



Bylaws
Amendment
24.05.2015

**PTSO Bylaws
(Amendment)
24th of May 2015**

**ARTICLE I
Name, Mission, Purpose and Membership**

Section 1. Name

The name of the organization UAS PTO shall become the UAS Parent Teacher Student Organization referred to as "UAS PTSO"

Section 2. Mission

The mission of this organization is to enhance the academic and social experience of students and staff at UAS, and to supplement communication efforts between the school and parents, as well as students and guardians and the community, aligned with the school mission.

Section 3. Purpose

The UAS PTSO is organized for the purpose of enhancing and supporting the education of the children of UAS by fostering relationships between the school leadership, parents, students, and teachers that includes but not limited to promoting an open forum on matters of general concerns, facilitating the communication between all bodies involved in PTSO, enhancing fundraising, and enhancing UAS community.

Section 4. Membership

4.1 Any parent, guardian, or other adult standing in loco parentis for a student at the school may become a member and shall have voting rights. The principal and any teacher employed at the school may become a member.

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4.2 Honorary members shall be the past presidents, the school directors, and principals.

**ARTICLE II
Government**

Section 1. PTSO Government

The representative leadership body of the PTSO shall be called the PTSO Ex-Com referred to as "PTSO Ex-Com". The PTSO Ex-Com shall consist of elected and appointed officers and representatives.

Section 2. PTSO Ex-Com

2.1 PTSO Ex-Com membership shall consist of the President, Vice President, Secretary, Treasurer, Volunteer Coordinator, Parents-At-Large (min 3, max 6 based on the need of the PTSO at that time), students' senior representatives (2), and faculty representatives (4).

2.2 The Parents-At-Large representatives shall be parents representing elementary, middle and secondary school in equal number.

2.3 The Students' Representatives will be nominated by the Secondary School principal, and approved by the PTSO Ex-Com.

2.4 The Faculty Representatives will be designated by the Director of the school.

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Section 3. Officers Duties

a. President

1. The President shall serve as The Chair of, oversee, and lead:
 - a. PTSO Ex-Com
 - b. PTSO Ex-Com Meetings
2. The President shall arrange and attend regular meetings with the principal/ director to keep him/her apprised of all newly proposed and / or upcoming PTSO Executive Committee meetings and/or PTSO Activities.
3. The President shall start any and all new PTSO Sub-committees and Special committees, during the school year, as needs arise at the school, subject to the approval of the PTSO Ex-Com.
4. The President shall represent the PTSO at any meetings inside and outside the organization.
5. The President shall appoint all PTSO Standing/Special Committee Chairs/Coordinators.
6. The President shall supervise, along with other PTSO Ex-Com, the PTSO Standing/Special Committees Chairs/ Coordinators, with such supervision to include but not limited to:
 - a. Reviewing of the work plan;
 - b. Requesting changes to each work plan;
 - c. Issuing final approval of each work plan;
 - d. Communicating regularly with each PTSO Standing/ Special Committee Chairs/Coordinators
7. The President serve as an ex-officio member of all committees except the nominating committee.

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8. The President shall confirm that a quorum is present before conducting any business at any meeting of the PTSO Ex-Com.
9. The President will be authorized to sign financial accounts along the Treasurer.
10. The President shall call at anytime for meetings of the PTSO Ex-Com whenever he/she sees an urgency to do so, giving at least 24 hours notice, to be answered by the PTSO Ex-Com by email.
11. The President shall have the power to veto any and all decisions made by the PTSO or, on behalf of the PTSO, by any PTSO Ex-Com Officer, whenever he/she sees it a must to do so for the benefit of the school community during regular or special meetings, and need to justify his /her use of veto. The PTSO Ex-Com can override the PTSO Presidential veto by a 70% majority of the voting PTSO Ex-Com.

b. Vice President

1. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.
2. The Vice President shall perform other duties as assigned by the President.

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c. Secretary

1. The Secretary shall keep all minutes of the PTSO Ex-Com meetings, including but not limited to listing in the minutes the attendees and absentees, at the meetings, their position, for use in determining whether those present comprise a quorum, and advise when a quorum is reached.
2. The Secretary shall conduct, at the PTSO's President request, any and all correspondence to the PTSO Ex-Com Officers and/or the community.
3. The Secretary shall prepare the agenda of each meeting prior to the date of the PTSO Ex-Com meeting, after confirming the agenda list with the PTSO President and Vice President.
4. The Secretary shall send notices of coffee morning meetings to the membership.
5. The Secretary shall maintain a copy of any and all PTSO bylaws, rules, membership list, and any other necessary supplies, and brings them to the PTSO Ex-Com meeting.
6. The Secretary shall distribute the agenda to the PTSO Ex-Com at least three days prior to the PTSO Ex-Com ordinary meeting.
7. The Secretary shall circulate the previous meeting minutes of PTSO Ex-Com meeting at the beginning of every ordinary PTSO Meeting.
8. The Secretary in conjunction with the communication sub-committee shall update the PTSO webpage, send out newsletters via emails, and other possible communication channels.
9. The Secretary shall perform other duties as assigned by the President/Vice President.

