

PTG CONSTITUTION

*Amendments adopted at the EGM of the Patana Parent Teacher Group
on 23rd February 2015, and as adopted at the AGM on
16th May 2014, 27th May 2011 and 14th June 1994*

*Parent Teacher Group
Bangkok Patana School
Bangkok, Thailand*

ARTICLE I – NAME

1. The name of this organisation shall be the Parent Teacher Group of Bangkok Patana School, Bangkok, Thailand, hereinafter referred to as the “PTG”.

ARTICLE II – OBJECTIVES

2. The purpose of the PTG is to promote and assist the development of the school, to advance its interests, and to foster the goodwill of parents, teachers, staff, and students (the Patana Community).
3. The PTG achieves this by:
 - a) Strengthening relationships among the Patana Community and promoting opportunities to meet socially in a friendly environment;
 - b) Encouraging the involvement of parents of all nationalities in school activities;
 - c) Facilitating the flow of information between parents and the school;
 - d) Supporting a caring, community minded student body by promoting active participation and decision making within school life; and
 - e) Assisting the school by any means that the Head of School and/or Foundation Board consider helpful and appropriate.

ARTICLE III – MEMBERSHIP

4. PTG membership shall automatically be held by:
 - a) Any Parent or Guardian with a child/children attending Bangkok Patana School; and
 - b) Any Staff member.

ARTICLE IV – THE PTG COMMITTEE

5. The PTG Committee shall consist of ten (10) voting parents and five (5) voting members of the School’s Senior Leadership Team (SLT), including the Head of School, Cross-Campus Principal, the Principals of the Primary and Secondary Schools, and the Business Director (or their designated representatives).
6. The parent members of the PTG Committee shall hold the following offices:
 - a) Chairperson;
 - b) Vice Chairperson;
 - c) Secretary;
 - d) Treasurer;
 - e) Thai Affairs Liaison (appointed by a representative of the Thai Parent Group);
 - f) Communications Coordinator;
 - g) Tiger Shop Manager;
 - h) Cross-Campus Parent Representative;
 - i) Primary School Parent Representative; and
 - j) Secondary School Parent Representative.
7. The parent representatives shall be elected by a majority vote of members (or their proxies) present at the Annual General Meeting (AGM). If a position is or becomes vacant after the AGM it may be filled by a majority vote of the remaining PTG Committee, even if it does not constitute a PTG Committee quorum. If the PTG Committee Chairperson, and/or two (2) or more of the Executive Committee resigns before the subsequent AGM, a decision is required by the Head of School as to whether or not to dissolve the PTG Committee. In the

event that a PTG Committee is dissolved, the five (5) voting members of the School's SLT shall appoint an interim PTG Committee to oversee the appointment of a new PTG Committee to be elected at an EGM consistent with Article VII.

8. The term of each PTG Committee member in one position should be two (2) years, with the maximum number of consecutive terms served by each PTG Committee member in one position being two (2).
9. Each parent representative on the PTG (especially and including those on the executive committee) shall be a person with good standing in the community and the school.
10. There shall be a minimum of six (6) PTG Committee Meetings each school year. The attendance of at least seven (7) PTG Committee members shall constitute a quorum at a PTG Committee Meeting. A quorum of PTG Committee members must be present to vote on any resolution coming before the PTG Committee. If a quorum is not present, a second meeting will be held after due notice of one (1) week has been given to all PTG Committee members, and at the second meeting at least five (5) PTG Committee members will constitute a quorum.
11. PTG Committee Meetings shall be open to all members to attend with prior notice, but only PTG Committee members have the right to vote.
12. The minutes of meetings of the PTG Committee shall be circulated to all members of the PTG Committee and a copy provided to the Director of the Foundation Board Office. The minutes will be openly available to all members of the PTG.
13. PTG Sub-committees may be formed as required, and approved by the PTG Committee. Sub-committees are to be coordinated by a member of the PTG Committee or a Sub-Committee Representative including, but not limited to the Fun Day Coordinator, International Day Coordinator and Activities Coordinator.
14. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer and Thai Affairs Liaison, unless the composition of the Executive is changed by a majority vote of the PTG Committee.
15. Before the end of its term, the PTG Committee shall commence preparations for the AGM by inviting its members to nominate for the new PTG Committee. At least seven (7) days before the AGM, a notice of the nominations received shall be sent by email to all members of the PTG. However, any member shall be eligible to stand for election at the AGM.

