1. Name

The name of this organization, formed in November of 1994, shall be the Shanghai American School Puxi Campus Parent, Teacher, Student Association (“SAS Puxi PTSA” or “PTSA”). Hereafter, the Shanghai American School, Puxi Campus shall be referred to as “SAS Puxi” or the “School” and Pudong campus shall be referred to as “SAS Pudong” or “the School,” and the Shanghai American School (both campuses) shall be referred to as “SAS.”

2. Mission Statement

The SAS PTSA is a volunteer, non-profit service organization committed to (i) supporting the school community through social, educational and fund raising activities and (ii) providing a forum for the ideas and concerns of its members.

3. Goals

A. To promote close cooperation and communication between parents, teachers, students, administration, the Superintendent and the Shanghai American School Board for the general welfare of the School community.
B. To sponsor activities and raise funds for the SAS community. To ensure that funds raised by the PTSA will be used
   (i) for the educational, social and athletic enrichment for the student body and
   (ii) for the benefit of the local community through activities driven by SAS students.
C. To receive donations for the purposes outlined in (B) above, or for the purposes designated by the donor(s), and approved by the PTSA.
D. To provide a forum for the expression of views and ideas that concern and interest to parents, teachers and students.
E. To provide assistance and volunteer services wherever possible in accordance with needs identified by the School.
F. To create opportunities for parents of SAS students to become better acquainted with each other and with SAS.
G. To work with SAS to welcome and support new SAS families.
4. Membership

Membership of the Puxi PTSA shall consist of the following:

A. Parents and legal guardians of the students presently attending SAS Puxi Campus.
B. Teachers and other professional staff while they are in the employ of SAS.
C. Students presently attending SAS Puxi Campus.

Unless otherwise specified, teachers, and other professional staff, and students shall be considered non-voting members of the PTSA.

5. Management

The general affairs of the PTSA shall be managed by the Executive Committee, which shall, in turn delegate duties to subcommittees. The Executive Committee shall take into consideration input from the Elementary, Middle and High School Teacher Representatives, the Elementary, Middle and High School Parent Representatives, the Room Parents, the Cultural Liaisons, and the chairpersons of the subcommittees.

6. PTSA Board

A. Membership - The PTSA Board shall consist of the members of the Executive Committee, head PTSA school representatives for each of elementary school, middle and high schools, the Chinese Language representative and the Korean Language representative. The Teacher Representatives from the elementary, middle and high schools shall be ex-officio members of the Board and shall not be required to be voted onto the Board.

B. Mid-term Vacancies – the PTSA Board shall have the power to appoint a member of the PTSA to fill a vacancy on the Board during the year, and said appointee shall serve for the remainder of the Board’s term.

C. Functions

The PTSA Board shall:

(i) Manage the affairs of the PTSA in accordance with the By-Laws and subject to any resolutions passed at a general meeting of the PTSA.
(ii) Convene monthly meetings of the PTSA.
(iii) Furnish an Annual Report and a Financial Statement to the members of the PTSA at each Annual General Meeting.

The PTSA Board may
(iv) Solicit opinions from members and formulate policy on behalf of the PTSA;

(v) Invest part or the whole of its funds in any manner deemed fit by the Board in accordance with the annual budget approved by the PTSA. In addition, the PTSA Board shall have the discretion to authorize expenditures throughout the year up to RMB 5,000 per expenditure, up to a total of RMB 50,000 per year for the purpose of granting fund requests that occur after the approval of the annual budget. Requests must be approved by majority vote of the PTSA Board. Expenditures above these thresholds which are not part of the Annual Budget must be approved by the PTSA at a general meeting.

(vi) Any member or organization within SAS requesting funds from PTSA must submit a Project Funds Request Form to the Executive Committee.

D. Nomination, Election and Term of Office

(i) Nominations - The Executive Committee in late spring will appoint a nominating committee including the Vice President, and at least two other members. This committee will seek candidates for all positions on the PTSA Board including the Executive Committee. As per bylaw article 6 A Teacher representatives are not required to be voted onto the PTSA Board. PTSA members may also nominate themselves by submitting their names to the committee. The list of candidates will be published prior to the general PTSA meeting at which annual elections for the PTSA Board will occur.