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d. Treasurer

1. The Treasurer shall receive all funds of the PTSO, keep an accurate report of receipts and expenditures, and pay out funds in accordance with the approval of the PTSO Ex-Com.
2. The Treasurer shall present a financial statement once per month at least and at other times of the year when requested by the President and the PTSO Ex-Com members, and make a full report at the end of the year.
3. The Treasurer shall coordinate with the President and the PTSO Ex-Com to insure proper financial management policies and procedures in place regarding funds raised and collected by the PTSO.
4. The Treasurer shall perform other duties as assigned by the President.

e. Volunteer Coordinator

1. The Volunteer coordinator shall coordinate volunteers for PTSO events, activities and projects.
2. The Volunteer coordinator shall collect list of general volunteers at beginning of the year and for special events and projects.
3. The Volunteer coordinator shall serve as a link between the parent or community resources and as a liaison to the PTSO.
4. The Volunteer coordinator shall research magazine articles, websites, for new or updated information on parent involvement.
5. The Volunteer coordinator shall respect confidentiality of volunteers, staff, administrators, students, and recipients

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of volunteer services.

6. The Volunteer coordinator shall promote a positive and inviting atmosphere for the PTSO activities and programs.
7. The Volunteer coordinator shall perform other duties as assigned by the President/Vice President.

f. Parents-At-Large

1. The Parents-At-Large representatives shall be the direct liaison for the elementary, middle and secondary schools, working directly with each principal.
2. The Parents-At-Large representatives shall assist the volunteer coordinator to recruit volunteers and assist in suggesting members for any committee.
3. The Parents-At-Large representatives shall perform other duties as assigned by the President/Vice President.

g. Students' Representatives

1. The Students Representatives, i.e. through the Student Council or the principal of the secondary school, will select two students to represent the concerns of the student body.
2. The Students' Representatives are considered part of the PTSO Ex-Com and the Students' Representatives jointly shall have one vote.
3. The Students' Representatives cannot vote on the following matters: Fill Up of vacant PTSO Ex-Com Position, and PTSO Bylaws amendments.
4. The PTSO President is the only adjudicator to intervene during the voting process on any matter whenever it is necessary.

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5. The Students' Representatives should attend at least 70% of the PTSO meeting to express the student interests and been awarded credits toward their involvement.
6. The Students' Representatives will have a teacher advisor (the Student Council teacher advisory) who also is eligible to represent their views.

h. Faculty Representatives

1. The PTSO Ex-Com shall have four Faculty Representatives:
 - a. one teacher from the elementary school,
 - b. one teacher from the middle school,
 - c. one teacher from the secondary school,
 - d. the school director (ex-officio)
2. The Faculty Representatives of the elementary, middle and secondary school jointly shall have three votes (i.e: if there is no show-up, the school director shall find substitute to these Faculty Representatives)
3. The Faculty Representatives of the elementary, middle and secondary school can not vote on the following matters: Fill Up of vacant PTSO Ex-Com position, and PTSO bylaws amendments, to remove faculty conflict of interest.
4. The PTSO President is the only adjudicator to intervene during the voting process on any matter whenever it is necessary.
5. The school director shall have no voting rights.
6. The Faculty Representatives shall serve as a liaison between the PTSO Ex-Com and the teachers, staff, and administration of UAS.

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They will keep the PTSO Ex-Com informed of the teachers, staff and administration concerns if any.

7. The Faculty Representatives shall attend at least 70% of the Ex-Com meetings and the AGM.
8. The Faculty Representatives shall perform other duties as assigned by the president.
9. The School director shall be present during the PTSO Ex-Com and PTSO AGM as a non-voting member to provide needed information on administrative and academic development in UAS.

