

INTERNATIONAL SCHOOL OF LOUISIANA  
PARENT TEACHER ORGANIZATION  
BY-LAWS

ARTICLE I NAME

The name of the organization shall be the International School of Louisiana - Parent Teacher Organization (ISL-PTO).

ARTICLE II OBJECTIVES

The ISL-PTO shall:

- promote understanding of the general and specific issues of the immersion educational processes in the school community;
- promote community building & mentoring efforts within the families of ISL; and
- promote volunteerism through participatory involvement in co-curricular and extra-curricular activities as determined annually by the ISL-PTO Steering Committee, School Administration, and the ISL Board of Trustees.

ARTICLE III POLICIES

Sec. 1. This organization shall be noncommercial, nonsectarian, and nonpartisan.

Sec. 2. This organization shall not seek to direct the administrative activities of the school nor to control its policies.

Sec. 3. This organization may cooperate with other organizations and agencies that support the mission of ISL.

Sec. 4. This organization shall operate in accordance with the Charter of the International School of Louisiana.

ARTICLE IV MEMBERSHIP

Sec. 1. Membership shall consist of all parents/guardians of the children who attend the International School of Louisiana, the faculty and staff of the school. Official School Records will be considered Official Membership Records for purposes of identifying parent/guardian PTO Members. Each parent/guardian as listed on the Official Record will be considered a Member for purposes of voting in Article XI, Sec. 5.

Sec. 2. There shall be no dues required in order to be a Member of this Organization.

ARTICLE V OFFICERS

Sec. 1. The Elected Officers are President, Vice-President, Recording Secretary and Correspondence Secretary.

Sec. 2. The School Officers are Family Liaison, Lower School Teacher Representative and Middle School Teacher Representative.

## ARTICLE VI

### STEERING COMMITTEE

Sec. 1. The Steering Committee shall consist of the Officers, appointed Lower School and Middle School Parent Representatives (one each, chosen by the Steering Committee as outlined in Article VI, Sec. 2 from among Room Parent Volunteers), and Chairs of all Ad-Hoc Committees.

Sec. 2. Annually in May, the Parent Representatives & Ad-Hoc Committee Chairs shall be selected by the current Steering Committee from a pool of interested members to serve for the following year.

Sec. 3. The Duties of the Steering Committee shall be:

- (A) to create Ad-Hoc Committees;
- (B) to appoint Ad-Hoc Chairpersons, who shall open the Committee Membership to all ISL-PTO Members;
- (C) to transact business as needed between Meetings of the General Membership and other business as may be referred to it;
- (D) to review and approve plans of all Committees; and
- (E) to convene a Nominating Committee consisting of the 2 mid-term elected Officers and 3 General Membership Members in March. The General Members shall be chosen at random from a pool of interested members at the meeting of the General Membership prior to convening the Committee.

Sec. 4. Meetings of the Steering Committee shall be held monthly. A majority of Officers shall constitute a quorum. A majority is fifty percent (50%) plus one (1).

Sec. 5. Each Member of the Steering Committee shall have one (1) vote. Voting by email is permitted when needed and when all information available to the Committee on the issue to be voted on is provided to all those eligible to vote. Those eligible to vote via email are those members who would be eligible if the vote were taken in person.

Sec. 6. The Steering Committee meetings are open to all Members of the PTO.

Sec. 7. Any Officer may call a Special Meeting of the Steering Committee at any time with 48 hours written notice having been circulated to the Members of the Steering Committee and General Membership by way of an email, a sign placed at morning drop off & afternoon pick up or a note placed in the student's communication folder.

## ARTICLE VII

### DUTIES OF THE ELECTED OFFICERS

Sec. 1. The President shall:

- (A) preside at all Meetings of the Organization and establish a climate in which all Members are welcome to participate using Roberts Rules of Order for guidance;
- (B) be an Ex-Officio member of all committees;
- (C) prepare for a smooth transition from year to year by collecting and distributing to appropriate Officers & Committee Chairpersons information and material secured from previous officers and committee chairs;
- (D) help ensure continuity of the ISL- PTO by making him/herself available for advice for one (1) year after their term has ended; and
- (E) other duties as deemed necessary/prudent.

Sec. 2. The Vice-President shall:

- (A) attend the monthly ISL Board of Trustees meeting to act as a Representative of ISL-PTO and provide a written summary of the Board of Trustees meeting to the Steering Committee within forty-eight (48) hours;
- (B) assist the President and perform the duties of the President in the absence of that officer; and
- (C) other duties as deemed necessary/prudent.

Sec. 3. The Recording Secretary shall:

- (A) write the agendas for all Steering Committee Meetings and the Meetings of the General Membership in conjunction with the President;
- (B) keep an accurate record of all meetings of the Organization;
- (C) present minutes for approval at the next meeting;
- (D) maintain a current copy of the By-Laws, which shall be available at all Meetings; and
- (E) other duties as deemed necessary/prudent.

Sec. 4. The Correspondence Secretary shall:

- (A) be well versed in Robert's Rules of Order and assist the President in running all meetings in accordance with those guidelines;
- (B) circulate agendas and other notices to the General Membership;
- (C) reply to all emails received by the Organization's email address;
- (D) submit all ISL-PTO related items to the school periodical and web page coordinators; and
- (E) other duties as deemed necessary/prudent.

