

## **PTA Handbook – 2020-21**

### Role of the PTA

The main role of the KAS PTA is to build strong working relationships among parents, teachers, and schools in support of students. This can include recruiting and coordinating volunteers, providing special recognition in awards ceremonies or through other activities, organizing parent education events, planning teacher appreciation activities, fundraising, and much more.

- PTA meetings can serve as venues for discussions about a variety of educational issues. Teachers may talk to the parent community about a new reading program or future changes for the school. Experts from the community may talk about building better relationships with adolescents, or share important information about school reform initiatives.
- Parents may raise ideas and questions about such things as homework or changes in the school curriculum.

### The Kaohsiung American School Parent-Teacher Association By-Laws

#### **Article I: Name**

The Parent Teacher Association is a volunteer organization of the Kaohsiung American School (KAS) and hereinafter referred to as the PTA. The PTA is an unincorporated, non-profit organization.

#### **Article II: The Mission**

The Mission of the PTA is to support the KAS in providing education that promotes Balanced individuals, Independent thinkers, and Global citizens. We seek to accomplish this mission by:

- Promoting collaboration, communication, and community involvement that supports our mission and vision.
- Arranging activities and special events to compliment academic programs and enhance the school's sense of community.
- Encouraging and recruiting volunteers.
- Assisting the school by raising funds.

### **Article III: Membership**

Every parent or guardian, teacher, and administrator automatically become members of the PTA. All members of the PTA have the right to vote on all issues within the PTA.

### **Article IV: Meetings**

A. All PTA meetings will be held monthly and at KAS.

B. Committee meetings may be held as needed.

C. All PTA meetings will be in English. The KAS administration will provide translators for non-English speaking PTA members.

### **Article V: Executive Committee**

A. The PTA Executive Committee will consist of:

- President (cannot be a teacher or administrator)
- Vice-President
- Secretary
- Treasurer.
- Other PTA Executive Committee members or officers may be added by a vote of the PTA. These will be one-year appointments. Examples might be a VP for High School, one for Middle School and one for the Elementary School or Class room moms or dads.
- The Superintendent's designee will serve on the Executive Committee with voice but no vote.

B. Elections for President will be for one-year terms and will be held each May/June. The President will appoint officers, who may be re-appointed without term limits. Teacher PTA representatives and the PTA administrator will also be selected in August.

C. If an Executive Committee member resigns during the year, the Executive Committee is authorized to select a replacement to serve (only until the end of that school year) without the need of an election.

### **Article VI: Finances**

A. The PTA financial year will run in accordance with that of the school from July 1 until June 30 of the following year.

- B. The control of the funds of the PTA will be vested in the Executive Committee.
- C. The PTA Funds will be held within the KAS school account. Dispersal of all PTA Funds will be at the discretion of the PTA executive committee.
- D. The treasurer will present the closed accounts to the KAS Business Manager by June 1 of each year.
- E. At one PTA meeting each semester the treasurer will provide an up to date report of income and expenditures.
- F. Funds to be donated by the PTA will be distributed annually upon recommendation from the Executive Committee or Grants Committee (if active) with approval by the Executive Committee.
- G. No PTA fundraising projects may be undertaken without the prior approval of the PTA Executive Committee, who will put the proposal to the PTA Administrator who may then put the proposal before the Superintendent. The PTA Executive Committee will ensure all new projects are in line with the Board and School Policies and regulations on fundraising.
- H. Two members of the Executive Committee plus the Treasurer will approve all disbursements of funds over 1000NT's.
- I. The two members of the Executive Committee will be chosen as signing officers of PTA funds at the beginning of each school year in August.

#### **Article VII: Amendments to the Handbook**

These by-laws can be amended at any AGM of the KAS PTA by two-thirds majority vote of the members in attendance. Notice must be given at least two weeks prior to the meeting.

These by-laws may be reviewed and/or revised by the School Board as necessary to meet changing conditions in the school and community.

#### **Amendment I: The Tainan Parent Association (TPA)**

The Tainan Parent Association is a volunteer club for KAS parents and alumni parents that live in Tainan. According to Article III, all members of the TPA are PTA members, and TPA activities are to be sanctioned by, supported and coordinated

with the PTA Executive Committee, and PTA President. The president of the TPA will serve on the PTA Executive Committee under Article V, "Other Executive Committee Members or Officers." A designated member of the PTA Executive Committee will have a standing invitation to TPA meetings. As a club within the PTA, the TPA does not require separate bylaws. The relationship between the TPA and the PTA will be defined by the PTA Mission Statement, as well as goodwill, collaboration, consultation, and mutual respect.

### Recent Significant Contributions of PTA

Welcome banquet

Halloween decorations

Thanksgiving dinner

Fall Family Fund Day – ES – organize activities and bake sale

Christmas Carol at winter concerts

Help in the library

Treats for ES students after winter concert

Selling t-shirts

Assisting homeroom teachers with concert preparations, costumes, practices

Assisting homeroom teachers with class parties, field trips

Supporting ES Student Council garden project by fundraising

Spring Family Fun Day- ES- organize activities

Supporting graduation activities

Providing workshops for parents - flower arranging, professor talks, etc.

Providing treats for faculty appreciation

Many miscellaneous items as they arise

### School Commitment to PTA

You can expect the KAS Administration and Faculty to work closely with the PTA and provide support and information when asked. What we expect from the PTA is:

1. Act as the liaison between KAS and parents.
2. Be a positive public relations team for KAS.
3. Be the fund raising arm of KAS.
4. Assist in organizing and supporting KAS Programs.

We realize that local PTA's in public schools have different expectations than American and International Schools have for their PTA. The KAS PTA is not a "hands on" team involved with the day-to-day activities of running a school. The KAS PTA is not a political group, and

unfortunately, members are not paid. Your pay is knowing you are playing a major role in the success of all of our students, and you are.

With this in mind, we must think in terms of what is best for KAS. Like School Board members, we need to be supportive of staff and students at all times. If we have or hear concerns about staff members, there is a clear process for voicing them:

1. Go to the Teacher or staff member of concern.
2. Go to the school principal
3. Go to the Superintendent

We must and will keep a line open for communication with the PTA. In return, the PTA needs to come to the faculty with information that the PTA considers important for us to hear. We will do the same with the PTA.

The PTA is an important part of KAS's success. This includes the Administration and Faculty, the School Board, and the PTA. Working together, as we do, will allow KAS to be one of the finest schools in the world. Thank you to all PTA members.