Section 4. Nominations, Voting and Elections

Nominating Committee

1. On or before March 5th of each year, the PTSO Ex-Com shall appoint a Special Nominating Committee consisting of (5) members including a chairperson, a faculty member, a current officer from the PTSO Ex-Com, and two members from the parent communities who are not members of the PTSO Ex-Com.
2. The President shall announce the names of all members of the Special Nominating Committee on the School Portal and at PTSO Venues.
3. The Special Nominating Committee shall elect a chairperson at their first meeting.
4. The duties of the Special Nominating Committee shall include seeking, gathering and accepting nominations of eligible candidates, promoting the upcoming elections, explaining the requirements for each elected position, and managing the actual election process for the vacant positions in the PTSO Ex-Com.
5. The Special Nominating Committee will report its nominees at the April PTSO AGM.

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6. No member who accepts a post on the Special Nominating Committee shall be eligible to run for a PTSO Ex-Com Position.
7. The Special Nominating Committee will propose candidates for the available positions through a variety of means including self-nominations, recruitment lists, attendance sheets from PTSO meetings, list of referrals from current directors and committee chairs and members.

Election Announcement

The Special Nominating Committee shall post an Election Announcement on the school's website, PTSO school board, and emailing this announcement to all parents. The announcement shall consist of the nomination time period, explanation of each elected position that nominations will be accepted for and the time and date of the PTSO AGM in April.

Nominations

1. Any UAS Parents / Guardians are eligible to nominate and/or be nominated for an elected office.
2. All nominations submitted will be accepted.
3. A Nomination Form must be submitted to the Special Nominating Committee by the time specified in the Election Announcement. Self-nominations for an office will be accepted latest 14th of March.
4. After the time period for nominations has expired, the Special Nominating Committee will contact each nominee to determine their eligibility and willingness to serve.

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5. If only one person is nominated for each office, the Special Nominating Committee shall prepare a slate of officers to be presented to the membership for a vote. If more than one individual is nominated for a specific office, the Special Nominating Committee shall inform all nominees and explore options of compromise.
6. If there are no nominees for the officer positions', the elected President solely shall actively recruit and appoint for these positions.
7. If multiple nominees remain, each nominee of a contested office will be asked to complete a questionnaire developed jointly by the Special Nominating Committee and the current PTSO Ex-com. The Special Nominating Committee will use this information and post it to the Parents and Guardians to make an informed decision as to which nominee to include on their list.
8. Prior to the PTSO AGM in April, the Special Nominating Committee shall present the names of the prospective candidates to the PTSO Ex-Com.
9. All nominees must be present at the PTSO AGM on 14th of April, to be introduced to the membership before the votes are cast.

Campaign Rules

1. Campaigns by nominees shall be limited to speeches no longer than 5 minutes per candidate twice prior to the election date by 30 days, and a brief synopsis noted on the PTSO Nomination Form at a PTSO hosted candidate forum.
2. As to all school hosted forums, proper decorum, behavior and speech is expected. No speech shall

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contain racial, ethnic, or religious prejudice, or abuse to an individual or group or other nominees.

3. Posters, handbills and campaign materials can be used where approved by school administration.

Voting

1. Voting process will take place online via the School Official Website Portal or via adopted school online voting utility.
2. Voting will be on the basis of one vote per parent.
3. The results from the voting will be kept in the archive of the Administration office for a period of one month after announcing the results. The Special Nominating Committee members will have no rights to vote.
4. In case of any kind of fraud in voting, the School Director can dismiss the current voting results after discussing the matter with the current PTSO President and PTSO Ex-Com and the candidates, and call immediately for electronic voting within 24 hours.
5. The chairperson of the Special Nominating Committee and the Special Nominating Committee do not replace the PTSO Ex-Com nor have the power of the PTSO President or the PTSO Ex-Com, to make any changes in the nomination, discard of nominees, elections and voting process, nor amend the current bylaws.
6. The Special Nominating Committee is automatically and formally discharged from further service once the election results are announced.

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Section 5. Terms of Office

PTSO Ex-Com Officers are elected for two years starting effectively from 1st of May till 30th of April, and may serve no more than (3) consecutive terms in the same position. Each person elected shall hold only one office at a time, unless requested by the PTSO President.

Section 6. Vacancies

- 6.1 If there is a vacancy in the office of the PTSO President, the Vice President will become the appointed President automatically. At the next regulatory scheduled meeting, a new Vice President will be appointed by the PTSO Ex-Com.

- 6.2 If there is a vacancy in any other office for any reason, PTSO Ex-Com will fill the vacancy through appointing a member at the next regular meeting.

