



BY-LAWS OF THE GISNY PARENTS' ASSOCIATION (PA)

Revised and approved by the PA on October 1st, 2013.
Updated September 2014 and translated September 2015.

This is a translation. If any ambiguity arises between the original German version of the by-laws of the Parents' Association and this translation, the original German version shall prevail.

GISNY PARENTS' ASSOCIATION BY-LAWS

1. Class Parents and their Representatives

1.1. General

The parents/legal guardians* shall constitute the class parents according to the applicable by-laws.

The Head of School shall invite the class parents to the first meeting within the first six weeks of the start of each school year.

The class parents shall elect one parent from among them as the class parents representative. In a separate election, they shall elect a second parent as the vice class parents representative. The parents have one vote per child.

To conduct the election, the class parents shall designate one person as the election supervisor.

Teachers, employees, and members of the Board of Trustees are not eligible to be nominated as class parents representatives or vice class parents representatives. The same restrictions apply to their immediate relatives.

Each parent is eligible as class parents representative or vice class parents representative of at most one class at the school.

Reference to the "class parents representative" is to include reference to the vice class parent representatives unless otherwise indicated.

The homeroom teacher of the class shall attend the meetings of the class parents. Other teachers of the class and the Head of School may attend if they wish.

Students of grade 9 or higher may participate in the meetings of their class.

Notice of any meeting shall be given by, and such meeting shall be chaired by the class parents representative or, in case of his or her absence, by the vice class parents representative. If the homeroom teacher, the Head of School or one-quarter of the class parents request such meeting, it shall be held within the next two weeks of any such request.

The notice shall list the topics for discussion and must be received at least one week prior to the scheduled meeting.

1.2. Responsibilities of the Class Parents and the Class Parents Representatives

The class parents shall discuss the material issues regarding life and work in the class at school. The class parents can make suggestions to the homeroom teacher, the Head of School, the Parents' Association (PA) and the Board of Trustees.

The homeroom teacher shall timely inform the class parents representative about relevant matters

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concerning the class.

The class parents representative shall provide the class an opportunity to obtain information and discuss matters.

Among the responsibilities of the class parents and their class parents representatives are specifically included the aiding in the planning the following:

- a. Measures, which entail an essential change in school life, especially changes of school hours
- b. Matters concerning school trips and exchange programs
- c. Improvements of the equipment and furnishings of the classroom
- d. Issues involving both school and home that are of general significance.

2. School Parents' Association (PA)

2.1. General

The class parents representatives or their respective vice class parents representatives shall constitute the PA. Vice class parents representatives shall generally be permitted to participate in a consulting function.

The vice class parents representatives may take on functions within the PA as well.

The Head of School shall call the first meeting of the elected class parents representatives within eight weeks from the start of the school year. At this meeting, the required election shall be held. All further meetings shall be called by the president of the PA.

Each invitation to the first meeting of the PA shall include a copy of the "By-Laws of the Parents' Association of the German International School New York".

The Parents' Association shall elect:

- one president
- one or two vice presidents
- one secretary
- one deputy secretary
- one treasurer

The Head of School shall act as the election supervisor.

The president or one of the vice presidents shall represent the PA at the Board of Trustees meetings and with the Head of School in accordance with the decisions and instructions of the PA.

2.2. Responsibilities of the Parents' Association

The PA shall assist in matters concerning the school. It shall provide comments, make suggestions and

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offer proposals. Its goals are to foster trust between parents and school, to maintain interest in and responsibility for educational matters, and to support the school on general school policies.

The PA shall act in an advisory capacity, in particular with regard to:

- the determination of the school rules
- the improvement of space at school
- transportation safety to and from school
- school events

The PA shall be heard before the Board of Trustees or the Head of School adopts measures of general significance for the life at the school.

This applies in particular to:

- a. Changes of the school rules applying to report cards, promotion and examinations
- b. Introduction of new educational or teaching methods
- c. Changes in curriculum and/or weekly teaching hours per subject
- d. Long-term cancelation of classes due to special circumstances
- e. Change in school category, division of the school, and other measures effecting fundamental change of the school and teaching activities.
- f. Change in school hours
- g. Introduction of new subjects
- h. Fundamental measures by the administration affecting educational and teaching activities of the entire school.
- i. Matters pertaining to school trips and exchange programs
- j. Matters pertaining to college/career counseling at the school
- k. Matters pertaining to health services at the school
- l. Matters pertaining to the protection of minors within the school
- m. Participation by the school in school related pilot tests.
- n. Determination of school rules.

The Head of School shall provide the PA the information required for the PA's functions. He shall inform

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the PA about all material issues regarding life at the school.

The president or a vice president shall participate in all general conferences to which they are invited.

The president or a vice president shall participate and represent the PA at meetings of the Board of Trustees, if the PA is invited.

