

International School Suva

PARENTS & TEACHERS ASSOCIATION (PTA) CONSTITUTION

Current Version

Revised:

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Contents

1. NAME	2
2. DEFINED TERMS	2
3. OBJECTIVES AND FUNCTION	2
4. FUNDRAISING	3
5. MEMBERSHIP	3
6. GOVERNANCE	3
6.1 CODE OF CONDUCT	3
6.2 PTA COMMITTEE	3
6.21 DUTIES OF THE PRESIDENT	4
6.22 DUTIES OF THE VICE PRESIDENT	5
6.23 DUTIES OF THE SECRETARY	5
6.24 DUTIES OF THE TREASURER	5
6.25 DUTIES OF THE ACTIVITIES COORDINATOR	6
6.26 DUTIES OF THE PARENT REPRESENTATIVES' COORDINATOR	6
6.27 DUTIES OF THE COMMUNICATION COORDINATOR	6
6.28 IMPACT FUND COORDINATOR	6
6.29 BULA PROJECT COORDINATOR	6
6.30 TEACHER REPRESENTATIVES	7
6.3 ELECTION PROCESS	7
6.4 TERMINATION AND RESIGNATION	7
7. THE EXECUTIVE COMMITTEE	7
7.1 ROLE AND STRUCTURE	7
8. MEETINGS	8
8.1 ANNUAL GENERAL MEETING	8
8.2 SPECIAL MEETING	8
8.3 PTA COMMITTEE MEETING	9
8.5 EXECUTIVE COMMITTEE MEETING	9
8.6 SUB-COMMITTEE MEETING	9
9. FINANCE	9
9.2 BANK ACCOUNTS	9
9.3 PURCHASE ORDER AUTHORITY	10
9.4 AUDIT OF ACCOUNTS	10
10. SUB-COMMITTEE	10
11. NOTICES	10
12. DISSOLUTION	10
13. AMENDMENT TO CONSTITUTION RULES	11

1. NAME

This body shall be known as the International School Suva (ISS) Parents & Teachers Association and hereinafter referred to as the PTA. The PTA shall work closely and collaborate with the ISS Senior Leadership Team (SLT).

2. DEFINED TERMS

- AGM - Annual General Meeting
- Board - means the Board for The International Schools Association.
- Bula Project - PTA funded initiative, aimed at enhancing the school's facilities, grounds and learning environment.
- Ex-officio member - a member of the SLT
- IMPACT Fund - The Involvement for Meaningful, Positive Action and Community Transformation. A PTA sponsored fund designed to assist students with projects, activity and service that support their community and creativity.
- Member - each parent or guardian of a student enrolled in the International School Suva, subject to [Clause 5](#) of this Constitution.
- PTA - ISS Parent Teacher Association
- School - The International School Suva
- SLT - Senior Leadership Team of ISS
- SM - Special Meeting

3. OBJECTIVES AND FUNCTION

The objective of the PTA is to enhance and foster supportive partnerships throughout the School community. The PTA shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school.

Becoming involved in the PTA is an active way to help build and maintain an inclusive and vibrant school community. Through the collaboration of ideas, providing suggestions towards school needs and helping to raise funds in support of school projects, the PTA can help to benefit and strengthen the ISS school community.

The PTA achieves this by:

- a) Act as a bridge in community-building by promoting communication, understanding and cooperation among students, families, faculty, staff and the ISS Board.
- b) Providing support for the parents and teachers network through regular communication between parents and the school.
- c) Managing and organising the year-level parents representatives' group in the school.
- d) the contribution to service work and volunteerism within the Fiji community.

4. FUNDRAISING

The PTA organises a variety of events throughout the year in close collaboration with the school. These may include events such as Family Fun Day, Garage Sales, and Book/Bake Sales.

Funds raised through PTA events will support School initiatives, including but not limited to:

- BULA Project
- IMPACT Fund
- ISS Community building
- Service work and volunteerism

The Executive Committee will ensure a consultative and collaborative approach in determining the allocation of funds for PTA activities. This will involve engaging with the school community through an annual survey. Funds will be allocated by the PTA Executive Committee in alignment with the PTA's [Objectives and Functions](#).

