



**ASSOCIAÇÃO DE PAIS E MESTRES DA ASSOCIAÇÃO
ESCOLA GRADUADA DE SÃO PAULO BY-LAWS
(Submitted for Review – April 2008)
Approved at PTA General Assembly Meeting May 2008**

ARTICLE I: NAME

The name of the organization shall be the Associação de Pais e Mestres da Associação Escola Graduada de São Paulo (Graded PTA), hereinafter referred to as the "Association".

ARTICLE II: OBJECTIVE

The Association shall:

1. Foster communication and cooperation among the faculty, administration, students, and parents of Graded School.
2. Foster optimum parent involvement in activities to support Graded School.
3. Serve as an advocate for both the educational enrichment of and healthy environment for the students attending Graded School.
4. Promote an appreciation of Graded's diversity and promote and celebrate harmony among the many cultures of the Graded community.

ARTICLE III: GENERAL MEMBERSHIP & MEETINGS

Members:

1. All parents and legal guardians of students currently attending Graded and all members of the Graded faculty are members of the Association.
2. All members with children currently enrolled at Graded have the right to vote at the general meetings.
3. Communication among the Executive Board, the Association's committees, and the General Membership shall be maintained through meetings, electronic mailings, the Graded Gazette, and by other means deemed appropriate by the Membership.

Meetings:

1. General Meetings of the Association shall be held a minimum of two times during the school year. The number of meetings may change as per the needs and desire of the general assembly of parents.
2. The Year-End Meeting of the Association shall include the following events:
 - a. A summary of the activities of the outgoing Executive Board and the various Committees shall be given,
 - b. A year-end financial report shall be presented, and
 - c. Executive Committee members shall be elected.

ARTICLE IV: EXECUTIVE BOARD

Positions and Term of Office:

1. The Executive Board shall consist of the following four positions: President, Vice President, Secretary and Treasurer.
 - a. Position Description:
 1. President or Co-Presidents:

The President(s) shall have general powers and duties of supervision and management. The President shall preside at all Association meetings. The President or a delegate named by the President shall represent the PTA at all appropriate official Graded events. The President and Treasurer are responsible for approving and monitoring operating expenses.
 2. Vice President:

The Vice President shall act as assistant to the President. In the absence of the President, the Vice President shall perform the duties of the President. Should the position of President become vacant during a term of office, the Vice President shall serve as President for the remainder of the term.
 3. Secretary:

The Secretary shall keep an accurate and permanent record of all meetings of the Executive Board and of the General Membership and shall maintain the official records and files of the Association. In the absence of the Secretary, the President shall appoint a Secretary pro tem for that meeting. The Secretary shall circulate the

minutes of the previous meeting to Board members before the next regularly scheduled Board meeting. Copies of the Executive Board and General Membership minutes shall be available to all Association members upon request. The Secretary shall provide a summary of the proceedings of each Executive Board Meeting to the Communications Representative for publication in the Graded Gazette.

4. Treasurer:

The Treasurer shall be responsible for all monies of the Association and shall deposit them to its credit in such bank(s) or other financial institutions as the Executive Board designates. The Treasurer shall maintain and reconcile all bank accounts and pay all PTA bills in a timely manner pursuant to properly documented invoices and requests for reimbursement. The Treasurer shall keep an accurate and permanent record of all receipts and disbursements and present monthly written reports of the same to the Executive Board. The Treasurer shall present a comprehensive report of the current school year's financial activity to the General Membership at the Bi-Annual Meetings and shall provide the Membership with interim reports as requested. She/he shall serve as principal contact with all auditors, and facilitate the annual audit of the Association's books and accounts.

- b. The term of office for the Executive Board shall be one year, up to the election of the new members, being allowed re-election for one more term.

