

Universal American School Parent-Teacher Organization By-Laws
Established in 2011. Amended in 2019

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Article I: Name

The name of the organization shall be Universal American School Parent Teacher Student Organization, also known as UAS PTSO.

Article II: Purpose and Mission Statement

Section 1: The Mission of the PTSO is to enhance the learning experiences of the UAS students, strengthen the UAS community, and reinforce rapport among all UAS stakeholders.

Section 2: The purpose of the PTSO is:

- A. To build relationships and promote cooperation among parents, administration, staff and students in order to encourage a friendly atmosphere at UAS that is open to the rights and suggestions of all;
- B. To assist in building community spirit and constantly reinforcing it;
- C. To promote an open forum on matters of general UAS concerns;
- D. To organize non-profit activities and to support volunteers in any efforts for the benefit of students and UAS; including fund-raising for approved charitable organizations.

Article III: Membership

The members of the PTSO include all parents and guardians whose children are students at UAS, all students, and all teachers, staff, and administrative personnel at UAS.

Article IV: Executive Council

There shall be an Executive Council (ExCo) that shall serve as the administrative arm of the PTSO.

Section 1: The ExCo shall include the following positions from among the parents: President, Vice President, Treasurer, Administrative Officer, Volunteer Coordinator, Social Media Coordinator, Events Coordinator and two or four Members-at-Large, depending on the need and interest of the PTSO at the time. The two or four Members-at-Large shall be parents representing both primary and secondary schools in equal numbers.

Section 2: The ExCo parent members shall be elected to serve for a term of two years beginning on July 1 until June 30 of the following school year. ExCo parent members for the following school year shall be elected at the May General PTSO meeting of the election year [Article VIII of the By-Laws will detail the nomination, election, and handover processes for the newly elected ExCo].

Section 3: No ExCo parent member shall hold more than one office at a time. There shall be no limit of consecutive terms an ExCo parent member may hold the same position.

Section 4: Vacancies in parent positions on the ExCo shall be filled as soon as possible, by a simple majority vote among the ExCo voting members.

Section 5: Before an ExCo parent member, or spouse, spouse accepts a position from UAS with any remuneration, full disclosure shall be provided to the PTSO in order to disclose the relationship.

Section 6: The ExCo shall include following positions from among the school staff: one teacher from the primary school and one teacher from the secondary school, and the UAS Director (ex-officio). The Director shall be a non-voting member.

Section 7: ExCo teacher members shall be selected for a two-year term. The UAS administration, teachers, and staff may select the teacher members of the ExCo by any method they deem appropriate. Vacancies in the teacher positions on the ExCo shall be filled as soon as possible by the UAS administration, by any method deemed appropriate.

Section 8: The ExCo shall include following positions from the students: President of Student Government, President of the National Honor Society, and President of the Emirati Committee. There will also be unlimited number of student representatives invited to join PTSO by ExCo members and who will represent PTSO among student body.

Section 9: When an ExCo officer fails to attend two General Meetings without adequate excuse, or if the ExCo officer is not fulfilling his/her responsibilities as prescribed in the by-laws, that officer may be removed by the ExCo. If the officer is a parent member, he/she may be removed by a majority vote. If the officer is a teacher member, he/she may be removed by the Director. The position will be filled according to Article IV Section 3 or Section 5.

Section 10: Changes in the make-up of the ExCo shall be done by first amending these by-laws according to Article IX, and then proceeding according to the amended by-laws.

Article V: Duties of the ExCo and its Members

Section 1: The ExCo shall:

- Prepare calendar of events and programs for the year for the membership to adopt.
- Conduct weekly ExCo meetings for the officers to discuss ongoing activities.
- Conduct monthly General meetings to discuss major events and programs, and vote on key issues.
- Organize and carry out school-wide events.
- Create standing and special committees.
- Approve the work plans for all officers and committee chairpersons.
- Fill vacancies of officers and chairpersons.
- Present a report at the General PTSO meetings.

Section 2: The President shall:

- Preside at all PTSO meetings and perform all duties assigned by the PTSO.
- Coordinate the work of officers and committees so that the Mission and Purpose of the PTSO may be promoted.
- Confirm that a quorum is present before conducting any business at any meeting of the organization.
- Appoint chairpersons of standing committees and special committees subject to approval of the ExCo.
- Be authorized to sign financial accounts along with the Treasurer.
- Be a member of all committees except the nominating committee.
- Perform such duties as may be prescribed in the by-laws or assigned by the ExCo.

Section 3: The Vice President shall:

- Act as an aide to the President.
- Perform the duties of the President in his/her absence.

- Perform other duties as assigned by the President of the PTSO.