In the first quarter of each fiscal year, the Executive Committee will present an annual plan with an estimated budget to the PTA Committee. A portion of the funds will be earmarked annually to serve as an operating fund for covering administrative costs. The exact percentage for this allocation will be decided by the PTA Executive Committee and subject to biannual reviews.

5. MEMBERSHIP

PTA membership will be automatically open to all parents/guardians whose children attend ISS and ISS teachers. Membership is limited to two (2) members per family.

Once a child of a PTA member leaves ISS, they will cease being a PTA member. Once a teacher leaves ISS, they will cease being a PTA member.

6. GOVERNANCE

6.1 CODE OF CONDUCT

For the purposes of good governance, all PTA Committee members and sub-committee members, must sign a Code of Conduct (see Appendix 1), agreeing to conduct themselves in a respectful and constructive manner. As such, all PTA Committee members and on-site activities will be governed by ISS school policies and procedures.

All members are responsible for their own conduct, and are expected to be courteous towards the community and other members, and to appreciate the voluntary nature of the PTA.

Meetings must be run fairly and not be used for personal or political advantage. The PTA is committed to providing a culture of inclusion and respect.

6.2 PTA COMMITTEE

The PTA Committee shall work in a collaborative way in order to explore ideas and consider suggestions presented to the Committee in an encouraging and supportive environment.

The PTA shall foster a friendly team environment where all views are accepted without bias or judgment. The PTA Committee is to acknowledge, encourage, support and appreciate parent volunteers at all levels. The PTA Committee shall identify activities that enhance the school and students as a whole.

The PTA Committee will consist of up to twelve (12) members: ten (10) voting parents & two (2) teachers who shall hold the following positions:

1. The President
2. Vice President
3. Secretary
4. Treasurer
5. Activities Coordinator
6. Primary School Parents' Representative
7. Secondary Parents' Representative
8. Communications Coordinator
9. BULA Project Coordinator
10. IMPACT Fund Coordinator
11. Primary Teachers Representative
12. Secondary Teachers Representative

Two members of the SLT are invited to participate, as ex-officio members, in the PTA meetings. The School's Business Manager, Events Coordinator and Marketing Manager are invited to meetings when the committee needs their support.

Decisions of the PTA Committee are taken by a majority vote of PTA Committee members present at the meeting. In case of an equal (tie) vote, the President's vote is decisive.

The Minimum number of PTA Committee members must include the President, Secretary, Treasurer, and one Teacher Representative. In the event of insufficient Committee members, the PTA may be dissolved (see [Clause 12](#)).

Each PTA Committee member is responsible for their respective documentation to be shared and stored on the ISS PTA Drive.

6.21 DUTIES OF THE PRESIDENT

The PTA President shall ensure continuous communication and discussions with the school's Board and SLT. This could be achieved by attending Board meetings, SLT meetings and/or arranging separate meetings with a member of the Board or SLT to ensure the PTA is involved in the decision making process in the school.

The President is responsible for:

- The successful functioning of the PTA.
- Presiding over the PTA meetings (AGM, SM, General PTA Meeting, PTA Committee & PTA Executives).
- Ensuring all PTA committee voices are given the opportunity to be heard.
- Acting as PTA's spokesperson when public statements or actions are needed.
- Setting up lines of communication with the school Principal and Board.
- Being a signatory on the Association's expenditures.
- Maintaining the basic governance of the PTA.
- Providing a written report on the PTA activities to the AGM.
- Approving all written communications made to the PTA Members.
- Manage PTA Drive access.

6.22 DUTIES OF THE VICE PRESIDENT

- This role exists to support the President as required.
- The Vice President shall take on the duties of the President in their absence.
- The Vice President shall act as President upon resignation or termination of the President.

