



School Bylaws

Article I – Name

The name of this organization is QAITBAY PRIVATE LANGUAGE SCHOOL.

Article II – Purpose

This School is operated as exclusively for the support of education, and as such, will support the following educational objectives:

1. To promote a strong advocacy among, students, the director, and the administration of QAITBAY PRIVATE LANGUAGE SCHOOL.
2. To help foster a deeper interest in Education among the students, parents, school, and community.
3. To encourage a positive working relationship between the school program, parents, school, and community.
4. To assist the Director in obtaining and maintaining facilities, equipment, manpower, and resources for the school educational program.
5. To support the principal and the administration of QAITBAY PRIVATE LANGUAGE SCHOOL in all matters pertinent to the Educational program.

Article II – Administration

An Executive Committee composed of the chosen officers and committee chairpersons shall govern the Association. The Owner and Executive Director shall serve as a member of the Executive Committee.

The Executive Committee shall have general oversight responsibilities for all affairs of the organization.

The Executive Committee shall meet prior to each monthly meeting.

Article III – Meetings

Regular meetings shall be held monthly at School. The specific meeting time once a month and if necessary.

QAITBAY PRIVATE LANGUAGE SCHOOL 'S Rules of Order shall govern all meetings of the Association.

1. Other meetings of the other committees are to be determined as per each department agreement.

Article IV – Officers

The officers of the school shall consist of the Owner, CEO, Ex. Director, Assistant Executive Secretary, and Registrar. All officers shall serve without bond.

1. The Director shall prepare the agenda and preside at all the meetings of the Association. He / She shall appoint the committee chairpersons. He / She shall be a member of most committees except the nominating committee.

The Owner/CEO shall maintain communication with the Director(s) and the other headmistresses of the organization throughout his/her term.



The Owner/CEO shall coordinate and schedule Executive Committee meetings at least once each month and additional meetings as needed.

The Owner /CEO shall enforce a strict observance of the Bylaws of the Association.

The Owner/CEO shall create any special committees deemed necessary to fulfill the objectives of the Association.

2. The Recording Secretary shall keep the minutes of all Executive Committee and booster meetings and make these available to the membership through a written report.

3. The Financial manager shall prepare a proposed budget (in consultation with the Executive Committee) to be presented for approval. It is the Treasurer's responsibility to assure that the books are audited prior to the end of the fiscal year. The fiscal year will begin July 1 and end June 30. An audit committee of at least three persons, (at least one of which does not serve as a member of the Executive Committee), shall be appointed by the Owner/CEO. The audit committee at the August business meeting shall present the audit report of the fiscal year's activities to the membership. The Financial Controller must maintain all appropriate accounting records and file all required tax returns in order to retain the exempt tax status of the organization.

The Owner /CEO may appoint assistant Financial Controller as needed.

Article V – Expenditures

Authorization for expenditures over \$5000 must be recommended by the Owner /CEO in before the expense is incurred.

Article VI – Records and Property

1. A copy of the Bylaws, the annual financial report, and minutes of each meeting shall be kept on file in the office of the Financial Administration Manager.

2. Instruments, and all equipment purchased by the Association shall be classified as property of the QAITBAY PRIVATE LANGUAGE SCHOOL System and shall be placed on their inventory.

Article VII – Amendments

These by-laws may be amended by the Owner/CEO & members of Ex. Committee. Proposed amendments shall be available to every member prior to the vote.