



International British School of Bucharest

Parents/Teachers/Friends (PTF) – Constitution

1. Name

The name of the organization is the Parents/Teacher/Friends (PTF) of the International British School of Bucharest (IBSB)

2. Purpose

PTF is an active association between parents, teachers and friends of IBSB - we work together in order to offer our children an education which is complete, enjoyable and successful and to create a strong and integrated community. The PTF exist to enhance the quality of provision and whole school experience for children studying at IBSB. The PTF is a non-profit, non-political and non-partisan organization. The PTF will mainly concentrate on organizing and supporting extracurricular activities and projects which should enrich students' development in the school. Any academic aspects and suggestions are more than welcome, but these will only be discussed in the senior management team (SMT) of the school.

The PTF will support our school's ethos, philosophy and aims by:

- Working constructively with the school administration, teaching staff and other parents in order to constantly improve the educational experience provided
- Raising funds to support programs and projects as identified by the PTF in co-operation with the school administration
- Constantly improving cooperation and communication between all stakeholders
- Organizing appropriate parent volunteer support for the benefit of the school community
- Providing a welcoming, caring community for our families

3. Members

- All parents/guardians of IBSB students, teachers and administration are members of the PTF. All members agree to uphold the constitution of the PTF.
- All members attending PTF meetings and actively supporting PTF projects are active members of the PTF.
- Any active member of the organization can be elected to the PTF Executive Committee.
- All active members of the organization have full voting privileges.
- No dues are charged for membership in the organization.
- The PTF members shall not take part in any activity in the name of the PTF or using the IBSB PTF name for personal monetary gain or in any way that may be construed to be political in nature.

4. Structure and Responsibilities

- The elected officers of the PTF shall be: President, *Bursar*, Secretary, New Parent Coordinator, Student Events Coordinator, and Parent Events Coordinator. The SMT is a permanent part of the Executive Committee.



- Depending on the development and growth of the PTF, a Vice President, Primary School and Secondary School Representatives can be elected.
- These elected officers shall be a parent (legal guardian) of a student currently enrolled in IBSB, a school member (teacher, staff or administrator) or a member of an organization linked with IBSB. All elected officers must be Active Members of the PTF.

Responsibilities

The President Shall:

- Run all meetings of the PTF organization in partnership with the Head of School.
- Coordinate the work of officers and committees of the PTF organization so that the purpose and objectives of the organization are fulfilled
- Work in close relation with the Head of School

The Bursar shall:

- Prepare a budget of anticipated revenue and expenses for the year
- Present current financial statements as requested by the Elected Officers
- Have custody of IBSB PTF funds
- Keep a full record and accurate account of receipts and expenditures
- Shall by default be the President of the PTF unless another person accepts for the role

The Secretary shall: {SMT staff members shall be responsible for this role}

- Record the minutes of all meetings and distribute meeting minutes to all members
- Post minutes of all meetings
- Maintain current copies of the PTF constitution, minutes correspondence and other non-financial records

The Student Events Coordinator shall:

- Take the lead in organizing student PTF events in partnership with the Primary/Secondary Head of School
- Work in close relation with the chair and active PTF members in planning PTF student events and projects

The Parent Events Coordinator shall:

- Take the lead in organizing Parent PTF events in partnership with the President and Head of School
- Work in close relation with the President and active PTF members in planning Parent PTF events

The New Parent Coordinator shall:

- Assist in helping new parents settle into life at IBSB and in Bucharest by offering to help them with information in regard to settling in, such as child friendly parks and restaurants, good places shop, any local organisations or clubs that may be of interest to them



5. Funds

- The Organization's accounts shall be examined at the discretion of the President and Head of School.
- The money will be kept in an IBSB account and withdrawals will be made through the FIBSB Executive Director in the name of the PTF only by the following: President, Bursar, or Head of the School. A hard copy of any transaction should be given to the Bursar.

6. Meetings

- Meetings will be held each half term or, as close to this as possible. The President and Head of the School must be in attendance for the meeting to take place.
- A letter inviting parents and friends to attend will be sent out with an agenda attached prior to each meeting
- A representative of the student body will attend each meeting

7. Election procedure

- Officers shall be elected by democratic vote of active members in the general at the start of each academic year in September. An absentee vote can be obtained by request and will be accepted if received by the time of the vote.
- In the first week of the academic year the school will inform parents of the first PTF meeting and advise parents that PTF members will be elected at this meeting.
- All candidates must be an active member of the PTF in good standing and have no conflicts of interest with the school or the organization.
- Elected officers shall assume the official duties after the meeting in September.
- Elected officers will serve a one year term and may not be elected to the same position for more than 3 consecutive years.

8. Amendments

- The PTF constitution shall be reviewed annually by the Executive Committee and a record of their signatures recorded stating such a review has been performed.
- The Executive Committee will take into consideration all suggestions of PTF Active Members regarding the constitution.

KP 9th November 2011