



MEF INTERNATIONAL SCHOOL PARENT TEACHER ASSOCIATION

Introduction:

This constitution delineates the objectives, functions, roles, and responsibilities of the Parent Teacher Association (PTA) at MEF International School. It aligns with the guidelines set by the Turkish Ministry of Education pertaining to Parent Teacher Associations.

Aims:

- Strengthen bonds between the school and families to enhance the welfare of all members—students, parents, staff, and faculty.
- Facilitate discussions and initiatives on children's welfare, education enhancement, and enrichment. This acknowledges the pivotal role of the school's Principals.
- Raise funds to aid recognized non-profit organizations, charities, and needy schools.
- Design and implement activities that unify the school community.

Duties & Responsibilities:

- Collaborate and engage to bolster school plans, enhancing educational quality and student achievement.
- Endorse and amplify school initiatives aimed at student success.
- Organize and partake in cultural, academic, and recreational activities such as music, theatre, sports, arts, excursions, and fairs.
- Direct purchases and services towards aiding recognized non-profit entities and schools through community service projects.
- Participate in and support school festivities and special occasions.
- Address parental feedback and concerns, ensuring regular communication with the school's Principals.
- Conduct biannual meetings with the Assistant General Manager to maintain open dialogue between the school board and parent community, ensuring alignment and prior discussion with the Principals.

Organizational Structure:

- General Committee: The foundational unit, including all PTA members.
- Executive Board: Responsible for decision-making, planning, and execution of PTA initiatives.
- Auditing Committee: Ensures financial transparency and accountability within the PTA.

Membership:

- All parents and guardians of students enrolled in MEF International School.
- All faculty members of MEF International School.

General Committee Composition and Meetings:

- The General Committee consists of school administrators, teachers, and parents. It convenes annually, preferably before the end of September, with invitations extended by the Executive Board.
- The quorum for the General Committee should be at least four times the number of the Executive Board members. If a quorum is not met, a subsequent meeting will be scheduled within 30 days, where the attendance criterion will be waived for voting.
- Announcements about the General Committee's meeting venue, objectives, date, and time will be communicated 15 days in advance via the school website and the PTA noticeboard.
- Student council members can join the General Committee meetings as observers, without voting rights.

Agenda and Proceedings:

- Attendance is recorded at the start. All MEF International School parents and teachers hold voting rights during the General Committee meeting.
- The meeting commences with an address by the prior year's Executive Board President, followed by presentations of the previous year's reports from both the Executive Board and Auditing Committee.
- A General Committee Chair, responsible for overseeing the meeting, and a Minute Keeper, responsible for noting the proceedings, will be selected through a show of hands. Candidates for these roles shouldn't be contesting for the Executive Board or Auditing Committee. In the absence of a consensus, the Principals shall preside over the meeting.
- All PTA records and financial statements will be transferred to the incoming Executive Board at the conclusion of the meeting.
- Nominations for the Executive Board and Auditing Committee positions are invited, listed, and subsequently voted upon.
- The Auditing Committee is constituted of two teachers (selected by their peers) and one parent (endorsed by the General Committee).
- A maximum of 10 parents will be inducted into the Executive Board. In case of more than 10 nominations, a secret ballot determines the final list, where participants highlight their top 3 choices. The parent accumulating the most votes becomes the President.
- If nominations are less than 10, the available parents are ratified through a show of hands. For the Presidential role, in case of multiple contenders, a secret ballot decides the outcome.
- The outgoing PTA's financial summary is handed to the incoming Executive Board under the General Committee Chair's supervision. Any discrepancies in the prior year's budget are detailed and submitted to the new Executive Board and School Administration.

Executive Board Composition and Term:

- Members serve for an entire academic year, culminating their term at the start of the subsequent General Committee Meeting.
- The Board consists of:
 - Key school officials including the Primary and Secondary School Principals and their Deputies (4 votes collectively).
 - One teacher representative each from the Primary and Secondary schools, elected by the faculty (1 vote each).
 - Up to ten parent representatives elected during the General Committee meeting, ensuring representation from both primary and secondary schools.
 - Student Council representatives may be invited for pertinent discussions, though they don't possess voting rights.
- Within two weeks post the General Committee meeting, the Executive Board will convene to allocate roles:
 - President
 - Deputy President
 - Secretary
 - Treasurer
 - Communications Officer
 - Charity Officer
 - Room Parent Coordinator
- Should a board member depart mid-term, the Board can nominate a substitute from the current members. Parental tenure on the PTA is capped at three years, resetting as students transition to different school phases.
- If parent representatives are fewer than ten post the General Committee elections, the Executive Board can nominate additional members. Their induction will be formalized in the subsequent board meeting.
- The Board President, in consultation with the school administration, can invite student representatives for inputs during specific meetings.