Sec. 5. All Elected Officers shall perform the duties outlined in these bylaws and those assigned by the Steering Committee from time to time. Upon the expiration of the term of office or in case of resignation or removal, each Officer shall turn over to the President, without delay, all records, books, and all materials pertaining to the office.

## ARTICLE VIII DUTIES OF THE SCHOOL OFFICERS

Sec. 1 The Family Liaison shall:

- (A) be responsible for communication between School Administration and the PTO;
- (B) serve as Treasurer to the PTO, managing that organization's budget and financial transactions;
- (C) communicate the volunteer needs of the School; and

(D) other duties as deemed necessary/prudent.

Sec. 2 The Lower School Teacher Representative shall:

- (A) facilitate communication between the Lower School faculty and the PTO;
- (B) represent the Lower School Program at ISL;
- (C) work with the Family Liaison to communicate volunteer needs in the Lower School classrooms at ISL; and
- (D) other duties as deemed necessary/prudent.

Sec. 3 The Middle School Teacher Representative shall:

- (A) facilitate communication between the Middle School faculty and the PTO;
- (B) represent the Middle School Program at ISL;
- (C) work with the Family Liaison to communicate volunteer needs in the Middle School classrooms at ISL; and
- (D) other duties as deemed necessary/prudent.

## ARTICLE IX

### ELECTION OF OFFICERS

Sec. 1. The Steering Committee shall convene a Nominating Committee in March. The Nominating Committee shall present a list of proposed officers at a meeting of the General Membership held in April. At that time additional nominations from the floor will also be accepted but only with the consent of each nominee obtained prior to voting. Elections will be held at this same meeting by means of a secret ballot, or by voice approval of an unopposed slate. Newly elected officers will be presented at this meeting. In May a Steering Committee Meeting and a Meeting of the General Membership shall be conducted by both incoming and outgoing officers, with a retreat to follow in June. All appointed positions must be filled prior to the June Retreat.

Sec. 2. The term of Elected Officers shall be for a two (2) years. Elections for the President and Correspondence Secretary shall be held in even numbered years. Election for the Vice-President and Recording Secretary shall be held in odd numbered years.

Sec. 3. In the event that an Elected Office shall become vacant during the course of the term, said Office shall be filled for the remainder of the term by a person elected by a majority vote of the remaining Members of the Steering Committee. Forty-eight (48) hours written notice of such election must be circulated to the General Membership.

Sec. 4. Any Elected Officer not in attendance in three (3) consecutive Steering Committee and Meetings of the General Membership, or any combination there of, shall be replaced in said Office in the manner prescribed in Article IX, Sec. 3 above.

Sec. 5. Upon an affirmative vote of a majority of the Members of the Steering Committee, any Elected Officer may be removed and his successor elected at any Regular Meeting of the Steering Committee, or at any Special Meeting of the Steering Committee called for such purpose. Motions for removal may also be made at a Meeting of the General Membership or via any Officer by a Member of the General Membership to be discussed and voted on by the PTO Steering Committee at the next regular or Special Meeting of the Steering Committee.

## ARTICLE X

### AD-HOC COMMITTEES

Sec. 1. The Steering Committee shall create Ad-hoc Committees as deemed necessary to carry on the work of the Organization. Ad-Hoc Committees are open to all Members of ISL-PTO.

Sec. 2. The Chairman of each Ad-Hoc Committee shall submit a plan of work & budget to the Steering Committee for approval. No Ad-Hoc Committee work shall be undertaken without the consent of the Steering Committee.

Sec. 3. Notice of all Ad-Hoc Committee Meetings shall be posted in writing forty-eight (48) hours in advance.

## ARTICLE XI

### MEETINGS OF THE GENERAL MEMBERSHIP

Sec. 1. Regularly scheduled Meetings of the General Membership of this Organization shall be held at the International School of Louisiana. These shall be held at least every other month during the school year with an agenda to be circulated to the General Membership in writing at least seven (7) calendar days prior to each Meeting.

Sec. 2. Meeting dates are to be announced at the beginning of each school year.

Sec. 3. The Steering Committee may call Special Meetings of the Membership with forty-eight (48) hour written notice.

Sec. 4. Five General Members present at any meetings of the General Membership shall constitute a quorum for the transaction of business.

Sec. 5. Each Member who is in attendance at a meeting of the General Membership where a vote is called shall have one vote. Voting by proxy or absentee voting is not allowed.

Sec. 6. Meetings of the General Membership may be cancelled with forty-eight (48) hours written notice.

## ARTICLE XII

### AMENDMENTS

Sec. 1. A By-Laws Committee shall be convened for the purpose of reviewing these By-Laws each even numbered year. The By-Laws Committee shall present proposed amendments at any regular Meeting of the General Membership and the proposed amendments may be adopted by 2/3rds vote of members present, provided written notice of the proposed amendments has been given at the previous Meeting of the General Membership. Proposed changes must be circulated to the General Membership at least seven (7) calendar days prior to the Meeting at which a vote will be called.

Sec. 2. The By-Laws shall be distributed once a year at the first regularly scheduled Meeting of the General Membership and shall be available year round on the ISL-PTO page of the school's web-site.