



AISB

AMERICAN INTERNATIONAL
SCHOOL OF BUDAPEST

Policy Handbook

2019/2020

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1 THE SCHOOL

1.1 The School's Legal Status

Pursuant to Government Decree No. 32/1999 (ii.26.) on the Publication of the Agreement (“Agreement”) between the Government of the Republic of Hungary and the Government of the United States of America on the Legal Status of the American International School of Budapest (“Decree”), the School is a not-for-profit organization, having a legal personality and a seat in the territory of Hungary. The School has the right to purchase, lease, own and manage the facilities that are necessary to achieve its purpose. The Ministry of Education of the Republic of Hungary registered the School under No. 10 in the ministerial registry of foreign educational institutions in 1999.

The maintainer of the School is the American International School of Budapest Foundation, a foundation organized and existing in Hungary and registered with the Budapest Metropolitan Court under registration line number 5747 (1995) (“Maintainer”). The purpose of the Foundation is to promote international understanding and cooperation through education.

1.2 The School's Purpose

The School is private, co-educational, not-for-profit day school enrolling Students in pre-kindergarten through grade twelve. The medium of instruction is English. The School's purpose is to provide an education for qualifying international and Hungarian Students in the community. The School's curriculum reflects the best practices in both U.S. and international education culminating in the awarding of an U.S. High School Diploma and/or an International Baccalaureate Diploma.

Governance of the School and approval of its policies will be vested in the Board of Trustees (as defined in Section 1.5.1 below).

1.3 Mission, Vision and Values

Mission

The American International School of Budapest prepares its Students to be responsible global citizens and inspires in each a passion for knowledge and life-long learning. We are a nurturing and diverse community that instills respect for self and others, develops the whole child, and strives for academic excellence.

Vision

AISB will be a leader among the international schools of Europe, recognized for its outstanding Students, dedicated Faculty, excellent facilities, and rich and challenging programs for Students and the community.

Values

- We are an inclusive and involved community of Students, Teachers and Parents.
- We appreciate each member of our community as an individual with unique talents and abilities.
- We embrace the American philosophy of education and its approach to teaching that emphasizes critical thinking skills, creativity and inquiry-based learning.
- We deliver an internationally focused curriculum that encourages open-mindedness, tolerance and cross-cultural understanding.
- We respect our host country's culture, traditions and environment.
- We require personal integrity and ethical behavior.
- We advocate social responsibility and community service.
- We promote an open and caring dialogue in which each voice is heard.

1.4 Non-Discrimination Policy

Subject to the policy set out in Section 5, the school does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age, sex or marital status in its educational programs, activities, and services or its employment practices. Inquiries may be directed to the Director (as defined in Section 1.5.2 below).

1.5 School Structure and Organization

1.5.1 The Board of Trustees

The Board of Trustees ("Board") is the governing body of the School. All matters that pertain to the making of policy for the School will rest with the Board. The Board's primary responsibilities are to provide:

- Education for the Students;
- Constructive work environment for the Faculty and Support Staff;
- Facilities for the operation of the School; and
- Financial leadership in all matters.

See Section 2 ("The Board") for information on the composition and duties of the Board.

1.5.2 The Director

The Director is the chief executive and administrative officer of the School (“Director”). The Director is directly responsible to the Board for the implementation of Board decisions and policies and serves as a non-voting member of the Board. Additional information about the duties, responsibilities, and evaluation of the Director may be found in Section 2 (“The Board”).

1.5.3 School Personnel

The Director is responsible for the hiring and, when necessary, the dismissal of School Personnel and shall in general exercise the employer’s rights in the School in accordance with the Policy Handbook.

The Board shall determine whether members of the Director’s Immediate family shall be candidates for employment in the School.

The Director may also establish or eliminate any position within the School subject to fulfillment of the Budget and in accordance with the Policy Handbook.

1.5.4 The Students

Once Students are enrolled, they will be treated equally and in accordance with the School’s values regardless of nationality, race, or religion. Student applicants will be accepted for admissions unless there is reason to believe that admission is not in the best interest of the applicant or the School. Information relating to the Students may be found in Section 5 (“The Students”).

1.5.5 The Parents

The Board encourages the active cooperation and participation of the Parents in the School. In order to facilitate the participation of the Parents, the Parent-School Association (“PSA”) has been established by the Board. All Parents and the Faculty are automatically members of the PSA.

The purposes, objectives, and By-laws of the PSA are approved by the Board and must comport with the Constitution and policies of the School.

1.6 School Calendar

The Director is responsible for developing and submitting an outline calendar for the following Academic Year to the Board for information no later than the October Board meeting each year (“School Calendar”).

The School Calendar will be set to maximize ideal conditions for Student learning and will take into consideration the needs of the Faculty for professional development. It will also meet the following minimum requirements:

- i. One hundred and seventy-nine (179) full School Days;
- ii. A minimum of one hundred and seventy-five (175) full Student Days;
- iii. Students will begin School no earlier than August 21;
- iv. Students will not attend School on legal Hungarian holidays that fall on a weekday, unless there are exceptional circumstances which may affect the smooth running of the School’s operations;
- v. The School Calendar will to the extent practicable include the following additional Student holidays:
 - A week-long break which includes October 23;
Thursday for American Thanksgiving;
 - Three (3) full weeks of winter holiday, which will include December 25 and January 1;
 - One (1) full week for ski break (3rd or 4th week of February); and a week-long spring break.
- vi. If a full-day Parent-Teacher conference is scheduled, it shall be counted as a Student Day;
- vii. Any full-day Student holidays other than those listed in (iv) and (v) above will be scheduled to follow or precede:
 - A regular weekend (i.e., Saturday and Sunday); or
 - A “long weekend” (i.e., a weekend already preceded or followed by a Student holiday);
- viii. The last School Day will be scheduled prior to the Saturday of the third full week in June; and,
- ix. The last School Day will be counted as a full day, regardless of its length.

1.7 Emergency Plans

The Director will adopt proper procedures to provide for the safety of the Students and School Personnel in emergencies (i.e. fire, earthquake, bomb threat, intruder alert etc.). Emergency plans will be reviewed on a regular basis by the Director.

1.7.1 Emergency closing

The Director is authorized to announce the closing of the School if actual or potential hazards threaten the safety and well-being of Students and School Personnel. The decision to close the School in an emergency situation will be made by the Director or his/her Designate.

1.7.2 Make-up days

There are five (5) reserve emergency closing days built into the 179-School Day School Calendar. From one (1) to five (5) of these days can be used for emergency closings without any changes to the School Calendar; however, should extreme circumstances cause the number of School Days to fall below the minimum of one hundred seventy-four (174) days, the Director shall decide if and how to make up the deficit.

1.7.3 Announcement of make-up days

The Director is responsible for communicating Board policies related to emergency closings and make-up days early in the Academic Year.

Additionally, after the fourth (4th) day of emergency closing, the Director will inform the School community of the schedule of possible make-up days.

1.8 Risk Management

Recognizing that a school, like an organization, is subject to risks that could negatively impact its long-term viability and operation, and in order to enable the Board to fulfill its responsibility to ensure the long-term viability of the School, the Administration will adopt and maintain a systematic approach to risk management as follows:

- i. The Director will produce an annual Risk Management Report for approval by the Board;
- ii. The Risk Management Report will include risks as seen by both the Board and the Administration and will include specific action plans where necessary to manage the occurrence and/or impact of the risks.

2 THE BOARD

2.1 The Board's Approach to Policy and Process

- A. Board policy is:
 - i. An expression of the Board's values and perspectives, in line with the School's Mission, Vision and Values;
 - ii. A key feature of Board leadership;
 - iii. The framework within which the Board's duties are carried out.

- B. Board policies must be:
 - i. Explicit: Values are clear and in written form;
 - ii. Current: Policies are regularly reviewed and kept up-to-date and relevant;
 - iii. Literal: Policies mean what they say, and say what they mean;
 - iv. Centrally available to all stakeholders;
 - v. Concise;
 - vi. Strategic: Board policies address only the highest values, while operational policies and procedures outline the processes for implementing those higher values.

- C. Board decisions must be the result of a process that ensures:
 - i. Consistent application of policy;
 - ii. Thorough data analysis by Administration and Board committees;
 - iii. Transparency and documentation;
 - iv. Stakeholder input, when appropriate;
 - v. Advance notice of issues so that all Board members are equally prepared to make informed decisions in order to reach a consensus (the "No Surprises" rule).

2.2 The Role of the Board

2.2.1 Board authority, obligations, and responsibilities

The Board is the governing body of the School.

The Board is responsible for the integrity of the School and obligated to carry out its responsibilities by considering not only the present population and community, but the future of the School as well. The Board's primary responsibilities are to provide:

- i. Education for the Students;
- ii. Constructive work environment for the School Personnel;
- iii. Facilities for the operation of the School;
- iv. Financial leadership in all matters.

The Board's authority, obligations, and responsibilities are to:

- A. Provide an environment that is conducive to achieving high educational standards

The Board is responsible for ensuring the Director provides a safe and effective educational environment for the Students. In order to do this the Board has the authority and responsibility to:

- i. Approve permanent major changes to the School's facilities;
- ii. Procure and approve new facilities;
- iii. In accordance with Section 4.5, shall approve major changes to the curricular programs of the School;
- iv. Set and/or amend policies affecting the well-being of the Students;
- v. Make resolutions on legislative matters.

- B. Exercise legislative authority over the School

The Board holds all legal authority over matters pertaining to the School. These powers include the authority to:

- i. Enter into negotiations and contracts;
- ii. Perform other duties as described below.

- C. Determine and amend policies by which the School operates

The Board concerns itself primarily with the development of policies, while the implementation of policies is an administrative task to be performed by the Director and the employees of the School.

The main policymaking responsibilities of the Board are to:

- i. Amend the Constitution;
- ii. Set and amend the School's policies;
- iii. Review this Policy Handbook every other year, or as deemed necessary;
- iv. Ensure that the School's policies and this Policy Handbook are in accordance with the Constitution and the School's Mission, Vision and Values.

The Board has the right to make a determination on all items not covered by current policy in the best interest of the School and the Board.

- D. Ensure effective leadership of the School and evaluate the results based on the goals and policies of the School

Because the implementation of the School's policy is an administrative task performed by the Director and the School Personnel, the Board is responsible to:

- i. Hire or dismiss the Director, in whom the Board places the administration of all Board decisions;
- ii. Negotiate and enter into a contract with a Director for an initial term of two (2) years and renegotiate the contract for additional terms thereafter;
- iii. In conjunction with the Director, establish Director goals and duties;
- iv. Ensure that policies are applied appropriately and consistently;
- v. Work cooperatively with the Director in achieving the goals of the School;
- vi. Set the criteria with the Director by which his/her performance will be assessed and appraise performance through annual evaluation;
- vii. Renegotiate the Director's goals and duties, based on evaluation results.

- E. Delegate executive, supervisory, and instructional authority to employees of the School

The Board is responsible for legislating policies of the School, which authorize discretionary administrative powers to the Director. The Director is held accountable for the implementation of these policies.

- F. Oversee fiscal matters pertaining to the overall operation and physical structure of the School

The Board makes financial decisions related to the operation of the School and ensures the sound financial condition of the School. Specifically, the Board will:

- i. Approve the Budget (as defined in Section 3.2.5 below);
- ii. Set tuition and other fees;
- iii. Approve investments and loans;
- iv. Approve salary scales and benefits of the School Personnel;
- v. Approve an auditing firm for annual audits;
- vi. Review annual audits of the School's finances;
- vii. Approve capital expenditures; and,
- viii. Decide on the closing of the School in situations relating to the School's solvency, or in situations related to emergency safety or health considerations.

G. Organize and manage itself to fulfill its responsibilities

To accomplish this, the Board is responsible to:

- i. Establish committees to consider matters on behalf of the Board (as defined in Section 2.9 below);
- ii. Organize training for its members that encourages positive Board practices;
- iii. Set annual goals for itself that meet the School's needs;
- iv. Evaluate its own performance annually;
- v. Use Board evaluation results to set goals for the following year;
- vi. Remove Board members in accordance with 2.10.3;
- vii. Organize the election and appointment in accordance with the policy.

2.2.2 Board and Director relationship

The development of policy is a function of the Board while the implementation of the policies is the function of the Director.

The Board delegates its executive authority to the Director to provide freedom for the Director to manage the School within the Board's policy framework and to free the Board to devote its time to policy-making and appraisal of results.

The Board holds the Director responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the School's program, and for keeping the Board informed about School operations and problems.

The nature of the Board-Director relationship will be examined as part of both the Director evaluation and the Board self-evaluation.

The Board as a whole and individuals as members of the Board will:

- i. Give the Director full administrative authority and hold the Director accountable for acceptable results;
- ii. Hold all meetings of the Board in the presence of the Director, except those pertaining to the Director's performance and contract or those of his/her family;
- iii. Present personal criticisms of any School Personnel directly to the Director.
- iv. Avoid becoming involved in operational matters and refer any operational issues to the Director if approached by School Personnel;

- v. Refer all complaints, criticisms, and requests of any School Personnel to the Director and discuss them only at a regular meeting after a determination by the Board Chair in accordance with Section 2.2.3, Grievance procedures, below;
- vi. Consider recommendations from the Director in matters related to School Personnel grievances.

2.2.3 Grievance procedure

The Director is given full authority in operational matters. Members of the Faculty and Support Staff who disagree with administrative solutions must follow the proper grievance procedures as outlined in the Faculty Handbook.

The only exceptions in which the Board would hear grievances would be in instances where the Board Chair believes there is a reasonable doubt as to whether the Director has properly implemented Board policy.

The Director and Board Chair are notified in advance and approve the issue for placement on the agenda.

Parents have the right to pursue a grievance as per the protocol outlined in the Division Handbooks. Parents may not direct a grievance to the Board.

2.3 Composition of the Board

The Board consists of a total of thirteen (13) members, that is the Honorary Chair, one (1) non-voting member and eleven (11) voting members.

A. Honorary Chair

The Ambassador of the Embassy of the United States of America in Budapest, Hungary is the ex officio Honorary Chair of the Board (“Honorary Chair”). The Honorary Chair has the authority to:

- i. Confirm Board members and Board officers in their positions;
- ii. Appoint the US Embassy Representative to the Board;
- iii. Ensure that this Policy Handbook is not contrary to the interest of the U.S. government as represented by the US Embassy in Budapest.

B. Voting members

The Board consists of the following eleven (11) voting members:

- i. Three (3) individuals elected by eligible voters in an election organized by the Board, as defined and described in Sections 2.7.1 and 2.7.2;

- ii. One US Embassy Representative appointed by the Honorary Chair; the US Embassy Representative shall also serve to the extent eligible as a trustee under the school's 401(k) plan and shall sign the accounts of the Foundation on behalf of the Embassy; and
 - iii. Seven (7) individuals meeting the criteria as described in Section 2.7.4 appointed by the Board;
 - iv. Subject to Section 2.7, any individual may be appointed to serve as a voting member of the Board.
- C Non-voting members
- i. The Director is the ex-officio non-voting member of the board.

2.4 Board Attendance

- 1. The Director is generally required to attend and participate in all meetings, activities and discussions held by the Board, unless his presence is not recommended by the Chair specifically in cases described in Section 2.2.2 (ii) herein.

It is the moral obligation of each Board member to regularly attend Board meetings and participate in Board activities. The Chair has the responsibility to personally contact a Board member who misses two (2) meetings to remind them of this obligation. A Board member who misses three (3) or more scheduled Board meetings on the approved annual calendar may be subject to removal.