6.23 DUTIES OF THE SECRETARY

- Prepare and distribute meeting schedule of the PTA, and issue notices of all meetings and motions.
- Prepare, in consultation with the President, the agenda for the AGM and Special Meeting, which must be approved by a majority of vote by the PTA Committee.
- Prepare and distribute, agendas and minutes of all Executive Committee & PTA Committee Meetings, General PTA Meetings, the AGM, and Special Meeting. The minutes will be openly available to all members of the PTA and stored in the correct PTA Drive.
- Distribute any relevant information from the PTA to the Executive Committee.
- Distribute and record any correspondence from the school to the PTA.
- Distribute any relevant correspondence from the PTA or school to the Year Level Parent Representatives.
- Review and update documents on the website.
- In coordination with the Communications Coordinator ensure PTA contributes, as required to school publications.
- In the absence of the President and Vice President, the Secretary will perform their role at meetings.

6.24 DUTIES OF THE TREASURER

- Maintaining the PTA' s financial records.
- Preparation and presentation of financial records at PTA meetings.
- The PTA Treasurer will work respectively with the ISS Business Manager to coordinate the administration of the funds of the PTA with the School, such as receiving and, depositing, fundraising monies.
- Preparation of PTA annual budget.
- Updating financial records and accounts in coordination with the ISS Business Manager and storing in the relevant PTA Drive Folder.
- Prepare a statement of accounts in consultation with the Business Manager of the School, which shall be presented and approved at the AGM of the PTA.
- Ensure the signatures of two (2) members of the Executive Committee for approval for any purchase requests. Eligible signatories to purchase requests are the President, Vice President, Secretary and the Treasurer with the President's signature a must on all requests. Once purchase requests are approved, and release of funds is subject to the school's required signing authority.
- The Treasurer may advise the Business Office on PTA Budget structure and line-item headings.
- Approve reimbursement of funds for PTA purposes.

6.25 DUTIES OF THE ACTIVITIES COORDINATOR

- Plan and lead social and fundraising activities for the year, with the support of other PTA Committee members.
- Establish and oversee the work of event Sub-Committees, if needed.
- Submit a brief summary of completed PTA activities to the Committee. Including recommendations for future events.

6.26 DUTIES OF THE PARENT REPRESENTATIVES' COORDINATOR

- Act as a liaison between the PTA, the school and the Year level Parents' Representatives.
- Send normal and urgent messages to the year level Parents Representatives. Join all the year level WhatsApp (or other forums) groups in the school level they represent.
- Organise, support and recognise Parents' volunteers involved in social, sports and fundraising events.

6.27 DUTIES OF THE COMMUNICATION COORDINATOR

- Manage and strategise PTA communications and social media initiatives. Key responsibilities include:
Coordinating and crafting communications related to the PTA and its events. This entails engaging with Parent Year Level Representatives, the ISS Facebook and Instagram page, WhatsApp groups, School Publications, PTA Newsletter, and other pertinent channels to effectively reach the PTA and the wider school community.
- Collaborating with the ISS Marketing lead to maintain a unified and coherent message across advertising, public relations, and social media campaigns for various PTA activities and events.

6.28 IMPACT FUND COORDINATOR

- Offering support and providing advice on the IMPACT application process and application form
- Sitting on a panel for students to present on potential IMPACT-supported projects
- Providing PTA approval of the projects, in conjunction with the PTA Treasurer
- Keeping a record of IMPACT projects
- Providing an annual summary report on IMPACT-supported projects
- Collecting feedback and evaluations of IMPACT-supported projects

6.29 BULA PROJECT COORDINATOR

- Leading consultation with the school community on priority areas and project opportunities for BULA funding (including an annual survey)
- Manage the BULA Project sub-committee (responsibilities may include scheduling and chairing meetings, supporting the development of criteria for BULA funding and assessment of proposals, tracking progress on project implementation)
- Presenting shortlisted proposals to the PTA for approval.
- Providing an annual summary report on BULA Project initiatives

6.30 TEACHER REPRESENTATIVES

- Act as a liaison between the school and the PTA
- Share information from the PTA back to the school and relevant year level groups.

