



# IST Parent Faculty Organization

## Guidelines

### § 1

#### Organization's Name

Parent Faculty Organization of the International School of Tianjin (PFO).

### § 2

#### Goals

The goals of the PFO are to:

- Embrace and promote the school's mission and philosophy, as espoused in the motto '**Working, Learning, Acting TOGETHER**'.
- Support the school in providing quality education.
- Foster partnerships between the home and the school.
- Build a sense of community.
- Provide a forum for input in matters relating to school policies.
- Raise funds for special school-related purposes.

### § 3

#### Ethics

PFO members should treat each other with respect and no disrespectful language should be used in writing or in spoken words. PFO members help each other to solve problems concerning PFO matters. Should a parent have a concern regarding a faculty member or school staff, these concerns must be directed to the principal or the school director. The PFO must not be used as venue to raise concerns which affect particular personalities and not the general membership.

### § 4

#### Membership

All parents and faculty members at the International School of Tianjin (IST) are members of the PFO.



§ 5

**Quorum in the Committee:**

1. The PFO Committee may decide or pass resolutions as long as a Quorum exists. A PFO Committee Quorum is reached with a minimum attendance of 50% of the PFO Committee members entitled to vote.
2. There is to be one vote per committee member.
3. In case of parity of votes in the PFO Committee the President has the casting vote.

**Quorum in the Membership:**

4. It is the discretion of the committee whether the agenda item is to be brought to the PFO parent meeting for vote.
5. The PFO Parents Meeting can decide or pass resolutions with a vote among the people present at the PFO Parents Meeting.

§ 6

**Elections:**

1. Recruitment of new members will begin in the spring. This is to allow for the outgoing PFO committee to have ample time to properly turn-over responsibilities and pending tasks to the new committee, especially in the event of outgoing committee members who will not return the next academic year. This will also allow the new PFO committee to organize events for September.

§ 7

**Committees & Sub-Committees:**

1. The PFO Committee will meet two weeks prior to the monthly PFO Parents Meeting and as needed. The Committee will call a PFO Parents meeting every month. An agenda will be sent out with the newsletter or via email a week before the meeting. The PFO Parents meeting will always be held on the last Wednesday of the month. Should the last Wednesday of the month fall on a school holiday, the PFO Parents Meeting will be rescheduled. New business needs to be put on the agenda.
2. The PFO Committee will identify, initiate and propose to the General Membership major PFO endeavors including, but not limited to, fund raising activities, student and school assistance, participation in charitable actions.
3. A sub-committee, made up of volunteers from PFO at large, is formed whenever a major PFO-run event or activity has been approved by the PFO Parents.
4. Once an event is established, a WeChat group will be set up for volunteers to join. If not enough people signed up as volunteers, the event or activity is cancelled.



5. The members of the sub-committee are responsible for organizing the whole event. Specific difficulties need to be brought to the PFO Committee as soon as possible.
6. The event must be self-funding. For any financial advance, refer to Section 8 – Financial issues.
7. The sub-committee must hand over and report to the Treasurer, all money concerns including but not limited to funds raised, liquidation of cash advances, and reimbursement of expenses.

## § 8

### **Financial:**

1. Funds are for the PFO Membership (parents) to use for school purposes and other school related activities (e.g. fundraising for the Tsunami relief in Asia).
2. The PFO Committee will maintain a minimum total balance of 10,000 RMB.
3. The PFO Committee will maintain a Petty Cash Balance of 1,000 RMB.
4. The PFO Committee members are authorized to spend a maximum of 1,000.00 RMB of the PFO petty cash without consultation of the other committee members. All receipts or support documents must be submitted for reimbursement. Examples of these purchases are party supplies, basic staples for the PFO, or items for planned PFO events.
5. The committee can spend 1,000 to 5,000 RMB with a committee vote.
6. All accepted proposals to spend 5,000 RMB or higher amount will be presented to the parents either by email or during a meeting.
7. If the amount is 5,000 to 8,000 RMB the committee will consult the parents but no parent voting is required, the committee has final vote.
8. Anything over 8,000 RMB will be voted upon in a parent meeting.
9. PFO Committee advances: PFO events or activities have to fund themselves through ticket sales or other means. However, some events may require a cash advance. The PFO Committee will decide each request at the planning stage of the event or activity, depending on available funds.
10. The utilization of available PFO funds will be decided through a majority vote taken during a PFO committee meeting or Monthly Parents Meeting.

Last reviewed December 2021