2.5 Tenure of Board Members

- The Board shall endeavor to ensure that there is a continuity of Board membership from one Academic Year to the next and that a majority of Board members serve a two (2) year term.
- The term of the Honorary Chair and the Director, as members of the Board, coincides with their tenure in these roles.
- The tenure of the voting members of the Board is for a period of two (2) years, with the following exceptions:
 - i. Voting members who have served as elected representatives may be re-elected to serve an additional two (2) year term or terms, but may not serve more than six (6) consecutive years in total.
 - ii. Voting members who have been appointed may be re-appointed at the end of the two (2) year period to serve an additional two (2) year term or terms but may not serve more than six (6) consecutive years in total.
 - iii. The Board reserves the right to re-appoint elected or appointed members who have not reached their six (6) consecutive year term limit

for only one year when necessary, in order to preserve Board continuity, or for any reason deemed to be in the best interest of the Board or the School.

2.6 Board Members and Their Roles

2.6.1 Board officers and their roles

All Board officers serve upon approval by the Board. The normal tenure for an officer is one (1) year, but an officer may be re-elected by the Board to serve additional terms. Ideally, the majority of Board officers will have spent at least one (1) year as a voting member of the Board prior to serving as a Board officer. Elections will normally be held at the last scheduled Board meeting of the Academic year.

If an officer vacancy occurs prior to this time, an election will be held no later than the next Board meeting. Board officers hold no special executive authority except for the roles described below:

A. Chair

The Chair is elected by the Board. The Chair is the administrative leader of the Board and, as such, carries primary responsibility for the effectiveness of the Board. In accordance with the procedures governing small boards as outlined in Robert's Rules of Order, Section 48, the Chair can make motions and vote on all questions.

The specific duties of the Chair include the following:

- i. Set agendas for Board meetings with the Director;
- ii. Call and preside at all legal sessions of the Board;
- iii. Oversee the organization of Board training, planning, and development sessions;
- iv. Ensure that election and appointment procedures are adhered to by the Board, as described in Sections 2.7.1, 2.7.2, 2.7.3 and 2.7.4;
- v. Ensure that all new Board members are invited to an onboarding Q&A session and, subject to signing confidentiality and no conflict of interest statements, provided with access to all Board materials prior to first Board meeting;
- vi. Implement the evaluation process for the Director and the Board;
- vii. Oversee the interpretation and application of the Board's policies with the input of the Governance Chair, and ultimately the consensus of the Board;
- viii. Ensure that the Board's work is carried out on schedule;
- ix. Build and maintain a positive Board-Director relationship;
- x. Ensure the integrity of the Board decision-making process;

- x. Propose Board committees and recommend committee chairs for Board approval. Together with the committee chairs, the Chair will then identify and recommend Board members to these committees, as well as qualified non-Board members when appropriate, for Board approval;
- xi. Recommend candidates for election by the Board for Vice-Chair, Treasurer and Secretary.
- xii. In addition to the items above, the Chair is the sole signatory, with Board approval on, the following items:
 - Director's contract;
 - Sale or purchase of real estate;
 - All contracts with value above one hundred thousand dollars (\$100,000) with the exception of employment contracts;
 - Sale agreements with value over twenty thousand dollars (\$20,000); and,
 - Contracts with duration for three (3) years or more.

B. Vice-Chair

The Vice-Chair will be elected by the Board upon the recommendation of the Chair, and has full voting privileges. The Vice-Chair will perform all duties of the Chair in the Chair's absence. Other duties of the Vice-Chair will be negotiated between the Chair and Vice-Chair.

C. Acting Chair

In the absence of both the Chair and the Vice-Chair the longest serving Board member will serve as Acting Chair.

D. Treasurer

The Treasurer will be elected by the Board upon recommendation of the Chair and has full voting privileges. The Treasurer will serve as the pro-forma head of the Finance and Building Committee (as defined in Section 2.9 below) and perform all duties associated with the position. In addition to heading the Finance and Building Committee, the Treasurer will:

- i. Prepare and present financial reports at each Board meeting;
- ii. Prepare and present the Budget proposal for Board consideration;
- iii. Advise the Board on financial issues;
- iv. Ensure that there is an annual audit review by the Board;
- v. Ensure that the Board and Administration adhere to Board policies related to finances.

E. Secretary

The Secretary will be elected by the Board upon the recommendation of the Chair and, if he/she is a Board member, has full voting privileges. The Secretary is responsible to:

- i. Oversee the keeping of an accurate and historical record of Board legal sessions to be presented in the form of minutes. The Board may employ a professional to assist in these duties;
- ii. Take the minutes for meetings of the Board;
- iii. Review minutes from meetings of the Board and make necessary corrections before they are presented to the entire Board;
- iv. Ensure the revisions to the minutes are made and sent to Board members within forty eight (48) hours following approval;
- v. Be familiar with parliamentary procedures and Robert's Rules of Order and advise the Board on these issues when needed;
- vi. Maintain the Board decision and action log;
- vii. Coordinate Board communications and outreach in cooperation with the Board Chair;
- viii. Ensure that the Board page on the school website is updated annually or as necessary.

2.6.2 Board members and their responsibilities

It is privilege and a responsibility to sit on the Board, which requires substantial time contributions from Board members. Board members are expected to:

- i. Understand the School's operational practices;
- ii. Read this Policy Handbook, the Constitution, and other Board documents;
- iii. Attend Board training, planning and development sessions;
- iv. Work on Board committee(s);
- v. Prepare for and attend all Board meetings;
- vi. Raise strategic issues or policy issues at legal Board sessions in accordance with the processes outlined in Section 2.8.4; Preparation and Dissemination of the Agenda;
- vii. Serve as an ambassador and advocate for the School;
- viii. Maintain a positive and constructive environment in which the Board's business can take place;
- ix. Take collective responsibility for Board meetings.

2.6.3 Board members compensation and liability

There are no salary or other financial benefits associated with Board membership. However, Board members will be reimbursed for any necessary and/or legal expenses incurred while attending conferences or conducting official School business previously authorized by the Board.

Board members collectively and individually are not liable for any action lawfully taken by them in the capacity of a Board member. Directors' and officers' liability insurance will be provided for Board members at the expense of the School.

2.6.4 The role of non-voting member

A. Director

The Director shall provide advice, documents, reports or other information required by the Board to carry out its obligations and responsibilities as stipulated in Section 2.2.

2.7 Selection of Voting Members of the Board

Voting members may be selected, either by election or appointment, subject to the following exclusions:

- i. He/she is a member of the School Personnel or his/her immediate family;
- ii. He/she has overdue fees, as stipulated in Section 3.6.1;
- iii. He/she is a member of the same family as a sitting Board member and, if elected, would serve simultaneously on the Board.

2.7.1 Selection of elected members

The term of the three (3) elected voting members of the Board will ideally be staggered, rather than concurrent, to provide continuity. Subject to Section 2.7, only School Parents are eligible to run and vote in an election organized by the Board during the final trimester of the Academic Year, subject to the following further conditions:

- i. The Board will widely publicize the elections and provide the School community with timely information needed to have a valid election. This information must include a description of the duties, responsibilities, and commitment associated with serving on the Board; a description of the needs of the Board in terms of membership; requirement for a valid election as described in Section 2.7.2 the date and time that nominations will close; an explanation of voting procedures, and instructions for voting and the date and time of the election. The period for nominating candidates should start a minimum of 10 School Days prior to the nomination deadline date.
- ii. To run for election a potential candidate must be nominated and seconded by an eligible voter. The candidate must submit the biographical information

sheet at the time of the nomination for the nomination to be valid. Once nominations are closed, the names of all valid nominees and their biographical information sheet will be published electronically.

- iii. To run for election a potential candidate must be nominated and seconded by an eligible voter. The candidate must submit the bio-data at the time of the nomination for the nomination to be valid. Once nominations are closed, the names of all valid nominees will appear on the electronic ballot and may not be withdrawn.
- iv. An eligible voter is defined as the Parents/guardians of Students attending the School during the time of the election. A maximum of two (2) eligible voters per family is allowed.
- v. No candidate is eligible to run concurrently in both the School Board and the PSA Board elections.
- vi. The Director may not vote in Board elections.
- vii. An electronic ballot will be made available a minimum of ten (10) School Days prior to the election deadline date.
- viii. The School will, to the best of its ability, ensure complete confidentiality of the electronic voting ballots.
- ix. A minimum of fifteen percent (15%) of the total population of eligible voters must participate for an election to be valid. Each eligible voter is entitled to one vote per available elected position.
- x. The number of candidates must be greater than the number of available elected positions being voted on. (See special circumstance in Section 2.7.2 (A), "Invalid Elections" – "Voter Choice".)
- xi. The Board shall confirm the validity of the election. In the event of a valid election, the candidate(s) receiving the most votes shall immediately be offered the vacant seat(s) and must accept or decline within 24 hours. Should a seat be declined, the candidate receiving the next highest number of votes shall be offered the vacancy. This process shall be repeated until all vacant seats have been filled, barring an insufficient number of candidates.
The Board Chair shall then inform all candidates and the School community of the successful candidate(s) no later than 10 days following the close of the voting period.
- xii. Elected members will assume their official positions on the day following the last day of the Academic Year in which they are elected.
- xiii. No information on individual candidates shall be prepared, posted or distributed in any manner by the candidate, the School or any other person during the election period with the exception of the Candidate Biography which shall be published on the School website during the voting period. The Candidate Biography shall be prepared by the candidate on the required form and submitted along with the Nomination Form.
The Board may also convene a "meet the candidate's session" during the voting period at which candidates may present themselves to the School community but for which no information on individual candidates shall be

prepared, posted or distributed in any manner by the candidate, the School or any other person during this event.

Candidates or any other person shall also refrain from any informal campaigning such as meet and greet opportunities whether at School or elsewhere and from canvassing the electorate through telephone, e-mail or any other means during the election period.

- xiv. Any candidate not meeting the criteria in Sections 2.7 and 2.7.1 (ii), (iv) and (xii) may be removed from the election process at the discretion of the Board.
- xv. The Board has the right to make a determination on all items not covered by current election policy in the best interest of the School.

2.7.2 Invalid elections

There are three (3) election requirements that must be met for an election to be considered valid:

A. Voter choice

When the deadline for nominations has expired, the number of candidates must be greater than the number of positions being elected at any given time in order to ensure voter choice. If the number of candidates is not greater than the number of positions, the deadline will be extended by one (1) week (a minimum of 5 School Days). Candidate names and biographical information sheets will be made public once nominations are closed. If no additional candidates come forward, the candidates running will be considered elected. If there are no candidates who have submitted valid nominations, the Board will appoint members as appropriate in lieu of an election.

B. Voter participation

A minimum of fifteen percent (15%) of eligible voters must participate for the election to be valid.

C. Valid election procedure

All procedures outlined in Sections 2.7.1 and 2.7.2 must be adhered to by the Board and voting participants in elections.

If any of these three requirements for elections is not met, the Board will declare the election invalid. The Board will immediately inform the School's community of an invalid election and will explain the cause for the invalidation.

When an election becomes invalid due to lack of voter participation, a new election will not be called. The Board will make the necessary appointments for two (2) year terms as described in Section 2.7.4. The elected position will not be voted on again until after the two (2) year period has expired.

When an invalid election occurs due to problems with the election procedure, the Board will call another election immediately. If this occurs, new candidates may be nominated in accordance with Section 2.7.2 (A) above.

Candidates in an invalid election can submit their documents for consideration as an appointed Board member, but candidature in an election is not sufficient qualification for obtaining a Board appointment. Individuals who are appointed after an invalid election will be considered appointed representatives to the Board holding an elected position. However, the elected position will again be available after the two (2) year period has expired.

2.7.3 Incomplete tenure of Board members

Any Board member who resigns or is otherwise unable to complete his/her term, with the exception of the non-voting Board members and the US Embassy Representative, will be replaced by appointment as described in Section 2.7.4. The length of the appointment will coincide with the amount of time remaining in the term of the Board member who is replaced. A Board member who is appointed to replace an elected member will be considered an appointed member holding an elected position.

2.7.4 Selection of appointed members

In selecting appointed members, the Board will examine its needs for the coming Academic Year. It will establish a set of criteria with which to select potential Board members that will include, but not be limited to, the following criteria:

- i. Communities that should be represented;
- ii. Number of new Board members represented;
- iii. Types of professional skills and abilities needed to accomplish Board goals;
- iv. Interpersonal/personal skills desired;
- v. Experience in School activities (Board committees, Task Forces, PSA, etc.);
- vi. Motivation, availability and commitment;
- vii. Prioritizing the maintenance of institutional memory and promoting continuity, while ensuring Board renewal.

To prepare for the appointment process the CoT will:

- Indicate the Board's needs;
- Identify prospective Board members from the maintained candidate pool;
- Interview individuals matching the identified needs of the Board;
- Provide the requirements, responsibilities and commitment associated with serving on the Board; and,

- Present selected candidate profiles for discussion to the Board prior to the voting process.

Subject to 2.7 the Board will use these applications and knowledge about applicants to appoint individuals to the Board by voting process. The Board should feel no commitment to fill the Board member vacancy, unless it is required to meet the quorum set forth in Section 2.8.1. In order to meet its needs for the coming Academic Year additional recruitment may be required even when applications are in hand.

To fill any Board vacancies that occur throughout the year or prior to the expiration of a Board member's term, the Board will decide its course of action from the following:

- A. Appointment of an applicant from the preceding appointment process (verification of the applicant's continued eligibility, interest and availability will be sought before the appointment is made)
- B. Opening of a new appointment process as set forth in this Section. Reappointment of any Board member whose term has expired will be subject to the same conditions as a new appointment.

2.8 Board Meetings and Operations

2.8.1 Legal session, quorum and voting

- A. For a session of the Board to be legal, the following conditions must exist:
 - i. The Chair (or Vice-Chair or Acting Chair, as described in Section 2.6.1 (B) & (C)) must call the meeting;
 - ii. All Board members must be properly informed of the date, time, and venue of the meeting at least four (4) days prior to the meeting; and,
 - iii. A quorum must be present at the meeting. A quorum consists of seven (7) Board members, at least six (6) of whom have voting rights.
- B. Board meeting may not begin without a quorum. If members must leave during a meeting, the meeting must be adjourned when there is no longer a quorum.
- C. Board members hold authority only when acting as part of the Board in legal session. Any action or statement by an individual Board member

reflects the Board's decision only when approved by the Board in a legal session.

D. Once a decision is made in a legal session, each individual Board member must support that decision. Individual members, or a minority of Board members, may only ask for reconsideration of a Board decision for the following reasons:

- i. Proper Board process was not followed, as defined in Section 2.1C;
- ii. An unreported conflict of interest existed;
- iii. New information has been received.

E. All proposals must be approved by a simple majority vote to be adopted with the following exceptions, which require:

i. Approval by seven (7) Voting Members:

Approval and changes to the Budget;
Approval and changes to this Policy Handbook;
Decision on investments exceeding one hundred thousand dollars (\$100,000); and,
Appointment or removal of Board members.

ii. Approval by seven (7) voting members and the Honorary Chair;
Amendment of the Constitution; and Closing of the School.

All voting members have equal voting privileges when attending a legal session. No proxy or mail-in votes are allowed.

F. In the case of urgent matters, and at his/her discretion, the Chair may ask Board members to cast their votes electronically by sending an e-mail to all Board members with the description of the required Board action or decision, the proposal to be approved, with options and rationales, and a reasonable deadline for casting the votes in accordance with the nature of the business.