6.3 ELECTION PROCESS

1. The PTA Committee members shall be elected by a majority vote of members present at the Annual General Meeting (AGM), and through online voting.
2. The PTA newly elected Committee members will elect the Executives, new Parents Representatives and Coordinators during the first Committee meeting.
3. If a position becomes vacant or is unfilled after the AGM it may be filled by a majority vote of the remaining PTA Committee members.
4. The term of each PTA Committee member in one position shall be two (2) years, with the maximum number of consecutive terms served by each PTA Committee member in one position being two (2).
5. A person from outside of the PTA Committee cannot be elected as an Executive, they need to be elected/ appointed to the PTA Committee first and then can seek a nomination as an Executive.

6.4 TERMINATION AND RESIGNATION

Removal: An Executive or member of the Committee shall be removed from the Committee only by the majority vote of a Special Meeting of the PTA.

Resignation: An Executive/Committee member must put their resignation in writing to the President, which must be discussed and accepted at the next PTA Committee meeting.

Resignation of The President: Upon the resignation of the President, the Vice President will assume the role of Acting President until the next PTA Committee meeting where a new President will be elected.

Termination: An Executive or Committee member shall vacate their position if:

- a) they cease to be a member of the PTA; and / or
- b) they are absent without reason from three consecutive PTA Committee meetings; and / or
- c) they are suspended by a majority vote of the PTA Committee as a result of breach of the Code of Conduct.

Vacating the position: Upon vacating their position, an Executive or Committee member shall handover all property of the PTA in their possessions to the PTA Committee.

7. THE EXECUTIVE COMMITTEE

7.1 ROLE AND STRUCTURE

The role of the PTA Executive Committee is to achieve the objectives of the PTA and uphold the PTA's constitution.

The Executive Committee shall consist of no more than President, Vice President, Secretary, Treasurer, and the Activities Coordinator. Executive positions can only be held by one individual and cannot have dual Executive roles.

The Executive Committee's role is to formulate and oversee the execution of plans in alignment with the school's Strategic Plan. However, any plans, policies, and goals developed by the Executive Committee require approval by the full PTA Committee through a majority vote.

Legal Documents shall require the signatures of two (2) members of the Executive Committee, one (1) of which shall be the President or Vice President (only in the absence of the President and with written delegation).

8. MEETINGS

8.1 ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) shall be held once each calendar year in November. All members of the PTA shall be advised of the date and venue where the meeting will be held with at least two (2) weeks' notice.

Notice of the AGM shall be accompanied by the agenda for the meeting.

A notice of nominations received for the elections shall be sent by the Secretary via email to all members of the PTA seven (7) days prior to the AGM. Any member of the PTA is eligible to stand for election and vote at the AGM.

The AGM shall require a quorum of twenty (20) members and all resolutions shall be decided by a fifty (50) percent plus one (1) of the members present at the meeting. This is to include online voting. Without the required quorum no resolution is valid and the PTA Committee shall call a second AGM within one (1) Month. At this meeting a quorum shall be fifteen (15) members.

The Committee shall present the Treasurer's statement on the accounts and the finances of the PTA during that financial year. The annual statement of accounts shall be prepared by the Treasurer and made available to members of the PTA Committee at least seven (7) days prior to the AGM and presented at the AGM.

The financial year of the PTA is to concur with the financial year of ISS. Statements will be prepared in time for the AGM in Term 4.

Other matters as directed by the Committee for the Secretary to include in the AGM. The last item on the AGM agenda shall be the election of the new PTA Committee. The official handover to the new PTA Committee shall take effect from the time of the election.

8.2 SPECIAL MEETING

A Special Meeting (SM) shall be called by the Secretary at any time upon written request signed by at least ten (10) members, or on the authority of the Executive Committee. The SM shall be held within one (1) month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven (7) days' notice of the meeting which notice shall also state the business of the meeting. The quorum of the meeting and passing of resolutions is the same as the AGM.