Section 4: The Administrative Officer shall:

- Distribute or post an agenda to the PTSO at least 1 business day prior to ExCo meetings and at least 3 business days prior to General Meetings.
- Keep a record of all General and ExCo PTSO meetings and any required correspondence (including minutes, briefs, etc.). Minutes should be circulated within two days following General or ExCo meetings.
- Update the UAS PTSO web page with the latest PTSO news (with assistance from the IT department personnel at UAS).
- Compile and update the procedure manual on all activities supported by the PTSO.
- Send out PTSO newsletters via email.
- Maintain a current copy of the by-laws.
- Perform other duties as assigned by the President of the PTSO.

Section 5: The Treasurer shall:

- Collect all PTSO funds and deposit funds into PTSO account.
- Keep the PTSO's accounts payable and receivable records in good order and be the primary person responsible for all financial transactions.
- Maintain the financial books on a monthly basis and provide them for inspection of the general PTSO membership.
- Provide a report on the financial status at ExCo and General PTSO meetings.
- Be authorized to sign financial accounts along with the President.
- Maintain the annual budget.
- Register suppliers into the UAS approved list.
- Perform other duties as assigned by the President of the PTSO.

Section 6: The Volunteer Coordinator shall:

- Promote volunteering to parents and be the point of contact for parents who would like to volunteer for PTSO responsibilities.
- Maintain a list of parents interested in volunteering.
- Liaise between parent volunteers and the PTSO and between committee chairpersons and the ExCo.
- Provide ExCo with information on parent volunteer issues.
- Perform other duties as assigned by the President of the PTSO.

Section 7: The Events Coordinator shall:

- Organize and plan events.
- Prepare budget for events.
- Find, contact, and liaise with suppliers.
- Assess monetary quotations from suppliers.
- Provide ExCo with information on issues.
- Perform other duties as assigned by the President of the PTSO.

Section 6: The Social Media Coordinator shall:

- Promote PTSO social media pages and accounts.
- Maintain and prepare content for PTSO social media accounts.
- Reply to communication sent to social media accounts.
- Provide ExCo with information on issues related to social media accounts.
- Perform other duties as assigned by the President of the PTSO.

Section 7: The Members-at-Large shall:

- Provide greater diversity to the ExCo and support other ExCo members in their responsibilities.
- Be the direct liaison for the primary and secondary schools, working directly with each principal.
- Create and maintain communication channels with the parents of respective school divisions.
- Write a brief article for each publication of their respective school newsletters.
- Assist the Volunteer Coordinator to recruit volunteers and assist the ExCo in finding parent members for any committees.
- Serve on at least one standing committee throughout the year.
- Perform other duties as assigned by the President of the PTSO.

Section 8: The Teacher members shall:

- Serve as liaisons between the ExCo and the teachers, staff, and administration of UAS.
- Keep the ExCo informed of teacher, staff, and administration concerns.
- Ensure presence of at least one teacher member at ExCo meetings.
- Perform other duties as assigned by the President of the PTSO.

Section 9: The Director shall:

- Be present during ExCo and General PTSO meetings as a non-voting member to provide PTSO with information on administrative developments at UAS.

Section 10: The Student members shall:

- Serve as liaisons between the ExCo and the students at UAS.
- Keep the ExCo informed of student concerns.
- Perform other duties as assigned by the President of the PTSO.

Article VI: ExCo and General Meetings

Section 1: ExCo Meetings

- The ExCo shall meet once per week from September through June except during school holidays.
- ExCo meetings to be used for planning events, assigning chairpersons for each event, and other ongoing PTSO activities.
- The President may call for a special meeting of the ExCo as needed.

Section 2: General PTSO Meetings

- General PTSO meetings shall be held monthly, preferably on a fixed day each month (e.g., 1st Tuesday, 2nd Wednesday, etc.). General PTSO meetings shall be open to all members. An agenda shall be distributed or posted at least 3 business days prior to General PTSO meetings.
- Special General PTSO meetings shall be called by the President, or at least two ExCo officers, with an agenda distributed to the PTSO at least 3 business days prior to the special meeting.
- A quorum shall consist of at least $\frac{2}{3}$ of the existing ExCo Members. There shall be one vote per ExCo member. Unless stated otherwise, PTSO decisions shall be decided by majority voting. In the cases of a tie, the PTSO President makes the final decision.
- In the absence of a quorum, ExCo members can vote in absentia electronically (via email or whatsapp). In such cases the President will disclose the absentee vote after everyone present has cast their vote. The voting item must be included in the agenda, with as much supporting documentation as possible.

Section 3: Meeting Management

- The president is in charge of the meeting, and the agenda as prepared by the Administrative Officer shall be followed. Any items not on the agenda should be nominated and seconded as AOB before discussion.

