



## **MEF INTERNATIONAL SCHOOL PARENT-TEACHER ASSOCIATION POLICY**

### **Introduction**

The MEF International School Parent Teacher Association (PTA) is a collaborative organization that brings together parents, teachers, and school administrators to foster a vibrant school community. This constitution outlines the PTA's objectives, roles, responsibilities, and organizational structure, ensuring that our efforts are aligned with the needs and interests of the school community. Through active engagement and open communication, the PTA aims to support the school's mission and enhance the educational experience of all students.

### **Aims**

- Foster strong relationships between the school and families to enhance the well-being of all members—students, parents, staff, and faculty.
- Facilitate discussions and initiatives focused on children's welfare, educational enhancement, and enrichment, recognizing the essential role of the school's Principals.
- Raise funds to support recognized non-profit organizations, charities, and schools in need.
- Organize activities that strengthen the school community.

### **Duties & Responsibilities**

- Collaborate to support school plans, improving educational quality and student achievement.
- Promote and support school initiatives aimed at student success.
- Organize and participate in cultural, academic, and recreational activities such as music, theater, sports, arts, excursions, and fairs.
- Direct purchases and services towards supporting recognized non-profit entities and schools through community service projects.
- Support school events and special occasions.
- Address parental feedback and concerns, maintaining regular communication with the school's Principals.

## Organizational Structure

- **General Assembly:** Includes all parents, teachers, and administrators, encompassing all PTA members.
- **Executive Board:** PTA representatives responsible for decision-making, planning, and executing PTA initiatives.
- **Auditing Committee:** Ensures financial transparency and accountability within the PTA.

## General Assembly Composition and Meetings:

- The General Assembly, consisting of school administrators, teachers, and parents, is held annually, within the first month of the school year, ideally in September, to elect the new PTA for the school year.
- A maximum of 10 parents will be elected to the Executive Board: 6 for named positions and 4 as non-titled members.

## Executive Board Composition and Term:

- Members serve for one academic year, ending their term at the start of the next General Assembly Meeting.
- The Board includes:
  - Primary and Secondary School Principals and their Deputies (4 votes collectively).
  - One teacher representative from each school level, elected by the faculty (1 vote each).
  - Up to ten parent representatives elected at the General Assembly meeting, representing both primary and secondary schools.
    - **President:** Leads the PTA, organizes meetings, and ensures all decisions align with school policies.
    - **Vice President:** Supports the President and acts in their place if necessary.
    - **Secretary:** Keeps records of meeting minutes and decisions, ensures documentation is properly maintained.
    - **Treasurer:** Manages the PTA's finances, including tracking incoming and outgoing funds and providing financial reports.
    - **Communications Officer:** Handles communication within the PTA and between the PTA and the broader school community.
    - **Charity Officer:** Oversees charitable activities and ensures compliance with regulations regarding donations.
- Student Council representatives may be invited for relevant discussions but do not have voting rights.
- If a board member leaves mid-term, the Board may appoint a replacement from current members. Parental tenure on the PTA is limited to three years, resetting when students move to different school levels.

- If fewer than ten parent representatives are elected, the Executive Board may nominate additional members, formalized at the next board meeting.
- The Board President, in consultation with the school administration, may invite student representatives to provide input during specific meetings.

### **Executive Board: Roles, Rights, and Responsibilities:**

- The Executive Board is the PTA's decision-making body, working closely with school administration.
- A quorum of six members, including at least two faculty members, is required for decision-making.
- Meetings are held monthly, with the possibility of additional sessions.
- Agendas are distributed electronically seven days in advance by the Board President.
- In the President's absence, the Vice President assumes leadership.
- The Treasurer ensures financial transparency, publishing bi-annual financial summaries on the PTA board and school website.
- The Secretary documents decisions and distributes minutes within a week of meetings. Approved minutes are available on the school portal and archived in the official Ministry notebook.
- External communications and expenditures must align with the Principals' directives.
- Collaborations with charities must comply with the school's guidelines and receive Principals' approval.
- Members with three unexcused absences will be removed from the Board.

### **Auditing Committee: Role, Rights, and Responsibilities:**

- Composed of one parent and two teachers, the Auditing Committee selects a Chair in their first meeting, held two weeks after the General Assembly.
- Members serve for one academic year, concluding their term at the next General Assembly Meeting.
- The committee audits the PTA budget and presents bi-annual reports to the Executive Board.
- A final audit is conducted in the last week of the academic year, with findings shared with the Executive Board.
- Members of this committee do not participate in Executive Board meetings to ensure impartiality.

### **PTA Budget Management:**

- The PTA can raise funds through various events, including social, cultural, and sporting activities.
- Parental contributions to any event or school activity are voluntary.

- Every transaction must be documented with a numbered official receipt, stamped with the school's insignia. Transaction details are recorded in the Executive Board's minute book and budget ledger.
- Expenditures require a majority vote from the Executive Board. In the event of a tie, the President's vote is decisive.
- The President provides regular financial updates to the PTA on revenues and approved expenses.
- The fiscal year ends with the finalization of the financial statement at the year-end meeting. Bi-annual audits are conducted to ensure financial integrity, with a reserve of at least \$200 maintained for the next year's operations.

**General Provisions:**

- **Regulatory Adherence:** The PTA operates within the legal framework of the Republic of Turkey.
- **Neutrality:** The PTA must remain neutral and not engage in political activities or pursue personal agendas in the school's name.
- **Voluntarism:** All PTA activities are voluntary, and members do not receive compensation for their services.
- **Oversight:** School Principals ensure that the General Assembly meets as scheduled and complies with regulations.

Document History		
Date	Details	Responsible
October 2014	Policy created	Head of School
October 2021	Policy updated	School Principals