



## **Rules and Guidelines for The Parent-Teacher Association @ ISP**

The Parent-Teacher Association at The International School @ ParkCity is referred to as 'The PTA@ISP'.

The objective of The PTA@ISP is to generally advance the education of the students at ISP by providing and assisting in the provision of facilities for education at the School and facilitating communication between parents of students and the ISP. To further this objective, the PTA@ISP may:

- Facilitate liaison between parents and the Principal and Staff of the School for the benefit or welfare of the students of the School
- Engage in activities (including social events) that support the School and promote the welfare of the students attending it

It is not the role of the PTA@ISP to involve itself in:

- The work or discipline of the Principal or Staff of the School
- Matters of education
- Receiving and handling complaints from Parents or groups of Parents relating to School matters

### **Membership**

All parents and guardians of students who are currently at the School are members of the PTA@ISP. When a member ceases to have a child in the School they cease to be a member of the PTA@ISP. No Membership fee is chargeable.

### **Honorary Membership**

Any member of Staff of the School or any other person proposed and elected by the Committee may be invited to become an honorary member of the Association for such purpose and time as the Committee deems appropriate.

### **Committee**

The PTA@ISP is governed by a Committee comprising:

- The Principal, who shall be President
- A Chairperson
- A Vice Chairperson
- A Secretary
- A Treasurer
- A Teacher (who may also be a parent)
- Additional members

The Committee shall act as the decision making body of the PTA@ISP as well as a reference point for members. The Committee will also act as the parents' liaison committee with the School. All members of the Committee do so on a voluntary basis and it is a requirement that the Principal is one of the members of the Committee. Any parent interested in being a part of the PTA@ISP Committee is invited to make contact via email at [PTA@ISP.edu.my](mailto:PTA@ISP.edu.my). So far as possible the Committee shall aim to comprise members who collectively have



students in each section of the school, namely the Early Years Centre, Primary and Secondary. Only one parent per ISP family can be on the Committee at any one time.

The Committee shall have the following powers in addition to general decision making on behalf of the PTA@ISP:

- To set up sub-committees for specific purposes.
- To co-opt additional members onto the Committee or any sub-committee for special purposes.
- To remove any Committee member by majority vote.

### **Committee Meetings**

The Committee shall meet at least twice each School Term. The Chairperson or Principal may call extraordinary Committee meetings from time to time.

A quorum shall consist of five Committee members, including at least two members and one Teacher. Up to two staff (paid employee of the school) representatives may attend the meetings and make comments but they shall not have any decision or voting rights.

The Secretary shall record minutes during the meeting. The Minutes will be circulated to the members of the Committee prior to the next Committee meeting.

If The Secretary is not available then the Committee may decide who will record the Minutes.

Copies of the Minutes and accounts are placed in a file and held at the Reception Desk of ISP for reading by any interested members.

Minutes will not be circulated to the school community for security/privacy reasons.

### **Finances**

The Treasurer will pass all money collected by The PTA@ISP to the School's Financial Controller who will keep an amount not exceeding MYR2,000 in cash in the school safe and will bank the rest into the School bank account.

The Treasurer will prepare simple accounts and report to the Committee at each meeting.

The Treasurer, in consultation with the Committee, may collect, invest and expend funds of the PTA@ISP as the Committee sees fit.

The Chairperson and Treasurer will have the express power (subject to availability of funds) to authorise expenditure up to MYR500 without a formal PTA meeting, yet this power may be revoked if the majority of the Committee decide so.

### **Accounts**

The Treasurer will prepare simple accounts which will be circulated to the committee members of the PTA@ISP at each meeting.

Copies of these accounts will be filed along with the Minutes in a folder held at the School's Reception Desk for viewing by interested members.



Accounts or matters of a financial nature will not be posted on the School Blog for privacy/security reasons.

The Committee will comply with the following accounting requirements:

- Maintain accounting records for The PTA@ISP
- Prepare annual accounts for The PTA@ISP

### **Special General Meetings**

A Special General Meeting must be summoned by the Chairperson upon the request of not fewer than 5 members. The date and hour of such meetings will be fixed by the Chairperson and not less than fourteen days notice must be given to all members. Particulars of the business to be transacted shall be stated on the notice convening the meeting.

### **Alteration to the Rules**

The PTA@ISP Committee shall have the power to amend or rescind these rules, but no alteration shall be made unless there is unanimous support of the Committee members.

### **Administration**

The administration of The PTA@ISP will be supported by the School.