



THE PARENTS AND FRIENDS ASSOCIATION CHARTER AND BY-LAWS

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Article I: Definition

The Parents and Friend Association of the Teda International School, henceforth referred to as the PFA, is a non-profit, volunteer-run association. It is made up of parents, teachers and friends of the Teda International School, and all parents and teachers are automatically members of the PFA.

Article II: Objectives and Policies

Section 1. The objectives of the PFA are to:

- a. Promote collaboration, communication and community involvement which support the school.
- b. Arrange activities and special events which complement the academic as well as the service programs of the school, and enhance the sense of community.
- c. Encourage and coordinate volunteer participation.
- d. Raise funds for school activities, events and projects, as well as equipment.
- e. Be a resource for the members of the school community by providing information, support and friendship to all families, and help integrate them into the community.
- f. Provide a forum for parents and friends to communicate with the school in a constructive and supportive way.
- g. Recommend the parent representatives to the Steering Committee in accordance with the Steering Committee by-laws.

Section 2. The PFA meetings are not to be used as a venue to discuss negative perspectives regarding school programs or individual staff members, rather the PFA shall encourage parents to use the appropriate channels of communication in order to voice their concerns, supporting the process of communication between parents, faculty, administration and the steering committee.

Section 3. The PFA shall abide by school policy and procedures.

Article III: The PFA Board

Section 1. The affairs of the PFA shall be governed by a Board made up of PFA members. Whoever is interested in joining the Board shall submit a letter of interest to the Board by email or may contact a Board member.

Section 2. The Board shall carry out the objectives and policies of the PFA. They shall have full power to take such action and to make such rules and regulations consistent with the PFA by-laws as they deem necessary and in the best interest of the PFA. It is the responsibility of the members of the Board to attend the board meetings however, since the PFA Board wishes to facilitate the

participation of parents, it is understood that parents shall attend as they are able and children shall be most welcome to be present at Board meetings and/or activities.

Section 3. The Board shall review its membership at the beginning of each school year to determine whether new members are required.

Section 4. The Board shall be responsible to review and update the PFA charter and by-laws as the necessity arises.

Section 5. In order for a Board meeting to take place, a quorum of the Board members must be present. Accordingly, one-third (1/3) of the members of the Board shall constitute a quorum.

Article IV: The Officers of the Board

The Officers of the PFA shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer. The duties of each officer is the following:

- a. **The Chair** shall preside at all Board meetings, as well as all general PFA meetings. The Chair shall prepare all meeting agendas with the Secretary and shall be the liaison with the TIS administration. The Chair may delegate duties in advance to the Vice-Chair.
- b. **The Vice-Chair** shall preside in all meetings in the absence of the Chair, and shall perform all duties of the Chair in the absence or inability of the Chair.
- c. **The Secretary** shall communicate the time, date and location of each Board meeting, as well as the general PFA meetings. The Secretary shall be responsible for writing the minutes of all meetings. The Secretary shall maintain a folder of all minutes, letters of communication, and PFA by-laws, policies and procedures. The Secretary may delegate duties when needed.
- d. **The Treasurer** shall collect the revenues, keep the financial records, and give an account at the PFA Board meetings. The Treasurer may delegate duties when needed.

Article V. Parent Representatives

Section 1. The PFA seeks to increase parent involvement across the grades by inviting a parent from each grade level to represent that grade. These parents shall, in addition to supporting the general program and activities of the school, keep themselves informed of the specific needs of their grade and convey these to the PFA. They shall, also, seek to welcome new families to the school and invite them to participate in school activities and events. They shall attend the PFA meetings or send an alternate in their stead. The PFA Board shall evaluate the situation at the beginning of each school year in order to determine whether new representatives are needed.

Section 2. Being a parent representative does not hinder one from being a PFA Board member,

Article VI. Allocation of Funds

The PFA Board shall, in consultation with the PFA members and the school administration, decide how funds raised by the PFA will be allocated.

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