

ARTICLE I: NAME AND PURPOSE

Section 1.1: NAME

The name of the organisation shall be The British Embassy School Ankara Friends Parent Teacher Association (BESA FPTA).

Section 1.2: STRUCTURE

The FPTA shall be an auxiliary organisation of The British Embassy School Ankara (The BESA).

Section 1.3: AIMS AND OBJECTIVES

Our aim is to enhance the quality of education for the benefit of the students at The BESA through the following (these objectives are not in order of priority);

To raise funds to purchase goods and services that enhance The BESA's learning environment, over and above budgeted items. To encourage parental involvement in The BESA. To serve as a link between The BESA and parents. To encourage activities which demonstrate staff appreciation. To welcome and support new parents and families. To involve families in social activities at The BESA. To support The BESA during special events.

We can achieve these goals through effective communication and a true sense of partnership.

ARTICLE II: MEMBERSHIP AND DUES

Section 2.1: MEMBERS

Membership shall include parents and/or guardians of children enrolled in the school and BESA staff.

Section 2.2: DUES

Dues, if any, for each year shall be fixed by the majority vote of members present at the May Annual General Meeting (AGM) the previous year.

ARTICLE III: ORGANISATION AND STRUCTURE

Section 3.1: CORE COMMITTEE

The Management of the FPTA shall be vested in a Committee of elected Officers comprised of a President, Vice President, Infant Chair, Junior Chair, Treasurer, Social Secretary and Secretary. These officers may also be referred to as the Core Committee of the FPTA.

Section 3.2: FPTA COMMITTEE

A sub-committee comprised of eight (8) class representatives, two (2) staff representatives, and the Head Teacher and/or Deputy Head Teacher shall be responsible for working with the Core Committee to foster and promote the goals and objectives of the FPTA. The combined Core and Sub-committees shall be referred to as the FPTA Committee for the purpose of this document.

Section 3.3: TERM OF OFFICE FOR THE CORE COMMITTEE

Core Committee members shall be elected at the Annual General Meeting (AGM) in May for a one year term, beginning at the start of the following school year. It is recommended that newly elected officers work in co-operation with the existing Core Committee during the final month of the Summer Term. A Core Committee Member is eligible to serve two consecutive years in the same office. A Core Committee Member may not serve more than four consecutive years on the Core Committee. A partial term is not counted as a term for the purpose of this section.

Section 3.4: TERM OF OFFICE FOR THE CLASS REPRESENTATIVES

A Class Representative from each year group shall be selected by the Teacher to serve on the FPTA Committee as each class' official representative. A member of the FPTA Core Committee may not also serve as a Class Representative. The term of office for the Class Representative is one year. Copies of the Class Representative job description will be made available to all interested candidates. Class Representatives' positions should be filled no later than the end of September. Each Representative may also choose an Assistant to help him/her and who may serve with and in place of the official Representative in case of their absence.

Section 3.5: DUTIES OF THE CLASS REPRESENTATIVE

A Class Representative job description is attached to this Constitution as Appendix 1.

Section 3.6: TERM OF OFFICE FOR THE STAFF REPRESENTATIVES

Each school year, The BESA will provide two Staff Representatives to serve on the FPTA Committee. The first term of office will run from September through January; the second term of office will run from February through June.

Section 3.7: DUTIES OF THE STAFF REPRESENTATIVES

The Staff Representatives serve as a link between the staff and the FPTA Core. They are responsible for communicating FPTA discussions and decisions to The BESA staff, as well as serving as the spokespersons for the staff at the FPTA Committee meetings. Staff Representatives shall take on additional duties for activities being held during their term of office as needed.

ARTICLE IV: DUTIES OF THE CORE COMMITTEE

Section 4.1: PRESIDENT

The President shall preside at all meetings of the Friends Parent Teacher Association and at all meetings of the Core Committee (comprised of the FPTA Officers). The President, in conjunction with the Core Committee and the Head Teacher is responsible for the planning and scheduling of the FPTA's activities throughout the year. The President is also responsible for the overall management and operation of the FPTA activities, but may and should delegate responsibility for activities, events or other functions to the appropriate Officer, or appoint committees as needed.

Section 4.2: VICE PRESIDENT

The Vice President shall stand in for the President, if necessary. The Vice President shall oversee all fundraising events and projects, including but not limited to such activities as the development, promotion and sale of FPTA goods as well as the fundraising components of major FPTA events such as the Guy Fawkes Bonfire Night and the Summer Fair. The Vice President shall work in co-operation with the Infant and Junior Chairs as well as any appointed chairs of a specific event project committee. The Vice President shall be responsible for preparing activity proposals and budgets in consultation with the Core Committee. All activities undertaken should also be concluded by preparing and submitting timely activity reports as required.

