ICSA PTO

International Community School of Abidjan — Parent Teacher Organization

Constitution

ARTICLE I

Name and Definition

The name of this Organization shall be “International Community School of Abidjan (ICSA) Parent Teacher Organization”, hereinafter referred to as the “PTO”.

ARTICLE II

Mission and Purpose

The mission and purpose of the PTO is to cooperate with the International Community School of Abidjan by advancing the interests of the school and by promoting the well-being of students, parents, and teachers. It will accomplish this mission and purpose by:

- Serving as a support group to the International Community School of Abidjan.
- Functioning in a manner consistent with the Vision, Mission, and Philosophy of the School.
- Offering, sponsoring and supporting activities and programs, which support the academic, social and physical growth of students.
- Raising funds to support the International Community School of Abidjan through activities and projects.
- Promoting understanding and cooperation among students, parents, and teachers.

ARTICLE III

Non-Profit, Non-Political Character

SECTION I

The ICSA PTO shall be exclusively supportive in character as delineated in Article II. It shall not be conducted or operated for its own profit, and no part of the net earnings of the PTO shall benefit any individual.

SECTION II

The ICSA PTO shall, in its aims and activities, be politically neutral. It shall recognize the diversity of nationalities that constitutes ICSA, and shall act to foster harmony by recognizing common concerns.

ARTICLE IV

Membership

SECTION I — ELIGIBILITY

The parents or legal guardians of students presently enrolled at ICSA are automatically eligible for membership in the PTO, as are the present administrators, teachers and staff members.

SECTION II — TERM OF MEMBERSHIP

Eligibility for membership will continue for parents for as long as the son or daughter is enrolled at ICSA. Membership for administrators, teachers, and staff members will be for as long as they are employed by ICSA.

ARTICLE V

Officers

SECTION I — OFFICERS

The officers of the PTO shall be a President, Vice-President, Secretary, Treasurer, and PTO Representative to the Board of Directors. No individual may hold two offices simultaneously, nor may the Director be elected to any office. The Officers will be elected for 1 academic year.

SECTION II — RESPONSIBILITIES OF PTO OFFICERS

Director (or designee): Shall serve as a direct liaison between the PTO members and the faculty and staff.

Faculty Representative: Shall serve as a direct liaison between the PTO members and the ICSA faculty.

President: Shall be responsible for calling the meetings and for setting the agenda. The President shall be an ex-officio member of all committees.

Vice-President: Shall assist the President as above and assume responsibilities in the event that the office of President is vacated. The Vice-President will also act as the time-keeper of the meetings.

Secretary: Shall conduct the correspondence of the PTO and shall be responsible for keeping accurate minutes of all PTO meetings. The Secretary should send the minutes to the PTO Executive Members and the Director within 24 hours of the meeting, and to the whole PTO group once approved.

Treasurer: Shall keep careful accounts of the PTO funds and submit a report at each PTO meeting. He or she will indicate projects that have been forwarded for consideration for PTO funding. The Treasurer shall be responsible for the PTO account. The PTO should have its own bank account.

PTO Representative to the Board of Directors: Shall attend all Board meetings and serve as a direct liaison between PTO members and the Board of Directors. At the time when the PTO representative is absent, the PTO President can designate anyone from the PTO Executive Members to attend the Board Meeting.

SECTION III — DISTRIBUTION OF FUNDS

PTO funds can be used for supporting ICSA educational activities with approval of the Director and the consent of the PTO Executive Members.

SECTION IV — VACANCIES

In the event when an office is vacant, the vacancy may be filled by invitation at the next PTO meeting. The open invitation will be sent to the whole parent group, and if more than one is willing to volunteer, the voting will take place amongst the PTO members present.

ARTICLE VI

Committees

SECTION I — STANDING COMMITTEES

There shall be one standing committee of the ICSA PTO, namely, the Room Parents Committee. Members of the committee shall be appointed at the beginning of the new academic year. The Room Parents Committee shall be responsible for the coordination of room parent volunteers to teachers with special projects and activities. Based on the requirement or around the time of the event, other committees will be formed on an ad-hoc basis.

ARTICLE VII

Dissolution or Liquidation

No part of the net income, revenue, or donations to the PTO shall benefit any member, officer, or any other private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of the PTO’s purposes), and no member, officer, or any private individual shall be entitled to share in the distribution of any part of the assets of the ICSA PTO, on its dissolution or liquidation. In the event of such a dissolution or liquidation, the assets shall be transferred to the ICSA general fund.

> This constitution was adopted on the date mentioned below by the persons whose signatures appear at the bottom of this document.
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> _____ _____
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> DATE SIGNED