

**YK Pao School Parent Teacher Association**  
**CONSTITUTION**

**I. MISSION**

The overall mission of the YK Pao School Parent-Teacher Association (PTA) is to collaborate closely with parents, school teachers and professional staff in order to establish a trusting and constructive working relationship amongst all parties on behalf of the school's children.

The PTA's core mission is to help to unite the efforts of parents and teachers aimed at forming the best traditions at the school, promote cultural and intellectual awareness of students in a respectful environment and ensure supportive conditions exist for providing education in Chinese and English according to the highest standards.

The school's teachers and administration appreciate parents' involvement; parents appreciate the openness of the school to new ideas and initiatives.

To this end, the PTA sees its role as the following:

- 1 - To serve as a communication and collaboration bridge between parents and school to support and promote the overall school mission and goals;
- 2 - Provide specific financial and organizational support for YK Pao School activities and initiatives including: curricular and extracurricular activities, facilities & equipment, family support, and health and safety.

**II. ACTIVITIES**

Specific activities of the YKPS PTA include:

- Promoting all aspects of YK Pao School's core goals (See "ADDENDUM: YK Pao School Goals" below);
- Insuring close cooperation and communication between parents, teachers and school administration for the benefit of the school community, while recognizing and respecting the diversity that exists within a multinational community;
- Providing a forum for expression of views of interest to parents and teachers;
- Creating opportunities for parents to meet each other and be involved in the school;

- Welcoming new families to the school and offer support for families in their efforts to raise well-balanced children where appropriate and relevant;
- Assisting the school in developing and maintaining a good reputation within the broader community;
- Working with school administrators and teaching staff to develop special programs celebrating important festivals;
- Supporting educational programs at the school for parents so they can understand better the educational programs provided by the school for children;
- Supporting the school through fundraising initiatives or donations;
- Providing feedback and constructive suggestions regarding curricular and extra- curricular issues where appropriate and in coordination with school leadership;
- Working with school leadership to insure the health and safety of students meets the highest standard;

### **III. PTA GENERAL MEMBERSHIP**

#### **General Members**

All parents and guardians of students presently attending YK Pao School, all teachers and professional staff are "General Members" of the PTA and are welcome to attend meetings (see Section 4: "PTA Meetings.")

### **IV. PTA GENERAL MEETINGS**

#### **A. Frequency**

General PTA meetings will be held three times every school year: once in September and once in February and once in June. .

#### **B. Attendance**

General meetings of the PTA are open to all members of the YK Pao School community. Attendance of the Executive Committee members is required at these meetings.

Attendance is required for Class Representatives, Grade Year Representatives, Teacher Representatives, and Committee Chairs, particularly when relevant reports are expected.

### **C. Documentation**

An agenda will be made available to all PTA members and posted online and outside the office at least one week in advance of the meeting.

A brief summary of each meeting will be made available to all members within one week after the meeting.

The minutes of each meeting will note who attends.

According to YK Pao School language policy all communication in writing and at meetings will be bi-lingual so all members can fully participate.

## **V. CLASS REPRESENTATIVES**

### **A. Mission**

Class Representatives serve as liaisons between the teacher and collective parents of a particular class and coordinate parental involvement in classroom activities and needs.

### **B. Election**

Every September, each class will hold a meeting to elect two Class Representatives. Class Representatives serve for the entire academic year.

### **C. Responsibilities**

The specific responsibilities of the Class Representatives includes, but is not limited, to the following:

- Ratifying the provisional PTA Officers at the first meeting of the school year,
- Electing the Grade Year Representatives by majority vote from among all the Class Representatives for that Grade Year.
- Electing the new provisional PTA Officers at the final meeting of the school year.
- Representing the interests of YK Pao School and the PTA at school events.
- Planning periodic opportunities to develop cohesiveness amongst students and parents within each class.
- Coordinating support for class initiatives developed by class teachers.
- Attending monthly PTA meetings when possible.

## **VI. PTA EXECUTIVE COMMITTEE**

### **A. Mission**

The primary mission of the PTA Executive Committee is to encourage and support the collective efforts of the parent body, and to help facilitate communications between school leadership and parents.

## **B. Members**

The members of the PTA Executive Committee are:

- Elected Officers (4): Chairperson, Vice Chairperson, Secretary, Treasurer
- Principals from YK Pao School (2)
- Grade Year Representatives (6)
- Committee Chairpersons (7)

## **C. PTA Executive Committee Meetings**

The PTA Executive Committee shall meet monthly. Additional meetings may be convened at the discretion of the PTA Chairperson.

The PTA Executive Committee may not officially convene unless there is a quorum of two-thirds of Executive Committee members.

If an Executive Committee member cannot attend an Executive Committee meeting, he or she should inform the Chairperson in writing in advance. If he or she misses three or more meetings, the class can replace him or her at its discretion.

## **D. Decision Making Authority**

Collectively, the Executive Committee will have decision-making authority for the following areas:

- 1) use of PTA funds;
- 2) use of PTA name in events and activities;
- 3) creation and disbanding of Standing Committees; and
- 4) revision of the PTA Constitution.

Decisions regarding the use of PTA funds, creation and disbanding of Standing Committees, and use of PTA name will be reached by majority vote. Proposed revisions of the PTA Constitution will be ratified by a two-thirds vote.

An Executive Committee vote cannot occur without a quorum consisting of two-thirds of the Executive Committee members.