Section 7. Voluntary Resignation from Office

- 7.1 If a PTSO Officer voluntarily resigns during his/her term of office, giving a minimum written notice of 30 days at least, except where justifiable emergency cases arise. If this occurs, the PTSO Ex-Com shall appoint a person in that position with the exception of the voluntary resignation of the PTSO President who shall then be replaced by the PTSO Vice-President as noted in Section 6.1.

- 7.2 The PTSO President shall be responsible for finding individuals to fill mid-year vacancies. The PTSO President will contact individuals to determine whether he/she is interested, meets the qualifications of the

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office, and is available to fill the office vacancy immediately. If so, then the qualified individual will fill the office vacancy immediately. If no qualified and willing individual is contacted, then the PTSO President shall appoint one of the Parents-At-Large representatives, who meets the qualifications of the office, to fill the office vacancy immediately, subject to the approval of the PTSO Ex-com.

Section 8. Involuntary Removal from Office

There are three phases to the involuntary removal process for the UAS PTSO Officers. These will be undertaken only in extreme and concerning circumstances and only with the agreement of the PTSO Ex-Com and with the support of the UAS Director.

- a) **Phase 1. Gather Facts/Review:** If an issue arises that brings into question the fitness of a PTSO Officer to continue on the PTSO Ex-Com, then the PTSO President, shall fairly gather the facts on both sides of the issue, including but not limited to meeting with the PTSO Officer at issue to gather his/her side of the issue, and issue a written notice asking the PTSO Officer at issue to rectify within 15 days the issue.

- b) **Phase 2. Request Resignation:** If, 15 days after the issue of the written notice above, the PTSO President, in his/her unilateral opinion, believes there still exists an issue that brings into question the fitness of the PTSO Officer to continue on the PTSO Ex-Com, then the PTSO President shall ask the PTSO Officer if he/she is willing to resign voluntarily.

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If the PTSO Officer voluntarily resigns, then the issue is resolved, and the vacancy shall be filled as if the PTSO Officer had voluntarily resigned.

- c) **Phase 3. Due Process Hearing.** If the Officer decides not to resign, then the PTSO Ex-Com will advise the UAS Director and call for due process meeting. The PTSO President is responsible for informing the UAS Director, and calling for such a meeting of the full PTSO Ex-Com, giving the PTSO Officer at issue a fair and reasonable opportunity to defend himself/herself to the full PTSO Ex-Com. At that meeting a confidential vote of the full PTSO Ex-Com, minus the PTSO Officer at issue, on whether to remove said PTSO Officer from his/her office. No student representatives will be involved in this meeting and vote.

**ARTICLE III
Ex-Com Meetings**

Section 1. Regular Meetings

- 1.1 The regular meeting of the organization shall be the first Sunday of each week during the school academic year at 1.00pm, or at a time and place determined by the PTSO Ex-Com, at least one month before the meeting.
- 1.2 The annual general meeting will be held at April regular meeting.
- 1.3 The PTSO President and the PTSO Ex-Com shall, for the AGM, give a minimum prior notice of three weeks to the members.

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- 1.4 Any member who wishes to place an item on the agenda of the AGM may do so, provided he / she give notice in writing to the Secretary at least fourteen days before the invitation of the AGM is sent out to the members.
- 1.5 During the regular meeting, the PTSO Ex-Com can amend revise the calendar list of the set events, forums and activities of the academic year whenever there is a justified need to do so.

Section 2. Special Meetings

Special meetings may be called by the PTSO President or any three members of the PTSO Ex- Com, by submitting a written request to the Secretary with 24 hours notice.

Section 3. Decision Making at Meetings

3.1 Quorum

- 3.1.1. A minimum of one-third of PTSO Ex-Com voting members shall constitute a quorum.
- 3.1.2. Unless stated otherwise, PTSO Ex-Com decisions shall be decided by majority voting.
- 3.1.3. At PTSO Standing or Special Committee Meetings, those attending comprise quorum if the PTSO Standing Committee Chair/Coordinator, and a majority of 50% of the PTSO Standing Committee members are present.

3.2 Consensus Based Decision Making

Decisions at PTSO Ex-Com meetings are to be made through the process of consensus-based-decision-making, meaning all of those with voting rights who are present at a PTSO Ex-Com meeting shall make reasonable efforts to work

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toward a unanimous decision. When consensus cannot be found among the members, the PTSO President may call for an open vote.

**ARTICLE IV
Committees**

Section 1. Membership

Committees may consist of members and board members, with the PTSO President and Vice President acting as ex-officio members of all committees.

