



**International School
of Helsingborg**



**Parent
Teacher
Association**

Org. No: 802511-9952

PARENT TEACHER ASSOCIATION

CONSTITUTION

PART 1 – PRELIMINARIES

1.1 What is this?

This is the Constitution of the Parent Teacher Association of the International School of Helsingborg in Sweden.

1.2 Identification

The Parent Teacher Association of the International School of Helsingborg is defined as a Not-For-Profit, Tax Exempt, Unincorporated Association.

The Parent Teacher Association is identified by its National Organisation Number, as registered with **Skatteverket**, the Swedish Tax Agency.

The Parent Teacher Association has been allocated National Organisation Number: **802511-9952**.

The International School of Helsingborg may be referred to by the acronym of, "ISH" within this document.

The Parent Teacher Association of the International School of Helsingborg may be referred to by the acronym of, "PTA" within this document.

1.3 Recognition by the International School of Helsingborg

The International School of Helsingborg shall recognise one body of persons, described as the Unincorporated Association known as the *Parent Teacher Association of the International School of Helsingborg*.

The recognised 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 the School, administration staff employed by the School, or serving Teachers at the School may elect or become Board officers of the Unincorporated Association: at least two (2) Parents must be active members of the PTA Board.

Parents of students currently enrolled at the School and serving Teachers at the School are automatically Members of the Parent Teacher Association of the International School of Helsingborg and are eligible to become Board officers.

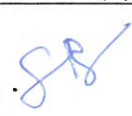
As an auxiliary body to the International School of Helsingborg, the Parent Teacher Association shall function in a manner consistent with the Mission, Philosophy and Objectives of the School and its accepted Curriculum.

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1.4	Mission of the Parent Teacher Association 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. The Mission is to be achieved by creating a better school experience for all ISH students by: <ul style="list-style-type: none"> ▪ 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. ▪ Nurturing a working relationship between parents and teachers. ▪ Providing a platform for discussion by parents of topics and issues concerning their children who are enrolled at the International School of Helsingborg. ▪ Foster an atmosphere of unity among the many families with children enrolled at ISH ▪ To welcome new families and facilitate their children's establishment at ISH ▪ To provide the means of social and professional networking for ISH parents.
1.5	Vision of the Parent Teacher Association 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.
1.6	Jurisdiction The Parent Teacher Association of the International School of Helsingborg shall be subject to the Laws and social customs of the Kingdom of Sweden.

PART 2 - THE BOARD OF THE PARENT TEACHER ASSOCIATION

2.1	Duties of the Board The following are essential duties, to: <ul style="list-style-type: none"> ▪ Conduct and manage the business of the Parent Teacher Association in accordance with its Mission and in the pursuit of its Vision. ▪ Exercise due diligence and act with consideration for the Law of Sweden. ▪ Determine an annual financial budget in consultation with the School. ▪ Engage in fund raising activities to meet the annual budget, with provision for unforeseen items, while maintaining liquidity and solvency at all times. ▪ 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 financial reporting. ▪ To recruit support for its activities from Parents, senior students, volunteers and other external and internal parties. ▪ Form new Board positions, Auxiliary Committees, and special purpose ad-hoc committees and roles from time-to-time as the need may arise. ▪ Operate wholly within the bounds of this Constitution.
2.2	Composition 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 the International School of Helsingborg. The composition of the Board must include a minimum of two (2) Parents of students who are currently enrolled at the International School of Helsingborg. A minimum of one (1) Officer must be bi-lingual: English with at least moderate fluency in Swedish.

