

**Riffa Views International School
Parent-Teacher Partnership
Constitution and By-Laws
January 13, 2016**



**ARTICLE I
Name**

There is hereby created a non-profit, unincorporated association to be known as the Parent-Teacher Partnership (the "Organization").

**ARTICLE II
Purposes**

- A. To support and promote the mission and values of Riffa Views International School;
- B. To facilitate communication among members and between members and the faculty and administration of Riffa Views International School, an international school located in Riffa, Bahrain (the "School");
- C. To coordinate volunteer efforts in support of the above-mentioned purposes;
- D. To serve as a welcoming organization to those new to RVIS;
- E. To be not for profit and nonpartisan.

**ARTICLE III
Membership**

Each parent or guardian of a student enrolled in the school shall be a member of the organization. Each parent or guardian must sign in at that meeting in order to vote at that meeting. There will be no membership fee associated with membership.

**ARTICLE IV
Meetings of Members**

SECTION 1: ANNUAL MEETING During the month of May each year, there shall be an Annual Meeting of the members at such time and place as may be determined by the Executive Board to elect incoming officers of the Board.

SECTION 2: OTHER MEETINGS Other meetings of the members shall be held at such times and places as may be fixed by the By-Laws, or upon call of the President.

SECTION 3: NOTICE OF MEETINGS Written notice of any meetings shall be distributed to each member via email by the Secretary and posted at the school site, not less than seven (7) days prior thereto. Notice shall be deemed to have been given to a member upon completion of the electronic mailing (email), or upon general distribution of a meeting notice to the students at the School. Except in the case of the Annual Meeting, the notice shall state the purpose of the meeting.

SECTION 4: VOTING AT MEETINGS At any meeting of the members, business shall be conducted by a majority of those members present and voting. Each Member shall be entitled to one (1) vote which must be cast in person.

ARTICLE V Executive Board

SECTION 1: The management of the Organization shall be vested in the Executive Board composed of the President, the Vice President, the Secretary, the Treasurer, four at-large members representing each of the four grade groupings at the School. The School Director, a Past Member of the Executive Board and a Faculty Representative shall be ex-officio members of the Executive Board and all Committees of the Board or the Organization, with a voice but no vote.

SECTION 2: The Executive Board shall meet at such times and places as may be fixed by the By-Laws or upon call of any officer. Each officer shall be given not less than two (2) days prior notice of any meeting held upon call. Notice may be waived by any officer, either before or after a meeting.

SECTION 3: The attendance of a majority of officers at any meeting thereof shall constitute a quorum, and business shall be conducted by majority vote of those present.

SECTION 4: The Executive Board may act by unanimous written agreement without meeting.

SECTION 5: The Executive Board may appoint a member to fill any office that becomes vacant between meetings of the members. However, should the office of President become vacant, the Vice-President shall become President and a vacancy shall then exist in the office of Vice-President.

ARTICLE VI Officers and Elections

SECTION 1: OFFICERS The officers of the Organization shall be a President, a Vice-President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by this Constitution, adopted By-Laws, and by the parliamentary authority adopted by the Organization.

SECTION 2: NOMINATION

A. A Nominating Committee, consisting of a chairperson, preferably the Past Member of the Executive Board, and no more than four additional members from a cross section of members of the Organization shall be appointed by the Executive Committee no later than the April meeting of that committee. The Nominating Committee shall have the responsibility of ensuring a minimum of one candidate for each board position prior to the May election meeting.

B. If for any reason the Past Member of the Executive Board cannot serve as Chairman of the Nominating Committee, then the Executive Committee shall appoint no more than five members to the Nominating Committee and charge them with the election of their own chairperson from within.

C. At the May election meeting, nominations from the floor will be accepted. After consent of the nominee to serve is secured, his/her name will be posted in front of the members. When all floor nominations have been collected, each nominee will then have the opportunity to briefly introduce themselves to the voting members. In the case that a nominee is not present to confirm his/her consent, written consent must be documented and presented by the nominating party.

D. After all floor nominations are collected, consent is secured, and introductions are made, all members present will vote. Paper ballots will be used if more than one person is nominated for a particular position. The person for that position will be determined by a majority vote.

E. Positions will be voted on one at a time. If used, ballots will be collected and tallied by the nominating committee. The newly elected member of the board will then be announced. If a nominee is not selected for their nominated position, he/she will have the opportunity to accept a nomination for another position.

