

**AMERICAN COMMUNITY SCHOOLS OF ATHENS
PARENT TEACHER ORGANIZATION (PTO)**

CONSTITUTION AND BY-LAWS

APRIL 2007

This document supersedes the Constitution and By-laws dated September 1987,
and Amendments of June 1997, March 1999, and May 2002.
It takes effect September 2007.

Updates:

May 2, 2014

ARTICLE 1 – NAME

The name of this organization shall be the American Community Schools Parent Teacher Organization, hereafter referred to as ‘PTO’ or ‘Organization’. References in other school documents to ‘PTA’ are deemed to mean the same as ‘PTO’.

ARTICLE II – OBJECTIVES

The purpose of this organization shall be to provide opportunities for parents and teachers to meet in an atmosphere of friendliness and understanding that they may cooperate in advancing the schools’ standard of education by:

- a. Supporting the schools’ goals through volunteer service, fundraising activities, and enhanced educational opportunities for students;
- b. Facilitating communication between parents and the schools; and
- c. At the discretion of the Executive Board, providing a forum for discussion of important issues and, where appropriate, informing the schools’ administration and Board of Education of the opinions of the members of the organization.

ARTICLE III – MEMBERSHIP

All teachers, parents and guardians of students enrolled at ACS Athens may be members of the PTO. Annual fees shall be set at the discretion of the Executive Board. Each member is eligible to cast one vote in governing the organization.

ARTICLE IV – EXECUTIVE BOARD

The Executive Board is responsible for the administration of the PTO and its activities and funds. It meets monthly, or at the discretion of the Chairperson, to discuss issues and organize projects and events. It is represented by the Chairperson, or by another member of the Executive Board delegated by the Chairperson.

At Executive Board meetings, a quorum (50%), of Executive Board members, must be present to take formal action. A simple majority vote of those present will prevail. In a split vote, the Chairperson will have the deciding vote. If necessary, a vote may be taken by e-mail or telephone, in which case the Secretary will poll the members and file the results of the vote with the minutes of the Executive Board.

All PTO expenditures must be approved by the PTO Executive Board. Financial records shall be kept for seven (7) years.

The Executive Board shall include the following elected officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Academy Representative, I.B. Representative, Middle School Representative, Elementary School Representative, and U.S. Embassy representative.

Their duties shall be as follows:

CHAIRPERSON

- a. Presides at all meetings of the Organization and of the Executive Board.
- b. Appoints all necessary committee chairs with the approval of the Executive Board, informs the chairs of their selection, and serves as an ex-officio member to all committees, with the exception of the nominating committee.
- c. May sign checks in lieu of the Treasurer for the disbursement of funds of the Organization.
- d. Performs all other duties entrusted by the Organization or the Executive Board.
- e. Attends, or delegates to the Vice Chairperson, the ACS Tuition Assistance meetings during the year.
- f. Liaises with the Head of Schools and the Board of Education.
- g. Planning and Execution of all fund raising events.

VICE CHAIRPERSON

- a. Assists the Chairperson in all executive duties.
- b. Assumes the duties in the absence of the Chairperson.
- c. Fills in as Chairperson should the office become vacant.
- d. Liaises with the Alumni association and the Booster club and reports to the Executive Board on these meetings.
- e. Liaises with the Optimal Match Director and reports to the Executive Board on these meetings.

- f. Liaises with the relevant PTO committees.
- g. Liaises with I.I.C.

ACADEMY, INTERNATIONAL BACCALAUREATE (I.B.), MIDDLE SCHOOL, AND ELEMENTARY SCHOOL REPRESENTATIVES

- a. Holds monthly meetings with the Principal and a faculty representative (appointed by the Principal) of each respective school (I.B. Representative shall meet with the I.B. Coordinator) to discuss all relevant issues related to their schools and reports to the Executive Board.
- b. Arranges meetings, as needed, with the Student Councils of each respective school. In the case of the Elementary school, the representative may arrange meetings, as needed, with the classroom parents and the I.B. Representative may arrange meetings, as needed, with the I.B. student council.
- c. Assists and facilitates links between the schools, students and parents on important issues.