A proposal shall be deemed approved by the Board when the number of votes in favor of the proposed action reaches a majority of a quorum by the deadline, and/or all conditions are met as stipulated in Section 2.8.1.

The results of an electronic vote must be documented in the minutes of the first Board meeting following the electronic voting.

2.8.2 Board meetings

- A. School-Year Meetings. The Board will normally meet a minimum of six (6) sessions per Academic Year.
- B. Additional Meetings. The Chair reserves the right to call additional Board meetings at any time to address extraordinary circumstances.
- C. Participants. Subject to Section 2.4 only voting members of the Board, the Director and those School Personnel or other individuals specifically invited by the Board to attend will be present at meetings of the Board.
- D. Minutes of the Meetings. The minutes will be held confidential. Members of the Board are duty-bound to keep all matters discussed confidential.

2.8.3 Notification of Board meetings

Dates, times, and venue of Board meetings will be determined during the Board Training and Planning session. The School's community must be informed of these meetings after the dates have been set. The Director will be responsible for informing the Board members and members of the School's community of any changes related to meeting dates, times, and venue as directed by the Chair.

2.8.4 Preparation and dissemination of the agenda and Board meeting materials

The setting of the agendas will follow Robert's Rules of Order.

Any Board member may request a subject to be included in the agenda of the Board meetings. It is up to the Board Chair and the Director to decide which items to include based on the Board's objective priorities.

The Director will prepare an agenda with the Board Chair for each meeting. The Director will distribute the agenda and the Board meeting materials to each Board member at least three (3) working days prior to the meeting. The agenda will contain the following points at the beginning of the agenda:

- i. Roll call/Quorum
- ii. Adoption of the agenda
- iii. Conflict of interest
- iv. Approval of minutes of last meeting

"Any other business" may not be included as an agenda. Any items not included in the adopted agenda will not be discussed and shall not be included in the minutes.

2.9 Board Committees

2.9.1 Standing committees

The Board will maintain the following standing committees to review and advise on matters that the Board faces each year:

A. Finance and Building:

The Finance and Building Committee advises the Board on all matters pertaining to the School's finances, and together with the Administration develops and oversees the School's Budget as well as all matters pertaining to the School's physical structures and facilities management, including the use of sustainable practices, cost savings and efficiency in the maintenance of the School's facilities.

B. Governance

The Governance Committee advises the Board on policy issues and issues relating to the Schools legal status. The Committee ensures that the School's policies meet the criteria in policy 2.1 C above. The Committee also oversees processes for the School's accreditation, and supports the Chair in:

- i. Setting Board and Director goals for the Academic Year,
- ii. Identifying the training and development needs of Board members,
- iii. Coordinating the Board's self-evaluation, the evaluation of the Director and Board elections,
- iv. Implementing annual surveys.

C. Strategic Planning:

The Strategic Planning Committee monitors and oversees progress towards the School's strategic planning goals and objectives, and advises the Board on issues pertaining to the School's strategic direction.

D. Committee on Trustees:

The Committee on Trustees oversees the processes of board recruitment in order to provide a stable leadership to support the strategic objectives of the school. Specifically, the Committee:

- i. Oversees the Election process according to policy PH2.7.1 and PH2.7.2.
- ii. Oversees the Appointment process according to policy PH2.7.4 and advises the Board on the nomination of suitable candidates.
- iii. Maintains and continuously updates a candidate pool with suitable candidates as potential board members.

- iv. Advises the Board (and the Chair) on succession planning.
- v. Develops an advisory role for former Trustees for continuity and institutional memory.

Membership of the Committee on Trustees will consist of current or past Board members only. To minimize conflict of interest, at least one member of the Committee on Trustees shall not be up for re-appointment or election in the current year of service.

2.9.2 Ad-hoc committees

In addition to these standing committees, the Board may appoint ad hoc committees to undertake special projects and make recommendation to the Board.

2.9.3 Committee protocol

Membership of committees (which may consist of Board members, members of the School Personnel, Parents, and individuals outside the School community) will be recommended by the Chair and voted on by the Board.

Committee members that are not Board members must sign a confidentiality statement document.

The special committees will be dissolved at the completion of their assigned projects. All Board members are eligible to serve on any committee.

Committee meetings are not considered legal sessions of the Board. Therefore, decisions concerning the School and its Students and Personnel cannot be taken by any committee. Recommendations of the committee must be passed to the Board for discussion and vote.

Committee duties should be determined by the consensus of the full Board in a recorded legal session.

2.10 Board Member Protocol

2.10.1 Board member conflicts of interest

All Board members shall be obligated to strive to avoid any conflict between the interests of the School on the one hand, and personal, professional, and business interest on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of the conflict of interest policy is to protect the School when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Board member of the School.

With the exception of fee payments as stipulated in Section 3.6.1, a Board member has a private interest if he or she has, directly or indirectly, through business, investment or family:

- a. an ownership or investment interest in any entity with which the School has a transaction or arrangement;
- b. A compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement;
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement; or,
- d. The ability to influence, directly or by voting power, grant receipts or grant-making activities of the School where the grant could potentially inure, in part or in whole, to the benefit of the individual, or the entity or related entity where the individual is an officer, Board member, or employee.

Compensation includes direct or indirect remuneration as well as gifts or favors that are substantial in nature.

Each individual Board member has the primary responsibility to determine the existence of a conflict of interest. If a Board member determines that there is a conflict of interest, or a possible conflict of interest, he or she must disclose it. If the Board member is uncertain as to the existence of an actual or possible conflict of interest, the Board member must disclose the matter to the Board and seek adjudication by the Board.

The Board shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict of interest is deemed to exist, the Interested Person shall not vote on, nor use personal influence on, nor participate in the discussions or deliberations with respect to the transaction or arrangement. Such Board member may be counted in determining the existence of a quorum at any meeting where the transaction or arrangement is under discussion or is being voted upon.

The minutes of the meeting shall reflect the disclosure made, the vote thereon, and, where applicable, the abstention from voting and participation, and that a quorum was present.

If the Board has reasonable cause to believe that a member has failed to disclose an actual or possible conflict of interest, it shall inform the Board member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the Board member and making such further investigation as may be warranted in the circumstances, the Board determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate action to remove the Board member as described in Section 2.10.3 of the Policy Handbook.

At the beginning of each Academic Year, each Board member shall be required to sign a pledge acknowledging this policy and affirming their commitment to the School.

2.10.2 Board code of ethics

A Board's code of ethics ultimately determines the level of integrity of the Board. Major infractions of this code of ethics can result in the removal of a Board member as described in Section 2.10.3.

According to the code of ethics shown below, each individual Board member:

- i. Should ask questions, seek information, and participate in discussions that allow them to make an informed decision;
- ii. Should never seek to impose a personal agenda on the Director or Board;
- iii. Must always respect the confidentiality of Board discussions held during meetings and shall sign a confidentiality agreement accordingly;
- iv. Should refer matters concerning application of policy first to the Director for investigation before submitting them to the Board for discussion;
- v. Must guard against any conflict of interest, whether personal or related to business and shall sign a conflict of interest pledge accordingly;
- vi. Should disclose anything which could be construed as a conflict of interest;
- vii. Should take special care to separate the interests of the School from those of a Student attending the School;
- viii. Should take special care to separate the interests of the School from those of a particular interest group;
- ix. Should publicly support the Director and Board and demonstrate that support within the School community;
- x. Should publicly support all Board decisions made in legal Board sessions;
- xi. Should bring Board issues to the attention of the Director or Chair rather than deal with them on an individual basis;

- xii. Should request permission to place a concern on the meeting agenda so that it can be dealt with openly, honestly, and democratically by the entire Board;
- xiii. Should deal with other Board members in a respectful manner;
- xiv. Must abide by the policies as outlined in the Policy Handbook; and,
- xv. Must work within the legal framework of the School and host country.

2.10.3 Removal of Board members

The Board reserves the right to remove a member of the Board, whether appointed or elected, when there is just cause.

- A. Just cause for removal of a Board member includes, but is not limited to, the following:
 - i. Any undeclared conflict of interest;
 - ii. Gross breach of Board ethics as described in Section 2.10.2;
 - iii. Failure to meet the responsibilities of individual Board members described in Section 2.3;
 - iv. Overdue fees as stipulated in Section 3.6.1; and/or,
 - v. Any action or association of a Board member that places the integrity and well-being of the School, the School Personnel, the Students, the Board, or individual Board members at risk.

- B. A just and transparent process will be followed in order to reach a decision as to whether there are reasonable grounds and just cause for the removal of a Board member. This process includes, but not be limited to, the following:
 - i. The Board Chair will issue a written warning stating the nature of the failure to meet the Board member's responsibilities, and explaining the removal process;
 - ii. The four Board officers will meet with the Board member to discuss the issue and hear the Board member's point of view;
 - iii. The committee of Board officers will then make its recommendation for approval by the full Board at the next legal session of the Board;
 - iv. The Board member will be given an opportunity to appeal to the full Board, after which the Board's decision will be final;
 - v. Once a Board member is removed from office, the Board may replace the Board member by appointment according to Section 2.7.3.

2.10.4 Internal Board communication

- i. All Board members have an equal voice and vote in all Board decisions. Whenever possible and practical, internal Board communication should be relegated and limited to legal Board sessions and committee meetings with recorded minutes.
- ii. Email or phone calls may be used in between meetings for the purpose of preparing committee recommendations or reports.

2.10.5 External Board communication

- i. The Director is the official spokesperson for the School, and the Board Chair is the official spokesperson for the Board. When speaking in an official capacity, it is both the Director's and the Board Chair's responsibility to represent only the Board's approved policies, consensus, decisions and actions.
- ii. When making public statements to individuals or groups in the School community, all Board members must refrain from expressing personal opinions on Board issues, and at all times uphold the integrity and unity of the Board and observe the School's policy on Communications and Public Information (Section 7.).
- iii. Individual Board members or School employees are not authorized to discuss School or Board issues with the media/press or with outside organizations without prior authorization from the Director and/or the Board.

3 Financial Policy

3.1 Value Statement

The Board shall ensure that the School exercises fiscal responsibility and transparency in all financial activities. This concept shall be reflected in the detailed Financial Policies and Procedures which are held in a separate document maintained by the School. The Financial Policies and Procedures shall serve as guidelines for the Administration, Director, Finance and Building Committee and auditors as they exercise their respective fiduciary roles and responsibilities, and shall always specify that provision of all significant services/suppliers shall be tendered no less frequently than every five years under the supervision of the Finance and Building Committee. In the event of any conflict, this Policy Handbook will take precedence, and shall override the Financial Policies and Procedures separate document.

3.2 Budget Process

3.2.1 Fiscal year and Accounting Principles

The School's fiscal year shall be August 1st – July 31st. The consolidated books of the School and the Foundation are kept in accordance with the Generally Accepted Accounting Principles of the United States.

The Foundation's fiscal year shall be January 1st – December 31st. The Foundation standalone books are kept in accordance with the Hungarian Accounting Standards.

3.2.2 Budget preparation

The Director prepares the draft Budget for the review of the Finance and Building Committee.

3.2.3 Functioning reporting currency

The School's functional and reporting currency will be the US Dollar (\$).

3.2.4 Foreign exchange risk management

The School will ensure against financial risk arising from foreign exchange exposure on all known foreign exchange obligations. In order to do so, the Board mandates the following:

- i. Appropriate risk mitigating actions, which may include forward purchase/sale foreign currency contracts, options, spot rate purchases as appropriate, must be taken for all foreign currency obligations above one hundred thousand dollars (\$100,000) as approved by the Board. Action taken to mitigate foreign exchange risk will be based on what is most cost-effective for the School, without increasing risk and shall be enacted as soon as practicable following Board approval of the exchange rate.
- ii. Board approval is required for all foreign currency purchase/sale transactions above one hundred thousand dollars (\$100,000).
- iii. For purposes of approving the Budget, the Board-approved exchange rate for any given fiscal year shall be set by April of the preceding academic year and shall be based on the forecasted trends from two or more named banking institutions, as recommended by the Finance and Building Committee.
- iv. When risk mitigation measures have been undertaken as per 3.2.4 (i), the Administration is then permitted to exchange funds provided that such exchanged funds shall be limited to the equivalent United States Dollar amount required to cover the budgeted, Forint-denominated cost and only where the effective exchange rate is the same, or better than the latest Board approved rate.
- v. The Administration will submit a report on all new and outstanding foreign currency purchase/sale contracts to the Finance and Building Committee, who will then present it to the Board.

3.2.5 Budget

The measure against which the financial performance of the School will be measured and monitored is its Budget.

Fulfillment of the Budget is the responsibility of the Director.

Procedures must be implemented to support proper forecasting and budgeting. The Director must require that each of the School's Budget Holders, supported by the Business Manager, prepare and present an annual Budget.

The draft Budget will be made up of three components:

- i. The Budget as detailed below;
- ii. A cash flow forecast to demonstrate that the School will have the ability to operate in the short and long-term; and,
- iii. Sensitivity analysis for worst, most likely and best case Budget scenarios.

Any surplus or deficit arising from the Budget will be added to, or financed from, the School Reserve Fund.

Based on the Director's draft Budget, the Finance and Building Committee shall submit a proposed Budget to the Board in time for full review at the December Board meeting and final approval shall occur no later than April of the previous Academic Year.

The Board will thoroughly review the draft Budget, comparing the forecast with past results, and shall agree upon and approve a final Budget.

All Budget Holders shall be held accountable to the Director with respect to budgetary performance in their respective area of responsibility in a similar manner as the Director is accountable to the Board for overall Budget.

The Budget will consist of the following key components:

INCOME

- 91 Tuition
- 92 Registration
- 93 B&F fees
- 94 Hungarian State Subsidy
- 96 Grants
- 97 Facilities Rent
- 98 Other
- 99 Interest

OPERATIONAL EXPENDITURES

- 5100 Administration Personnel and related expenses
- 5200 Administration - Other Personnel and related expenses
- 5300 Instructional Personnel and related expenses
- 5400 Instructional Materials
- 5500 Activities
- 5600 Admin and Faculty Operational expenses
- 5700 School operational expenses
- 5800 Other Expenses

CAPITAL EXPENDITURES

- 11 Intangible assets
- 12 Land and Building
- 14 Machinery Furniture and equipment

3.2.6 School Reserve Fund

The School shall generate and maintain a School Reserve Fund at least equivalent to twenty percent (20%) of the projected spending for the following year as approved in the Budget.

The purpose is to ensure that funds are available for unforeseen emergencies.

3.2.7 Budget review

The Budget will be reviewed by the Board in October each year and revised if necessary. It may additionally be reviewed at other times if circumstances warrant.

The Director has the authority to shift Budget expenditure items within main categories. The Finance and Building Committee may also review certain items in the Budget on a quarterly basis (based on the discretion of the Board Chair and/or the Treasurer after consultation with the Business Manager) to identify whether further savings on the expenses can be realized.

3.3 Financial Statements

The Director presents a financial statement covering the Budget to the Finance and Building Committee prior to each meeting. In turn, the Treasurer will present a report at each Board meeting.

3.4 Banking

3.4.1 Bank accounts

Bank accounts may only be opened after approval by the Board.

3.4.2 Authorized signatures

Two (2) signatures, at least one of which must be a school official will be necessary on all checks and bank transfers, including those carried out by electronic banking and transfer of funds between School accounts.

Signatories are

The Chair;

The Director;

The Treasurer; and,

Up to two (2) voting Board members;
The Business Manager

The Board may also appoint the chief accountant as signatory for checks less than ten thousand dollars (\$10,000).

