

CONSTITUTION OF AL-RAYAN INTERNATIONAL SCHOOL PARENT-SCHOOL ASSOCIATION.

PREAMBLE

WE THE PARENT AND MANAGEMENT OF AL-RAYAN INTERNATIONAL (referred to as “the School”) being aware that the students of the school should be given every opportunity to attain their fullest potential, and that we are responsible for their welfare, do constitute ourselves into the PARENT SCHOOL ASSOCIATION (referred to as “the Association”) in order to support , advise and assist the Board of Governors and school management to create and nurture a rich learning environment, to promote a spirit of community and for improving standards in the school for the benefit of the students.

PART 1

AIMS AND OBJECTIVES

- (a) To support, advise and assist the Board and Management
 - (i) Create and nurture a rich learning environment for students
 - (ii) Encourage parental support and participation to enrich the educational experiences of children
 - (iii) Implement various programmes and fundraising events within the school
- (b) To provide for the welfare of the students and members of the school.
- (c) To ensure the goodwill and co-operate among parents and members of the school.
- (d) Welcome new families and promote a spirit of community by offering assistance, information,, and friendship

PART 2

MEMBERSHIP

- a) The association is a voluntary organization.
- b) All parents with currently enrolled students at ARIS and all ARIS faculty and staff are automatically members of the PSA.

PART 3

ORGANISATION

1. Teams

- (1) Within the PSA there shall operate Teams (with Team Leaders), which shall be responsible for organizing various events and activities

2. Executive Committee

- (2) There shall be an Executive committee referred to as 'the PSA Executive' which shall be responsible for the execution and implementation of the decisions of the Association and which shall meet as often as is necessary.
- (3) The quorum for meetings of the PSA Executive shall be 50% + 1 of the members of the Executive.
- (4) Parents and academic staff shall be represented on the PSA Executive of the Association in the ratio 3:2.
- (5) The PSA Executive shall consist of :
 - a) The following officers, at least one of whom shall be a member of the academic staff:
 - (i) A Chairperson
 - (ii) An Internal Affairs Vice-Chairperson
 - (iii) Two (2) Divisions Vice Chairpersons: Primary Vice Chairperson and Secondary Vice Chairperson
 - (iv) A Treasurer
 - (v) An Assistant Treasurer
 - (vi) A Secretary
 - (vii) A Public Relations Officer
 - (viii) Not less than three (3) and not more than ten (10) members at large

Staff of the school who shall be ex-officio members of the PSA Executive with the right to vote at meetings:

- (i) The Principal
 - (ii) The Head of Primary
 - (iii) The Head of Secondary
- (6) The PSA Executive shall subject to sub-section (12) be elected at the Annual General Meeting of the Association (hereinafter referred to as the 'the A.G.M')
 - (7) Every ordinary member of the association who is eligible to vote shall be eligible for election to the PSA Executive.
 - (8) Nominations for election to the PSA Executive may either be forwarded to the Secretary of the PSA Executive prior to the date of the A.G.M. or may be made from the floor at the A.G.M, prior to the election.
 - (9) Election to the PSA Executive shall be by simple majority of the votes of ordinary members of the Association present and eligible to vote.
 - (10) The PSA Executive shall hold office for one academic year and may be re-elected for no more than two consecutive terms.
 - (11) An officer or member of the PSA executive may resign from the PSA Executive by notice in writing addressed to the secretary.