SECRETARY

- a. Records the minutes of all meetings of the Organization and of the Executive Board and makes these minutes available prior to the next Executive Board meeting.
- b. Is responsible for the official correspondence of the Organization.
- c. Informs the membership of upcoming meetings seven (7) days prior to the meeting.

TREASURER

- a. Prepares a yearly budget with the assistance and approval of the Executive Board.
- b. Receives all funds of the Organization.
- c. Pays out funds as authorized by the Executive Board.
- d. Keeps full and accurate records of all financial transactions.

- e. Meets regularly with ACS Athens business office to authorize payments and receipts.
- f. Signs checks for disbursement of funds of the Organization.
- g. Presents a financial statement at every meeting of the Organization and presents a summary at the end of the school year.
- h. Is responsible for a smooth transition to the incoming Treasurer.
- i. Ensures that, to the extent possible, at the end of the school year, no less than € 2,500 is left to the incoming Executive Board.

U.S. EMBASSY REPRESENTATIVE

- a. Must be affiliated with the U.S. Embassy, either on assignment in Greece, or the spouse / partner of someone on assignment in Greece.
- b. Acts as liaison between U.S. Embassy employed parents and the PTO in soliciting their input
- c. Assists with different PTO sponsored events.

ARTICLE VI—ELECTION OF OFFICERS

The officers to be elected are the Chairperson, Vice Chairperson, Treasurer, Secretary, Academy Representative, Middle School Representative, I.B. Representative, Elementary School Representative, and U.S. Embassy representative.

- a. A nominating committee shall be formed in March, composed of the Academy, Middle School, and Elementary School Representatives and two (2) people not currently sitting on the Executive Board. The officers shall be elected annually at the May general meeting, and assume their duties at the close of the school year. The Nominating Committee shall report to the Executive Board at the April Executive Board meeting.
- b. The slate of one or more nominees for each office shall be prepared and distributed to the membership by the nominating committee ten (10) days in advance of the May general meeting. Additional nominations may be made from the floor, with the prior consent of the persons being nominated, and added to the slate upon being seconded and approved.

- c. It is recognized that positions may remain vacant, and these should be filled at the October general meeting, or as soon as possible thereafter.
- d. Election to office shall be accomplished by a majority vote of those members present at the general meeting. Voting shall be by secret ballot unless there is only one candidate, in which case the Chairperson may entertain a motion for election by a show of hands. Registration of members shall take place prior to the vote.
- e. All newly elected officers shall attend the June meeting of the Executive Board.
- f. The term of office is for one year, and officers may be re-elected to the same position.

ARTICLE VII – REMOVAL FROM OFFICE

- a. When an officer fails to attend three consecutive PTO Executive Board and General Meetings without justification, or is unable to perform his/her duties, the Executive Board may declare the position vacant.
- b. Any officer may be removed from his/her position and the position declared vacant with a vote of two-thirds (2/3) of the members of the Executive Board whenever, in their judgment, the best interests of the ACS Athens PTO will be served.
- c. A vacancy in any office shall be filled for the remainder of the term by a majority vote of the remaining Executive Board members.

ARTICLE VIII – MEETINGS

- a. The follow year’s general meetings of the Organization shall be scheduled by the Executive Board prior to the end of the current school year. At least seven (7) days notice should be given to the membership when a meeting is planned.
- b. All motions shall be passed by a simple majority of all members present at the meeting.

ARTICLE IX – COMMITTEES

The Executive Board may create and appoint committees necessary to the functioning of the Organization. The committees should present their plans to the Executive Board and should not undertake action without its approval.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern the Organization's meetings.

ARTICLE XI – AMENDMENTS

- a. This constitution may be amended at any meeting of the Organization by a simple majority vote of all the members present, provided that notice of the proposed amendment shall have been made available to the membership at least ten (10) days prior to the meeting.
- b. To substitute a new constitution, a committee may be appointed to submit a proposed document upon a majority vote of the membership or a two-thirds vote of the Executive Board. The requirements for its adoption follow those for the adoption of an amendment.