Section 4.3: INFANT AND JUNIOR CHAIRS

The Infant and Junior Chair shall serve as the main communication links between the FPTA Core Committee and the Class Representatives. The Infant and Junior Chair must have a child in the school area, which they represent. The Chairs will also be responsible for ensuring that each of the classes in his/her area is participating as needed in FPTA events. The Infant and Junior Chairs will work with the Vice President to help promote FPTA fundraising projects in their school area as well as serve as Co-Chairs on the planning and organising committee for the FPTA's Annual Guy Fawkes Bonfire Night and Summer Fair. The Infant and Junior Chairs are responsible for coordinating their activities, keeping the Core Committee well informed of all their planned events, and submitting final reports when activities are concluded.

Section 4.4: TREASURER

The Treasurer shall be the custodian of all FPTA funds and is responsible for the payment of all bills. The Treasurer shall maintain complete and accurate financial records that are subject to an annual audit. The Treasurer shall submit income and expense reports and other financial reports on a regular basis as indicated in Section 7.3 and as requested by the Core Committee. The Treasurer will assist with all FPTA single purchases of goods or services over 200 Pounds Sterling and equivalent.

Section 4.5: SECRETARY

The Secretary shall be responsible for informing parents of all FPTA Committee meetings, and shall distribute the minutes of all FPTA meetings. Publication of a notice in the BESA weekly newsletter shall constitute notice of any FPTA Committee meetings. The Secretary shall hold and maintain the FPTA's correspondence and files, including post-FPTA event reports. The Secretary may also be called upon to handle publicity for FPTA events, as deemed appropriate by the President.

Section 4.6: SOCIAL SECRETARY

The Social Secretary shall be responsible for organising events and activities to encourage interaction among the parents and families of The BESA. These activities can include but are not limited to informational morning coffees, luncheons, quiz nights, BBQ's, family fun nights, movie nights, etc. The Social Secretary is also responsible for overseeing the FPTA's provision of refreshments for the BESA events as requested by the Head Teacher. These events may include Parent Conference Nights, school play nights, education nights, the annual Board of Governors open Town Meeting and the end of year assembly. The Social Secretary will also work with the Infant and Junior Chairs in the organising of the Annual Guy Fawkes Bonfire Night and Summer Fair. The Social Secretary may establish a committee of parents to assist with activities as needed and is responsible for the oversight of such ad hoc committees.

ARTICLE V: MEETINGS

Section 5.1: MEETINGS

General: The FPTA Committee shall hold at least one FPTA committee meeting per school term, but should consider holding meetings on a monthly basis. These meetings shall be open to all members of the Friends Parent Teacher Association. Additional meetings may be called by the President and/or Core Committee or upon the written request of twenty (20) members.
Minutes: The Secretary is responsible for taking minutes at each meeting and for their proper distribution. Previous meeting minutes should be reviewed and approved at the beginning of each Committee Meeting.
Core Committee: The Core Committee shall meet regularly at the discretion of the President. Special meetings may be called by the President or a request of a majority of the Core Committee.
Annual General Meeting (AGM): An Annual General Meeting (AGM) shall be held in May. The purpose of this meeting is to elect new members of the Core Committee as well as to provide a full report of the year's activities and financial progress to the full membership of the Friends Parent Teacher Association.
Special General Meeting (SGM): An SGM may be called at the written request of a minimum of ten (10) members. At least two weeks notice shall be given of any SGM to all members of the Association. An SGM may be called for the purpose of amending or changing this constitution. (See Amendments Section.)

Section 5.2: NOTICE OF MEETINGS

Written notice of all FPTA Committee meetings shall be sent to all Officers, Committee Chairs, Classroom and Staff Representatives no less than one week before the meeting date. Publication of a meeting in the BESA weekly Newsletter shall constitute notice.

Section 5.3: QUORUM

Fifty percent of the FPTA Committee shall constitute a quorum.

ARTICLE VI: ELECTION OF THE CORE COMMITTEE

Section 6.1: NOMINATING COMMITTEE

A nominating committee will each year be responsible for the recruitment of potential candidates to serve on the Core Committee. The Nominating Committee shall be comprised of the President, the Infant and Junior Chairs, one staff representative and one person from the general membership. In April, the Nominating Committee will be responsible for announcing the elections and then recruiting candidates for the upcoming FPTA elections to be held at the May AGM.