- (12) The vacancy created by the resignation or vacation of office of an **officer** of the PSA Executive shall be filled at the meeting of the PSA Executive immediately following the vacation of office or after the receipt of the notice of resignation by a simple majority of members of the Association present and voting after nominations have been made and seconded.
- (13) The vacancy created by the resignation or vacation of office of a member of the PSA Executive shall be filled at the meeting of the Association immediately following the vacation of office or after the receipt of the notice of resignation by a simple majority of votes of members of the Association present and voting after nominations have been made and seconded.
- (14) An ordinary member of the Association elected to fill a vacancy in the PSA Executive, shall hold office for the unexpired term of the officer or member of the PSA Executive replaced.
- (15) Any elected member of the PSA Executive failing to attend three consecutive meetings without excuse will be duly notified and dropped from the Executive
- (16) The Executives Job Descriptions:
- a) PSA Chairperson shall:
 - i. Lead and guide the PSA, ensuring the implementation of plans and goals set by the Executives
 - ii. Lead and facilitate all meetings of the PSA
 - iii. Maintain order throughout meetings
 - iv. Serve as the primary contact for the ARIS Principal
 - v. Attend Board Meetings
 - vi. Be the principal interface with parents
 - vii. Select and appoint Team Leaders
 - b) PSA Internal Affairs Chairperson shall:
 - i. Assist the President and carry out the Chairperson's duties in his or her absence or inability to serve.
 - ii. Act as a Liaison between the Executive and each Team Leader that puts together and runs all PSA-sponsored events and teams throughout the year.
 - iii. Ensure that each team is running with enough volunteer support to ensure that every event is a success
 - iv. Oversee the PSA supply closet to coordinate purchase, storage, and distribution of items used by events and teams, dispose of unused items and manage the use of PSA-owned items
 - v. Promote and execute a volunteer sign-up table at the general Meetings and events and deliver sign-up sheets to respective Team Leaders.

- vi. Plan, promote and execute the volunteer brunch at the end of the school year
- c) PSA Division Vice Chairperson shall:
 - i. Serve as the primary PSA liaison with the ARIS Heads of Schools and Teachers.
 - ii. Work with the Heads of Schools and teachers to help with the needs of the schools
 - iii. Be responsible for encouraging parents to be Room Parents, Guest Speakers and Volunteers
 - iv. Provide support throughout the year for all school events along with a team of parent volunteers
- d) PSA Secretary shall:
 - i. Prepare the agenda for all Meetings
 - ii. Take the minutes of meetings and post the approved minutes from the meetings on the PSA page of the ARIS website and the PSA bulletin boards
 - iii. Provide hard and soft copies of the minutes to the PSA files and maintain the PSA file, including final project reports and PSA policy document.
 - iv. Handle correspondence and lead the external communication of Executive Committee
 - v. Keep all records of the organization (minutes, attendance sheets, volunteers, membership lists...)
- e) PSA Treasurer shall:
 - i. Keep the accounts
 - ii. Report on its financial situation at general meeting
 - iii. Process reimbursements on approved expenditures
 - iv. Have regular contact with the ARIS Financial Manager and accountant
 - v. Present financial statements monthly to the Executive
 - vi. Assist the Vice Chairpersons in understanding their financial needs and obligations
 - vii. Prepare the budget for approval

PART 4
MEETINGS

1. Meetings

- a) Executive Committee Meeting
- b) Ordinary Meetings
- c) Annual General Meetings
- d) Extra-ordinary Meetings

a. Executive Committee Meetings

An Executive Meeting shall be held at least once a month

- (a) The Chairperson of the Association shall, at least Seven (7) days prior to the date fixed for the meeting, inform members of the Committee by notice and email of the meeting.
- (b) The notice of meeting shall include the agenda for the meeting and advice of the availability of the minutes of the last meeting.

b. Ordinary Meetings

An Ordinary Meeting shall be held at least once a semester

- (a) The Chairperson of the Association shall, at least fourteen (14) days prior to the date fixed for the meeting, inform all members of the Association by notice and email of the meeting.
- (b) The notice of meeting shall include the agenda for the meeting and advice of the availability of the minutes of the last meeting.

