



**INTERNATIONAL
SCHOOL
OF LATVIA**

Constitution of the Parent-Teacher Organization

Amended and approved by the PTO on 11 September 2018

I. Name

The name of the organization shall be the Parent-Teacher Organization (PTO) of the International School of Latvia.

II. Mission Statement

The mission of the PTO is to foster a spirit of cooperation among all members of our school community, to help develop a closer relationship between parents, teachers, and students. In addition, the mission shall be to fund and coordinate activities and provide volunteer support to the school community.

III. Objectives

- A. Encourage parents to share their time, skills, and talents with the students at all levels in the school.
- B. Encourage PTO members and community-at-large to support and participate in activities at ISL.
- C. Provide extra resources that cannot be obtained through the annual school budget.
- D. The organization will be:
 - 1. Non-educational and will not seek to direct the administrative activities of the school or control its policies.
 - 2. Non- commercial – with no intent to make a profit.
 - 3. Non-partisan – neither the PTO, its members nor its officers in their official capacities shall endorse any commercial effort, partisan interest, or political candidate.

IV. Membership

- A. All parents, legal guardians, and teachers whose children attend the school, and the Director are voting members of the organization.
- B. There are no membership dues.
- C. Members have voting privileges, one vote per household.

V. PTO Board

- A. The Board of the PTO shall consist of the following positions: President, Vice President, Secretary, Treasurer, Communications Officer(s), Room Parent Coordinator, and Fundraising and Event Coordinator(s).
- B. The PTO Board positions of President, Vice President, Secretary, Treasurer, and Room Parent Coordinator shall be filled by one (1) individual. The positions of Communications Officer(s) and Fundraising and Event Coordinator(s) may be shared by up to two (2) individuals.
- C. No full-time employee of ISL or his or her spouse can hold the position of President, Vice President, Secretary or Treasurer.
- D. Members of the same family may not simultaneously serve on the PTO Board.
- E. Members of the ISL Governing Council may not simultaneously serve on the PTO Board.

VI. PTO Board Officer Responsibilities

- A. The President shall preside at all PTO General Meetings and PTO Board Meetings and shall call the meetings to order. The President shall be responsible for executing decisions of the PTO Board and for coordinating activities of the organization.
- B. The Vice President shall perform the duties of the President in his/her absence and shall have other duties as agreed upon by the PTO Board.
- C. The Secretary shall organize the meetings, keep an accurate record of all PTO meetings (Board and General) and ensure the General Meeting minutes are posted on the PTO page of the ISL website.
- D. The Treasurer shall maintain PTO financial accounts and records and submit a financial summary at PTO General Meetings and whenever requested by the PTO President. The Treasurer shall receive all monies of the organization and keep an accurate record of receipts and expenditures.
- E. The Room Parent Coordinator is a liaison between Room Parents, the PTO, and school faculty/administration. The coordinator will hold meetings with Room Parents as necessary and facilitate communication between them and the teachers of those classes.
- F. The Communications Officer(s) role is to ensure the accurate dissemination of information between the PTO Board, school administrative staff, and PTO members. The role involves the creation of event communications and performing social media platform management. Additionally, the Communications Officer(s) manages and responds to inquiries sent via email to the PTO, maintains the PTO section of the school website, and works in conjunction with school administration to communicate to the PTO membership regarding upcoming PTO events, fundraisers, and meetings.

- G. The Fundraising and Events Coordinator(s) role is to plan, develop, and execute fundraising and social events for the PTO membership. The coordinator(s) may lead committees created for specific events under the direction of the PTO Board.

VII. Nominations and Elections

- A. Elections for the PTO Board should be held at the end of the school year in May to ensure continuity into the following school year. If necessary, this may be delayed until the mandatory PTO general meeting to be held in September / October.
- B. Persons interested in serving on the PTO Board should submit a written letter of intent to the PTO Board at least two weeks prior to the scheduled mandatory PTO General Meeting when Board Elections will take place.
- C. A PTO General Meeting quorum (see Article IX, C) is required for election and selection is made by majority vote of that quorum.
- D. Members elected to the PTO Board will be elected as general PTO Board members and following the election, the PTO Board will meet and determine by vote who will serve in specific positions as outlined in Article V. B.
- D. Members elected to the PTO Board shall serve for one term (school year) with the possibility of re-election.
- E. Should any member of the PTO Board resign during his or her term of office, the PTO Board may, by internal ballot, elect any PTO member to fill the vacancy for the remainder of the term of office.

VIII. PTO Board Meetings

- A. PTO Board Meetings shall be held as necessary at the discretion and under the direction of the President of the PTO.
- B. At least four members of the PTO Board shall constitute a quorum for the transaction of the normal business of PTO Board Meetings.
- C. A majority vote of a quorum of the PTO Board may authorize expenditures of PTO funds up to and including 100 Euros.

IX. PTO General Meetings

- A. PTO General Meetings shall be announced at least five working days in advance to the entire membership via email and/or Facebook post, and shall be open to all PTO members. PTO General Meetings are mandatory twice per year: once in September / October, at the beginning of the school year, and once at the end of the school year in May for the sole

purpose of electing new PTO Board members. Additional meetings (generally at least monthly) shall be scheduled at the discretion of the PTO President in conjunction with the school Director.

- B. The President is expected to preside at all PTO General Meetings. In the absence of the President, the Vice President will preside. In the absence of both the President and Vice President a member of the PTO Board will be elected by the PTO Board members present to preside.
- C. Seven PTO members, including at least four members of the PTO Board, shall constitute a quorum for the transaction of the normal business of PTO General Meetings.
- D. A majority vote of a quorum (See Article IX, C) is required to approve the expenditure of funds above 100 Euros.

X. Finance

- A. PTO funds will be received and managed by the Treasurer. In the absence of the Treasurer, funds should be received and managed by the President, Vice President or Secretary.
- B. Following the close of the school year, the treasurer must prepare an accounting of all financial transactions for the school year. The PTO finances shall be audited annually by the ISL Finance Office. The books shall be turned over to the Treasurer with a signed statement from the Finance Office once the audit is complete.
- C. All monies shall be held in a depository appointed by the ISL Finance Office.

XI. Event Committees

- A. The PTO Board shall create or dissolve specific PTO Event Committees as required to transact PTO business.
- B. There is no limit to the number of committees the Board may create or dissolve.

XII. Amendments to the Constitution

- A. Proposed amendments to the Constitution should be discussed with the School Director in advance of presenting them to the PTO.
- B. Written notice of the proposed amendments will be sent via email to all PTO members at least five (5) days prior to the General Meeting where the amendments will be either approved or rejected.
- C. Amendments to the Constitution may only be approved by majority vote at either of the two mandatory PTO General Meetings.

D. The ISL Governing Council must give a final approval of the proposed amendments.

Final Draft completed 15 of April 1997

Amended and accepted September 2004

Amended and accepted September 2010

Amended and accepted September 2017

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