

Constitution of the Parent Teacher Student Association (PTSA) of Nakornpayap International School (NIS)

1. Name Nakornpayap International School / PTSA

2. Objectives: The objectives of the Association are to

- a. Maintain good and effective relationships between parents, teachers, students, and the school's administration
- b. Engage in activities that support the school and the students' education
- c. Provide services, raise funds, and exercise such functions as are necessary in the execution of the stated objectives of the school

3. Members: The members of the Association include all parents/guardians, teachers, students, and non-teaching staff.

4. Executive Committee

a. An Executive Committee will be elected by the members of the Association at the Annual General Meeting (AGM) and hold office until the next AGM.

b. Nomination for election to the Executive Committee may be made by any parent/guardian, teachers, and non-teaching staff. The nominee must consent to the nomination. Nominations should be made in writing to the Chair. If insufficient nominations are received before the AGM, nominations may be made at that meeting and approved by a majority present.

c. The Executive Committee shall consist of a Chair, Vice-Chair, 2 Secretaries, and 2 Treasurers.

i. The Executive Committee holds the power to co-opt and appoint other members in an advisory role.

d. The Chair or Vice-Chair will also be the parent representative on the School Governing Board. Another appointed person may be considered if this is not possible.

e. The quorum for the meeting must be no less than 50 percent of the total Executive Committee membership.

f. Executive Committee decisions may be made by a majority vote of the officers, the Chair having a second casting vote.

g. The Executive Committee must hold at least three meetings in any academic year.

h. The Executive Committee must keep records of all committee and sub-committee meetings and of all General Meetings.

i. The Executive Committee must also prepare an annual report for the Annual General Meeting, including a financial account.

i. The Executive Committee has the following powers:

- i.1. to appoint advisory committees,
- ii.2. to delegate functions to sub-committees that have at least one elected member,
- iii.3. to open and operate a bank account,
- iv.4. to raise funds,
- v.5. to enter into contracts for the provision of services, and
- vi.6. to carry out any other activity consistent with the Association's objectives.

5. Standing Committees Standing Committees shall be created by the incoming Executive Committee, as may be required, to carry out the activities and programs of the PTA for the next academic year. The continued existence of each Standing Committee shall be reviewed annually. The Executive Committee shall conduct this review at the end of each academic year. The chairpersons of Standing Committees shall present plans of work to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Committee.

6. General Meetings. All members may attend any General Meeting. General Meetings are called by giving 21 days' notice to all Members. A quorum for a meeting is reached when the number of members present is at least twice the number of Executive Committee members in office. Issues at a General Meeting are decided by a simple majority of votes by the Members present; the Chair has a casting vote. General Meetings will normally be called by the Executive Committee. However, any Extraordinary General Meeting may be called for by written request from at least 25 members to the Executive Committee. Such a meeting must be called within one month of receipt of the request by the Committee.

7. Annual General Meeting (AGM) The Association must have an Annual General Meeting each year, no later than the end of the first school quarter. At this meeting, the Members will

- a. 1. Receive a report of the Executive Committee's work and an account of the Association's finances.
- b. 2. elect Executive Committee officers: to serve until the next AGM.
- c. 3. deal with any other business put before them. Issues at an AGM are decided by a simple majority of votes by the Members present, the Chair having a casting vote.

8. Amendment of this Constitution: This Constitution may be amended at a General Meeting of the Association following 21 days' notice to all members of the proposed amendment. An amendment will require a two-thirds majority of the members present.

9. Dissolution: The PTSA may be dissolved by a resolution to this effect passed by a two-thirds majority of members present at the special General Meeting called for this purpose. In this event, any remaining funds should be returned to the school. 04.XII.20.