The Director and the management of the School are authorized to transfer money in relation to items within the Budget. In case of items outside of the Budget and in case of any item in excess of ten thousand dollars (\$10,000), the signature of at least one Board member is mandatory. Notwithstanding the two (2) signatures requirement, no individual is authorized to sign checks of payment or reimbursement to him/herself or to members of his/her family, unless the payment is based on an employment contract approved by the Board.

The signature of the bookkeeper or a signatory described in this Section 3.4.2 is required for the endorsement of checks for deposit into a School account.

3.4.3 Depository of funds

The Finance and Building Committee will monitor the yield on all School investment accounts and ensure that the School's funds are invested securely and yield an appropriate return under the circumstances. As much as 50% of the School Reserve Fund may be invested in price-sensitive assets provided that two million dollars (\$2.0 million) must always be held in non-price sensitive assets (i.e. cash or cash equivalent). Any investment plan is subject to Board approval and the School shall ensure compliance with the approved plan. However, short-term (max, one year) investment grade Hungarian government bonds can be bought to deposit excess cash if the Chair of the FBC agrees.

3.4.4 Ownership of accounts

All bank accounts, deposit certificates and any other authorized deposit facilities shall be in the name of the American International School of Budapest or The American International School of Budapest Foundation.

3.5 Fees

3.5.1 Fees

The Board determines:

- The annual tuition fee;
- The one time non-refundable application and registration fee charged to new applicants and new Students respectively;
- The annual building fee; and
- Non-refundable deposit for seat reservation, deducted from tuition.

Students attending for less than twenty (20) School Days will be charged fifty percent (50%) of the annual building fee.

3.5.2 Payments

Fees are set and payable according to the schedule approved by the Board each year. Fees are set in US Dollars.

3.5.3 Late payment tuition

At the Director’s discretion, Students whose tuition has not been paid in a timely manner can be suspended from attending School. A late payment penalty fee will be assessed at a level determined by the Finance and Building Committee when discussing fees for the following School Year.

3.5.4 Reduction of tuition

Tuition fee refunds will be pro-rated according to the following schedule for Students not attending a full Academic year:

From 1 to 20 days	15% of the annual tuition due
From 21 to 40 days	25% of the annual tuition due
From 41 to 60 days	40% of the annual tuition due
From 61 to 80 days	50 % of the annual tuition due
From 81 to 104 days	60% of the annual tuition due
From 105 to 130 days	80% of the annual tuition due
From 131 days or more	100% of the annual tuition due

In the event of a forced closure of the School for any reason (where educational services cannot be provided), tuition fees for the remainder of the Academic Year will be reimbursed on a prorated basis after all other financial obligations have been met.

3.6 Other Income

3.6.1 Fundraising

In accordance with the School's Values and the Board's responsibility to provide financial leadership in all matters, the Board will uphold the following principles and policies with regard to fundraising:

- i. The School is committed to maintaining a balanced Budget for its operational and capital expenditures based on tuition and fees as its primary source of income and does not maintain a development office engaged in targeted fundraising.
- ii. The School's first priority is fundraising within the School community, for school-approved charities, or to support the learning objectives of Students, or the needs of the School community as approved by the Director and within limits approved by the Board, as required in 3.6.1 (iii) and 3.6.2.
- iii. Solicitation for funds made in the name of the School or any of its organizations must have the Director's approval. The Board must approve any solicitations, canvassing, and fundraising drives that have a goal of fifty thousand dollars (\$50,000) or more.
- iv. To avoid potential conflicts of interest, members of the School community, including Students, Parents, Board members, and members of the Faculty, Administration and Staff, may not engage in personal fundraising initiatives that use the School as a platform to solicit donations from members of the School community, or use the School's name or logo in personal communications that solicit funds, without prior approval from the Director. For the purposes of this policy, the School defines a "personal initiative" as any action taken by an individual without the official support and approval of the School regardless of whom the initiative benefits.
- v. The School will endeavor not to expose Students to commercial interests or advertising without a compelling reason and without prior approval from the Director.

3.6.2 Funds from other sources

A. Aid or grants to the School

The Board may choose to accept Aid or Grants, unless there is reason to believe that the conditions of acceptance may limit the School's autonomy, or in any way adversely affect the School, and only if the acceptance of such funds does not contravene the Board's approved fundraising principles as stated in 3.6.1.

B. Gifts, Donations, Bequests

The Director may accept on behalf of and for the School any Bequest or Gift for any purpose deemed to be suitable, provided the acceptance and use of such Gifts or

Bequests do not contravene the School's Values, or any of the principles stated in this policy, including the following:

- i. The School will not make requests for Donations outside of the Parent community without prior approval by the Board.
- ii. The School will not burden the Parent community with excessive requests for Donations.
- iii. The Board must approve Gifts or Bequests of a value greater than three thousand dollars (\$3,000).
- iv. As a non-profit organization, the School will require that all Gifts, Donations and Bequests be given freely and unconditionally without any commercial or material agreement that could be construed as a conflict of interest, or as giving rise to a commitment from the School, or as conferring rights to the donor. A signed donor declaration provided by the School must accompany all Donations.
- v. The School will encourage Donations from Hungarian taxpayers under the Hungarian Government's 1% tax donation law for the benefit of the Foundation, to support School operations and activities.

3.7 Accounting and Reporting

3.7.1 Accounting systems

The Finance and Building Committee must approve the computerized accounting system.

3.7.2 Director's expenses

The Business Manager shall approve all expense reports of the Director in a timely manner and in addition the Treasurer will receive a report to review on an annual basis (within six months of the end of the prior school year.)

3.7.3 Audits

The Board shall, on a five (5) year basis, engage an authorized public accountant or firm of authorized public accountants to make an annual examination of all financial books and documents of the School, and to render its report to the Finance and Building Committee within a reasonable period of time. The Treasurer will then report to the Board concerning the findings of the audit for final approval. This firm shall be expected to provide counsel to the School.

3.7.4 Insurance management

The School shall maintain adequate levels of insurance for the School and the Foundation in order to cover losses from fire, theft, accidents, liability and other risks as the Board sees fit. The Director shall recommend the appropriate levels and annually review all coverage with the Treasurer or his/her designate. The following types of insurance shall be carried, in amounts approved by the Board, and it shall be the responsibility of the Director to see that all necessary policies are in order at all times:

- i. Fire, lightning and weather related causes- buildings owned and buildings permanently used by the School, School contents, and School-owned contents in Faculty's dwellings;
- ii. Robbery - money, office equipment, School capital items;
- iii. Fidelity - all employees of the School responsible for handling School funds;
- iv. Public liability - premises and operations;
- v. Statutory liability - automobile (bodily injury, property damage and physical damage to the automobile for replacement value);
- vi. Personal injury;
- vii. Any other relevant insurance coverage appropriate to an International School, and its operation.
- viii. Directors' and Officers' Insurance

3.7.5 Facilities usage

In accordance with the School's Vision of offering rich and challenging programs for Students and the community, and with the Board's responsibility to provide an environment that is conducive to achieving high educational standards, and to oversee fiscal matters pertaining to the overall operation and physical structure of the School, the Board will uphold the following principles and policies with regards to the use of the School's facilities:

- A. The School's primary purpose is the education of its Students and its priority with regard to the use of the School's facilities is to achieve the School's Mission, realize the School's Vision and promote the School's Values.
- B. The Board authorizes the use of the School facilities for enhanced learning, recreational and cultural opportunities for our Students, Faculty and Parents, as a means of strengthening our sense of community.
- C. The Board also authorizes the Director to grant the use of the School facilities to select outside organizations for learning, recreational, and cultural activities in order to enhance the School's relationship with the local Nagykovácsi community and the people of Hungary, provided that these relationships offer learning opportunities to our Students, or benefits to the School and/or its stakeholders.

Use of the School's facilities by outside organizations can only be granted within the parameters outlined in Sections E through G of this policy.

- D. The School's facilities, as well as the existence of an active, vibrant community, and a varied selection of rich and challenging programs, are considered major competitive advantages that should be promoted accordingly and appropriately. This competitive advantage should be taken into consideration when making decisions about use, primarily as it relates to use by outside organizations, and the need to maintain a level of exclusivity for the members of our School community.

- E. Priority of use is granted to the School's stakeholders in the following order:
 - i. Student learning as part of the curriculum;
 - ii. Student learning outside the curriculum;
 - iii. Faculty, Administration and Parent learning;
 - iv. Student, Faculty and Parent recreational and cultural activities;
 - v. Learning, recreational and cultural activities for organizations from the Nagykovácsi village community, within the parameters listed below.

- F. The Director is responsible for implementing and monitoring an operational decision-making structure for the approval of applications for facilities usage. The Director must consider the following priorities and parameters when approving applications for facilities usage by outside organizations:
 - i. Security issues and general safety of all users;
 - ii. Protection of the School's assets;
 - iii. Liability and Risk Management;
 - iv. Scheduling;
 - v. Preservation of the School's autonomy and ability to fully control its facilities;
 - vi. Preserving a level of exclusivity for the School community as a competitive advantage;
 - vii. Cost recovery, as detailed in Section G;
 - viii. The School is a privately-funded, not-for-profit, apolitical, and non-religious organization and reserves the right to refuse to grant permission for the use of its facilities to any individual or group that wishes to use the facilities for commercial use, personal profit, advocating causes or promoting ideologies that conflict with the School's Mission, Vision and Values or that may cause controversy, or for any other reason the School deems appropriate;
 - ix. The relevant organizers should ensure all activities within the parameters of Hungarian law (or the principles within the Government-to-Government Agreement) and safety regulations.

- G. The use of the School facilities outside normal School hours for the purposes mentioned above must not incur additional cost for the school. The following fees will, therefore, be charged for the use of School facilities:
- i. Use of facilities for Student learning in pursuit of excellence as part of the curriculum, or the After School Activities Program will be made available free of charge;
 - ii. Use of facilities for Faculty recreation may be made available free of charge;
 - iii. Use of facilities for Student learning/recreation that is outside the School curriculum and not exclusive to Students (e.g. after School national language classes) will be charged at an appropriate cost recovery;
 - iv. Use of facilities for Parents may be charged at an appropriate cost recovery;
 - v. Use of facilities by approved Nagykovácsi groups will be charged at cost recovery. All Nagykovácsi groups must be pre-approved by the Mayor's Office per the cooperation agreement between the School and the village of Nagykovácsi.

4 INSTRUCTIONAL PROGRAM

4.1 Instructional Goals

The Board, Administration and Faculty will endeavor to provide the highest quality education, which will encourage and assist every Student to:

- i. Achieve their highest academic potential while developing an enthusiasm for learning;
- ii. Develop the ability to think critically and communicate clearly in the fundamental disciplines of mathematics, world languages, the sciences, humanities, social sciences, and the arts;
- iii. Develop effective learning techniques, self-motivation, self-direction, and self-discipline;
- iv. Understand and respect people belonging to different societies and nations;
- v. Develop good health habits and to maintain physical, mental, and emotional well-being;
- vi. Learn the habits and attitudes of responsible world citizenship and environmental sustainability;
- vii. Encourage the development of their own creativity, talents, and goals to experience success and self-worth; and
- viii. Prepare for a world of rapid change and unforeseeable demands that are answered by continuing education.

4.2 Cross-Cultural Learning Opportunities

The Board recognizes the exceptional opportunities for learning and growth that young people gain from living in an international setting. Every effort will be made by teachers to take advantage of these opportunities, academically, socially, and culturally with particular attention to our host country, Hungary.

4.3 Grade Levels

The American International School of Budapest is a private, co-educational, not-for-profit, day school. The medium of instruction is English. It serves qualifying international and Hungarian Students in Multi-Age through grade 12 and culminates in an International Baccalaureate Diploma and/or American High School Diploma.

4.4 Class Size

Generally, class size will range between twelve (12) and twenty (20) Students per class. Exceptions may be made to this depending on the class composition or course of study with the approval of the Director.

4.5 Curriculum Development

The Director will be responsible for the coordination of curriculum development with the Principals, other Faculty members, and others as appropriate.

The Director shall inform the Board of major additions to or deletions from the curriculum, such as adding a curriculum area or grade level.

4.6 Evaluation of the Instructional Program

The Board expects the Director to evaluate the education program regularly by reviewing each subject area periodically based on standardized test results and international best practices. Such evaluation may be expected to lead to recommendations for modifications of practice or changes in content in existing courses or the development of new courses.

The Director shall report periodically to the Board on the development and evaluation of the curriculum.

4.7 Special Instructional Programs

4.7.1 English as an additional language

The School accepts Students with no previous experience of English from Multi-Age through grade 6. In grades 7 through 12, candidates must demonstrate increasing levels of language proficiency, as determined by an English language assessment administered at the School.

4.7.2 Substance abuse, family life and sex education

Special instruction will be incorporated into the curriculum relating to substance abuse of alcohol, drugs, tobacco, vaping by an e-cigarette or similar device and family life/sex education including AIDS and other communicable diseases. Materials will reflect the needs and abilities appropriate for the grade level.

4.7.3 Teaching about issues of special interest

The Board encourages the consideration within the instructional program of any issue of special interest. These arise either in the normal pursuit of the School's curriculum or, in particular as in contemporary affairs of political, economic, environmental or social significance and concerning which the Student at his/her level, should have an opinion.

4.7.4 Services for exceptional children

The School is dedicated to providing a continuum of instruction that meets the interest of Students within a broad range of learning needs subject to the School's capabilities. We recognize that Students require curriculum differentiation in pace, depth, or complexity to provide an appropriate level of challenge and to allow Students to reach their full potential.

Additional information, including evaluations, reports, accepted individual education plans or school referrals may be required to help the School assess, including during the application process, whether it can meet the learning needs of the child.

4.8 Extra-Curricular and Athletic Programs

The School will offer extra-curricular activities for Students. The scope and variety of these activities will vary from year to year. Continuity will be encouraged in the major areas of extra-curricular activities (e.g. Student publications, drama, sports, music and service).

4.9 Instructional Resources

Responsibility for the review and selection of instructional materials will rest with each Principal and the various curriculum committees. Faculty who will use the texts may be included as committee members.

Responsibility for selection and adoption of library materials (print and audio visual media) will rest with the librarian in consultation with the Faculty.

The use of the School's library will be restricted to the School Personnel, Students and Parents. The Director may authorize persons not in those categories to use the library at his discretion.

The School will have a plan in place to implement distance learning in case of extended school closure.

4.10 Field Trips

Field Trips are encouraged as long as they do not seriously interfere with the educational routine.

On all Field Trips involving Students, provision will be made for proper supervision by Faculty. Parents may be invited by the Faculty to assist in such supervision if required. The School is ultimately responsible to assure that Parents are informed in writing a reasonable time before their children participate in a Field Trip.

4.11 School-Sponsored Trips

School-Sponsored Trips are part of the School's educational and extracurricular activities. As such, provision will be made for proper supervision by Faculty or coaches at all times during School-Sponsored Trips. Students and Faculty shall be subject to all School policies at all times during School-Sponsored Trips.

4.12 Academic Achievement

4.12.1 Report cards and conferences

The Board expects that the progress of Students be communicated to Parents on a regular basis by report cards and by Parent-Teacher conferences.

4.12.2 Standardized tests

Standardized tests will be administered on an annual and grade-appropriate basis. Test results will be communicated individually to Parents and will be used as a tool for the evaluation of the progress of an individual Student.

The Director will communicate the results of standardized tests by grade and subject in a timely manner to the Board to enable the Board to assess the School's instructional program's effectiveness over time.