ARTICLE V – RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

16. The Executive Committee (the "Executive") shall represent the PTG in all matters concerning the overall policies and goals of the PTG. However, the full PTG Committee must approve such policies and goals by a majority vote. The relative duties and responsibilities of the Executive and the Full PTG Committee may be determined by guidelines approved by a majority vote of the Full PTG Committee.
17. The Secretary shall be responsible for preparing the minutes of all meetings of the Executive and the PTG Committee as well as the AGMs and any Extraordinary General Meeting (EGM) of the PTG.
18. Legal Documents shall require the signatures of two (2) members of the Executive, one (1) of which shall be the Chairperson or Vice Chairperson.
19. Purchase requests shall require the signatures of between two (2) and four (4) members of the Executive for approval. Eligible signatories to purchase requests are either the Chairperson or Vice Chairperson in conjunction with the Treasurer or Assistant Treasurer. Once purchase requests are approved, the signing of cheques is subject to the school's required signing authority.
20. The Treasurer shall be responsible for coordinating the administration of the funds of the PTG with the School, and shall prepare a statement of accounts in consultation with the Financial Controller of the School, which shall be presented and approved at the AGM of the PTG.

ARTICLE VI – THE ANNUAL GENERAL MEETING

21. There shall be an Annual General Meeting (AGM) of the PTG held in May each year.
22. All members of the PTG shall be advised of the date and place of the meeting at least two (2) weeks in advance. Notice of the AGM shall be accompanied by the agenda for the meeting and the proxy forms.
23. The annual statement of accounts shall be prepared by the Treasurer, made available to members of the PTG Committee at least seven (7) days prior to the AGM, and presented at the AGM.
24. The financial year of the PTG shall coincide with the term of the elected PTG Committee until the end of April (so that statements can be prepared in time for the AGM), and budget items are not committed beyond the term of the elected PTG Committee.
25. A maximum of two (2) proxies can be carried per PTG Committee member.
26. The AGM shall require a quorum of 25 members (including proxies) and all resolutions shall be decided by a two-

thirds majority vote.

27. Without the required quorum no resolution is valid and the PTG Committee shall call a second AGM within one (1) month. At this meeting a quorum shall be 25 members.
28. The last item on the agenda of the AGM shall be the election of the new PTG Committee, with nominations having been sought prior and sent to all members of the PTG at least seven (7) days before the AGM. The official handover to the new PTG Committee shall take effect from the time of the election.
29. If no PTG Committee is elected at the AGM (or if a PTG Committee dissolves for any reason during its term), the School's Financial Controller may sign cheques to pay for items already approved by the previous PTG Committee, but for no other purpose. The Financial Controller shall release their responsibility for coordinating the administration of all such PTG funds to the new PTG Committee once it is formed.

ARTICLE VII – EXTRAORDINARY GENERAL MEETING

30. The PTG Committee shall, on the requisition of not less than 25 members, convene an Extraordinary General Meeting (EGM) of the PTG within two (2) months of the receipt of the requisition.
31. A requisition of members for an EGM shall:
 - a) State the purpose of the meeting;
 - b) Be signed by the members making the requisition; and
 - c) Be lodged with the Chairperson or Secretary.
32. A quorum of an EGM shall comprise 25 members (or their proxies).

ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION

33. Amendments to the Constitution can only be made as a result of resolutions passed at an AGM as per Article VI, or an EGM as per Article VII.
34. Proposals for amendments to the Constitution must be submitted to the Executive in writing at least two (2) weeks in advance of the AGM or EGM and such proposals received will be tabled for discussion and resolution at the AGM as per Article VI, or an EGM as per Article VII.

ARTICLE IX - DISSOLUTION

35. The PTG may be dissolved by a resolution presented at an AGM, or EGM, where this is included in the notice of the meeting. The resolution must have the agreement of two thirds of those voting (or their proxies) and must give instructions for the disposal of any assets remaining after paying outstanding debts and liabilities. A quorum of an AGM, or EGM, shall comprise 25 members (or their proxies).
36. The net assets will be given to the school with not less than 25% given to an agreed charity for an educational purpose.