

# **ISOB PARENTS ASSOCIATION CONSTITUTION**

## **1. Membership**

All parents/guardians of students enrolled in the International School of Bydgoszcz (ISOB) are deemed to be members of the Association.

The Association recognizes that issues relating to individual students or parents/guardians and/or teachers and/or School matters are a matter of determination between individual students or parents/guardians and School Administration.

The Association is not affiliated to any National Parents Council and will adhere to the provisions of the following two main legal Acts of Education:

- the Act of 26<sup>th</sup> of January 1982 the Teacher's Charter- consolidated text published in 2006 in the Journal of Laws no.97 pos 674.

## **2. Parents Association Objectives**

To support and initiate, where appropriate, activities that advance the aims, the objectives and the principles of the School, whilst ensuring that such activities will not interfere with the process of management and administration of the School.

To make every effort to initiate and maintain a high level of communication among the Principal, the Teachers and the Parents/Guardians.

To provide a venue where Parents/Guardians can discuss their mutual concerns/ideas regarding the education and welfare of their children.

To represent the Association during Principal and Parents/Guardians meetings

To periodically arrange, as the Council seems necessary and beneficial, talks and discussions regarding educational or common interest subjects related to the school life with members of the Association and/or School Administration and/or teachers.

To promote and support contact between the School, Parents/Guardians and the wider community.

To promote and support the Students Council.

To be aware of the ethos of the School, so that all can advance in a spirit of partnership and inclusion, to the benefit of the Students, Parents/Guardians, Teachers and the Community.

## **3. ISOB Parents Council**

The members of the Parents Association will elect each year an ISOB Parents Council (ISOB PC) according to the Parents Council Elections as described in section 5 of this document.

A parent/guardian can be elected as member of the Parents Council for the duration of his/her child/children's attendance at ISOB.

The ISoB PC is the only representative of the total number of parents in the ISoB.

The ISoB PC may participate in the meetings on the matters related to the school functioning when invited by the Programme Council or the Principal.

The ISoB PC may request for a meeting with the Principal or the representative of the Kazimierz Wielki University .

The ISoB PC may submit proposals concerning the organization of the school's work-education and care.

The ISoB PC may present conclusions and opinions on all school matters to the Teaching Staff Meeting and the Principal, in particular

- Assistance in some precisely determined lesson instances,
- Support to students needing help,
- Co-creating and co-management of the school premises and materials,
- Preparation of school ceremonies,
- Paying attention to the school's image on the local and international forum

#### **4. Class Parent Council**

Members of the Class Parent Council will be elected for one year term and they are eligible for re-election.

The Class Parents Council of each class consists of the Class Parent Chairperson and the Vice-Chairperson.

The parents of each class will elect every year the Class Parent Council according to the Class Parent Council election procedures described in Chapter 5 of this document.

The Class Parent Council is the only representative of the total number of parents of the specific Class in the ISoB PC.

The main role of the Class Parent Council is to maintain a high level of communication among the Teachers and the Parents/Guardians, to discuss their mutual concerns/ideas regarding the education and to resolve any possible issues at the Class level.

The Class Parent Council may request for a meeting with the ISoB PC or the Principal whenever a concern/dispute or issue cannot be resolved at the Class level or whenever this issue concerns more than one Class.

## 5. Parents Council Elections

Members of the Parents Council will be elected for one year term and they are eligible for re-election.

The Parent-Teacher meeting/conference is conducted by the form teacher of each grade/class preferably on the first day of the new school year and not later than the 15<sup>th</sup> of September of each school year.

On the first Parent-Teacher meeting of the new school year a secret ballot is conducted for the Class Parent Council (consisting of two parents/guardians expressing their willingness to stand as a candidate in the elections on condition that one parent/guardian may represent one child and the same parent/guardian may run for only one Class Parent Council election i.e. parent/guardian having three children in the school may stand for election only one time).

The representative for the ISOB Parents Council shall be elected then in a secret ballot from among the two members of the Class Parent Council.

In especially justifiable circumstances the number of members in the Class Parent Council may be smaller.

The members of the Class Parent Council who are willing to stand for the election of the ISOB Parents Council submit their candidature by email to the ISOB Principal who acts as the coordinator of the Vote Counting Commission. Two other parents who will be present during the ballot (and are not candidates for the ISOB Parents Council) shall be appointed as members of the Vote Counting Commission.

The Class Parent Council representatives on their first Council Meeting, which shall take place before the 30<sup>th</sup> of September of the new school year, will vote in a secret ballot for the officers of the ISOB Parent Council.

The ISOB Parents Council Officers are:

- a. Chairperson
- b. Vice-Chairperson and
- c. Treasurer
- d. Secretary
- e. Any other officer post, as the Council may deem necessary to conduct the affairs of the Association.