Section 2. Standing Committees

The following Standing Committees shall be held by the organization: Fundraising, Events & Hospitality, Communication, Nominating, Enhancing Sub-Committees, and Booster Sports Club.

Section 3. Additional Committees

The PTSO President may appoint additional committees as needed.

Section 4. Terms of Office

The term of each Standing committee chairperson shall be from the appointment date until the end of the PTSO Ex-Com term in April 30.

Section 5. Transfer of Materials

All PTSO Ex-Com Officers shall deliver to their successors all official materials not later than May 10.

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Section 6. Chair/Coordinator Duties & Resignation
Chairs/Coordinators Duties

1. The Chairs/Coordinators of each standing committee shall be selected and appointed by the PTSO President.
2. The Chairs/Coordinators of each standing committee shall present a plan of work to the Ex-Com for approval along the list of members in that committee from the parent volunteers.
3. The Chairs/Coordinators of each standing committee can only serve in the same office for two times consecutively.
4. In case the Chair / Coordinator is unable for justified reasons to put together a team in each standing committee to execute the agreed on events, forums, activity, the PTSO Ex-Com will not be held responsible for not executing the calendar list.

Resignation, Standing Committee Chair/Coordinator

1. **Voluntary Resignation:** If a Standing Committee Chair/Coordinator voluntarily resigns during his/her term of office, then the PTSO President shall appoint (subject to approval by the PTSO Ex-Com) a willing PTSO Parent-At-Large representative, who meets the Standing Committee Chair/Coordinator qualifications above, to fill the vacancy immediately.
2. **Involuntary Removal:** Involuntary removal will follow the same guidelines as those for PTSO-Ex-Com member resignation outlined in Section 8.

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Section 7. Standing Committee Duties

Standing Committee Duties

1. Each Standing committee shall provide monthly progress report to the PTSO Ex-Com in writing.
2. No Standing Committee work shall be undertaken without the consent of the PTSO Ex-Com in writing.

**ARTICLE V
Finances**

1. A tentative budget shall be drafted prior to the beginning of each school academic year and approved by a majority vote of the PTSO Ex-Com present.
2. The treasurer shall keep accurate records of any disbursements, income and account information.
3. The PTSO Ex-Com shall approve all expenses of the organization.
4. Two authorized signatures shall be required on each check over the amount of AED 1000.00. Authorized signers shall be the PTSO President, Treasurer, and/or Vice President.
5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Auditors.
6. Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills and, with

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the membership's approval, spent for the benefit of the school.

7. PTSO Ex-Com can accept financial contribution, gifts, bequest, or other object of worth from the membership and any sponsors outside the membership for the general or special purposes of the PTSO.

**ARTICLE VI
Parliamentary Authority**

1. Robert's Rules of Order shall govern meetings when they are not in conflict with the PTSO bylaws.
2. When a quorum is present, and consensus cannot be found, a simple majority vote is sufficient for the adoption of any motion.
3. The PTSO President may vote with the minority in order to produce a tie, and thus causing the motion to fail.

**ARTICLE VII
Standing Rules**

The PTSO Ex-Com may approve Standing Rules, and the Secretary shall keep a record of the standing rules for future reference.

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**ARTICLE VIII
Dissolution**

The PTSO may be dissolved with previous notice of 14 calendar days and a two-thirds vote of those present at the ordinary meeting. Prior to the voting on the dissolution, the PTSO President or his/her designative representative shall be allowed to speak for thirty (30) minutes followed by fifteen (15) minutes question and answer session. In case the dissolution quorum is not met, the School Director will be permitted to dissolve the PTSO by unilateral decision.

**ARTICLE IX
Amendment of the bylaws**

1. These bylaws will be valid for three years. They can only be amended at any regular or special meeting, by a majority vote of active Ex-Com members present at such meeting. If no amendment is done, they are automatically renewed for same period of time.
2. Amendments will be approved by a two-thirds vote of the PTSO Ex-Com Members, assuming a quorum.
3. Any amendment is considered effective as of date.
4. Copies of these amended bylaws shall be available for the membership at the beginning of each year, and shall be available for review on UAS website.

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The signature of the below Officers represent their confirmation and approval on the bylaws and its amendments, by majority vote of the PTSO Ex-Com voted on 24th of May 2015.

PTSO President
Signature & date

PTSO Vice President
Signature & date

School Director
Signature & Date

Lucien Ghanem
Signature on File
24.05.2015

Sally K.Barakat
Signature on File
24.05.2015

Andrew Torris
Signature on File
24.05.2015



**For any queries, you can email us on
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