Executive Board: Roles, Rights, and Responsibilities:

- The Board operates as the PTA's decision-making body, collaborating closely with the school's administration.
- A quorum of six members, including at least two faculty members, is essential for decision-making.
- Meetings are conducted monthly, with flexibility for additional sessions.
- Meeting agendas are circulated electronically seven days prior by the Board President.
- In the President's absence, the Deputy President assumes charge.
- Financial transparency is maintained by the Treasurer, who publishes bi-annual financial summaries on the PTA board and school website.
- The Secretary is responsible for documenting decisions and disseminating minutes within a week of the meeting. Upon approval, these minutes are accessible on the school portal and archived in the official Ministry notebook.

- External communications and budgetary expenditures align with the Principals' directives.
- Collaborations with charities must adhere to the Ministry of Education's guidelines and gain the Principals' approval.
- Board members with three unexcused absences will have their membership revoked.
- Meetings generally follow the outlined structure from points a to i under "In all meetings".

Auditing Committee: Role, Rights, and Responsibilities:

- Comprising one parent and two teachers, the Auditing Committee designates a Chair in their inaugural meeting, held two weeks post the General Committee assembly.
- Members serve an academic year, concluding their term at the onset of the subsequent General Committee Meeting.
- The committee primarily audits the PTA budget, presenting bi-annual reports to the Executive Board.
- A conclusive audit is conducted in the academic year's concluding week, and its findings are shared with the Executive Board.
- To maintain independence, members of this committee don't partake in Executive Board meetings.

PTA Budget Management:

- The PTA can generate funds through diverse avenues, including social, cultural, and sporting events.
- Parental contributions towards any event or regular school activity must be voluntary.
- All funds should be deposited into a dedicated bank account titled 'MEF International School Parent Teacher Association'.
- Monies collected must be promptly deposited into the PTA account within five working days.
- Fund withdrawals necessitate dual authorization, specifically from the President (or Deputy President in their absence) and the Treasurer.
- For transparency and accountability, every transaction must be accompanied by an official receipt with a serial number. Such receipts should be duplicated and stamped with the school's official insignia. Transaction details are then recorded in the Executive Board's minute book and the budget ledger.
- Expenditures must gain the majority endorsement of the Executive Board. In case of a deadlock, the President's vote becomes decisive.
- The President will periodically apprise the PTA on financial inflows and sanctioned outflows.
- The fiscal year concludes with the finalization of the financial statement during the year-end meeting. Bi-annual audits ensure financial probity, leaving a reserve of at least 200 USD for the subsequent year's Executive Board operations.

PTA Record-Keeping:

The Executive Board maintains meticulous records, including:

- Minutes from the General Committee meetings.
- Executive Board deliberations and decisions.

- A budget ledger detailing financial inflows and outflows.
- A comprehensive folder archiving transaction receipts.

General Provisions:

- **Regulatory Adherence:** The PTA must operate within the confines of the Turkish Ministry of Education guidelines and the Republic of Turkey's legal framework.
- **Neutrality:** The PTA must abstain from pursuing political objectives or personal agendas in the school's name.
- **Voluntarism:** The PTA operates on a voluntary basis, and members aren't entitled to any remuneration for their services.
- **Oversight:** The AGM (Assistant General Manager) and the school's Principals ensure that the General Committee convenes within stipulated timelines and adheres to regulations.
- **Communication:** Should any operational issues arise, the AGM and Principals will formally communicate their concerns to the PTA President.
- **Constitutional Amendments:** Modifications to this constitution can only occur during a General Committee meeting explicitly convened for the purpose. The agenda for proposed changes must be communicated beforehand, with amendments requiring majority approval from attendees.

Document History		
Date	Details	Responsible
October 2014	Policy created	Figen Sonmez
October 2021	Policy updated	Nicole Incel