task of the taking of Minutes is delegated; notwithstanding, the responsibility for the Minutes vests always with the Secretary.  Minutes are to be prepared and sent to the Chairperson for preliminary review within fourteen (14) days of the Meeting.  Once satisfactorily reviewed and approved by the Chairperson, the Secretary may at any time distribute the Minutes to all Board officers and any interested PTA Parents.  The Minutes of an AGM or EGM are to be tabled at the next AGM or EGM and approved by that Meeting by way of Resolution.  Approved Minutes must be uploaded on to the ISH PTA website as soon as practicable.

## PART 5 - FINANCE

### 5.1

#### Responsibility for Finances

The Treasurer is responsible to manage and account for all finance matters of the PTA, including:

- collecting money
- issue receipts for money collected in cash
- disbursing money
- maintain vendor/supplier invoices and receipts for cross-referencing of disbursements
- maintain and account for the PTA's Petty Cash account
- keeping the PTA's accounts
- producing legible financial statements on an on-going and annual reporting basis
- drafting of an Annual Financial Budget in consultation with the Chairperson and Principals
- managing the approved Annual Financial Budget
- managing the PTA's bank account
- managing the PTA's statutory requirements relating to taxation compliance
- provide and manage cash floats for fund raising events such as the Spring Fair.

### 5.2

#### PTA Bank Account

The PTA shall maintain an organisational, current bank account with a Swedish bank which maintains a physical branch or office in Helsingborg.

Authorised signatories to the PTA bank account shall be:

1. PTA Board:
  - Treasurer
  - Chairperson
2. ISH Principals jointly, where the PTA Board becomes dysfunctional or the PTA ceases to exist:
  - ISH DP Principal and/or *Rektor* (School Principal / Head of School)
  - ISH PYP Principal

In accordance with Part 7 of this Constitution, should the PTA Board become dysfunction or the PTA ceases to exist, the ISH *Rektor* (School Principal / Head of School) and the PYP Principal, acting jointly, will have the power to close the PTA's bank account and transfer the account balance into the ISH account to be used by the school for the benefit all ISH students.

### 5.3

#### Methods of Payment and Collection of Funds

To facilitate payments and collection of funds, including donations and sales proceeds from fund raising events, the PTA shall maintain:

- A Bank GIRO number, presently: **5605-0214**
- A PayPal account.

Cash donations to the PTA may be left by donors at the ISH front office or with teachers: cash receipts are to be checked, collected, and banked into the PTA Bank Account on a regular basis.

The Treasurer, jointly with the Chairperson, have the authority under this Constitution to transfer money in and out of the PTA Bank Account in performing the Duties of the Board in accordance with Paragraph 1 of Part 2 of this Constitution.

No payments are to be made in Cash; all payments and disbursements are by be authorised by a Meeting of the PTA Board and subsequently made by way of bank transfer, thereby creating an audit trail for reporting and auditing purposes.

### 5.4

#### Financial Year

The PTA shall follow the conventions adopted by the International School of Helsingborg.

## PART 6 - INDEMNITY AND INSURANCE

### 6.1 Finances and Torts

The ISH PTA operates as an auxiliary to the International School of Helsingborg.

The PTA, its activities, and its officers are to be protected by indemnity under the School's insurance cover for all activities sanctioned by the PTA Board at any properly convened and quorate meeting. This is to be confirmed each year at the PTA's AGM.

## PART 7 - WINDING UP OF THE ISH PARENT TEACHER ASSOCIATION

7.1 The ISH PTA operates as an auxiliary to the International School of Helsingborg. Its function is to support the School for the benefit of its students.

In response to a changing environment, at the 2016 ISH PTA AGM, the structure of the PTA Board was streamlined to facilitate flexibility, agility, efficiency, and potency thus guaranteeing the survival and continuation of the ISH PTA in adverse conditions.

Should the PTA Board become dysfunctional, the ISH *Rektor* (School Principal / Head of School) and the PYP Principal, acting jointly, have the power under this Constitution to wind-up the ISH PTA, close the PTA's Bank Account, and transfer the account balance to the ISH Bank Account.

Situations where it may be deemed that the PTA Board has become dysfunctional are:

- a. Where any of the three (3) essential Board positions of Chairperson, Treasurer, and Secretary remains vacant for a period of more than two (2) calendar months.

Vacant may be defined as an essential position, from which an officer resigns, is expelled, or dies and which remains vacant or unfilled for a period of more than two (2) calendar months from the date of the office becoming vacant, be it *de facto* or *de jure*.

The three (3) essential Board positions must at all times be filled subject to b., below, and in accordance with Part 2.2 of this Constitution.

- b. Where the position of Chairperson is not or cannot be filled by an ISH Parent, who is a parent of a student currently enrolled at ISH.

The position of Chairperson must at all times be filled by a Parent of a student currently enrolled at the International School of Helsingborg.

## PART 8 - AMENDMENTS TO THE CONSTITUTION

8.1 The Constitution of the Parent Teacher Association of the International School of Helsingborg may be amended by a Resolution passed by a 75% majority of either an Annual General Meeting or an Extraordinary General Meeting.

Date of Execution: 1<sup>st</sup> February 2018

Place of Execution: Helsingborg, Sweden

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**Ruth Kerry**  
Chairperson

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**Jean-Pierre Alouan**  
Secretary