Section 6.2: ELECTIONS

At the May Annual General Meeting, the slate of nominees shall be presented. Additional nominees may be presented from the floor provided that the consent of the nominee has been obtained. Election shall be by voice except when there is more than one candidate for a particular office, in which case the vote shall be by secret ballot. The candidate receiving the majority of the votes cast shall be elected. If there are more than two candidates and no candidate receives a majority on the first ballot, there shall be a runoff between the top two candidates.

Section 6.3: REPLACEMENT OF BOARD MEMBERS

Whenever there is a vacancy on the Core Committee, the President may appoint a replacement member. Each appointment by the President shall be subject to the approval of the FPTA Core Committee.

ARTICLE VII: FINANCES

Section 7.1: FINANCES

Dues and monies received shall be kept in an appropriate bank account. These funds are the responsibility of the FPTA and may be used at the discretion of the Core Committee. Expenditures in amounts over 200 Pounds Sterling must be approved by the Core Committee or FPTA Committee meeting and evidenced in the minutes of that meeting.

Section 7.2: DESIGNATION AND GRANTING OF FUNDS

Income from fund-raising activities shall be added into general FPTA funds. Project funded suggestions may be submitted by members of the core committee and also the general membership but are subject to Core or FPTA Committee approval.

Section 7.3: BOOKS AND REPORTS

The Treasurer shall keep an accurate account of all income and disbursements and shall present financial reports at FPTA Committee meetings and at the request of the Board of Governors as necessary. The Treasurer shall prepare an annual report summarizing the FPTA's financial activities for the year to be presented at the AGM. The FPTA financial records shall be subject to an annual audit. The auditor may not be a member of the Core Committee. The President shall be responsible for passing FPTA financial reports prepared for the FPTA Committee meetings to the BESA Board of Governors.

Section 7.4: FISCAL YEAR

The fiscal year of the FPTA shall be the same as The BESA's which begins on September 1st and ends on August 31st.

ARTICLE VIII: DISSOLUTION OF THE FPTA ASSOCIATION

Section 8.1: DISSOLUTION

The Association may be dissolved by resolution presented at an SGM called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but shall be given to The BESA. In the event of the BESA's closure, the funds may be given to the school to which the majority of the BESA students will go, or to a charitable organisation which the Core Committee deems appropriate.

ARTICLE IX: AMENDEMENTS

Section 9.1: AMENDMENTS TO THE CONSTITUTION

This Constitution may be adopted, amended or replaced at the Annual General Meeting or a Special General Meeting called for this purpose. Proposals to amend this constitution must be circulated to the members at least two weeks prior to the AGM or SGM. Alterations or changes to the constitution must receive the assent of two-thirds of the members present and voting at an AGM or SGM.

ARTICLE X: OTHER ISSUES

Section 10.1: OTHER ISSUES

Any matters not provided for in this Constitution and concerning the organisation and activities of the FPTA shall be dealt with by the Core committee, whose decision shall be final.

APPENDIX 1

CLASS REPRESENTATIVE JOB DESCRIPTION (as at September 2010)

Each class teacher (Nursery to Year 8) will select a parent to be the Class Representative (Rep). The Class Rep may in turn select an Assistant to work with her/him throughout the year. If the Class Rep is unable to attend an FPTA meeting, the Assistant may attend in his/her place. Additional parents may wish to help share the responsibilities of the position and may do so with the approval of the class teacher.

The term of office for the Class Rep runs for the full academic year (September-June)The role of the Class Rep is:

To act as the link between the class parents and the FPTA maintaining a flow of information between the two.To serve as a member of the FPTA Committee and regularly attend monthly FPTA Committee meetings.To assist with FPTA events and

activities as planned by the Committee by volunteering to do things. This part of the position can and should be accomplished with the assistance of other parents from the class. To assist the class teacher when volunteers are needed for ad-hoc tasks. Some examples are: arranging parent volunteers to accompany the class on field trips, helping with the class parties, making phone calls, preparing materials for class use, helping with class assemblies. To arrange periodic get-togethers for class parents which include the teacher when possible. Such gatherings could be coffee mornings, potluck lunches, picnics, etc. To welcome new families joining the class throughout the year. To compile a list of children in the class (with phone numbers if parents agree) to circulate to class parents.