

Bishkek International School - Parents Association Regulations

1. School Governance

1. The official governing bodies of Bishkek International School (BIS) are the 'General Meeting of Founders', the 'Governing Board', and the 'Management Board' (Charter Article 5.1). The school Charter is available on the school website at www.bis.kg
2. The General Meeting of Founders have delegated all of their powers to the Governing Board, except for the right to defend and/or amend the school Charter, as defined in Article 6.1 of the Charter.
3. The Governing Board consists of nine people, of which 3 members are elected by the Parents Association, 3 members are elected by the Advisory Council representing recognized institutions in the Kyrgyz Republic interested in supporting the development of the school, and 3 members are elected by the Foundation's employees. (Charter Article 7.2).
4. At least one of the three Governing Board members elected by the Parents Association is the PAMC's representative on the Governing Board. They share with the Governing Board PAMC topics relevant to the governance of BIS and are able to offer the perspectives of PAMC members for consideration. When deciding on Governing Board issues, this elected member's primary responsibility is to the Governing Board and should not advocate solely for the PAMC, but rather should strive for what they believe is best for the wider BIS community (including parents, students, staff, facilities and educational programme). These responsibilities are made clear to candidates prior to elections for election by the Parents Association to the Governing Board.
5. The Parents Association and the Advisory Council are non-juridical organisations with the right to elect members of the Governing Board, in accordance with procedures given in the Charter, to provide support the development of an outstanding educational institution, and to provide advice to both the Governing Board and Management Board.

2. Parents Association Articles from the School Charter

6. All parents (or guardians) of students in the school are members of the Parents Association (PA) (Charter Article 9.1).

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7. PA elects a Parents Association Management Committee (PAMC) of five to fifteen members by online voting of all parents in the month of November of each year. Any parent can voluntarily participate in the elections to the PAMC or as President of the PA, notifying either the Secretary of the PAMC or the Secretary of the Governing Board no later than 01 November, in order to be included in the online voting process conducted by the school administration. Members of the PAMC are elected for a 3-year term and can be re-elected four times (i.e. a maximum of 12 years of continuous service). The President is for a 2-year term and can be re-elected once (i.e. a maximum of 4 years of continuous service). (Charter Article 9.2). The PAMC can co-opt a parent to join the committee outside of this timeframe. Co-opted members have the same rights and responsibilities as other members.
8. A Vice-President and Secretary, as well as any other officials of the PA, may be elected by the PAMC from among the members of the elected PAMC. The officers are elected for a period of one year and can be re-elected three times (i.e. a maximum of 4 years of continuous service). (Charter Article 9.3)
9. Each member of the PAMC is required to make a positive contribution to the school and strive all members of the Parents Association at committee meetings (PAMC) and at meetings with the school Management Board. (Charter Article 9.4)
10. The role of the Parents Association is to: (Charter Article 9.5)
 - i. Support the school in developing educational facilities and in providing an excellent educational program;
 - ii. Initiate any charitable fundraising or fundraising event to support the Foundation;
 - iii. Inform the school Management Board about the wishes of the parents and their proposals regarding the organization of the school;
 - iv. Promote, where possible, the solution of the problems of families related to the education of their children in school;
 - v. Facilitate the organization of extracurricular activities for students;
 - vi. Work in partnership with the school to organize cultural and charitable events that promote interaction between parents and the school's integration into society.
11. Ordinary general meetings of the Parents Association shall be held twice a year and are convened by the PAMC. (Charter Article 9.6)

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12. Extraordinary general meetings of the Parents Association may be convened by the Chair of the Governing Board or the Chair of the Management Board, following a request signed by at least five members of the Parents Association. (Charter Article 9.7)
13. For voting purposes at the General Meeting of the Parents Association, the “number of votes” is based on the number of students enrolled in the school. Each registered student represents one vote at the General meeting, and these votes belong to the parent or guardian listed as “voting” on the student registration form. (Charter Article 9.8)
14. The quorum for meetings is 30% of the members of the Parents Association, based on the number of “votes cast”. (Charter Article 9.9)
15. Decisions are made by a majority vote of the members present (based on “votes”) at General Meetings. In case of votes by e-mail or mail, etc., at least 50% of the PA members (based on “votes”) must be recorded in order for the vote to be valid and a decision taken by a simple majority. (Charter Article 9.10)
16. The Parents Association general meeting has the right to: (Charter Article 9.11)
 - i. Elect three members of the Governing Board in accordance with the election procedures established by the Governing Board;
 - ii. Elect members of the PAMC by online voting;
 - iii. Advise the PAMC on any aspect of school development and management in accordance with the Vision and Mission and for the benefit of students.
 - iv. Resolve any other matters on the agenda of the Parents Association meetings.
17. The President, Vice-President, Secretary, and other members of the PAMC meet with the school Management Board once every school term to discuss issues raised by parents, to plan for Parents Association support for school activities, and any school support for the Parents Association activities. (Charter Article 9.12)
18. Parents may participate in school activities at the invitation of the appropriate school staff member. All communications from the PAMC, or from any parental representatives on the PAMC, to the school will only be made through the communication channels specified in writing by the school Management Board. (Charter Article 9.13)
19. Parents will be represented on designated committees in the school so that BIS staff can hear the voice of parents when making decisions about important areas of school activity. These