(ii) Elections – Elections shall occur annually at the last general meeting of the PTSA prior to the end of the school year or as soon thereafter as reasonably possible. Candidates shall be elected by a majority of the voting PTSA members present, provided a valid quorum is obtained.

(iii) Board Members will serve for one calendar year, from May 1 to April 30, or until a successor is elected.

(iv) Board Members may serve for more than one term.

E. Meetings

(i) The Board of the PTSA, the Executive Committee and subcommittees shall each meet as and when necessary for the conduct of their respective business.
(ii) The Executive Committee and subcommittees shall report any active business to the Board for ratification.

(iii) PTSA General membership meetings will be held every other month: September, November, January, March and May. If needed, additional meetings may be scheduled at the discretion of the PTSA Executive Board.

F. Voting

(i) A quorum for a meeting of the Board shall be five members in addition to any ex-officio member attending.

(ii) Any motion before the Board shall be approved by a majority of the voters present, provided a proper quorum is obtained.

(iii) In the event of a tie, the President shall cast the deciding vote.

7. PTSA Executive Committee

A. Membership
The Executive Committee of the PTSA Board shall consist of the President, Vice President(s), Recording Secretary and Treasurer. The PTSA Board may appoint an additional Vice President(s) and/or an Assistant Treasurer in its discretion. There shall be a minimum of four Executive Committee members and a maximum of six members.

B. Functions
The Executive Committee shall

(i) Be responsible for the daily business of the PTSA.

(ii) Prepare an annual program budget which shall be presented to the PTSA for approval at a general meeting.

The Executive Committee may

(iii) Form and appoint individuals to chair subcommittees as determined by the needs of the school.

8. Roles and Responsibilities of the Board

The Board shall in its absolute discretion allocate roles and responsibilities among its members in carrying out its obligations hereunder. The roles and responsibilities of members of the Board may include but shall not be limited to:

A. President (1)
- Conducts the monthly general PTSA meetings.
- Leads the Executive Committee meetings and the Board meetings. Prepares the agendas for these meetings.
- Prepares the annual budget with the Executive Committee.
- Reviews and coordinates all Committee activity.
- Acts as liaison between groups within the school community to address issues of broad concern.
- Attends Principal Coffees for ES, MS and HS.
- Attends First Friends Events
- Acts as spokesperson and representative for the organization.
- Reviews newsletter articles prior to print.
- Serves as liaison with SAS Pudong PTSA and to other International Schools in the region.

B. Vice-President of Events

- Attends the Executive Board meetings and the PTSA meetings
- In absence of the President, serves as acting President, including organizing monthly general PTSA meetings
- Is the liaison for all PTSA events that are not division specific. Events will include, but are not limited to, the following: Parent/Teacher Fall Social, International Fair, Winter/Spring Bazaars, Information Fair, Charity Carpet Auction, Charity Yard Sale, and Teacher Appreciation Lunch.
- As liaison, will oversee that a person and/or committee is in charge of each event and will provide guidance to the respective chairperson(s).

C. Vice President of Communications

- Attends the Executive Board meetings and PTSA meetings.
- Updates the PTSA blog and calendar.
- Submits PTSA events and articles to the Eagle magazine (bi-monthly).
- Prepares the PTSA General Meeting PowerPoint presentation.

D. Vice President of Eagle Shop

- Attends the Executive Board meetings and PTSA meetings.
- Coordinates volunteers for the Eagle Shop and insures that all shifts are covered. Manages volunteers list and contact list.
- Acts as a liaison between the School Marketing Department and the Eagle Shop store manager.
- Participates on the Eagle Shop Advisory Committee. Provides guidance and input for the new product development.
- Monitors the monthly financial reports for the Eagle Shop.

E. Recording Secretary (min 1)

- Prepares agenda for the monthly general PTSA meetings.
- Attends all Executive Committee, Board and General Meetings.
- Sends notices for Board and general PTSA meetings.
- Makes the necessary arrangements to secure meeting venue.
- Keep accurate records of all meetings, including people attending.
- Submits minutes of all meetings to the Executive Committee for review within one week after the meeting. Provides copy of minutes from monthly meetings of general PTSA to the Public Relations Manager of the School to be posted on the School web site.
- Prepares the articles for Parent Talk and reviews them with the President before publishing, unless the Executive Committee has a Communications Vice President to handle PTSA public relations and marketing.
- Maintains a file of minutes and agendas.