The president or a vice president shall also be invited to separate meetings of subgroups of the PA (e.g. Lower School) and all class parent meetings.

2.3. Meetings of the Parents' Association

Meetings of the PA shall be called as needed and shall be presided over by the president, or if he/she is unavailable by a vice president. The PA shall meet within two weeks of any request therefor by at least one quarter of its members or the Head of School.

The Head of School and/or his or her deputy, and the president of the student council shall attend meetings of the PA.

Notice shall be received by the members of the PA, the Head of School, and the student council president at least one week before the meeting and shall include an agenda.

Agenda items may be submitted to the president by the constitutive members of the PA at any time prior to the meeting. Requests made after notice has been issued can be included upon approval of the agenda at the beginning of the meeting.

Topics discussed under "miscellaneous" should be limited to announcements, questions and inquiries.

The president shall give members the right to speak in the order of requests.

The time allotted to each speaker may be limited upon regular vote.

The meetings of the PA are shall generally not be public. The president may invite additional persons (e.g., a member of the Board of Trustees) if appropriate in light of the agenda.

2.4. Minutes

Minutes shall be prepared for each meeting containing resolutions and the results of voting and election.

The minutes should generally be sent to all members no later than two weeks after the meeting.

The minutes shall be subject to approval at the next meeting. The PA may add corrections to the minutes by affirmative vote of the majority. Amendments shall be limited to the text and accuracy of the minutes. Amendments to the content of resolutions shall not be permitted.

2.5. Working Groups

The PA may form working groups to deal with specific questions and topics.

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The PA may set deadlines for the working groups to present their results to the PA.

2.6. PA Account

The PA shall control the use of receipts and donations derived by the PA in consultation with the Head of School. Decisions on the use of funds shall be recorded in the minutes. Expenditures may be incurred basically only for teaching and educational purposes and in accordance with the requirements of the Internal Revenue Code.

The president may in its discretion dispose of amounts not in excess of \$500.00.

Upon written request for student financial support in excess of \$500.00, a decision may be made jointly by the president, the treasurer and the head of the school administration, without approval by the PA. The decision would be based on verification of the family's income.

The treasurer and two auditors shall prepare the financial report and present it at the end of the school year to the PA in writing for approval.

2.7. Term of office of the Parents' Association

The term of office of the class parents representatives shall be one year. They may be re-elected.

Any class parent representative's term shall end if he/she:

- a. resigns from his or her position;
- b. is no longer a member of the class parents who elected him or her;
- c. no longer satisfies the requirements of being a representative.

Upon termination of class parents representative's term, his or her membership in the PA as well as any function based on such membership shall terminate automatically. Any class parents representative's successor shall automatically become a member of the PA. Functions of the PA, however, shall be subject to new elections.

3. Regulations for Elections

The presence in person of more than half the voting members of the relevant body (Class Parents & PA) shall constitute quorum. Absent quorum, another meeting shall be called within two weeks. This second meeting shall have quorum even if less than half, but not less than one-third of the voting members of the relevant body (Class Parents & PA) are present.

There shall be one vote per child in elections among the class parents and one vote per class at PA meetings.

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3.1. Elections

Elections shall be by secret ballot unless all members present agree to a voting by a show of hands. All votes shall be cast in person.

The candidate with the most votes is considered elected. In case of a tie, a second ballot has to decide, and after that, a decision is made by a drawing.

The election officer shall announce election results immediately upon completion of the election, which result shall be recorded in the minutes.

Elected candidates shall declare acceptance of their election. If an elected candidate does not accept his or her election, the candidate with the second most votes is considered elected.

3.2. Voting

Voting shall be decided by simple majority; in case of a tie, proposals shall be considered rejected. The losing minority may submit a written declaration to the voting supervisor. Abstentions from voting and invalid votes shall not be considered when determining a majority.

Generally, votes shall be decided by a show of hands. Ballots shall be secret if a member so requests.

Proposals subject to vote shall be presented to the chairperson of the relevant meeting in writing. They shall be read aloud in full.

If there are several proposals concerning the same topic, each proposal shall be voted on separately.

Members shall be granted sufficient time to discuss each proposal. Any member may request cloture. In case of a request for cloture, the list of speakers shall be read in full prior to voting.

Proposals concerning by-laws shall have priority.

No further proposals in a matter subject to a vote may be brought at the time of voting.

Majority decisions may be overturned upon request of the PA with the absolute majority of all members.

4. **Disclaimer**

The authority of the Board of Trustees and the Head of School shall remain unaffected by these by-laws.

5. **Changes of the By-Laws**

These by-laws of the PA may be changed upon request by a two-thirds majority or if required by applicable law.

6. **These by-laws shall be effective as of the day of their approval on October 1st, 2013.**

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