5 The Students

5.1 Responsive and Fair Education Opportunities

The School is committed to an admissions policy that enables the School to accomplish its mission and fulfill its vision in a manner that is fair, transparent, and consistent with its founding documents and core purpose. Candidates and current Students will be eligible for admission and/or continued enrollment based on:

- i. The potential of the applicant to benefit from the educational services available;
- ii. The capacity of the School to meet the educational needs of the applicant;
- iii. The extent to which the Student's admission will enable the School to maintain diversity and the integrity of its English language learning environment. To this purpose, The Director shall strive to ensure that no country will be represented by more than twenty percent (20%) of the Student body per grade, with the exception of dependent children of U.S. citizen employees under the authority of the Chief of Mission of the U.S. Embassy Budapest in recognition of its status as founder of the School and of Students benefiting from a scholarship under Section 5.4.

5.1.1 Admission and placement criteria

To best serve its mission and achieve optimum enrollment, the School will establish and follow admission and placement procedures and regulations as outlined below.

- i. Candidates for admission must submit application materials as required by the School.
- ii. Students enrolled at the end of the previous Academic Year who have met the terms of the Board's financial policies will be re-enrolled for the following year if the Parents have stated their intention for the Student to return prior to the date set out in the fee schedule as per section 3.6.2 and the Student demonstrates, as indicated in the Student Record or testing, his/her ability to meet academic and behavioral standards of the grade level. In certain cases, the School may offer conditional acceptance for newly entering Students, i.e. accepting a Student on a one-year trial basis.
- iii. Pursuant to 5.1.7, all dependent children of U.S. citizen employees under the authority of the Chief of Mission of the U.S. Embassy Budapest who request admission and are able to meet the School's standards of admission will be enrolled at any time of year (including children of embassy staff and grantees).
- iv. If they have completed the application process prior to March 1st, siblings of Students enrolled will be given priority for admission.

- v. All dependent children of the members of the Faculty who request admission and are able to meet the School's standards of admission will be enrolled.
- vi. Other applicants for the next Academic Year will then be considered. For applications received by April 15th, the enrollment status of the applicants for the following Academic Year will be confirmed on May 1st. If enrollment is at capacity, the School will follow its wait list policy (Section 5.1.7).
- vii. Applicants for the current Academic Year who apply after April 15th may be admitted for the remainder of the Academic Year if there is space available for the following Academic Year.
- viii. Acceptance of mid-year arrivals (i.e. January onward) can only be confirmed from or after September of the same Academic Year in which they will be enrolled. In such cases, a non-refundable prepayment of school fees for the period of enrollment for that Academic Year is required.

5.1.2 English language requirements and EAL

The School accepts Students with no previous experience with English from Multi-Age to grade 6. In grades 7 through 12, candidates must demonstrate increasing levels of language proficiency, as determined by an English language assessment administered at the School. The development of academic language takes time and the School is committed to preparing Students thoroughly for the college or university of their choice. Therefore, Students entering grades 10 through 12 must have a substantial level of English competency. In addition, to ensure effective support for English as an Additional Language (EAL) Students, and to protect the English-language learning environment in all classrooms, EAL admissions will be capped at thirty percent (30%) maximum per grade.

5.1.3 Entrance age Elementary School

Students are eligible to begin Multi-Age if they are three (3) years old on or before September 1 of the same Academic Year. Students who turn three (3) after September 1 may be eligible to join during the school year if they meet the criteria outlined by the School. Students are eligible to begin Kindergarten if they are five (5) years old on or before September 1 of the same Academic Year. Students already enrolled (for a minimum of 12 months) at AISB and who turn five (5) after September 1 may be eligible to move from Multi-Age to Kindergarten during the school year if they meet the criteria outlined by the School. Students are eligible to enter first grade if they are six (6) years on or before September 1st of the same Academic Year.

At the discretion of the Director, an exception to the above age eligibility requirements for a Student relocating from an accredited school may be possible and would be based on a review of the Student's previous school records and an entrance assessment.

Students for other grade levels are placed in grades that most nearly approach the chronological age for the Student taking into account the academic history. Students who follow a January to December Academic Year will be enrolled in the grade level they last completed. In all decisions, the Student's likelihood of success in the School curriculum will be a key factor.

5.1.4 High School

Students applying for admission to the High School program must demonstrate the potential to graduate from High School before they reach twenty (20) years of age.

5.1.5 High School graduation requirements

The minimum requirement for Students who have been enrolled in the School since the ninth grade is to accumulate twenty-four (24) credits distributed among the academic departments as listed below. Students are also required to complete the High School health curriculum. Service is an important part of our curriculum and Students must contribute in a satisfactory manner in order to graduate.

Students must have completed at least six (6) credits with passing grades to be considered for tenth grade. Students must have a minimum of twelve (12) credits with passing grades to be considered for grade 11.

General Subject Area requirement:

English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Foreign Languages	3 credits
Electives	4 credits
Fine Arts	2 credits
Physical Education	2 credits

TOTAL: 24 credits

NOTE: Graduation requirements may be amended for Students who transfer to the School in their junior or senior year and for those Students in the International

Baccalaureate diploma program. All efforts must be made to ensure the core academic requirements in science, mathematics, foreign languages, English, and social studies are met. Students are required to be enrolled in six (6) periods of class instruction every year.

5.1.6 Re-admission after the senior year

Students who have failed a course or courses as seniors will not be readmitted. It is suggested that the Student complete the necessary credits in an accredited summer school program.

5.1.7 Wait list policy

Pursuant to the admissions procedures and regulations stipulated in Sections 5.1.1 through 5.1.7, the School operates a year-round rolling admissions policy based on class sizes as per Section 4.4:

Once a grade level has filled to this capacity, at the Director's discretion, two additional seats in each class could be made available to Students who meet both the School's standards and any of the following criteria:

- i. Dependent children of U.S. citizens engaged in carrying out U.S. Government activities in Hungary;
- ii. Students whose siblings have already been admitted in other grade levels at the School;
- iii. Students whose mother tongue or first language is English, in accordance with the School's founding documents.

All other eligible Students will be placed in a wait list and will be admitted based on a review of their application and an evaluation of the School's criteria. They must pay a registration fee to hold their place on the list. This fee will be reimbursed if the School is unable to offer a place. They will be offered a place if the grade level numbers drop below the class size as described in Sections 4.4 and 5.1.7 of this Policy Handbook.

5.1.8 Sabbatical Leave

Families wishing to take a sabbatical year from AISB, will have their child's place reserved for the school year, following the sabbatical year, on payment of 25% of the school fees for the sabbatical year. In these (rare) occasions, nationality and EAL caps in the returning class may be exceeded on the return of the child. The

child's return to AISB is subject to satisfactory reports from the interim school if any.

5.2 Student Health and Welfare

5.2.1 Child protection policy

Every Student who attends the School has the right to live in a safe and secure environment. To ensure this, the School's curriculum will incorporate information that will instruct the Students in this area as well as encourage them to seek help when appropriate.

While it is not the Board's policy to monitor the conditions under which the Students live, the Board does expect the School Personnel to be vigilant and proactive toward signs of abuse.

5.2.2 Student health and safety

The safety of Students will be ensured through the close supervision of Students in all School Premises.

5.2.3 Bullying

The School strives to provide a safe, inclusive, supportive and orderly learning environment. Bullying, including cyber bullying, harassment and violence, is not acceptable and will be dealt with expeditiously. Procedures and consequences are outlined in the Division Handbooks.

5.2.4 Tobacco, vaping, alcohol and illicit drugs-free environment

The School is committed to establishing a safe and secure environment for Students free from harmful substances. In order to protect the Student's well-being, health, safety and welfare, the School does not tolerate the use, possession, purchase, and/or distribution of tobacco, vaping from e-cigarettes or similar device, alcohol and Illicit Drugs by Students, on the School Premises, School-Sponsored Trips, Field Trips and School events.

Toward this end, the School's program will inform Students about those substances detrimental to the health and well-being of the individual, disruptive to the community and incompatible with the purpose and objectives of the School such as tobacco, vaping from e-cigarettes or similar device, alcohol and Illicit Drugs. It will

make Students aware of the consequences of their use upon both their mental and physical health as well as the legal consequences as defined by Hungarian law.

The Director shall ensure that all Middle School and High School Students and Parents are aware of the School Drug Policy and the consequences of breaching such policy as outlined in the Middle School and High School Division Handbooks. Parents and students shall indicate such awareness by signing a letter of acknowledgement.

Each Principal is responsible for the application of the appropriate consequences for violation of School Drug Policy. Appeals will be decided by the Director.

There are times when Student choices in regards to tobacco, vaping from e-cigarettes or similar device, alcohol or Illegal Drugs that occur off-campus may negatively impact the Student's well-being, in-School Student behavior, the School's climate, the School's ability to carry out its Mission or the School's reputation. These instances may result in non-disciplinary and/or disciplinary actions at the discretion of the Administration.

5.2.5 Immunization

The School requires, as a minimum, all immunizations required by the Hungarian Health Authorities. The School will require proof of immunization in the form of a vaccination certificate or doctor's statement prior to the prospective Student's enrollment.

5.2.6 Physical examinations

Upon admission and at least every three (3) years thereafter, Students will be required to submit the results of a physical examination by a licensed physician.

Upon admission, students will be required to submit the results of a physical examination by a licensed physician. Every second year physical examinations are also required. This service can be provided by the school doctor or by parent chosen physician. Obligatory vaccinations and medical tests for Hungary can be given by the school doctor or private doctor, in the latter case the school shall be informed.

Students participating in the inter-scholastic sports program will be encouraged to undergo an annual physical examination by a licensed physician prior to the first sports season in which they participate in that Academic Year.

5.2.7 Communicable diseases

School policy and procedures about communicable disease shall be based upon host country law, current knowledge of known risk factors and modes of transmission. The School will reflect concern for the individual as well as group welfare within the School community. The School will make every effort to ensure each person's privacy.

Incoming Faculty and Students are required to have a medical exam including a tuberculosis screening. Periodic examinations may also be required.

School Personnel will be instructed in universal precautions protocol during the first aid course taught by the nurses. The nurses will keep the School community notified of any outbreak of contagious disease.

5.3 Student Rights, Behavior and Discipline

5.3.1 Student involvement in decision making

The Administration will maintain open lines of communication with Students so the Students may voice their views and suggestions on School regulations and programs.

5.3.2 Access to the Student Record

The Parent or Student, if the Student is fourteen (14) or over, will, upon written request to the Director, have the opportunity to receive a copy of the Student Record as well as an interpretation of the Student Record, have the right to question those data, and if a difference of opinion is noted, will be permitted to file a letter in the Student Record stating his/her position.

Any School Personnel dealing directly and regularly with the Student has access to the Student Record.

Student transfer records will be given to Parents at the time of the Student's withdrawal from the School or records will be forwarded to prospective schools at the request of the Parents.

5.3.3 Student behavior

Good behavior in the School is extremely important to the School's program. In maintaining discipline, Faculty must be able to proceed with the assurance that support will be forth-coming from the Parents, Administration, and the Board.

Corporal punishment will not be used under any circumstances.

5.3.4 Student attendance / Student absences and excuses

Regular attendance is important for the Student to obtain maximum benefit from the educational program.

5.3.5 Middle and High School academic probation

The Middle and High School Principals will maintain procedures for academic probation. Such procedures shall be designed to ensure Student success. Regular and formal communication between Faculty and Parents will be the keystone to this process. Administrative procedures regarding academic probation will be included in the Faculty and Division Handbooks.

5.3.6 Student suspension

Students whose behavior violates the Rules of the School as specified in the School Division Handbooks, interferes with the educational program and/or whose behavior results in the destruction of School property may, at the discretion of the Principals or Director, be suspended from School for a period of up to ten (10) days. Suspension from School may be either in School or out of School at the discretion of the Principals or Director.

5.3.7 Student expulsion

Students who violate the Rules of the School, who interfere with the educational program and/or whose behavior results in the destruction of School property may be expelled from the School.

The procedure for considering expulsion is set out in the Student Handbook.

5.3.8 Searches and questioning on School Premises and at School-Sponsored Trips

Each of the Students and Parents are required to sign a separate addendum regarding authority to search and thereby expressly agree to the search of Student, his/her locker and/or belongings in accordance with the following:

1. Authority to search Student

Members of Faculty may make a reasonable search of a Student on the School's Premises, on Field Trips or on a School-Sponsored Trip if there is reasonable belief that the Student has in his/her possession an item or substance that is contrary to the School's rules. The search shall be made by a person of the same gender as the Student and in the presence of one additional Faculty Member.

2. Authority to search School

Members of Faculty may make a reasonable search of the physical plant of the School and its appurtenances.

If there is suspicion that items kept in the Student's locker and/or belongings, may be in violation of School Drug Policy and/or may endanger the well-being, safety and security of the School community, a member of the Administration or his/her designee and a Faculty Member may make a reasonable search of the Student's locker and/or belongings. The Student should be present at the search unless there is a direct danger to the well-being, health, safety and security of the School and School community.

5.4 Scholarship Program for Hungarian Students

The purpose of the program is to serve as an award for dependents of full-time non-teaching Hungarian employees of the School and employees of the American Embassy in Budapest and to encourage the academic advancement of worthy Students.

Scholarship Students will not be included in the nationality cap as per Section 5.1.

One new scholarship may be awarded each year and the recipient is entitled to continue at the School under scholarship unless it is revoked for one of the following reasons:

1. Academic performance
 - i. No grade of 4 (or less) in more than two academic subjects; No more than 2 grades of 'R' in Habits of learning;
 - ii. A Student who performs below this level will be put on academic probation, and a consultation will be held between the Parents and Faculty to determine what can be done to improve Student performance;
 - iii. A Student who is still on academic probation at the end of the Academic Year and has shown no improvement will have his or her scholarship revoked.

2. Behavior

i. If a Student receives two out-of-school suspensions, the scholarship will be revoked;

ii. A negative attitude toward the School can be cause for scholarship revocation. In such a case and prior to scholarship avocation, a conference will be called between the Parents and Faculty and the Student will be placed on probation;

If at the end of the Academic Year the Student has shown no improvement in his/her attitude toward the School, as determined by the Faculty, the scholarship will be revoked.

3. Termination of employment

If employment of the Hungarian employee of the School or the American Embassy in Budapest ends, the Student will be allowed to complete the Academic Year. The scholarship may be offered in succeeding years at the Director's discretion. If the employment is terminated due to retirement or death, the Student will continue to hold the scholarship until graduation.

6 School Personnel

The Chapter will only apply to the Expatriate Faculty Members, provided that they meet the requirements of Article 4 of the Decree ([...] they are citizens of a country other than Hungary and are not permanent residents of Hungary).

6.1 Teacher Qualifications

The minimum requirement for an Expatriate Faculty Member is a B.A. or B.S. degree. Additionally, a teacher certification from a recognized U.S. academic institution or its equivalent and two (2) years teaching experience in the hired field are preferred.

6.2 Sick leave

Expatriate Faculty Members shall be granted up to twelve (12) days of paid sick leave per Academic Year, with a maximum accumulation of one hundred twenty (120) days of sick leave. Sick leave is pro-rated for part-time Expatriate Faculty members according to their hours worked. After the third (3) day of any illness, the Director may require a statement from a physician, which describes the nature of the illness and/or the treatment. In the event of a major illness, special provision for leave and pay may be made at the discretion of the Director, with the approval of the Board.

Sick leave may be taken for the purpose of attending to sick children, spouses, or parent of the Expatriate Faculty Member, once personal leave is exhausted, for up to thirty (30) days of the Expatriate Faculty Member's total accumulated sick leave upon presentation of a physician's statement describing the nature of the illness and/or the treatment. No compensation is provided for unused sick leave. Sick leave may not be used for purposes other than the above.