ARTICLE V: EXECUTIVE COMMITTEE

1. The Executive Committee shall reflect in its composition all grades, Pre-K through twelve, of the school.
2. In addition to the Executive Board there shall be an Executive Committee consisting of, but not limited to, the following positions: Lower School Representative, Middle School Representative, High School Representative, Brazilian Studies Representative, Fine Arts Representative, Communications Representative, Athletics Representative, Thanksgiving Chairs, Festa Junina Chairs, Welcoming Committee Chairs, and Teacher Appreciation Chairs.
 - a. Only members of the Executive Committee shall have the right to vote on resolutions presented at the Executive Board meetings.
 - b. The superintendent of Graded School and any teacher representative of the school shall be ex-officio members of the Executive Committee with no voting rights.
 - c. Members of the Executive Committee shall hold their positions for a term of one year and shall serve from the time of their installation until the installation of the new Executive Committee members the following year.
 - d. In cases where an Executive Committee member cannot fulfill their term, their recommended replacement must be approved by a majority of the committee members present.
3. Meetings:
 - a. The Executive Committee shall hold regular meetings once a month during the school year.
 - b. Special Meetings may be called either by the President of the Association or by notifying the Executive Board (President, VP, Secretary & Treasurer) 3 days in advance.
 - c. A majority of the members of the Executive Committee shall constitute a quorum.
 - d. Executive Board meetings, both regular and special meetings, shall be open to the General Members with full voting rights; however, the Executive Board has the option of closing part or all of any meeting.
4. Elections:
 - a. Elections are held each year at the Year-End General Meeting.
 - b. Nominations for all positions will be sought one month prior to the meeting through electronic mail, the Graded Gazette, and flyers.
 - c. Candidates for the Executive Board must have children currently enrolled at Graded School.
 - d. Voting for the Executive Committee positions will be an oral vote and in case of more than one candidate, a secret ballot vote.
 - e. If no President is elected, the Executive Board (VP, Secretary, and Treasurer) may share the duties of President.
5. Incoming Executive Committee members shall be installed during the Executive Committee's final meeting in June at which time all the records and property of the Association shall be handed over by each Executive Committee member to his/her successor.
6. Powers & Duties:
 - a. Executive Committee:
 1. Shall plan and direct the work of the Association as defined by these By-Laws and the General Membership.
 2. Shall have the authority to establish and revise committees as it deems necessary.
 3. Shall authorize expenditures of PTA funds and approve all Association contracts.
 4. Except when amended by the Executive Board, the order of business at all Executive Board meetings shall be as follows:
 - President's Report
 - Approval of Minutes
 - Treasurer's Report
 - Committee Reports
 - Unfinished Business

New Business
Announcements
Adjournment

- b. All actions taken by the Executive Committee or subcommittees shall be consistent with these By-Laws and shall inform the Executive Board of actions taken between meetings as soon as practical thereafter, but no later than the next regular Executive Committee meeting.

ARTICLE VI: FINANCIAL ADMINISTRATION

1. The fiscal year of the Association shall commence August 1 and end July 31.

2. The Association maintains the goal of giving 50% of its Total Annual Revenues back to the Graded School through the funding of school projects and various donations. This figure will be determined by the proposed budget of the previous year's PTA, but may be adjusted as needed by the current Executive Committee. (Majority Vote Rule)

a. PTA Fund Requests

1. All fund requests must be submitted to the PTA by the 20th of the month prior to the PTA Executive Committee meeting. This is to give the PTA adequate time to review the request prior to voting for approval. In an emergency need for funds, the requestor may contact the PTA President directly.

2. A PTA Fund Request form must be completed, signed by the requestor, and approved by both an immediate supervisor and the school superintendent before being submitted to the PTA. In cases where the request is submitted from a parent, a minimum of three (3) current Executive Committee members must sign and one (1) Executive Board member must approve prior to submitting the request.

3. The PTA may deny any fund request that it does not feel is in alignment with the main goals and objectives of the PTA.

3. Budget Review Committee:

a. A committee comprised of at least 3 Executive Board Members, including the Treasurer and the President, shall be formed in April of each year.

b. The Budget Review Committee shall generate a budget for the coming year based upon consultation with the chairs of the various committees, a review of the budget of the previous fiscal year and the expenses of the current fiscal year. This budget shall be used as a spending guide and as a means of informing the General Membership on the intended disbursement of Association revenues.

c. The budget shall be reviewed by the Executive Board in its final meeting in June of each year and, upon the Board's approval, shall be consigned to the incoming Executive Committee for ratification. The approved budget shall be published in the August issue of the Graded Gazette and shall be offered as a topic of discussion at the Association's first General Meeting.

d. The budget may be amended by the Executive Committee as circumstances dictate.

ARTICLE VII: INDEMNIFICATION

To the full extent permitted by applicable law, the Association shall indemnify and hold harmless each member of the Executive Board who is made a party to an action or proceeding by reason of the fact that he/she was an officer or member of the Executive Board of the Association against all judgments, fines, amounts paid in settlement and reasonable expenses, including attorney's fees actually and reasonably incurred as a result of such action or proceeding or may appeal therein, if such Executive Board Member acted in good faith, for a purpose in a manner which he/she reasonably believe to be in the best interests of the Association, and which he/she had no reasonable basis for believing was unlawful.

ARTICLE VIII: COMMITTEES

1. The Executive Board shall have the authority to establish and revise such committees as it may from time to time deem appropriate. A list of the name and function of all committees shall be published annually and disseminated to the Association membership.

2. Each Committee shall:

a. Foster optimal involvement of the general membership, where appropriate

b. Identify and communicate the needs and concerns of the general membership to the Executive Committee and

c. Provide the Executive Committee with a yearly summary of committee activities and expenses.

3. All members of the Association are eligible to serve on any committee, subject to any specific criteria established by an applicable by-law or resolution.

ARTICLE IX: AMENDMENTS

These by-laws may be amended or revised at any Association meeting by a two-thirds vote of the attending members, providing that the amendments or revisions have been submitted in writing to the Executive Board at least thirty days prior to the vote.