



Articles of the Parents Teacher Association of the International School of Iceland

Article 1. Name, Address & Description

1. The association is named the Parent Teacher Association of the International School of Iceland, hereafter referred to as the PTA. The association is a non-profit organization run by volunteers. 2. The registered address of the association is: Langalína 8, 210 Garðabær.

Article 2. Purposes, Objectives & Means

1. The purposes of the association are:

- To promote cooperation between the parents and faculty of the school.
- To facilitate communication between parents and the school.
- To encourage greater collaboration between the home and school.
- To ensure the views of parents regarding school and education are respected.
- To protect the rights of children to education and positive development.
- To promote a community that celebrates diversity.

2. To achieve these purposes the association will:

- Organize class representatives and school council parent representatives.
- Provide a forum for discussion and foster communication for educational and parenting issues.
- Inform parents on the activities of the association, via meeting minutes, newsletters, emails, social media, or on a website.
- Maintain a purposeful relationship with the school administration and board to ensure best conditions for educational and social activities.
- Hold fundraising activities and educational and social events for students and parents.
- Cooperate with other local, regional, or national parent associations.
- Meet regularly to discuss and organize the actions of the association.
- Encourage volunteer service and parent involvement.

Article 3. Membership & Voting

1. All present parents and guardians of the school are members of the PTA. Every present teacher, administrator and staff of the school is also a member of the PTA.
2. All members have voting rights. Parent and guardian members are eligible for election to office in the association. The school faculty is entitled to appoint one representative to attend meetings of the PTA Board.

3. The Executive Board may decide to establish membership dues. The fee will be presented at a General Meeting and collected yearly.

Article 4. Officers & Elections

1. The Executive Board of the association consists at least 4 and of up to ten officers and members: Chairperson, Vice-Chairperson, Secretary, Treasurer, members, and one Teacher Representative. Officer positions can be shared.

Chairperson: The office of the Chairperson may be held by one person, or jointly by two people. The Chairperson is the leader and key contact person of the PTA, prepares the agenda for meetings, calls and presides over all PTA meetings, and coordinates the work of officers and committees in order to meet PTA's objectives.

Vice-Chairperson: The Vice-Chairperson assists the Chairperson in all executive duties, assumes the duties in the absence of the Chairperson, and fills in as the Chairperson should the office become vacant. The Vice-Chairperson shall coordinate the class representatives and is the main point of contact with class representatives.

Secretary: The Secretary keeps all records of the association, takes and records minutes, may prepare the agenda, maintains the archives of the PTA, and distributes minutes of PTA meetings to board and attending members within a week of the meeting. The secretary is responsible for updating PTA website and PTA literature as required.

Treasurer: The Treasurer keeps financial accounts of the PTA, collects membership dues, pays out funds with approval from the Executive Board, presents financial reports at the monthly PTA meetings, and prepares accounts for yearly audit. At the General Meeting, the Treasurer presents an annual financial report and a projected budget for the coming year.

Teacher Representative: The Teacher Representative may attend PTA meetings as appropriate and acts as a liaison between the faculty and PTA representatives.

2. PTA members shall elect officers at the General Meeting: Chairperson, Vice-Chairperson, Secretary, and Treasurer. However, should no one choose to take the Vice-Chairperson or Secretary position yet choose instead to volunteer to be on the board, the PTA board may elect to share the responsibility or determine it at a later date. The Teacher Representative shall be appointed by the school administration. Offices are elected for a two-year term, where three officers are elected in one year and two officers in alternate years.

3. Due consideration shall be given to create a diverse committee reflective of the school, including representation from Bilingual and English streams, and primary and secondary ages.

4. If there is a vacancy in the office of the Chairperson, the Vice-Chairperson will become the Chairperson. The Executive Board shall fill any vacancies during the year; the position will then become vacant at the next General Meeting.

5. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where due notice has been given.

Article 5. Executive Board

1. The Executive Board shall meet monthly during the school year, or at the discretion of the Chairperson.

2. The Executive Board will hold the PTA annual general meeting in September each year. The Executive Board will coordinate with the Headmaster to choose a date, and announce the meeting with an agenda at least one week in advance. The general meeting is valid if announced with due notice. The meeting may include but is not limited to the following agenda items:

Treasurer's Report.

Amendments to the articles of the association

Election of officers.

Election of two alternate members to the board.

Election of two non-board auditors of accounts.

Confirmation of [parent representative\(s\)](#) to the school council, in accordance with procedures of the school council

Other matters.

Article 6. Auditors

Two PTA members, who are not members of the Executive Board, shall be appointed at the General Meeting to act as PTA Accounting auditors for the same term as the elected PTA Executive Board. Auditors are responsible at the end of the school year to audit the financial records of the PTA. This includes review of bank details, invoices and payments, and the financial report.

Article 7. Committees

The Executive Board may establish committees for specific purposes. The Board bears responsibility for the activities of these committees and sets their purpose.

Article 8. Finances

1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
2. Earnings and profits of the association shall be applied to the purposes of the association.

Article 9. Dissolution

Dissolution of the association can be taken with a simple majority vote of the Executive Board and all assets of the association would transfer to the International School of Iceland.

Article 10. Amendments

These articles of association may be changed at an annual general meeting with a simple majority vote of the members present, if the changes have been announced with due notice in the agenda for the general meeting.

Article 11. Conflict of Interest Policy

1. The purpose of the conflict of interest policy is to protect this organization's interest when an action is reasonably certain to result in a special benefit or detriment to a board or parent representative, relative, or a business with which the member or member's relative is associated. This policy is intended to supplement but not replace any applicable guidelines and regulations governing non-profit organizations.

2. A member may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists. The member must then refrain from taking any official action.

NOTE: Questions of interpretation of the Bylaws shall be drawn from the English version.

These articles of association were accepted at the general meeting of the association September 22 2021.