

ORGANIZATION OF PARENTS-TEACHERS
ASSOCIATION

At the 10th annual PSI's conference from all over Laos, 8 - 18 January, 1968 at Savannakhet, the regulations on PTA have been adopted as follows:

PTA REGULATIONS

1. Generalities

Article 1. This Association is named Parents-Teachers Association, and is set up at primary and elementary schools throughout the Kingdom, under the honorary presidency of the Minister of Education, and under the supervision of the Director of Primary and Adult Education.

Article 2. PTA's at Khoueng, Muong, Tasseng, or Ban level will be placed under the administration of the executive committee of each school, and under the honorary presidency of Chaokhoueng, Chaomuong, Tasseng, Pho Ban respectively, and under the close supervision of PSI.

2. Objectives

Article 3. The objectives of this Association are as follows:

A. To protect the school interests, materially, and to keep the good fame, artistically and culturally.

B. To examine and organize different activities related to Education such as:

Children education before they reach school age, adult education, association of ex-students, cafeteria for students whose houses are far from school, cooperative, reading room.

Study tour during holidays

Help students who have caught contagious diseases, students whose body and mind are not healthy or students who are accidented.

School construction, repairs, furniture.

C. To cooperate with officials from other departments, parents or loco parentis, and teachers, to enable them to take part in school activities.

D. To represent parents or loco parentis in school activities or in official contact with different departments.

E. To get in touch with students parents or loco parentis relating to student studies, guide student to develop fully his ability and capacity.

Article 4. The activities of this association will not contradict the MoE's policy and administration, will not serve any political party or any political regime.

3. Membership

Article 5. This association has 3 kinds of membership:

A. Ordinary membership: teachers, student parents, or loco parentis.

B. Extraordinary membership: anybody who has no kids in school.

C. Honorary membership: anybody who contributes toward the association, or a qualified person.

Article 6. Anybody who wants to join the association as ordinary or extraordinary member will have to put up an application in accordance with the association's regulations.

Article 7. End of membership:

A. Death

B. Resignation (When student parents or loco parentis move to another place, or student finished schooling).

Article 8. Any member who has resigned may not claim anything from the association.

Article 9. Members have the duty to pay membership fees the first month of school year at the following rate:

A. Ordinary and extraordinary members, K 100 per year each

B. Honorary members do not have to pay for membership fees.

4. Income of the Association

Article 10. The association has income from:

- A. Membership fees
- B. Subvention from the Government or any other associations
- C. Donation from individuals
- D. Interests from a bank
- E. Income from "Boun" organized by the association
- F. Income from school activities: school cooperative, fruits, livestock, handicraft ...
- G. Income from "Education Day" organized by school.

5. Executive Committee

Article 11. The executive committee of the association in a school is composed of:

- (1) President
- (2) Vice-President
- (3) Secretary
- (4) Treasurer
- (5) Members (At least 3)

Article 12. Activity committee shall meet at least once every three months to discuss the association's work. There must be 5 people to form a quorum.

Article 13. The executive committee has the duty to organize ordinary general meeting, at least once a year, to discuss about the association administration, elect the executive committee, audit, ... Two thirds of the total members must be present at the meeting to form a quorum. If the quorum cannot be attained, the meeting has to be postponed. The following meeting shall be held 15 days after the previous meeting date. This time, even if members present do not represent 2/3 of the total members, the quorum has to be assumed as attained.

Article 14. The secretary has to inform all members in written at least 7 days prior to the meeting day.

Article 15. For any resolution, there must be a majority of votes. If the votes are equal, the president's decision will prevail.

Article 16. Ordinary and extraordinary members have the right to present their viewpoints according to the association objectives, and also have the right to inquire about the association business.

Article 17; When ordinary and extraordinary members see that the activity committee infringe the association objectives, they can present a petition (provided that 1/3 of the total members sign in the petition) for an extraordinary meeting.

6. Duty of the Activity Committee Members

Article 18. Duty of the Activity Committee Members:

A. The President is responsible for general business of the association, will preside over meetings, sign on behalf of the association.

B. The Vice-President has the duty to help the President, and replace him in his absence, or when he is unable to carry out his duty.

C. The Secretary is responsible for keeping meeting reports, and different files, ...

D. The Treasurer is responsible for bookkeeping, money, and properties of the association.

E. Members have the duty to assist the President, Vice-President, Secretary, and the Treasurer.

7. PSI's duty

Article 19. Being very close to the association activities, PSI has the duty to advise the activity committee on finance, administration, to reach the association objectives, help solving problems that the committee is unable to solve. In the annual PSI's general meeting, PSI will represent all the PTA's in his area or province, report the associations activities to the meeting, and find a way to develop PTA's with other PSI's.

8. Finance

Article 20. All of the association's money shall be put into a bank, a treasury by PSI, and in the name of the association of each province. The treasurer may keep the association's money in cash with him not more than K 5,000 (Kip Five Thousand)

Article 21. Before PSI can withdraw money from the bank or treasury, he must have activity committee expenses statement from every school, signed by the committee members.

Article 22. Every activity committee member carries out one's duty benevolently.

Unanimously approved by the 10th General
PSI's Conference at Savannakhet on January
17, 1968.

Savannakhet, 18th January, 1968

Signed: Khamphao Phonekeo
President of the 10th PSI's
Conference.