The officers' posts are assigned following either the proposal of the Class Parent Council representatives or the individual interest for a specific post. Whenever a consensus cannot be reached the officers' posts are assigned following the number of votes taken by each candidate (the one having the most being assigned as the Chairperson, the next one as the Vice-Chairperson, the third one being the Treasurer and the fourth one being the Secretary.

## **6. ISOB Parents Council Meetings**

The ISOB Parents Council will meet each month (within the first ten days or on another day as specified) from October to June. Normally the ISOB Parents Council Meeting will be followed by the monthly coordination meeting between the ISOB PC and the Principal.

For the ISOB PC meetings, a quorum will consist of half of the number of Grades/Classes and not less than five voting members.

Although the ISOB PC meetings are open to all Class Parent Council participants only one parent/guardian per class will be considered as a voting member.

Motions/proposal will be passed by a simple majority of those voting members present in the meeting. The Chairperson will have a casting vote, in addition to his/her ordinary vote.

The Chairperson, or in his/her absence, the Vice-Chairperson will be expected to preside at all ISOB PC meetings.

In consultation with the Chairperson, the Secretary will prepare the Agenda for the ISOB PC Meetings, will keep minutes of all meetings and will distribute all decisions agreed. The minutes shall be signed by the Chairperson and the Secretary. An agreed summary of the Minutes of each meeting shall be distributed to all members of the ISOB parents association by email.

All ISOB PC meeting shall be open and any member of the Parent Association may attend although they will not have voting rights.

## **7. FINANCE**

The funds of the ISOB PC shall be lodged in a bank account in the name of the "ISOB PC" under the Kazimierz Wielki University. Withdrawals will be made against the signature of at least two ISOB PC Officers (one always being the Treasurer).

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the ISOB PC. The books shall be brought to balance four weeks after the end of the current school year. The accounts shall be available to be reviewed by an individual (member of the Parents Association) appointed either at the previous annual parents meeting held on the first day of the current school year. The appointed individual shall not be a member or related to a member of the ISOB PC.

All parents/guardians of students are expected to financially contribute to the ISOB Parents Association the amount of 100 PLN per student per year in order to support educational, social and recreational activities organized by the ISOB, the Parents Council or the Students Council that advance the education, the spirit of partnership and the ethos within the ISOB. The amount will be paid to the ISOB PC account together with the school fees of September of each year.

Every two years the ISOB PC shall decide on the extra activities or equipment to be financed in order the balance of the ISOB PC account to be eliminated.

In the event that the ISOB PC ceases to exist, any remaining funds should be transferred to the ISOB Principal in order to be spent for the benefit of the students of the ISOB.

## **8. The Constitution**

Amendments or changes to the constitution must be made only at the Annual General Meeting or an Extraordinary General Meeting called for this purpose. The proposed changes shall be specified in the notice calling the meeting and be approved by not less than the two thirds of the present.

## **Appendices**

Appendix A: The minutes for the grade/class elections

Appendix B: ISOB Parents Council Officers

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### A. The Chairperson

The basic jobs of the Chairperson are to guide the Parent Council and to chair the meetings of the Parent Council.

His/her duties are as follows:

- Liaise with the Secretary on the agenda and the meeting arrangements
- Ensure fair discussion and that everyone gets a chance to have a say.
- Stop anyone taking over or dominating discussions.
- Get through the agenda on time.
- Sum up issues, points and decisions
- Ensure decisions are carried out
- Work with the Treasurer to ensure that proper financial accounts are prepared and balanced for the meetings.

### B. The Vice-Chairperson

The basic jobs of the Vice-Chairperson are to assist the Chairperson on his/her duties and deputize him/her in his/her absence.

### C. The Treasurer

The basic job of the Treasurer is to handle the money coming in and going out from the ISOB PC account.

His/her tasks include:

- Having an accurate and clear book-keeping system that records any money received and how the money is spent.
- Maintaining the bank account.
- Producing a quarterly report stating money paid into, or out of the account since the previous quarter.
- Advice on the amount of money available for the PC's work and warn of excess expenditure.
- Four weeks after the end of school year should arrange for the year's accounts to be independently audited by the individual selected during the last Annual Parents General Meeting.

### D. The Secretary

The Secretary plays an important role supporting communication between Parents Council members themselves and between the Parents Association and the Parents Council.

The principal duties of the Secretary are:

- Make arrangements for meetings and prepare an agenda in consultation of the Chairperson.
- Send a notice of meeting, venue and the agenda to all ISOB PC members so that they will receive them in good time for the meeting.
- Keep a record of everyone attending the meeting.
- Let PC members know about all correspondence received and report any action taken since last meeting.
- Keep minutes of meetings distribute all decisions agreed. The minutes shall be signed by the Chairperson and the Secretary. An agreed summary of the Minutes of each meeting shall be distributed to all members of the ISOB parents association by email.