6.3 Personal Leave

Two (2) days of paid personal leave per each Academic Year may be taken by an Expatriate Faculty Member. Personal leave is pro-rated for part-time Expatriate Faculty Members. Prior approval of the Divisional Principal, or alternatively, the permission of the Director must be obtained. Unused personal days cannot be paid or carried over.

6.4 Recruitment Leave

An Expatriate Faculty Member may be granted recruitment leave by the Director as per Faculty Handbook protocol. Any additional time must come from unused personal leave or without pay.

6.5 Maternity/Paternity Leave

Female Expatriate Faculty Members will be granted paid maternity leave as stipulated by this Section, to commence no later than the date of birth.

The female Expatriate Faculty Member will have the option to commence the leave up to thirty (30) days prior to the projected due date as established by the female Expatriate Faculty Member's physician (OBGYN). Further leave without pay may be granted by the Director upon a physician's recommendation.

Normal maternity leave extends for either seventy-three (73) calendar days at full pay or seventy-three (73) work days at seventy-two percent (72%) normal salary rate, as per the choice of employee subject to restrictions cited in this Section.

In addition, female Expatriate Faculty Members may use up to fifty percent (50%) of accumulated sick leave, but in no case may the employee reduce the sick leave to less than ten (10) days, to extend maternity leave.

The duration of maternity leave can be extended altogether up to one hundred sixty-eight (168) calendar days, the part of which is not covered by the paid maternity leave and the fifty percent (50%) accumulated sick leave shall be considered authorized leave without pay.

The seventy-three (73) work day option and fifty percent (50%) accumulated sick leave option may also be used over the summer break, thus affecting two (2) consecutive Academic Years, provided that the female Expatriate Faculty Member has a valid contract for both Academic Years.

Male Expatriate Faculty Members will be granted paid paternity leave as stipulated by this Section.

A male Expatriate Faculty Member will be granted five (5) days' leave on the occasion of the birth of his child.

Adoption will be managed on a case by case basis by the Director.

6.6 Bereavement Leave / Emergency Leave

A paid leave of five days plus reasonable overseas travel time, if necessary, will be given to an Expatriate Faculty Member to finalize arrangements in the event of a death in the employee's family, to include spouse, parent, child, sibling, grandparent, and parent of spouse. If bereavement leave causes the employee to return to the employee's home country, the school will pay for the airfare for the employee, spouse, and dependent children who are resident in Budapest. Under really exceptional circumstances, the Director may authorize the use of up to 5 sick days in addition to the above-mentioned bereavement leave days.

6.7 Force Majeure

An Expatriate Faculty Member shall be granted up to three (3) days of authorized leave-with-pay in each case when the Expatriate Faculty Member is unable to appear at work due to Force Majeure.

The Director shall decide if the event qualifies as a Force Majeure event.

If the Expatriate Faculty Member's absence from work due to a Force Majeure event lasts more than three (3) days, any subsequent days of absence shall be considered as authorized leave-without-pay. In case of an authorized leave-without-pay, the annual salary of the Expatriate Faculty Members shall be proportionally reduced.

In the case of a Force Majeure event, the Expatriate Faculty Member shall make best efforts to:

- i. Return to work as soon as possible; and
- ii. Immediately report to the Director the grounds for and the estimated duration of the absence from work, and the steps being taken to return to work.

Should the Expatriate Faculty Member fail to notify the Director, or is unable to demonstrate to the Director his/her compliance with points i.) and ii.) above, then all days of absence from work will be considered as unauthorized leave, with the consequences as stipulated in Section 6.8.

6.8 Leave Without Pay / Unauthorized Leave

All absences not covered by Sections 6.2 through 6.7 shall be considered leave without pay or unauthorized absence. This distinction shall be that leave without pay is applied for in advance in writing and approved by the Director, while unauthorized absence is an absence without advance approval. In either case one (1) workday's salary will be deducted from the employee's next paycheck. Two (2) cases of unauthorized absence or one (1) case lasting more than four (4) working days will be grounds of dismissal.

6.9 Leave of Absence

Expatriate Faculty Members with five (5) or more years of teaching experience at the School, may apply for a one-year leave-of-absence without pay or benefits and with a guaranteed job on his or her return. Leave-of-absence must begin at the commencement of an Academic Year and must be approved by the Board.

Expatriate Faculty Members accepting leave-of-absence are expected to return at the end of the stipulated period of leave. Failure to do so will result in loss of contract completion benefits.

6.10 Contracts/Contract Renewal

Expatriate Faculty Members will have a one (1) year contract except Overseas-Hire Faculty Members who will have an initial two (2) year contract.

In the event that the School elects to offer an employee an extension of his/her employment, then the School shall provide the employee with written notice of the details of such extension no later than November 15th of the aforementioned Academic Year. In order to be valid, the employee shall return the contract duly signed within 10 working days following the receipt of the written contract offer of the School.

The decision to extend employment is at the discretion of the Director, who is under no obligation to extend such offers to any Expatriate Faculty Members.

6.11 Faculty Professional Growth

The aim of professional growth and evaluation for Expatriate Faculty Members is to continuously improve Student learning. Expatriate Faculty Members are encouraged to seek to improve instruction to meet the needs of our Students through a reflective dialogue about teaching and learning with a focus on

continuous improvement.

The aim of the Faculty professional growth and evaluation process is designed to provide the time, resources and structures necessary to ensure that all Faculty learn and grow.

The Director or member of the Administration will observe and evaluate each Expatriate Faculty Member on a regular basis as outlined in the Faculty professional growth system which is updated on an annual basis. The professional growth of each Expatriate Faculty Member may involve a formal evaluation by their Principal or Director, peer observation by a colleague or participating in action research or teacher mentoring at the School.

If there is a concern about an Expatriate Faculty Member, then that concern needs to be addressed and clearly communicated to the member of Faculty. The Expatriate Faculty Member will be placed on a targeted Faculty support system to address their teaching performance.

However, if an Expatriate Faculty Member has a significant problem with inappropriate, unethical, or illegal behavior then they will be notified by the Director that a contract will not be offered for the next Academic Year or, if a contract has been signed for the next academic year, such contract for the next academic year will be terminated. In a severe case, they would not be able to complete their teaching assignment for the then current Academic Year.

6.12 Salary Payment

All salaries will be paid in accordance with the frequency as set out in the Faculty Handbook.

6.13 Faculty Salary Schedule Placement

The salary schedule as determined by the Board will be used as a guideline for individual salary placement.

The salary schedule of Expatriate Faculty Members will reflect academic preparation, teaching experience and the needs of the School.

6.14 Part-Time Expatriate Faculty Members

Part-time Expatriate Faculty Members will be paid on a pro-rated basis, calculated on the number of periods or hours taught per week vis-à-vis the normal working

hours of a full-time Expatriate Faculty Member, and their placement on the salary schedule.

6.15 Salary Increment

An annual salary increase will be given only to those full-time Expatriate Faculty Members who have completed a full year of employment at the School. A part-time Expatriate Faculty Member will be entitled to a salary increase based on experience, provided he/she works a full year.

6.16 Substitute Faculty Members

A substitute Faculty Member teaching more than ten (10) consecutive days in one assignment will be paid at the salary rate of a full-time Faculty Member of the School in the same position. As a full-time Faculty Member, the substitute will be paid according to where they would be placed on the Faculty salary scale. Other benefits will not apply.

Substitute Faculty Members teaching less than ten (10) consecutive days will be paid at a rate that is annually determined by the Director.

6.17 Medical/Dental Insurance

All Expatriate Faculty Members who teach a minimum of two-thirds ($2/3^{\text{rd}}$) time and for whom the Decree or local laws do not require the School to make health contributions will have the option to participate in the group medical and dental plan selected by the School. Expatriate Faculty Members shall have the option to participate individually or to include any spouse and/or dependent children. In any case, the cost of participation shall be borne entirely by the School.

6.18 Disability Insurance

All Expatriate Faculty Members who teach a minimum of two-thirds ($2/3^{\text{rd}}$) time and for whom local laws do not already require the School to make contributions toward a disability plan shall have the option to participate in the School's disability insurance plan. The cost of participation will be borne by the School.

6.19 Contribution to Retirement Program

All Expatriate Faculty Members may participate in a private retirement program.

For all Expatriate Faculty Members hired before January 2007, the School's contribution shall be limited to five percent (5%) of the annual salary paid and shall increase by one percent (1%) in each year of consecutive employment up to a maximum of eleven percent (11%).

For all Expatriate Faculty Members hired after this date, the School's contribution shall be limited to five percent (5%) of the annual salary paid and shall increase by a half percent (0.5%) in each year of consecutive employment with a maximum of ten percent (10%) of the Salary during the Expatriate Faculty Member's eleventh (11th) and subsequent years of employment.

In all cases, the Expatriate Faculty Member shall, unless otherwise agreed, receive the funds direct, as with monthly pay.

6.20 Group Life Insurance

The Expatriate Faculty Member will be covered by a group life insurance policy while employed at the School.

6.21 Professional Development Fund

The Director shall establish a professional development fund as part of the Budget process and shall utilize such funds as per the Faculty Handbook.

6.22 Taxes

The School will not assume any tax liabilities for individuals except those obligations specified by the Decree.

6.23 Local-Hire Expatriate Faculty Housing Policy

Local-Hire Expatriate Faculty Members hired before August 2008, are eligible to a housing and utilities allowance as defined in the Faculty Handbook.

6.24 Education of Children

The Expatriate Faculty Member, or in the case of Married Faculty Couples, that couple, may enroll a maximum of two Dependents at the School free of charge provided that the Expatriate Faculty Member or the spouse of the eligible Expatriate Faculty Member is not eligible to be reimbursed by his/her organization for the School fees.

Where any reimbursement eligibility exists, the Expatriate Faculty Member shall pay an amount to the reimbursement eligibility amount toward the total School fees that would be due provided that this amount should not exceed the applicable tuition for that year for each Dependent of the Expatriate Faculty member attending the School. Any further Dependents must enroll at the full rate, including all fees payable.

Overseas-Hire Faculty Members benefits shall be provided as per the Faculty Handbook.

7 Communications and Public Information

The School's communications and community relations programs are important tools which help the School demonstrate its commitment to the Mission, Vision and Values. The Director is accountable for ensuring that these programs are both effective and appropriate. The Board, in cooperation with School Personnel, the Parent School Association and Students, shall seek opportunities to communicate with stakeholders and the public in general regarding the School's educational philosophy and long-term vision. Transparency in communication is an important aspect of this policy. The Board and School Personnel shall remain diligent in ensuring transparency exists in all communications.

7.1 Internal Communication

The Director is accountable for ensuring that internal communications within the School community are accurate, timely, useful and available to appropriate audience. The Board shall communicate with Parents and other stakeholders from time-to-time as necessary regarding the execution of Board policies.

7.2 External Communication

The Director is accountable for ensuring that communication to the general public in all forms is appropriate and accurate and serves the greater purpose of advancing the School's Mission, Vision and Values. The Board shall communicate with external stakeholders as needed regarding the execution of Board policies and also to develop and execute the School's long-term vision. In case of an emergency or other event which would require statements to the press, either the Board Chair or the Director or their respective designates shall have sole authority to speak on behalf of the School.

7.3 Confidentiality

The School shall ensure that Confidential Information is protected at all times, and only disclosed if required by law. Employment contracts shall require that Confidential Information is protected at all times as required by policy and Hungarian law.

7.4 Use of School Logo and Name

Use of the School Logo and/or name shall be restricted to activities which have specifically been approved by the Director.

7.5 School Community Drug Policy

The School does not tolerate the use, possession, purchase, and/or distribution of tobacco, vaping from e-cigarettes or similar device and illicit drugs by the entire school community on the School Premises, School-Sponsored Trips, Field Trips and School events.

8 Appendix

8.1 AISB CONSTITUTION

CONSTITUTION

OF THE AMERICAN INTERNATIONAL SCHOOL OF BUDAPEST

ARTICLE I THE SCHOOL

The name of our school is The American International School of Budapest ("School"). The main office of the School is located at H-2094 Nagykovácsi, Nagykovácsi út 12, and the registered seat of the School is at H-2094 Nagykovácsi, Nagykovácsi út 12.

ARTICLE II THE SCHOOL'S CHARACTER

Pursuant to Government Decree No. 32/1999 (II.26.) on the Publication of the Agreement ("Agreement") between the Government of the Republic of Hungary and the Government of the United States of America on the Legal Status of the American International School of Budapest ("Decree"), the School is a not-for-profit organization, having a legal personality and a seat in the territory of Hungary. The Ministry of Education of the Republic of Hungary registered the School under No. 10 in the ministerial registry of foreign educational institutions in 1999.

The maintainer of the School is the American International School of Budapest Foundation, a foundation organized and existing in Hungary and registered with the Budapest Metropolitan Court under registration line number 5747 (1995) ("Maintainer"). The School and the Maintainer are both referred to in the Decree and each shall be entitled to the respective benefits provided for it in the Decree and shall operate in compliance with the provisions of the Decree.

ARTICLE III THE SCHOOL'S PURPOSE

The School is a private, co-educational, not-for-profit day school enrolling students in pre-kindergarten through grade twelve. The medium of instruction is English. The School's purpose is to provide an education for qualifying international and Hungarian students in the community. The School's curriculum reflects the best practices in both U.S. and international education culminating in the awarding of an U.S. High School Diploma and / or an International Baccalaureate Diploma.

The School is committed to the following Mission:

AISB prepares its students to be responsible global citizens and inspires in each a passion for knowledge and life-long learning. We are a nurturing and diverse community that instills respect for self and others, develops the whole child, and strives for academic excellence.

ARTICLE IV THE BOARD

The Board is the governing body of the School ("Board"). All matters that pertain to the making of policy for the School will rest with the Board. The Board's primary responsibilities are to provide:

- i. Education for the students;
- ii. Constructive work environment for the School Personnel;
- iii. Facilities for the operation of the School;
- iv. Financial leadership in all matters;
- v. Individuals not associated directly with the School can be appointed to serve as a voting member of the Board.

A. BOARD AUTHORITY, OBLIGATIONS AND RESPONSIBILITIES

1. The Board's authority, obligations and responsibilities are to:
 - i. Provide an environment which is conducive to achieving high educational standards;
 - ii. Exercise legislative authority over the School;
 - iii. Determine and amend policies by which the School operates and ensure that the Policy Book is in accordance with this Constitution;
 - iv. Ensure effective leadership of the School and evaluate the results based on the goals and policies of the School;
 - v. Delegate executive, supervisory and instructional authority to the employees of the School;
 - vi. Oversee fiscal matters pertaining to the overall operation and physical structure of the School;
 - vii. Organize and manage itself to fulfill its responsibilities.
2. In the course of fulfilling its obligations and responsibilities the Board is especially authorized to do the following:
 - i. Hire and dismiss the Director, in whom the Board places the administration of all policy decisions;

- ii. Establish the duties of the Director, set evaluation criteria and evaluate the Director's performance;
- iii. Legislate the policy of the School, authorize discretionary administrative powers to the Director, and hold the Director accountable for the implementation of these policies;
- iv. Approve and amend the Policy Book as necessary;
- v. Amend this Constitution;
- vi. Make resolutions on strategic, financial and other appropriate matters not covered by policy that reflect the consensus of the Board;
- vii. Establish committees to consider matters on behalf of the full Board;
- viii. Approve major curriculum changes for the School;
- ix. Approve the Budget of the School;
- x. Set tuition and other fees;
- xi. Remove Board members for just cause;
- xii. Decide on the closing of the School.