8.3 PTA COMMITTEE MEETING

A PTA Committee meeting shall be held at least once during each school term. This meeting will review requests for PTA involvement and support and consideration given to projects that enhance ISS students and review and adjust the annual plan as required. Once a commitment is made, planning for required resources and early identification of issues is to be discussed and plans promulgated.

The PTA Committee meeting shall require a quorum of six (6) members and all resolutions shall be decided by a fifty (50) percent plus one (1) member of the members present at the meeting. The Executive may invite additional members as required.

8.4 GENERAL PTA MEETING

The Committee shall schedule a General PTA Meeting for all PTA members to come to discuss scheduled PTA events as well as the functional role of the PTA.

The notice for the meeting must be given at least seven (7) days prior to the General PTA Meeting. The meeting shall be chaired by a PTA Committee member as approved by the PTA Committee.

8.5 EXECUTIVE COMMITTEE MEETING

The Executive Committee shall meet as required.

8.6 SUB-COMMITTEE MEETING

As per [Clause 10](#) PTA a sub-committee may meet separately and report back to the PTA Committee.

9. FINANCE

9.1 FINANCIAL YEAR

The Financial Year of the PTA is to concur with the financial year of ISS.

9.2 BANK ACCOUNTS

- The accounts of the PTA are kept within the school accounts and will be managed by the ISS Business Manager and approved by the Treasurer.
- All property and money of the PTA are vested in the ISS School accounts.
- All monies of the PTA are to be invested as per this constitution.
- Money shall not be withdrawn from an account of the PTA except with the signature of the President and the Treasurer, or in their absence, a designated Committee member. Email authorisation is accepted authorisation if the President copies in the Executive Committee members.
- The ISS Business Office will email monthly financial reconciliations to the Treasurer and PTA email (pta@iss.school.fj).

- Financial donations to the PTA must be received and documented through the ISS Business Office.
- The Treasurer may advise the Business Office on PTA Budget structure and line-item headings.

9.3 PURCHASE ORDER AUTHORITY

- All Purchase Orders are signed and approved in line with the ISS financial procedures.
- Any purchase order requests are to be approved by at least two (2) eligible members of the Executive Committee and they must sign (in person or electronically) the purchase order request.
- Eligible signatories to purchase requests are the President, Vice President, Secretary, and the Treasurer with the President's signature a must on all requests. Email authorisation is accepted if the President copies in the Executive Committee members.
- Once purchase requests are approved, the release of funds is subject to the school's required signing authority.

9.4 AUDIT OF ACCOUNTS

The accounts of the PTA shall be open for inspection by the members of the PTA at such place and times and under such conditions as the Committee determines.

Auditing of the accounts shall take place as part of the ISS auditing process.

10. SUB-COMMITTEE

The PTA may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees coordinator shall be nominated by and report to the PTA Committee and may be required to present updates at General PTA Meetings.

11. NOTICES

Any requests and suggestions (notices) for PTA consideration should be emailed to pta@iss.school.fj

These notices must include the name of the person submitting the information, topic description and any other relevant information that might help.

12. DISSOLUTION

The PTA Committee may be dissolved by a resolution presented at an AGM, or SM, where this is included in the notice of the meeting. The resolution must have the agreement of two thirds of those voting and that are present at the meeting or are online.

In the event of dissolution, all funds remaining after the discharge of outstanding obligations shall be kept in the school. The School's Business Manager may for items already approved by the previous PTA Committee, but for no other purpose. The Business Manager shall release their responsibility for

coordinating the administration of all such PTA Committee funds to the newly elected PTA Committee.

13. AMENDMENT TO CONSTITUTION RULES

Amendments to the Constitution can only be made as a result of resolutions passed at an AGM or a SM.

Proposals for amendments to the Constitution must be submitted to the Executive in writing at least two (2) weeks in advance of the AGM or SM and such proposals received will be tabled for discussion and resolution at the AGM.