The Chairperson will ensure that input from the General members of the PTA should be solicited before any Executive Committee votes and that that input be recorded in PTA meeting minutes.

## **VII. PTA OFFICERS**

### **A. Members**

The PTA Officers are the Chairperson, Vice Chairperson, Secretary, and Treasurer.

### **B. Election of the PTA Officers**

*Provisional election & ratification*

At the final PTA meeting of each school year (generally in June), a provisional

Chairperson, Vice Chairperson, Secretary and Treasurer will be elected for the following school year by a majority of Class Representatives from the PTA organization. These Officers are elected at this time to insure continuity and communication with parents throughout the summer and facilitate a smooth transition in the Fall. Officers serve on a provisional term until they are ratified by the newly elected Class Representatives at the first general PTA meeting of the next school year.

PTA Officers serve for a 12-month term (commencing with their election at the final meeting of the general membership in June).

At the first meeting of the PTA (generally in September), the provisional Officers must be ratified by a majority vote from the newly elected Class Representatives. If any general member of the PTA would like to run for one of the offices at that time, he or she can do so, and, if he or she wins, this new member will replace the provisional Officer. If one of the provisional Officers wishes to resign at this first meeting for any reason, he or she may also do so. Nominations for the newly vacant Officer seat will then be accepted. The new Officer is the candidate with the majority of votes from the newly elected Class Representatives.

If any PTA Officer seat (with the exception of the Chairperson's) is vacated for whatever reason, the Executive Committee may either call a special meeting to elect a new Officer, or elect the new Officer at the next PTA meeting.

### **C. Responsibilities of the PTA Officers**

- **Chairperson:** The Chairperson is ultimately responsible for the overall functioning of the PTA. He/she is responsible for convening each meeting, for insuring all members are properly informed and for assuring procedures are followed at the meeting. He/she is responsible for convening meetings on time and for insuring all agenda items are discussed in an orderly fashion so that all views are aired and decision-making is properly conducted. If the Chairperson resigns, the vacancy is automatically filled by the Vice Chairperson.
- **Vice Chairperson:** The Vice Chairperson assists the Chairperson in all aspects of PTA management and sits in for the Chairperson if he/she is not in attendance. The PTA Vice Chairperson is additionally responsible for checking the PTA's email account ([pta@ykpaoschool.cn](mailto:pta@ykpaoschool.cn)). If the Chairperson resigns, the Vice Chairperson automatically replaces his/her position.
- **Secretary:** Responsible for writing the minutes of every PTA meeting and that PTA documents are readily accessible to all members. The Secretary is also responsible for working with the school to ensure that all PTA documents are available in both Chinese and English.

- **Treasurer:** Responsible for managing all money raised by PTA organization and for reporting the status of the accounts at each meeting.

## **VIII. GRADE YEAR REPRESENTATIVES**

### **A. Members**

Each grade year at YK Pao School will have one Grade Year Representative elected to serve on the Executive Committee of the YK Pao School PTA.

### **B. Election**

The Grade Year Representatives are elected by majority vote from amongst the existing Class Representatives. The Grade Year Representative also continues in his/her Class Representative role.

Grade Year Representatives are members of the PTA Executive Committee.

The Grade Year Representative serves in this position for the entire academic year.

### **C. Responsibilities**

Specific responsibilities of the Grade Year Representative include:

- Insuring and facilitating open communication between parents in that class and the PTA Executive Committee.
- Representing the interests of that grade year to the PTA Executive Committee.
- Attending monthly PTA Executive Committee meetings.
- Attending monthly PTA General meetings.

## **IX. STANDING COMMITTEES**

### **A. Mission**

“Standing committees” are “permanent” committees of the PTA reflecting the core mission of the organization and are designed to insure continuity for these activities each year.

Standing committees may be added or disbanded at the discretion of the Executive Committee.

### **B. Committees**

Standing Committees are:

- Events and Fundraising Committee
- Curriculum Committee
- Governance Committee (nominations and general governance issues)
- Health and Safety Committee
- Parent Education committee (continuing education & parent support)

- Sustainability Committee
- Cifeng Project Committee

Other committees can be established and/or disbanded on an as-needed basis at the discretion of the Executive Committee. ◦

### **C. Committee Members**

Committee members can come from within or outside the elected PTA or even outside the school. Executive Committee members may also serve as committee leaders.

### **D. Committee Chairs**

Committee chairs will be chosen at the first PTA meeting of the school year. Parents, teachers, or other YK Pao School staff may serve as committee chairs.

## **X. CONFLICT OF INTEREST**

It is understood that if a member has a personal interest in a matter to be discussed, the member will declare his/her interest in this matter prior to discussion and will withdraw from voting in the matter.

## **XI. AMENDMENT TO CONSTITUTION**

This constitution is intended to support the collective interests of YK Pao School, its parents and children. It can be amended at any time following a two-thirds majority of the Executive Committee with a quorum present at the meeting.

**ADDENDUM**  
**YK PAO SCHOOL GOALS**

- To develop self motivation through a love of learning
- To uncover students' potential
- To support development of the whole person through balanced physical, mental and emotional development
- To foster leadership and teamwork
- To promote dual language proficiency in Chinese and English in a cross-cultural environment
- To develop independent thinking and analysis
- To inspire innovation
- To cultivate a concern for our community