B. COMPOSITION OF THE BOARD

The Board shall consist of a total of thirteen members in the following proportions:

1. The Honorary Chair

The Honorary Chair is the Ambassador of the Embassy of the United States of America in Budapest, Hungary who has the authority to:

- i. Confirm Board members and officers in their positions;
- ii. Appoint the U.S. Embassy representative to the Board;
- iii. Ensure that the School's Policy Book is not contrary to the interest of the U.S. government as represented by the U.S. Embassy in Budapest.

2. Voting Members

The Board shall have eleven voting members as follows:

- i. Three members elected by eligible voters in an election organized by the Board;
- ii. One U.S. Embassy representative appointed by the Honorary Chair;
- iii. Seven additional members appointed by the Board reflecting the international communities represented in the enrollment of the School.

3. Non-voting Member

The Director is the ex-officio non-voting member of the board

C. TENURE OF BOARD MEMBERS

Board members will have the following tenure:

1. The Board shall endeavor to ensure continuity of Board membership from one Academic Year to the next and that a majority of Board members serve two-year terms.
2. All voting members will serve for a period of two years. However,
 - i. Voting members who have served as elected representatives may be re-elected or subsequently appointed to serve an additional two-year term or terms, but shall not serve more than six (6) consecutive years in total;
 - ii. Voting members who have been appointed may be reappointed at the end of the two-year term to serve an additional two (2) year term or terms, but may not serve more than six (6) consecutive years in total;
 - iii. The Board shall have the right to re-appoint elected or appointed members who have not reached their six (6) consecutive year term limit for one year only when necessary, in order to preserve Board continuity, or for any other reason deemed to be in the best interest of the Board or the School.
3. The Director serves on the Board for his/her entire tenure.

D. OFFICERS

All Board officers serve upon approval by the Board. The normal tenure for an officer is one year, but officers may be re-elected by the Board to serve additional terms, as long as they are members of the Board.

The Board has the following officers:

1. The Chair

The Chair is elected by the Board. In accordance with the procedures governing small boards, as outlined in Robert's Rules of Order, Section 48, the Chair can make motions and vote on all matters. The specific duties of the Chair are to:

- i. Set agendas for the meetings of the Board with the Director;
- ii. Call and preside at all legal sessions of the Board;
- iii. Oversee organization of Board training, planning, and development sessions.
- iv. Ensure that election and appointment procedures are followed;
- v. Implement the evaluation process for the Director and the Board;

- vi. Oversee the interpretation and application of the Board's policies with the input of the Governance Committee, and ultimately the consensus of the Board;
- vii. Ensure that the Board's work is carried out on schedule;
- viii. Build and maintain a positive Board-Director relationship;
- ix. Ensure the integrity of the Board;
- x. Propose Board committees for Board approval and recommend Board members to serve on these committees;
- xi. Recommend candidates for election by the Board for Vice-Chair, Treasurer and Secretary.

2. Vice-Chair

The Vice-Chair will be elected by the Board upon the recommendation of the Chair from among the voting members of the Board, and has full voting privileges. The Vice-Chair will perform all duties of the Chair in the Chair's absence. Other duties will be negotiated between the Chair and the Vice-Chair.

3. Acting Chair

In the absence of both the Chair and the Vice-Chair the longest serving Board member will serve as Acting Chair.

4. Treasurer and Secretary

The Treasurer and the Secretary will be elected by the Board from among the voting members of the Board, upon the recommendation of the Chair and have full voting privileges. The duties of the Treasurer and the Secretary will be determined by the Board and described in the Policy Book.

E. ELECTION OF BOARD MEMBERS

The term of the three elected members of the Board ideally would be staggered, rather than concurrent, to provide for continuity. These three members will be chosen from the Parent community by eligible voters in an election organized by the Board during the final trimester of the Academic Year, subject to the following conditions:

1. The Board will give advance notice of the date and time of the election and will ensure that it is widely publicized among eligible voters.

2. To run for election a potential candidate must be nominated and seconded by an eligible voter – once nominations are closed, the names of all valid nominees will appear on the ballot.
3. An electronic ballot will be made available on the School’s website for at least ten School Days prior to the election. During the voting period, ballot boxes may also be made available to voters at school, on specific dates.
4. Fifteen percent of the eligible voters must participate for the election to be valid.
5. The number of candidates must be greater than the number of positions available in order to ensure voter choice. If the number of candidates is not greater than the number of positions, the deadline extended by one (1) week (a minimum of five School Days). Candidate names and their biographical information sheet will be made public once nominations are closed.. If no additional candidates come forward, the candidates will be considered elected.
6. If the election requirements are not met, the Board will declare the election invalid and inform the community of the School.
7. If an election is declared invalid:
 - i. Due to lack of voter participation, then a new election will not be called and the Board will make the necessary appointments.
 - ii. Due to problems with the election procedure, then the Board will immediately call another election. New candidates may be nominated in accordance with Article IV.E.2 above.
8. In the event that there are no candidates who have submitted valid nominations, the Board will appoint members as appropriate.
9. Elected members shall assume their official positions on the day following the last day of the Academic Year in which they are elected.
10. In the event that an elected member resigns or is otherwise unable to complete his/her term, the Board will appoint a member to complete the remaining portion of the resigning member’s term.

F. BOARD MEETINGS AND OPERATIONS

1. A quorum exists if at least seven Board members of whom at least six have voting rights are present.
2. All proposals must be approved by a simple majority vote with the following exceptions:
 - i. Approval by seven voting members is required for the following matters:
 - Approval and changes to the budget of the School;
 - Approval and amendment of the Policy Book;

- Decision on investments exceeding one hundred thousand dollars (\$100,000);
 - Appointment or removal of a member of the Board.
- ii. Approval by seven voting members and that of the Honorary Chair is required for the following matters:
- Amendment of this Constitution;
 - Closing of the School.
3. Board members hold authority only when acting as part of the Board in legal session. Any action or statement by an individual Board member reflects the Board's decision only when earlier approved by the Board in a legal session.
4. The Board will normally meet a minimum of six sessions per Academic Year..
5. The Chair reserves the right to call additional Board meetings at any time to address extraordinary circumstances.

Article V

DISTRIBUTION OF ASSETS IN CASE OF THE PERMANENT CLOSING OF THE SCHOOL

If the Agreement is repealed or terminated by either of the parties to it and for this or for any other reason the Board decides to close down the School or without a Board decision the School is forced to close down its operation for an unlimited period of time or for a time the term of which is undeterminable at the time of closing, the School shall cease to operate. In this event all real, tangible and other assets of the School (jointly "School Assets") shall automatically transfer to an entity to be formed or in case of an existing entity, appointed by the Board ("Entity"), to act as the owner of the School Assets before and with respect to all private and public authorities, entities and all other organizations and individuals.

It shall be the obligation of the Entity to pay all legitimate claims that are outstanding at the time of the closing of the School. It will also be the Entity's right and obligation to collect, manage and maintain all remaining School Assets and files, and vigorously pursue any claims that are necessary for the fulfillment of its duty as the designated owner of the School Assets.

Article VI
DATE OF EFFECTIVENESS

This amended and restated Constitution will be effective upon the date of ratification by the Honorary Chair.

Ratified by and Dated:

David J. Kostelancik

Charge' d' Affaires and interim of the United States of America to Hungary

BOARD RESOLUTION DATED DECEMBER April 25th, 2017

Members of the Board have duly examined and approved this amended and restated Constitution by this resolution as duly moved and seconded in the meeting of the Board held at AISB's Nagykovácsi campus on April 25th, 2017.

Signatures:

Signature on file

Signature on file

Dominic Arbuthnott
Board Chair 2016-17

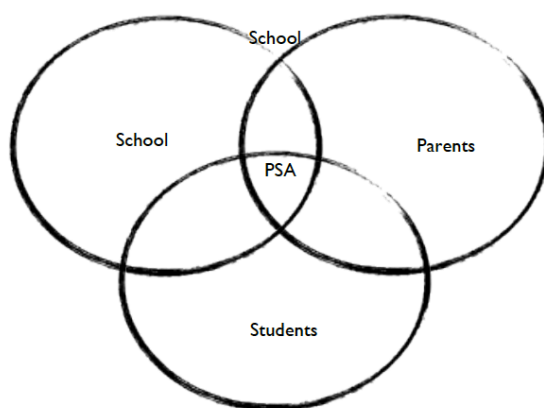
Jay Ferland
Governance Committee Chair 2016-17

8.2 PSA-BY-LAWS

American International School of Budapest Parent-School Association By-Laws

1: Objectives

- 1.1 The PSA is a volunteer, not-for-profit organization, which actively promotes cooperation between parents, faculty and administration to promote academic excellence in a positive school culture.



- 1.2 The PSA has five objectives:
- 1.2.1 Support effective communication among all members of the school community.
 - 1.2.2 Support the administration and faculty in developing and maintaining high academic standards.
 - 1.2.3 Organize activities and events, which support the school community and enhance student experience.
 - 1.2.4 Raise funds to support activities and events that benefit students and/or the school community.
 - 1.2.5 Cooperate with other community organizations and charities to present students with meaningful experiences that expand understanding.

2: Membership

- 2.1 PSA membership includes all parents/guardians of AISB students as well as AISB faculty and administration.
- 2.2 Any parent or guardian may serve on the PSA Board.
- 2.3 All members of the PSA may vote in PSA elections.
- 2.4 No dues are charged for membership in the association.

3: Activities

3.1 The PSA fulfills its mission through:

3.1.1 Communication: Fosters active and open communication between the school and the parent community through a variety of means, such as:

- PSA Board meetings
- Special interest seminars
- Topic nights
- Back to School nights
- Social events
- PSA division meetings
- Website/social networking

3.1.2 Events: Organizes all events, programs, and projects to accomplish PSA goals. The incoming PSA Board should plan these activities after their election and create a Planning Calendar by the beginning of the school year.

There are two types of events:

- Division events: These are events planned and executed by division PSA reps using division funds. Proceeds from these events are credited to the division and go to support programs or projects of the division, or are earmarked for charity.
- School-wide events: These are events planned and executed by the entire PSA using funds from the PSA general account. Proceeds from these events are credited to the PSA and go to support school-wide programs or projects, or are earmarked for charity.

3.1.3 Fundraising: Raises funds for general student activities, programs, projects or charities according to the PSA by-laws and the guidelines set by the School Board and the administration. Each year's fundraisers should be planned by the incoming PSA Board and added to the Planning Calendar.

4: PSA Board

Position	Term	Status	Voting	Type
Chair	2 yrs	Board elected	Yes	At-large
Vice-Chair	2 yrs	Board elected	Yes	At-large
Secretary	2 yrs	Board elected	Yes	At-large
Treasurer	2 yrs	Board elected	Yes	At-large
International Festival Chair	2 yrs	Board elected	Yes	At-large
ES Rep	2 yrs	PSA elected	Yes	division

ES Rep	2 yrs	PSA elected	Yes	division
ES Rep	2 yrs	PSA elected	Yes	division
ES Rep	2 yrs	PSA elected	Yes	division
MS Rep	2 yrs	PSA elected	Yes	division
MS Rep	2 yrs	PSA elected	Yes	division
HS Rep	2 yrs	PSA elected	Yes	division
HS Rep	2 yrs	PSA elected	Yes	division
HS Rep	2 yrs	PSA elected	Yes	division
AISB School Director	n/a	n/a	No	Permanent
AISB Community Liaison Officer	n/a	n/a	No	Permanent

All elected members can be appointed if there is only one nominee for the position

4.1 The PSA Board includes five at-large officers (Chair, Vice-Chair, Secretary, Treasurer and International Festival Chair) and nine divisional Representatives (two Reps from Lower Elementary School (Multi-age through 2nd grade), two Reps from Upper Elementary School (3rd - 5th grade), two Reps from Middle School and three Reps from the High School) for a total of fourteen voting board members.

The Director and the AISB Community Liaison Officer (CLO) are permanent, non-voting members of the PSA Board. The AISB CLO is the PSA's key faculty liaison.

4.2 The PSA Board is responsible for setting agendas and implementing projects that support the PSA's objectives, and reading and complying with the PSA by-laws.

4.3 Except as otherwise provided herein, PSA Board decisions are made using a simple majority of those present at PSA Board meetings. A quorum of eight voting board members must be present for a vote to be valid. Should a tie occur on a vote, the issue will be re-voted at the next scheduled Board meeting, or will be readdressed at a specially scheduled meeting to re-vote the issue.

4.3.1 Chair.

- The Chair facilitates communication between the School Board, the Director, and the parents.
- The Chair plans and chairs PSA Board meetings.
- The Chair distributes PSA Board minutes to the School Board in writing and communicates Board decisions through distribution of the School Board minutes to the PSA Board.
- The PSA Chair conveys parent concerns and operational issues to the Director.
- The Chair manages the PSA inventory. This responsibility can be delegated but the Chair must oversee the tracking and storage of inventory.

4.3.2 Vice-Chair

The Vice-Chair will perform all duties of the Chair, in the Chair's absence. The Vice-Chair also serves as the Booster Club Leader, and maintains responsibility over event and store inventories. Other duties of the Vice-Chair will be negotiated between the Chair and Vice-Chair. Should the Chair position become vacant, the Vice-Chair will assume all responsibilities of the Chair as acting incumbent.

4.3.3 Secretary

- Records, drafts and distributes PSA Board meeting minutes.
- Drafts correspondence for the PSA Board.
- Assists Chair during PSA Board meetings.
- Coordinates with AISB administration to keep the PSA website current.
- Maintains the PSA Facebook page and Twitter feed.
- Oversees the cataloging of meeting minutes. (Division reps are responsible for posting division-specific meeting agendas and minutes to the PSA website).
- Assists with communication efforts such as surveys and outreach efforts.
- Coordinates and schedules the open forum session at Board meetings.

4.3.4 Treasurer

- Maintains accurate financial records and prepares monthly reports for the PSA Board meetings.
- Manages funds needed to support PSA activities.
- Helps set fundraising goals and spending limits for activities.
- Oversees charity donations.
- Posts an end-of-year financial report on the PSA website.
- Submits financial record-keeping to AISB finance office for year-end review.

4.3.5 International Festival Chair

- Has overall accountability for planning the IF.
- Coordinates IF volunteers.
- Coordinates IF donations.
- Works closely with the Treasurer to ensure proper use and reconciliation of spend and income.

4.3.6 Division Coordinators

- Serve as links between the School and parents.
- Develop and distribute agendas, chair division meetings.

- Take minutes of monthly division meetings and submit them to the AISB webmaster for posting.
- Provide information to the division parents on School Board, PSA Board and school-wide activities and concerns.
- Report to the PSA Board on division needs and activities.

5: Board Meetings

5.1 The PSA Board will:

- Oversee PSA event planning and execution.
- Appoint committee chairpersons for all PSA events at the beginning of each school year.
- Manage PSA finances.

5.2 Meetings will be conducted as follows:

- The first hour of PSA Board meetings are open to any PSA member. An open forum session is available at the beginning of each meeting and is time for any PSA member to address school issues and concerns. This is not a question and answer time, but is used to communicate concerns to the PSA that can later be addressed. To request time at an open forum, the PSA member should contact the PSA Secretary (contact information found on the parent portal). The remaining PSA meeting session is closed.
- Meetings will be held (at least) monthly. A schedule of meetings will be distributed to board members at the first planning meeting of the term and announced on the PSA website.
- The Chair will distribute a draft agenda to board members for comment before each PSA Board meeting.
- The PSA Board secretary will publish the minutes on the PSA website not later than 2 weeks after each PSA Board meeting.