L. Nicholson 

2.3	<p>Structure</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"> ▪ Chairperson ▪ Treasurer ▪ Secretary <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 Parent Teacher Association 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 thirty one (31) calendar days 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 ISH Rector:</p> <ul style="list-style-type: none"> ▪ Principal of DP ▪ Principal of MYP ▪ Principal of PYP ▪ Teacher Liaison <p>Other non-essential Positions that ideally should be filled to support the Board and facilitate the operation of the Parent Teacher Association include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Communications Officer / Website Administrator ▪ Fund Raising / Events Coordinator ▪ Afterschool Activities Coordinator ▪ Class Parent Coordinator
2.4	<p>Appointment of Officers to the Board</p> <p>The three (3) essential Board positions become vacant at each Annual General Meeting (AGM) of the PTA. All officers may be re-elected for the same or a different position for subsequent terms.</p> <p>At the AGM, all nominations must be tabled for consideration and voting.</p> <p>Nominations must be received by the Secretary by email (secretary@ishpta.se) seven days prior to the AGM. Should there be no nominations received, any ISH Parent, Teacher, or Staff may be approached at the AGM or may step up and volunteer to fill a vacant Board position in accordance with Items 2.2 and 2.3 of Part 2.</p> <p>The election of officers for any non-essential Board position shall be conducted in the same way, ie; by prior nomination or by volunteering.</p> <p>Should any 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, as a separate Agenda item.</p> <p>Failure to ratify the appointment at the next AGM will render null and void any decision or vote made by that position and the consequences, if any, are to be dealt with by the AGM.</p>
2.5	<p>Resignation and Removal of Officers to the Board</p> <p>An officer of the Board may at any time resign by tendering a written resignation to a regular Meeting or an Extraordinary General meeting.</p> <p>An officer of the Board may be removed by a Resolution passed by a 75% majority of any regular Meeting or an Extraordinary General meeting. There is no requirement to ratify at the next AGM.</p>

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PART 3 - REGULAR MEETINGS OF THE BOARD

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

L. Michel-Lévesque 88

PART 4 - ANNUAL GENERAL MEETINGS and EXTRAORDINARY GENERAL MEETINGS

4.1 Notice of Meeting & Agenda

The Secretary:

- Must provide proper Notice of Meeting with Agenda of the Meeting to all Teachers and Parents.
- Must ensure the Notice of Meeting is provided a minimum of 31 days preceding the date set for the Meeting.
- Must send the Notice and Agenda of the Meeting by bulk Email via the School's office, included in the School's newsletter, and posted on the ISH PTA's website.

4.2 Quorum

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 (2) other Teachers and/or Parents of current students of the School.

4.3 Agenda of the Meeting

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".

4.4 Chairing of the Meeting

Meetings are to be Chaired by the Chairperson.

In the absence of the Chairperson, the Treasurer or the Secretary shall chair the Meeting; if the Secretary, then the task of the taking of Minutes may be delegated to any person at the Meeting.

4.5 Voting and Proxies

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:

- by email to secretary@ishpta.se
- within 48 hours of the commencement time of the Meeting
- noting the Parent's name, child's class and teacher's name, and the identity of the Proxy
- noting the Agenda item to be voted on
- noting the desired vote (a vote must be in the affirmative or negative; not left open to the Proxy).

4.6 Minutes of the Meeting

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 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 Annual General Meeting or an Extraordinary General Meeting are to be tabled at the next Annual General Meeting or Extraordinary General Meeting and approved by that Meeting by way of Resolution.

Minutes are to be uploaded on to the ISH PTA website for all interested parties to review.

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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
2. ISH Principals jointly, where the PTA Board becomes dysfunctional or the PTA ceases to exist:
 - ISH DP Principal and/or Rector
 - ISH PYP Principal

In accordance with Part 7, should the PTA Board become dysfunction or the PTA ceases to exist, the ISH Rector 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.

A PTA Cash Box is to be provided to the ISH front office for collection of cash donations and payments. The Cash Receipts is to be checked on a regular basis.

The Treasurer, have the authority under this Constitution to transfer money between the PTA Cash Box and 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 from the Petty Cash box; 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.

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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 Annual General Meeting.

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 Annual General Meeting, 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 Rector and the PYP Principal, acting jointly, have the power under this Constitution to wind-up the ISH Parent Teacher Association, close the PTA's bank account, and transfer the account balance to the International School of Helsingborg.

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 31 calendar days.

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 thirty one (31) calendar days 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 by ISH Parents and/or Teachers 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 presently 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.

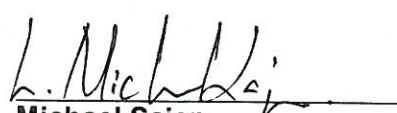
PART 8 - AMENDMENTS TO THE CONSTITUTION

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: 17th November 2020

Place of Execution: Helsingborg, Sweden


Saravana Raj
Chairperson


Michael Sajan
Secretary