



## PTSA (Parent, Teacher, Student Association) Bylaws

### Article I – Name

The name of this association is the Parent Teacher Student Association. This association will be referred to as the PTSA and is governed by Diyar Private Academy -Dibba.

### Article II – Purposes

#### Section 1: Objective

- To promote the welfare of Diyar Private Academy - Dibba students.
- To promote the collaboration and engagement of families and educators in the education of students.
- To engage stakeholders in united efforts to secure the physical, mental, emotional, and social well-being of all students.

#### Section 2: Awareness

The purposes of the PTSA are promoted through advocacy and education in collaboration with parents, families, teachers, and students; developed through conferences, committees, projects and programs; and governed and qualified by the basic principles set forth in Article III.

### Article III – Principles

The following are basic principles of the PTSA:

- The PTSA shall work to engage and empower students, families and staff within schools and communities to provide quality education for all students and shall seek to participate in the decision-making process by influencing school policy and advocating for student's issues, recognizing the responsibility to make final decisions is with Diyar Private Academy and local education authorities.
- The PTSA shall work to promote the health and welfare of students, and shall seek to promote collaboration among families, school and the community at large.
- Commitment to inclusiveness and equity, knowledge of PTSA, and professional expertise shall be guiding principles for service.

### Article IV – Officers

Section 1: The officers of the PTSA shall be a President, a Vice president, a VP of Communications, Secretary, Volunteer Coordinator, and Events Coordinator.

Section 2: The officers shall perform the duties provided in this section and other such duties as prescribed for the office in these bylaws.

#### President

The President is one of the three required PTSA officers. The purpose of this role is to lead the PTSA toward specific goals chosen by its members. The primary duties of the President are:

- Distribute PTSA materials with the appropriate officers and members.
- Review all written materials produced by PTSA (e.g., newsletters, fliers, website postings or notices) to ensure the accuracy of PTSA information and compliance with School policies.
- Prepare a master calendar that includes PTSA meetings, PTSA special events, and president/principal meetings.
- Prepare agendas and run monthly general PTSA meetings.
- Act as a liaison between the school administration and parents.
- Able to communicate in Arabic and English.

## **Vice President**

- Perform the duties of the president in the absence or disability of that officer to act.
- Works as the primary aide to the President.
- Helps lead the PTSA toward specific goals.
- Carries out other duties as assigned.
- Able to communicate in Arabic and English.

## **VP of Communications**

The purpose of this role is to help PTSA members and stakeholders of the school to understand that the PTSA is a positive, relevant, inclusive, influential volunteer-powered association working for the well-being of every student. The primary duties are:

- Coordinate content, print and email communications from the PTSA.
- Manage and coordinate all communications roles.
- Support the volunteer coordinator and event/program Offices in communicating about volunteer openings and other event needs.
- Manage facility requests for PTSA organized events.
- Attend PTSA meetings.
- Able to communicate Arabic and English.

## **Secretary**

The Recording Secretary is one of the three required PTSA officers. The primary duties of the secretary are below:

- Attend PTSA meetings.
  - Accurately record and prepare the minutes of all PTSA meetings.
  - Prepare a list of all unfinished business for use by the President.
  - Notify PTSA officers and PTSA members of their appointments.
  - Order paper for the PTSA to use for various publications and events.
  - Post PTSA monthly meeting banners on campus the week before a meeting.
  - Have the Secretary's Binder on hand for reference at each meeting. Included is a copy of the bylaws, copies of agendas, minutes of previous meetings, list of all committees, and a copy of the membership list.
- Special skills: Good typing and comfortable with MS Word and able to communicate Arabic and English.

## **Volunteer Coordinator**

The Volunteer Coordinator oversees the activities of the school volunteers and represents them on the PTSA executive board. Some of the duties include:

- Recruit volunteers for room parents and all programs and events at the school.
- Organize a Volunteer Orientation Night at the beginning of school and orient the volunteers in school facilities and procedures.
- Manage a database for all volunteers.
- Provide volunteers' identification badges.
- Publicize volunteer opportunities.
- Provide input in the recruitment of next year's PTSA and volunteer positions to the nominating committee.
- Able to communicate Arabic and English.

## **Event Coordinator**

The Event Coordinator oversees the planning and execution of school events that include:

- Captures, assembles and preserves record of activities and achievements of the PTSA.
- Recruiting volunteers
- Organizing cleanup of specified areas
- Publicizing the event
- Organizing snacks and decorations for school events.
- Displays or presents brief overview of PTSA year at meeting near the end of the school year.
- Able to communicate Arabic and English.

## **Article V – Meetings**

Section 1: The PTSA meetings of all members shall occur once monthly at the school site during the school day, or after school hours, whichever time suitable.

Section 2: The President of the PTSA will meet the with Principal once monthly within one week of the PTSA monthly meetings.