F. Treasurer

- Attends all Executive Committee, Board and General PTSA meetings.
- Participates in developing annual budget.
- Keeps monetary records of receipt and disbursement of PTSA funds.
- Submits monthly income and expense report to the general meeting.
- Collects all fundraising money and deposits it with the business office.
- Submits reimbursement requests to School’s Finance Office and oversees appropriate distribution of PTSA funds.

G. Elementary, Middle, and High School Teacher Representatives

The functions of the Elementary, Middle, and High School Teacher Representatives shall be

- To attend all PTSA general meetings.
- To present the views and concerns of the teachers at the meetings.
- To convey the information from the meetings to the teachers in a timely manner. The Teacher Representatives shall be appointed by the school and serve for one academic year, from August to June.
H. Head Elementary, Middle, and High School Parent Representatives

The Head Elementary, Middle, and High School Parent Representatives shall be parent volunteers. As elected members of the PTSA Board they will serve for one calendar year, from May 1 to April 30, or until a successor is elected.

The functions of the Head Elementary, Middle, and High School Parent Representatives shall be:

- To attend all PTSA general meetings.
- To report on issues relevant to the grade levels they represent during meetings.
- To serve as a voting member of the PTSA Board.
- To coordinate the parent representatives of their respective division

- Each ES, MS, and HS Head Representative will appoint a treasurer to manage allocated funds for their respective buildings:

**Building Level Treasurer Responsibilities:**

- Manage the funds allocated to the division by the current year’s approval budget
- Disperse funds to the PTSA member approved events and activities
- Maintain records of fund deposits and withdrawals
- Submit a monthly financial report to the PTSA Executive Board treasurer

Head Representatives may grant fund requests for the building-specific projects, if approval by vote of PTSA members at a monthly Principal Coffee. A discretionary fund will be allocated to each of the divisions as part of the annual budget. This fund may be utilized for the request beyond the approved PTSA budget.

I. Elementary, Middle, and High School Parent Representatives

The functions of the Elementary, Middle, and High School Parent Representatives shall be

- To attend all PTSA general meetings.
- To report on issues relevant to the grade levels they represent during meetings.

The Elementary, Middle, and High School Representatives shall be parent volunteers and serve for one academic year, from August to June.
J. Room Parents

Each Elementary School Classroom shall have a Room Parent. The functions of the Room Parents shall be

- To serve as a communication link between the PTSA and the classroom teacher.
- To assist classroom teacher with PTSA-related activities.

Room parents shall be parent volunteers and shall serve for one academic year, from August to June.

9. General PTSA Meetings

A. Regular meetings of the PTSA shall be convened once a month except during school holidays.

B. Additional meetings with a specific agenda may be convened by the Executive Committee whenever deemed necessary.

C. Notice of a meeting shall be given at least 5 days prior to the meeting. Publication of an announcement in the school newsletter shall be an acceptable form of notice.

D. Any motion before a general meeting of the PTSA shall be considered as passed when approved by a majority of those present.

10. Safeguarding of Funds

A. Deposits - PTSA funds will be deposited with the SAS Finance office. All income must be counted and verified by two members of the Executive Committee prior to deposit. The SAS Finance Office will verify the money count. All deposits must be approved by the Treasurer and the President.

B. Withdrawals – The signatures of both the Treasurer and the President, as well as the signature of the recipient of the funds is required on all withdrawals. Proper documentation must be provided for withdrawal request forms as required by finance office. In the absence of the President, the Vice President or the Recording Secretary may authorize withdrawal of funds in the place of the President.

C. Petty cash should not exceed RMB 10,000 with exception of designated PTSA fund raising events.

D. A person authorized by the Executive Committee may perform an audit each year.

E. Policies for safeguarding of funds will be yearly reviewed by the Executive Committee and updated as necessary.
11. Amendments

Amendment to these bylaws must be approved by a 2/3 majority of those present and voting at a monthly or extraordinary PTSA meeting, provided a quorum is obtained. The bylaws should be updated by the PTSA every 3 years or as necessary.