6: Financial Policies and Procedures

6.1 There is only one PSA bank account and all funds are kept there. The Treasurer will create and manage divisional sub-accounts using financial spreadsheets. These sub-accounts are notional (i.e. they don't exist beyond the spreadsheets where they are tracked). These divisional sub-accounts are used by the Treasurer to manage funds by division at the Board level.

6.2 The PSA Board will allocate funds to each division as working funds for division events and activities. An amount agreed by the PSA Board will remain in the PSA general fund for expenses not attributable to a specific division and to execute school-wide PSA events.

6.3 The amounts allocated to each division will be determined proportionally based on student head-count in each division at the beginning of each school year, and will be approved by the PSA Board.

- 6.4 Division funds remain in the PSA account, but can be spent at the division's discretion. Approved divisional expenses include one-time activities and projects, PSA-sponsored events, visiting authors or artists, and special field trips that benefit students of the division. Funds are not to be provided for instructional materials or programs that would otherwise be covered under the School budget. Any expenditure with a single or collective amount equivalent to USD 2,000 or above needs Administration approval. This requirement does not apply to expenditures made for the International Festival, or the Booster Club. All other expenditures can be spent at the division's discretion and do not require additional approval. Each division determines how the money will be used, keeps track of its expenses, and submits receipts to the Treasurer.
- 6.5 Additional funds for division PSA operations must be approved by the PSA Board. Any allocated funds not spent by the divisions are reabsorbed into the PSA account at the end of the school year and will be proportionally redistributed at the beginning of the new school year. The Booster Club's sub-account is not included in the reabsorption process.
- 6.6 The PSA may purchase items for the school that are considered capital improvements. A request for the capital improvement that comes from the School must first be made to the Administration and AISB School Board (if required by Board Policy). Only after these requests are denied and with agreement of the Director will the PSA Board entertain purchasing the item for the school with PSA funds. The PSA Board will consider each request on its merits (i.e. how well it supports the documented PSA mission). A decision will be taken based on a simple majority vote. A quorum of eight voting members must be present for a vote to be valid.
- 6.7 All reimbursement requests require a minimum of three approval signatures: 1) PSA divisional representative requesting the funds, 2) applicable divisional principal, and 3) PSA Treasurer. For expenditures of USD 2,000 or above, the Director's signature is also required. If the PSA Treasurer is unavailable, the PSA Board Chair may approve the request in his/her absence. All receipts should be presented for reimbursement within thirty (30) days unless prior arrangements are made with the Treasurer. An exception is made for expenditures related to the International Festival and the Booster Club activities, in which case only two signatures are required: International Festival - 1) PSA Representative or IF Chair, and 2) PSA Treasurer; Booster Club - 1) Vice Chair or Booster Team Leader, and 2) PSA Treasurer.
- 6.8 Only the treasurer is authorized to distribute "floats" (money used to provide change during activities and events). Only committee chairs (or a representative designated by a committee chair) can request a float. Requests for floats should be made at least one week prior to an event. An exception will be made for the Booster Club store and booster activities where agreed petty cash amounts will be maintained for the academic school year to support ongoing operations.
- 6.9 PSA funds will not be used to buy appreciation gifts for PSA officers or volunteers. If desired, these gifts should be funded through individual donations.

Funds collected for this purpose shall not be commingled with PSA funds.

- 6.10 In accordance with the School's policies, and with the stated objectives of the PSA, the PSA may not accept donations, either cash or in kind, or solicit sponsorship, for any purpose other than fundraising for AISB's approved charities and activities.
- 6.11 AISB's finance office will review the PSA's books at the close of each school year and submit a report to the PSA Board with a courtesy copy to the finance committee of the School Board.

7: Board Elections

7.1 PSA Board elections are conducted as follows:

7.1.1 Appointment and election of at-large officers (Chair, Vice-Chair, Secretary, Treasurer and International Festival Chair) is a function of the PSA board.

- PSA at-large officers are elected for a two-year term.
- In selecting at-large officers, the out-going Board will examine its needs for the coming school year and ask for nominees before the May PSA Board meeting. Voting for at-large positions will be conducted by the outgoing PSA Board during the May PSA Board meeting. The names of at-large candidates will be presented to those in attendance and votes cast.
- Elections will not be held for positions with only one nominee. If there is only one nominee for a position that individual will be appointed to the position for a two-year term.
- Elections will only be held for positions as follows:
 - An expiring two-year term
 - Vacant position
 - Position is filled by an appointee pursuant to Section 7.3 below
 - Position has a current "acting" incumbent (only applies to the PSA Chair)

7.1.2 Division Representatives

- Each division is responsible for organizing their elections.
- During a regularly scheduled meeting (i.e. in April or May) prior to the May PSA Board meeting, each division shall elect its representatives. Elections will be conducted using a secret ballot. A simple majority is required. Cross-division voting is not allowed.
- Elected Representatives are eligible for at-large Board positions, but assuming an at-large position requires resignation from the representative role.

7.2 Election results will be presented at the May PSA Board meeting. Newly elected PSA Officers shall assume their responsibilities on the day following the last day of the school year in which they are elected. The existing Board will conduct an orientation for the new Board members in June (but before the end of school).

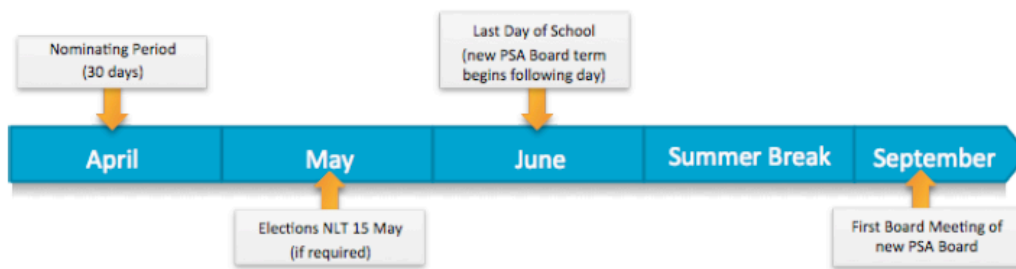
7.3 If a PSA Board position other than Chair remains or becomes vacant after May elections, this position can be filled by appointment which is effective until the

next elected Board seating. Appointment is made by majority vote of the newly elected PSA Board.

7.3.1 If a previous PSA board member would like to return to the Board after his/her resignation, the PSA Board must approve his/her return. This provision applies in all cases, even if the individual was elected pursuant to Section 7.1

7.3.2 No one individual can serve more than 4 (four) consecutive years as Chair, Vice-Chair and/or Treasurer.

PSA Election Timeline



7.4 The PSA Board reserves the right to remove a Board member, whether appointed or elected, when there is just cause. Just cause will be interpreted as any action or repetitive behavior that places the effectiveness of the PSA at risk. The process for removing a PSA Board member is as follows:

- a) The PSA Board Chair will issue a written warning stating the nature of the cause for removal and explaining the process;
- b) The five at-large Officers (or if the affected Board member is an Officer, then the remaining four Officers) will meet with the Board member and hear the Board member's point of view;
- c) The committee of Officers will then make its recommendation for approval by the full Board at the next Board Meeting, whether regularly scheduled or extraordinary;
- d) The Board member will be given an opportunity to appeal to the full PSA Board, after which the Board shall vote;
- e) A Board member may only be removed if a quorum is present at the meeting and if two-thirds of the members present at the meeting vote to remove the Board member, after which the Board decision will be final; and,
- f) Once a Board member has been removed from office, the Board may name a replacement by appointment pursuant to Section 7.3 above.

8: Booster Club

8.1 The AISB Booster Club is an integral part of the PSA.

8.2 Leadership of the Booster Club is provided by the PSA Vice-Chair.

- 8.3 The purpose of the Booster Club is to support AISB athletics, performing arts and extracurricular clubs and activities through fund-raising and promoting school spirit.
- 8.4 The Booster Club is considered a PSA Division, and therefore is subject to the financial policies and procedures described in Section 6 above except as otherwise provided in this Section 8.
- 8.5 Booster Club fund-raising activities may include, serving food at events, selling AISB spirit wear and other goods at events, operating a Booster Club store, etc.
- 8.6 Funds raised by the Booster Club are segregated from the general PSA. The Treasurer will maintain a sub-account for the Booster Club, which has discretion for how funds are spent, subject to Section 6 above.
- 8.7 In general, Booster Club funds are to be spent on items and activities which are aligned with the Booster Club purpose as per Section 8.3 above.

9: By-law Amendments

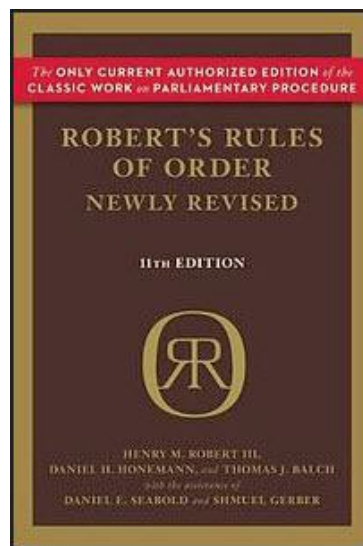
- 9.1 The Parent-School Association By-laws may be amended at any regular or special meeting of the PSA Board by a two-thirds vote of the members present. Amendments must be proposed in writing two weeks before the scheduled meeting.
- 9.2 Any changes to the Parent School Association By-laws must be submitted to the School Board for final approval.

8.3 ROBERT'S RULES OF ORDER

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier.

Here are the basic elements of Robert's Rules, used by most organizations:

http://toastmasters.arizona.edu/sites/toastmasters/files/roberts_rules_0.pdf



Robert's Rules of Order - Summary Version

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. **Obtaining the floor**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. **The Chairman States Your Motion**
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr/Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
 - **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
 - **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
 - **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table

- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Taken from: <http://www.robertsrules.org/>

9 GLOSSARY

The definitions of terms contained herein are the only accepted definitions for terms of policy used within the Policy Handbook.

Academic Year – shall mean a period of 185 work days commencing on the first day of required attendance for Faculty Members and ending on the final day of required attendance for Faculty Members.

Administration – shall mean the Director, Associate Principals, IT Director, Director of Advancement, and Business Manager.

Aid – shall mean a financial or material contribution to an organization to fulfill a substantial or compelling need.

Bequest – shall mean an act of giving property by will, or by passing on to another.

Bonded Employees – shall mean all employees of the School who handle School funds shall be included in a blanket fidelity bond, which will indemnify the School against loss.

Budget – shall mean the instrument, approved on an annual basis by the Board, against which the financial performance of the School will be measured and monitored.

Budget Holders – shall mean the Director, Business Manager, Principals, IT Director, Athletic Director, Director of Advancement, and Building Engineer.

Confidential Information – shall mean any information such as materials, systems, procedures, processes, manuals, forms, Student, Parent or employee lists, business plans or other trade secrets and/or information from third parties which the School is required to protect as confidential, including but not limited to, the expression of opinions or disclosure of information on electronic media or social networks.

Decree – shall mean the Agreement between the Government of the Republic of Hungary and the government of the United States of American regarding the Status of the American International School of Budapest.

Dependent(s) – shall mean the employee’s natural child or legally-adopted child or legal step-child who has not reached their 19th birthday and resides in Hungary.

Designate – shall mean a member of the Administration who is appointed by the Director to undertake his/her responsibilities in the Director’s absence.

Distribution – shall include selling, trading, bartering, giving alcohol or Illicit Drugs.

Division Handbook(s) – shall mean one or all of Elementary School Student-Parent Handbook, Middle School Parent & Student Handbook and High School Community Handbook.

Donation – shall mean a contribution to a charitable fund or cause.

Expatriate Faculty Member – shall mean the combined term for a Local-Hire Expatriate Faculty Member and an Overseas-Hire Faculty Member.

Faculty Members – shall mean the Expatriate Faculty Members and the Hungarian Local Hires Faculty Members.

Faculty Representative – shall mean the person elected by the Faculty in such capacity as per the Faculty Handbook.

Field Trip – shall mean an educational activity that meets the following criteria:

- i. Involves a specific class or classes;
- ii. Intended for all Students in the class(es);
- iii. Takes the class(es)
- iv. Has identifiable educational objectives;
- v. Includes preparation of Students for the activity and evaluation of the trip.

Force Majeure – shall mean any exceptional events or circumstances beyond the scope of authority and influence of the employee, such as fire, flood, or other natural disaster, explosion, war or hostilities, industrial accident, embargo, civil riot, or other similar circumstances, disabling the employee to show up for work.

Gift – shall mean something that is not solicited and is bestowed voluntarily and without compensation.

Grant – shall mean the giving of funds for a specific purpose such as government department grants.

Home-of-Record – shall mean the city of origin for an Overseas-Hired Faculty Member as specified in his/her contract.

Illicit Drugs – shall include marijuana, cocaine, narcotics, hallucinogens, and other illegal substances. The term also includes the use of prescription drugs by persons other than the person for whom the prescription was written and the use of commonly available substances (such as glue) for mind-altering purposes. The term also includes drug paraphernalia: all equipment, products, or materials designed or intended for packaging, storing or using controlled substances.

Immediate Family – shall mean a couple with marital status and their dependents.

Local-Hire Expatriate Faculty Member – shall mean a Faculty Member who was hired in Hungary, but is not a Hungarian passport holder.

Marital status – shall mean the situation in which the partner or spouse of an Employee of the School is the person named in current registered partnerships, valid marriage certificate or notarial deed held by the Employee as presented to the Employer.

Married Faculty Couple – shall mean a couple qualified as having Marital Status.

Overseas-Hire Faculty Member – shall mean an Employee who is recruited from abroad specifically to work at the School and who is not a Hungarian passport holder.

Parents – shall mean all Parents or legal guardians of the Students.

Possession – shall include possession on one’s physical person, backpacks, purses or other personal effects brought on School Premises as well as one’s dedicated spaces, such as a locker.

School – shall mean the American International School of Budapest.

School Day – shall mean a day in which Faculty are on campus for the purpose of teaching or professional development and includes any and every Student Day.

School Drug Policy – shall mean the School’s Tobacco, Alcohol and Illicit Drugs Policy as per Section 5.2.4 and 7.5.

School Official – shall mean the Director, Deputy Director, Principals, Associate Principals, Dean of Students or Counselors. The Director or the Principals may designate any other member of Staff as a School Official if circumstances warrant such an action.

School Personnel – shall mean the Administration, the Faculty Members, and the Support Staff.

School Policies – shall mean all policies included in this Board Policy and the Faculty Handbook.

School Premises – shall mean the School campus including the School’s external parking area and immediate vicinity of the School including an area extending fifteen (15) meters beyond the School’s property boundaries.

School Reserve Fund – shall mean the financial assets of the School accumulated in earlier years and not needed for the operational and capital expenditures for a given financial year.

School-Sponsored Trip – shall mean any trip, other than a Field Trip, in support of Student educational or extracurricular activities, including but not limited to, any trip requiring Students to spend at least one night away from home.

School Week – shall mean Monday through Friday.

Student Day – shall mean a weekday in which Students receive formal instruction or participate in School-Sponsored Trips or Field Trips and shall normally start at 8:30 a.m. and will finish at 3:30 p.m.

Student Record – shall mean all official files and data directly related to the Student, including, but not limited to identifying data, academic work, level of achievement (grade, standardized test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background, Faculty and Counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Support Staff – shall mean the Business Manager, the Clerical Staff, and further School employees other than the Administration and the Faculty Members.

Suspicion – shall mean that a School Official believes that the search will result in evidence of a violation of School policy, rules and/or law.