



# International School of Belgrade



## **CHARTER**

(As Revised on December 6, 2017)

### **Preamble**

“Education should be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedom. It shall promote understanding, tolerance and friendship among all nations, social or religious groups and shall further the activities of the United Nations for the maintenance of peace.”

--Universal Declaration of Human Rights

### **Article I - NAME**

The School is organized under the name “The International School of Belgrade” and referred to hereinafter as “the School”. It is a private, independent non-profit school.

### **Article II - PURPOSE**

The purpose of the School is to provide a full-time educational program in Belgrade in the English Language.

The school shall be international in character and shall meet, as far as practicable, the educational needs of all nationalities represented in the student body.

The school will provide a challenging, broadly-based international curriculum dedicated to fostering academic excellence and intercultural understanding.

### **Article III - ORGANIZATION**

The organization of the School consists of the International School of Belgrade Association, the Board of Trustees, and the Staff.

### **Article IV - THE INTERNATIONAL SCHOOL OF BELGRADE ASSOCIATION**

#### **1. Membership**

The members of the International School of Belgrade Association, hereinafter called “the Association”, are parents or legal guardians of all children currently enrolled in the School.

#### **2. Meetings**

Regular meetings of the Association shall be held twice a year, in the fall and in the spring, normally in December and May. One month’s notice shall be given to the members of the Association for these meetings.

Special meetings may be called from time to time by the Chair of the Board of Trustees. Additionally, upon written petition to the Board by thirty of the members of the Association, a special meeting of the Association shall be convoked within three weeks of the delivery of such petition to the Board. Special meetings will be called with at least one week's notice to the members of the Association.

To convoke either a regular or special meeting of the Association, written notice giving the time and place of such meeting must be sent from the Chair of the Board of Trustees to the membership. The Chair, or in his or her absence, the Vice-Chair, shall preside at meetings of the Association.

Decisions shall be taken by majority vote, and minutes of the meetings shall record matters discussed and decisions taken. Copies of these minutes shall be on file in the School office and be available to Association members. Members must be present in order to vote. A quorum shall consist of those present at a meeting convoked in accordance with the provisions of this Article.

### 3. Responsibilities

The responsibilities of the Association are as follows:

- a. To elect between two and five members to the Board of Trustees.
- b. To discuss matters pertaining to the School and to make recommendations to the Board.
- c. To amend this Charter.
- d. To amend By-Laws with a resolution of the Board of Trustees.

## **Article V - THE BOARD OF TRUSTEES**

### 1. Membership

The Board of Trustees, hereinafter called "the Board", shall consist of no less than seven members and no more than ten. Recognizing the special relationship between the United States and the School, three Board members shall be appointed by the United States Ambassador, one of which shall be the Treasurer. A minimum of two and a maximum of five members shall be elected from among the members of the Association.

Elections will be managed in an effort to reach the maximum of five elected members. The Board may choose to appoint up to two additional Board members.

At least one member of the Board – either elected or appointed – must be a Serbian citizen. A member appointed by the United States Ambassador and/or the Board does not need to be a member of the Association.

### 2. Election

- a. Elected members are chosen by secret ballot vote or by secret on-line voting of Association members at the annual spring meeting of the Association.

- b. Every spring, six weeks before the election, the Board will publish a call for applications for the upcoming vacancies on the Board. The applications for candidacy must be submitted during the three weeks following the call for applications. Names of all candidates will appear on the official ballot or on the official on-line voting website. In case of secret ballot voting procedure, numbered ballots will be sent to each member of the Association two weeks before the spring Association meeting and may be returned to the School office at any time prior to the meeting. In case of a secret on-line voting procedure, personal e-mails will be sent out to each member with a personal link to the on-line voting website, ensuring confidentiality and anonymity. At the meeting, the Association members present at the meeting will appoint an election committee consisting of two members of the Association not standing for election. The election committee will, in case of a secret ballot voting procedure, count the votes and communicate the results to the Board Chair. In case of a secret on-line voting procedure, the appointed committee will receive access to the on-line results and communicate the results to the Board Chair. The candidates receiving the highest number of votes shall be declared elected and the Chair will announce the names of newly elected members at the meeting.
- c. In case of a tie, a re-ballot of all the Association members present at the meeting will decide which of the candidates shall be elected among the tied candidates for each unfilled position.
- d. Any vacancies among the elected Board members that occur between the annual spring meetings of the Association may be filled by a Board appointment for the unexpired term. This appointment does not count as one of the Board-appointed positions and is not part of the maximum three years a member can be Board-appointed. If a vacancy occurs among the members appointed by the United States Ambassador, the United States Ambassador shall appoint a replacement. If a vacancy occurs among Board-appointed members, the Board may appoint a new member to fill the vacancy.
- e. The term of all elected Board members shall be two years, beginning at the close of the June regular Board meeting. Elected members may not serve for more than six years in total. The term of Board-appointed members shall be no more than one year. Members shall be eligible for re-election or re-appointment. However, the Board shall not appoint the same member for more than three terms in total.”
- f. A member of the Board can serve a maximum of 10 years in total.