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committees are the Health and Safety Committee, the Nutrition Committee, the Extracurricular Activities Committee, the Library Committee, and any other committees established by the Management Board to which the Management Board invites parental representatives. (Charter Article 9.14)

20. If parents are invited to a committee, an invitation will be sent to the PAMC, which will appoint up to 3 parents: one parent of the child in preschool and / or primary school, one parent of the child in secondary school, and one parent of the child in high school. Any individual Committee may invite no more than 3 parents, and membership is for the school year. (Charter Article 9.15)
 21. The Parents Association is not a legal organization and has no legal obligations, except as provided in this Charter. All Parents Association activities are voluntary, with individual parents representing the interests of all parents. (Charter Article 9.16)
 22. The Regulations of the Parents Association are established and approved by the General Meeting of the Parents Association and must comply with the school Charter. (Charter Article 9.17)
- 3. Additional Regulations of the Parents Association**

3. General Meetings of the PA

23. Agenda items for a PA General Meeting are normally decided by the PAMC. Any member of the PA can propose an item for discussion on the agenda, by notifying the President of the PA or the Chair of the Governing Board (or their nominee). Any item that is proposed in writing with signature of at least five members of the PA must be included in the agenda of the next PA General Meeting.
24. Notification about a PA General Meeting will be sent by email to all members of the PA at least 5 days prior the meeting.

4. PAMC Membership

25. PAMC members are elected in accordance with articles 7 & 8 of these regulations.
26. Individual PAMC members are actively involved in all PA events.

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27. Individual PAMC members are expected to volunteer as Class Representatives, and to serve on the school Health and Safety Committee, the Nutrition Committee, the Extracurricular Activities Committee, the Library Committee, and any other committees established by the Management Board to which the Management Board invites parental representatives. Also, other members of the PA outside of PAMC can volunteer as Class Representatives and serve on Committees. It is expected that they coordinate their efforts with designated PAMC members.
28. Members may leave the PAMC by submission of written resignation to the President of the PA.
29. PAMC membership automatically lapses if a member does not attend PAMC meetings for a period of six months without reasonable explanation for absence.
30. PAMC officers are elected as in accordance with article 2.3 of these regulations and may resign at any time by notice in writing to the President of the PA. Members of the PAMC may also remove any officers at any time, by a majority vote of all members of the PAMC. Resignation or removal from a position as office holder has no impact on membership in the PAMC.
31. If the PAMC has not elected a Vice-President or Secretary, these officers must be elected at the next meeting of the PAMC.
32. PAMC membership is published on the school website.

5. PAMC Meetings and Procedures

33. PAMC meetings are held at least 4 times a year, and are convened by the President, Vice-President, or Secretary, or at the request of any three members of the PAMC. A quorum is the presence of at least 50% of PAMC members.
34. Each member of the PAMC has one vote. An absent member may delegate their vote to another member, if delegation is in writing. Votes are approved by a simple majority of members present at a meeting, including delegated votes. In case of equal votes on any question, the President has a casting vote.
35. Voting by email is permitted for time sensitive issues when it is not practical to schedule a PAMC meeting. Email votes are approved by a simple majority of all PAMC members. In case of equal votes on any question, the President has a casting vote. All email approvals must be noted in the minutes of the next official PAMC meeting.

36. Official minutes of PAMC meetings will be prepared by the Secretary and approved by the President before circulation to PAMC members. Minutes will be circulated within 10 working days of PAMC meetings and will be reviewed for accuracy and matters arising at the next meeting of the PAMC.

37. Minutes of PAMC meetings will be made available on request, to any member of the PA or the school Governing Board and/or Management Board.

6. PAMC Responsibilities

38. The PAMC may:

- i. decide on any issues included on the agenda of PAMC meetings;
- ii. through the respective parent elected Governing Board member (see article 4) make recommendations and bring forward issues to the Governing Board on any aspects of development and management of the BIS for the purpose of promoting the aims of the BIS, for the benefit of its students;
- iii. meet with the School Management Board every term in accordance with article 2.12 of these regulations;
- iv. initiate any charitable fundraising events or activities designed to support BIS;
- v. conduct surveys or opinion polls among parents/guardians in consultation with the Management Board and share results with parent elected Governing Board members;
- vi. appoint any working groups as required to support its activities;
- vii. appeal for voluntary support from PA members to support any activities of BIS or the PA, and organise and assist any volunteers as required;
- viii. do anything else that is compatible with these Regulations and the BIS Charter.