Article VII: Standing and Special Committees

Section 1: The ExCo shall create standing and special committees as deemed necessary to promote the Purpose and Mission of the PTSO.

Section 2: The list of standing committees for the year shall be determined during the first meeting of the ExCo in September, and committee chairpersons shall be appointed during that meeting. Parent volunteers shall be solicited through the general membership, for any standing committee without a chairperson, during the month of September. Special committees and committee chairpersons shall be identified by the ExCo as needed.

Section 3: The list of standing committees and their appointed chairpersons shall be distributed, or posted to the general PTSO membership, during General Meetings.

Section 4: The term of each standing committee chairperson shall be by appointment at the September ExCo meeting, until the end of ExCo term on June 30. The term of each special committee chairperson shall be by appointment of the ExCo until the committee has fulfilled its purpose and is dissolved.

Section 5: A chairperson who has served more than one-half a term shall be credited with having served that term.

Section 6: The chairperson of each standing committee shall present a plan of work to the ExCo for approval, along with the list of committee members, from the parent volunteers. No committee work shall be undertaken without the consent of the ExCo.

Section 7: Each committee shall provide monthly progress reports to the ExCo, and shall submit a written report upon completion of its duties to the ExCo.

Section 8: After an election, at the June handover meeting, the current ExCo and new ExCo shall discuss the list of standing committees. Any chairpersons interested in serving for a second year should be identified at that time. These will be reviewed in September.

Article VIII: Nominations, Elections, and ExCo Handover

Section 1: Elections for ExCo parent positions will be held every two years. There shall be a special Nominating Committee, elected by a simple majority of PTSO members, present at the March General PTSO meeting. The Nominating Committee shall consist of three parent members who are not running for any positions in the elections and shall elect its own chairperson. If there are not three parent members willing to serve on the Nominating Committee, at the time of the April General PTSO meeting, the ExCo shall meet to determine who will fill the unfilled Nominating Committee positions. These positions will be nominated by the ExCo parent members, and the wider PTSO parent membership, a minimum of twenty days prior to the May General PTSO meeting. The President does not serve as a member of the Nominating Committee, nor does he/she appoint any member to the committee.

Section 2: The Nominating Committee shall seek and gather nominations of eligible candidates for each ExCo parent position to be filled. The Nominating Committee's report will be published

to the PTSO membership at least five days prior to the May General PTSO meeting. The Nominating Committee will report its nominees at the May General PTSO meeting, at which time additional nominations may also be made from the floor, before the vote on the next year's ExCo positions is taken. Only those persons who have signified their consent to serve if elected shall be nominated for such office.

Section 3: The election process, method, deadlines, and all other issues related to the election of the ExCo for the next two years shall be decided by the Nominations Committee, and may include voting electronically. Voting will be held during the May meeting, it shall follow the below procedure:

- A. Following the report of the Nominating Committee and following any additional nominations from the floor, the Nominating Committee chairperson shall moderate a floor discussion of the nominees.
- B. When the floor discussion on the nominees is finished, the Nominating Committee chairperson shall call for a motion from the floor to hold the vote. When the motion to vote is made and seconded from the floor, any additional discussion regarding the motion may be made. Then, the motion is voted on.
- C. If the motion to vote is approved by a simple majority in a show-of-hands vote of those present, the chairperson shall conduct the vote by written ballot for each ExCo position for which there is more than one nominee, including for ExCo Members-at-Large, if there are more nominees for those positions than there are positions to fill. Election shall be by a simple majority of all PTSO members present.
- D. If there is no ExCo position for which there is more than one nominee, the Nominating Committee chairperson may hold the vote by acclamation of the PTSO members present.
- E. At the moment the voting is finished, any unfilled ExCo positions shall be filled according to Article IV Section 5.

Section 4: The newly elected ExCo for the following school year shall be invited to the June ExCo PTSO meeting to formally receive any PTSO records, keys, and finances, discuss any outstanding issues, and address any questions the newly elected ExCo has. The list of standing committees shall also be discussed, and any chairpersons interested in serving a second term shall be identified at that time.

Article IX: Amendment of By-Laws

Section 1: These by-laws may be amended at any regular or special meeting of the General PTSO by a two-thirds vote of those present. Proposed amendments should be forwarded to the ExCo in time for inclusion in the meeting agenda, when the vote take place.

Section 2: Copies of these by-laws shall be available at the first meeting of the PTSO each year, and shall be available for review, at any time, in the UAS office, and on its website.

Article X: Dissolution

In the event of dissolution of the PTSO, any funds that have accrued to the PTSO's account shall be placed in a school account, which shall be held until a new parent organization is established. It's purpose must be for the betterment of the children of UAS.