### 3. Officers

The officers of the Board of Trustees shall consist of a Chair, a Vice-Chair, a Secretary, a Treasurer and such officers as the Board may decide.

With the exception of the Treasurer noted above, the Board shall elect its officers from among its own members, for one year terms.

### 4. Meetings

The Board shall meet regularly and as often as may be necessary to perform its functions.

Meetings shall be called by the Chair by notification of all Board members of the time and place thereof. The Chair, or in his or her absence, the Vice-Chair, shall preside at meetings of the Board.

All members have a right to vote. A quorum shall consist of 51% of members. Decisions shall be taken by a majority vote of the quorum present.

Minutes of the Board meetings shall record matters discussed and all decisions taken.

## 5. Functions

The Board is the governing body of the School, within the framework of the Charter. Its functions include the following:

- a. Operation of the School and determination of school policy, it being understood that day to day management responsibility is delegated to the Director. The Board may, at its discretion, delegate certain tasks to individual Board members or committees.
- b. Contracting for the employment of the Director
- c. Preparation and adoption of the annual budget.
- d. Within the financial resources available to the School, authorizing purchases and entering into all manner of financial contracts on behalf of the School; acquiring, administering and disposing of property on behalf of the School.
- e. Establishment of the amount of tuition charges and form of payment at least two weeks prior to the beginning of the school year.
- f. Acceptance of grants or gifts to the School, on such terms and conditions as it may determine.
- g. Preparation and proposal to the Association of any amendments to the Charter of the School.
- h. Conducting all business and deciding all matters pertaining to the School that are not specifically delegated to the Association by the Charter.
- i. Ensuring that there is a long term strategic plan for the School and that the plan is being implemented.

## **Article VI - STAFF**

### 1. Administrators

The School shall employ a Director, Principal(s), a Business Manager, and an Information Technology Director.

#### a. Director

As the academic head of the School, the Director is responsible to the Board for the performance of the following functions:

- i. Determining and implementing the curriculum and requisitioning the necessary instructional materials and supplies.
  - ii. Supervising the administrative and teaching staff and the performance of functions by the general and custodial staff.
  - iii. Managing the selection, hiring and non-renewal process for all staff.
  - iv. Informing the Board, on a continuing basis, of the activities and requirements of the School.
  - v. Supervising the maintenance of the building and grounds and promptly advising the Board of any requirements in connection therewith.
  - vi. Overseeing the operational aspects of the School's strategic plan.
- b. The other Administrators are responsible to the Director, in accordance with procedures established by the Director.

## 2. Teaching Staff

The teachers are responsible to the Director for providing instruction in their assigned classes according to the terms of their contracts and the procedures established by the Director. The teachers may make recommendations to the Director concerning the improvement of instruction.

## 3. General and Custodial Staff

The members of general and custodial staff are responsible to the Director, in accordance with procedures established by the Director.

## **Article VII - FINANCE**

### 1. Budget

The annual budget proposal, including tuition and other school fees, for the fiscal year beginning July 1 and ending June 30 will be prepared under the supervision of the Board and its summary presented to the Association members prior to final adoption by the Board.

### 2. Disbursement

Expenditures must be approved by either the Treasurer or the Board Chair, as detailed in the Board Policies.

## **Article VIII - AMENDMENT**

This Charter may be amended by a two-thirds vote of the members present and voting at a regular or special meeting of the Association, provided that the text of amendments to be proposed by the Board shall be sent to the membership of the Association at least one week before the meeting at which they are to be considered.

*Approved by the Association on December 6, 2017*