7. Officers of the PA

39. The President of the PA:

- i. Supervises the affairs of the Parents Association;
- ii. Directs PAMC meetings and PA General Meetings;
- iii. Is the first representative of the PA towards third parties;
- iv. Ensures that the PA is in compliance with these Regulations;
- v. Ensures that the Committee makes a strategic plan before the start of each year;

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- vi. Ensures that the decisions of the PAMC and the PA General Meeting are carried out;
- vii. Ensures that PAMC members and any PA working groups fulfil their responsibilities;
- viii. Organises events in cooperation with the Management Board (such as coffee mornings, information evenings and annual party) to bring parents together;
- ix. Is an official signatory for the PA, except in cases where the Secretary's or other officers' signature is also required.

40. The Vice-President performs all of the duties of the President when the President is unable to perform such duties for any reason. The Vice-President also acts as treasurer of the PAMC funds and maintains an up-to date income and expenditure overview.

41. The Secretary:

- i. Receives all correspondence (letters or emails) of an official nature and replies as appropriate;
- ii. Informs the relevant PAMC member about any correspondence, facts and notices that reach the Secretary and does so without delay;
- iii. Convenes PAMC meetings and PA General Meetings, as directed by the President or by these Regulations
- iv. Compiles the agenda for all PAMC meetings and for the PA General Meeting
- v. Ensures the recording of minutes of all PAMC meetings and the PA General Meeting and that minutes are approved by the President and made available to members within 10 days of meetings.
- vi. Develops and maintains up-to-date materials on the PA (such as web-site, posters, leaflets and notice boards).
- vii. Establishes and maintains links with parents associations of other international schools, to share ideas on school development and to assist parents in finding information about new schools when moving to a different region. viii. Ensures that all electronic and hard copy records of the PA are maintained and passed on to any subsequent Secretary of the PA.

8. Class Representatives

42. The PAMC may appoint Form Class, or Grade level, representatives to help parents cooperate in resolving any communication or other issues related to their child's class. The process for nomination and appointment of representatives is decided by the PAMC.

43. Class Representatives should:

- i. Identify all parents/guardians of class students, email all these parents/guardians to introduce themselves, and ask for their consent to share their contact details with the class on its messaging application chat group and class contact list;
- ii. Support the onboarding process of new parents/guardians;
- iii. Organize informal meetings for parents/guardians to socialize, exchange information and discuss issues at least once a semester.
- iv. Be the first point of contact for the PA if parents/guardians want to raise any issues related to their child's class and help facilitate solutions with the Homeroom Teacher, the Programme Coordinator and School Management and/or PAMC (in that order);
- v. Ensure that all parents/guardians in a class have a class contact list, including all other parents/guardians, teachers, and the Class Representative, and encourage the parents/guardians to communicate with each other and maintain an active group;
- vi. Disseminate PAMC and BIS information and requests to parents/guardians if and as required, and report to the PAMC on any substantive issues raised by parents/guardians;
- vii. Organize appreciation events and/or presents for teachers and children (on behalf of the parents/guardians of a class, financed by all class's parents/guardians)

9. Finance and Support for PA meetings and activities

44. All activities of the PA are conducted on a voluntary basis, with individual parents working for all parents. Members and office holders of the PA are not paid for their duties, nor are any expenses reimbursed;

45. BIS, or any members of the PA, may provide facilities and support for meetings and other activities of the PA by mutual agreement;

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46. PAMC conducts fundraising events, keeps an income and expenditure overview and spends funds according to criteria defined by PAMC for the benefit of the wider BIS school community;
47. PAMC funds are managed by the treasurer of PAMC and income generated during events is counted by the treasurer (or deputized PAMC member) and at least one more PAMC member. Each end of the month, the President, Vice-President and Secretary review income and expenditures;
48. The BIS Governance Officer is responsible for providing support to the President of the PA in organising meetings of the PA, providing communications with members of the PA and between the PA and other bodies of the school.

Introducing changes and amendments to these Regulations.

49. Amendments may be proposed by the PAMC, then submitted to a PA General Meeting for review. Changes come into effect after approval by a PA General Meeting;
50. Amended regulations must be submitted to the Governing Board and Management Board for information.

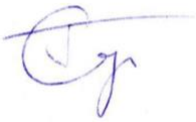
10. Miscellaneous

51. The working language of the PA and of its meetings shall be the English language. PAMC members however assist Russian speaking PAMC members with translation;
52. No member of the PA shall receive any remuneration or can benefit financially from BIS except:
(i) interest, the amount having been declared beforehand, on funds loaned to the School; (ii) payment for a service or a supply received by the BIS on reasonable terms. The provisions of this Article shall not affect the remuneration of any employee of BIS;
53. No member of the PA has the right to state that they are acting on behalf of the BIS, without prior written approval of the Governing Board;
54. No member of the PA has the right to state that they are acting on behalf of the PA, without prior written approval of the PAMC;
55. All members of the PA have the right to state that they are members of the PA and to inform others of the role of the PA of BIS and of their own role within it;

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56. All members of the PA have the right to circulate to others any non-confidential documents or information issued by the BIS or the PA. Members must keep confidential any confidential information released to them by the PA, if the information has been specifically declared as confidential.

14. Approval and Signature

A handwritten signature in blue ink, appearing to be 'JJ Gurga', written over a faint horizontal line.

Signed Date 02/09/2024

JJ Gurga

President of Parents Association