

**VERDALA INTERNATIONAL SCHOOL
PARENT TEACHER ORGANIZATION-BOOSTER CLUB
BY-LAWS**

ARTICLE I – NAME

This organization shall be known as the Verdala International School Parent Teacher Organization – Booster Club.

ARTICLE II - MISSION

The mission of the Club is to assist in providing the best educational environment for the Pre-K through 12th grade children of Verdala International School by supporting teachers and students through communication, cooperation, and volunteerism.

ARTICLE III – OBJECTIVES

1. To provide opportunities for parents to become actively involved in the school.
2. To promote communication between parents, teachers, and the school administration.
3. To create a network of volunteers available to support school activities.
4. To encourage the exchange of ideas between parents, teachers, and administrators.
5. To offer financial assistance - through fundraising - for the benefit of students, teachers and the school as a whole.

ARTICLE IV – MEMBERSHIP

Section 1: General Membership

1. Any parent or guardian of a student in grades Pre-K through 12 shall be eligible for general membership.
2. Any teacher employed by the school shall also be eligible for general membership.
3. Membership begins upon submission of contact details, via a membership form, to the Executive Committee. There is no membership fee, nor is there an obligation to become active in the Club.
4. General members are entitled to vote and hold office.
5. General members are encouraged to attend any and all meetings and events.

Section 2: Honorary Membership

1. Any other persons interested in the mission and objectives of the Club are welcomed as honorary members.
2. A potential honorary member must be nominated and seconded by full members of the club. After consideration by the general membership, an honorary membership can be awarded by a unanimous vote of the Executive Committee.
3. Honorary members are not entitled to vote or hold office, but may be appointed as the chair of any Special Committee.
4. Honorary members are welcomed at any and all meetings and events.

ARTICLE V – MEETINGS

1. General membership meetings shall be held once per month during the school year.
2. The Executive Committee shall meet as often as necessary.
3. Additional special meetings may be called by the Executive Committee.
4. Meetings of Special Committees shall be held as necessary to complete business.
5. Business may be transacted upon the majority vote of members in attendance at any regular or special meeting.
6. An Annual General Meeting (AGM) shall be held in June, before the last day of the school year. Election of the new Executive Committee will take place at the AGM. In addition, the Executive Committee shall provide to the general membership the following:
 - a. a current Treasurer’s Report
 - b. an overview of events held during the year, including feedback
 - c. an overview of completed and ongoing projects

ARTICLE VI – OFFICERS AND ELECTIONS

Section 1: Executive Committee

1. The Executive Committee shall be composed of the following Officers:
 - President
 - Vice-President
 - Secretary
 - Treasurer
2. Officers will be elected by ballot and shall continue in office until their successors are elected and installed.

Section 2: Nominating Committee

1. A nominating committee of 3 general members shall be selected in April, prior to the election in June.
2. The nominating committee shall nominate eligible candidates for each office to be filled. Such nominations shall be presented at the next regular meeting in May, at which time additional nominations may be made from the floor.
3. Only those persons who have signified their consent to serve if elected shall be nominated for any office.

Section 3: Elections, Terms, and Vacancies

1. Elections for officers will be held in June of each year.
2. Voting shall take place via secret ballot. General members may cast one vote per position to be filled.
3. Results will be announced at the June AGM, and be published to the school community.
4. The term of office shall be from 1st July to 30th June.
5. No officer shall serve more than two elected terms consecutively, unless there are no other nominees and the officer chooses to serve again.
6. Officers-elect shall work with present officers from date of election until 30th June, at which time all notes and records shall be turned over to the officers-elect.

7. A vacancy occurring in any office shall be filled by majority vote of the remaining officers of the Executive Committee.

ARTICLE VII – DUTIES OF OFFICERS

Section 1: President

The President shall:

1. preside over all regular meetings of the Club and the Executive Committee
2. coordinate the work of the officers and ensure that all committees function smoothly
3. serve as liaison to the School Board of Directors
4. work closely with the vice-president of the club and the Headmaster of the school in order to keep informed of activities, staff and student needs, scheduling, and all matters of interest to the Club membership
5. establish and liaise with special committees as necessary, and appoint the chairpersons

Section 2: Vice-President

The Vice-President shall:

1. act as aide to the President
2. perform the duties of the President in his/her absence
3. coordinate outreach to recruit new members
4. identify the three section (High, Middle and Elementary) Class Parent coordinators, and keep the line of communication open between the PTO and the Section Class Coordinators and their respective section Class Parents.

Section 3: Secretary

The Secretary shall:

1. record and prepare the minutes of all meetings and present a report at the next meeting
2. record attendance at regular meetings
3. maintain a membership list with phone numbers and e-mail addresses
4. be responsible for all correspondence

Section 4: Treasurer

The Treasurer shall:

1. keep a full and accurate account of receipts and expenditures
2. distribute funds as authorized by the Executive Committee
3. present a financial statement at each Club meeting
4. prepare an end-of-year Financial Report
5. arrange for the annual external audit of the accounts

ARTICLE VIII – ADMINISTRATION

The administration of the Club, including financial matters, shall be the sole responsibility of the Executive Committee.

Section 1: Financial

1. All purchases need the approval of the Executive Committee.
2. Purchases made by members on behalf of the Club are reimbursable, subject to the following:

- a. prior approval by the Executive Committee
 - b. presentation of an itemized receipt
3. Funds allocated by the outgoing ExCom for specific projects that have not been completed by 30th June must be carried out by the incoming ExCom as stipulated.
4. A minimum balance of 4,000 Euros will be allotted to be carried over from year to year.
5. All non-allocated monies remaining in the treasury on 30th June shall be carried over to the following year.
6. Cash donations made to the school must be given towards a specific account, project or purpose.
7. A special committee shall be appointed to solicit a “Wish List” from teachers, parents, and students on an ongoing basis. This committee shall make recommendations to the Club as to purchasing items from this list.
8. An external audit of the accounts must be completed by the end of August, prior to the start of the new school year. The auditor may be selected from the general membership, but may not be a member of the Executive Committee.

Section 2: Operational

The Executive Committee may develop further guidelines for the operational administration of the Club.

ARTICLE IX – AMENDMENTS

1. General membership shall be notified in advance of intent to amend the by-laws.
2. The by-laws shall be amended by a committee chosen by the President. The committee shall draft permanent constitutional by-laws for this organization as needed.
3. Amended by-laws shall be presented to the general membership at 3 consecutive meetings. A vote to adopt amended by-laws shall be taken at the third meeting.

ADOPTED 18th May 2009.

Amended and Adopted at AGM 4th June 2012.