F. After voting is complete and all positions are filled, the nominating committee will present the entire board. This completes the election of new officers.

SECTION 3: ELECTION

A. Officers shall be elected at the May General Meeting in accordance with the Procedures of Section 2 of Article VI.

ARTICLE VII Duties of Officers

SECTION 1: The President shall be the chief administrative officer of the Organization, shall preside at meetings of the members and of the Executive Board, and shall perform such duties as may be fixed by the By-Laws, mandated by members, or assigned by the Executive Board.

SECTION 2: The Vice-President shall work with the President in recruiting and/or assigning chairpersons and volunteers for upcoming programs, and in assigning responsibilities to the members of the Organization for the current year, preside at meetings of the members and of the Executive Board in the absence or incapacity of the President, shall become President in the event that office becomes vacant, and shall perform such other duties as may be fixed by the By-Laws, mandated by members, or assigned by the President or the Executive Board.

SECTION 3: The Secretary shall record minutes of all meetings of the members and of the Executive Board, shall make and maintain a membership list, have custody of non-financial records of the Organization, and shall also perform such other duties as may be fixed by the By-Laws, mandated by members, or assigned by the President or the Executive Board. The Secretary shall transmit a copy of the minutes to the Executive Board five days prior to each scheduled meeting for review. The approved minutes will then be transmitted to the President within five days after each scheduled meeting. Additionally, the Secretary shall keep a copy of the By-Laws currently in force in the minutes book and shall bring this book to each meeting of the Executive Board or the Organization.

SECTION 4: The Treasurer shall act as the chief financial officer of the Organization, be custodian of the Organization assets, make and keep complete and accurate records of all receipts and expenditure, and perform such other duties as may be fixed by the By-Laws, mandated by the members or assigned by the President or the Executive Board. Additionally, at its request, the Treasurer shall transmit a written report to the Management Team detailing all receipts and expenditures made by the Organization, and shall deliver all financial records to the Management Team as it may from time to time request.

SECTION 5: The Four At Large Members of the Executive Board shall each represent one of the four grade groupings at the School: Nursery-Grade 1, Grades 2-5, Grades 6-8, Grades 9-12; and shall work with the President and other members of the Executive Board to insure that there is adequate communication among the various grade levels and the Organization. They shall

also perform such other duties as may be fixed by the By-Laws, mandated by the members, or assigned by the President or the Executive Board.

SECTION 6: Officers may serve no more than two consecutive terms in the same office. A term shall be defined as one school year or the majority of the year.

SECTION 7: The Past Member the of the Executive Board shall serve on the Executive Board as a non-voting, advisory position. Additionally, the Past Member of the Executive Board shall work on committees as approved specifically by the President and chair the Nominating Committee.

ARTICLE VIII Amendments

This Constitution may be amended by a vote of two-thirds (2 /3rds) of the members present and voting at any duly called and constituted meeting, provided that the intent to consider the amendment is specifically stated as a purpose of such meeting in the notice required by Article IV, Section 3. Amendments shall become effective only if and when agreed to by the School Director.

ARTICLE IX By-Laws

Consistent with the provision of the Constitution, the Executive Board may propose for adoption such By-Laws as it deems necessary, to the necessary, efficient management of the Organization and the accomplishment of its purpose. Adoption of By-Laws shall be confirmed under the same requirements and conditions as Amendment to the Constitution as specified in Article VIII.

ARTICLE X Adoption

The Constitution shall be effective upon ratification by a majority of those eligible for membership and present at a meeting held for such purpose pursuant to notice given to all potential members in accordance with the time requirement of Article IV, Section 3. The initial offices of the Organization shall be elected at such meeting.

ARTICLE XI Parliamentary Authority

The most current edition of Robert's Rules of Order shall govern the proceedings of the Organization where appropriate direction is not contained within the Constitution or By-Laws.

ARTICLE XII Net Income and Net Assets of the Organization are the Sole Property of Riffa Views International School.

The Organization shall pay its expenses out of income or assets generated by its activities. The net income and net assets of the Organization are raised and held for the sole benefit of and are the sole property of Riffa Views International School. In the event that the Organization is dissolved, all assets of the Organization over and above those required for the payment of outstanding debts or liabilities of the Organization, shall be distributed to Riffa Views International School. The signatures of two officers and the School Director or his/her designee are required on the payment of all bills associated with the Organization. RVIS will act as a bank on behalf of the Organization and the finance office will support the Organization with the management of the account.