

P.T.A Rules and Regulations

Art. 1 - Name and Objectives

The Parent-Teacher Association of the International School of Trieste is established in order to promote collaboration between the various constituencies of the School.

Art. 2 - Members of the Association

The Association is made up of the Parents of the students enrolled in the school (fathers, mothers or guardians) and of the school staff.

Art. 3 - Composition of the Association

The Association is composed of:

- a. The General Assembly
- b. The Advisory Council

Art. 4 - The General Assembly

The General Assembly must be convened by the President of the Advisory Council, in accordance with the President of the Board of Directors, at least once a year, in the school building. Notification of the General Assembly, apart from situations of urgency, is to be made in writing at least 10 days prior to the date set and contain the agenda for the meeting. Member may make written proposals on specific matters or problems, for inclusion in the agenda, to the President of the Advisory Council. Such proposals will be accepted if presented at least 5 days prior to the date set for the General Assembly and signed by at least 15 members.

The General Assembly may be convened, in the same manner, anytime the President of the PTA, and/or the President of the Board of Directors deems it necessary, or upon written request signed by at least one fifth of PTA membership, stipulating an item of discussion to be placed on the agenda.

All Teachers and Parents, each of whom is entitled to one vote, may participate in the General Assembly.

Assembly deliberations, voted by the raising of hands, will be recorded in the minutes signed by the President of the PTA and the Secretary of the General Assembly.

Art. 5 - The Advisory Council

a. Objectives and functions:

- 1.To work towards the realization of the objectives of the Association through the most effective utilization of the resources of the Community.
- 2.To keep the Board of Directors and the School Administration informed of council meetings' deliberations, opinions and proposals.

b. The Advisory Council is composed of:

- 1.Two Parent representatives from each class.

- 2.Three representatives from the school staff.
- 3.The President of the Board of Directors
- 4.The School Director
- 5.The two parent representatives to the Board.

Parent representatives to the Board of Directors are excluded from assuming the role of class representative.

Article 6 - Election methods

a. Election of two class representatives.

Elections take place during the first class meeting called by the Teacher for the presentation of the year's academic program.

Each class can elect two parent representatives. In the event of a representative being repeatedly absent, the Executive Committee will have the authority to take whatever measures are appropriate to ensure that the class is represented at the meetings.

A parent can only represent one class.

b. Election of the Teacher Representatives.

Three representatives from the school staff will be elected to the Advisory Council.

c. Election of the PTA Executive Committee.

At the first meeting of the Advisory Council, an Election Committee made up of three members, will conduct elections for the positions of Pta President, two Vice Presidents, a Treasurer and a Secretary, who will make up the Executive Committee.

Each member of the advisory Council will cast one vote, on separate ballots forms, for each of aforementioned Executive Committee positions. The Vice Presidential candidate with the greatest number of votes, or in the case of a tie, the candidate with the most seniority in the school, will hold the position of senior Vice President.

All deliberations regarding the modality of the presentation of candidates and their individual goals will be decided by the Advisory Council during the same session.

d. Election of the Parent representatives to the Board of Directors.

The Advisory Council nominates an Election Committee made up of 5 members, whose duty it is to:

- 1.Establish in accordance with the School Board the list of students regularly enrolled in the School whose parents may participate in the elections.
- 2.Establish and communicate to all members of the community the deadline for the presentation of candidatures and the date of the election.
- 3.Collect the nominations (one for the Italian representative to the Board and one for the non-Italian

representative to the Board), and transmit the list of candidates with accompanying curriculum vitae to the school secretary so that they can be posted in a suitable location for public scrutiny at least 7 days before the date of the election.

4. Effectively communicate to all parties concerned the relevant information such as date, time, place and regulations about the elections and to promote maximum participation.
5. Ensure that each family is given the possibility of casting votes equivalent to the number of children enrolled in the school at the time of the election, and ensure that the total number of votes which can be cast for each of the two representatives are equivalent to the total number of students regularly enrolled at the date of the election. A separate ballot will be provided for each of the two positions. In the event of a tied result a subsequent run off will be applied to select the winner.
6. Guarantee that each voter casts only their ballots.
7. Count the ballots after having verified that the total number of ballots corresponds to the total number of individuals voting.
8. Produce official minutes relevant to the operation of the elections.
9. Transmit to the Board of Directors a formal communication of the election outcome.

Article 7 - The Executive Committee

The Executive Committee will remain in office for one academic year.

The President represents the Association and chairs all meetings of the Advisory Council, as per the association's Rules and Regulations.

The President is responsible for calling at least 5 meetings of the Advisory Council and for giving written notice containing the agenda at least 7 days prior to the date set for the meeting.

The President will call a meeting at the request of at least one third of the Advisory Council members.

The two Vice Presidents will assist the President in the execution of his/her duties and the Senior Vice President will substitute him/her in case of his/her impediment or absence.

The Treasurer administers the Association funds, keeps related accounts, and presents a report at the end of the fiscal year. The final budget is presented for approval by the Advisory Council.

The Secretary prepares the minutes of each meeting and transmits a draft to council members within 7 days. Members can request modifications or question the contents of the minutes within 3 subsequent days.

Approved Council minutes are transmitted to the Board President, to the Director and publicized on the school's bulletin board and web site.

Art. 8 - Substitution of Nominated Member

Should one or more members of the Advisory Council abandon their positions during the course of the school year, the PTA President will call a meeting of the relevant class as soon as possible in order to elect a new representative(s).

Should a member of the Executive Committee abandon his/her position, the Advisory Council will establish new elections for the vacant office.

Should the entire Advisory Council resign, the President of the Board of Directors will call for a General Assembly.

Art. 9 - Persons Admitted to the Advisory Council's Meetings

All members of the General Assembly may participate in the meetings of the Advisory Council of the PTA without the right of vote.

Art. 10 - The Sub-Committees

Special committees may be established, as required, to carry out the initiatives of the Advisory Council .

The members of the Sub-Committees are chosen among the Advisory Council members or the members of the Association, who volunteer their services, and are appointed during the Advisory Council meeting.

The Sub-Committees remain in office for one academic year and their duties are governed by the Rules and Regulations.

The President of the Advisory Council is by right member of all Sub-committees, except the Election Committee.

Art. 11 - Changes to the Rules and Regulations

The Rules and Regulations must be modified by the General Assembly with a majority of votes presented.

The amendments proposed are to be specified on the letter calling for the General Assembly.

Art.12 - Association Funds

The funds necessary for the running of the activities promoted by the Association, besides possible contributions made by public entities, individuals or private organizations, are derived by a yearly contribution which is allocated by the Board of Directors and by individual parental contributions as established by the Advisory Council.

*Modifications approved in General Assembly June 12, 2003
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