c. Annual General Meeting

The A.G.M. shall be held in first semester each year

- (a) The Chairperson of the Association shall, at least twenty-one (21) days prior to the date fixed for the A.G.M., inform the members of the Association of the date of the AGM.
- (b) The notice shall include the agenda for the meeting, and shall invite nominations for election to the Executive.
- (c) Any person nominated for election to the PSA Executive shall give approval either in writing or verbally for his name to be put forward for election.

d. Extra-Ordinary Meetings

An Extra-Ordinary meeting may be called by:

- (a) A simple majority of the PSA Executive who shall notify the other members of the Association.
- (b) Any paid up members of the Association who is or are eligible to vote through the PSA Executive by giving reasons in writing supported by the signatures of at least sixty percent (60%) members of the Association who are eligible to vote.
- (c) The Chairperson of the Association shall inform the members of the date fixed for the meeting by notice, which shall include the agenda for the meeting.
- (d) The notice shall be sent by the Chairperson at least fourteen (14) days before the date fixed for the meeting and shall state

- i. the reason for the meeting
 - ii. by whom the meeting has been called ;and
 - iii. Advice on the availability of the minutes of the last meeting.
- (e) An Extra-ordinary meeting shall have power to take decision which shall be binding when ratified by the decision of the next Ordinary Meeting or the A.G.M.

2. QUORUM

- (1) The quorum for an Ordinary meeting, the A.G.M or an Extra-ordinary meeting shall be seventy-five (75) ordinary members eligible to vote at least **Ten (10%)** of whom shall not be members of the PSA Executive.
- (2) No business shall be transacted at any meeting of the Association unless a quorum of members is present at the time when the meeting proceeds to discuss that business; but if a quorum is then present, the meeting may validly proceed with that business notwithstanding that the quorum is not present throughout.

3. VENUE OF MEETING

The Association shall meet in such places on the school premises, as the Principal in consultation with the PSA Executive shall determine.

4. PROCEDURES AT MEETING

- (1) The Chairperson of the Association or in event of absence, the Vice-Chairperson shall preside at the meeting of the Association.
- (2) In the event of the absence of the Chairperson and the Vice-chairperson of the Association, the members present may nominate an officer form amongst the PSA Executive to perform the functions of Chairperson for the meeting.
- (3) The Secretary shall circulate at every meeting an attendance book in which shall be recorded the names of the members present at the meeting.
- (4) The Secretary shall keep a record of the minutes of every meeting, which shall be adopted at the next meeting of the Association.
- (5) Matters on the agenda shall be discussed in turn, and members shall be given an opportunity to share their views.
- (6) Voting shall be simple majority of the members present and voting, after due consideration and discussion of the subject. A motion for the vote shall be proposed and seconded and voting shall be signified by a show of the hands by a ballot
- (7) In the event of an equity of the votes, the Chairperson shall have a casting vote.

PART 5
ACCOUNTS AND FINANCES

1. Accounts and Finances

- (1) The Treasurer and the Assistant Treasurer shall be responsible for keeping the accounts and finances of the Association.
- (2) The Accounts of the Association shall close at the close of business on the 10th June each year for the final report to be written.
- (3) The final report for the year shall be audited by an Auditor volunteered from amongst the members of the Association at the preceding A.G.M.

PART 6
PROPERTY OF THE ASSOCIATION

1. Acquisition of Property by the Association

- (1) The Association may acquire real or moveable property for the purpose of its aims and objectives.
- (2) The acquired property shall be held in the name of the Association, and shall be managed by the PSA Executive which shall be accountable to the Association for the management.

2. Association to determine use of Properties.

The Association may, from time to time, determine the use to which the rights and benefits accruing from the acquisition of properties by the Association may be put.

3. Members or Non-members may offer property to the Association.

- (1) Any member or non-member of the Association may offer to the Association, for its use, any real or moveable property, which in the view of that person may advance the aims and objectives of the association.
- (2) The Association shall, before accepting the offer, investigate the circumstance surrounding it, so as to ensure that the advance is to the benefit of the Association and does not in any way advance the business or personal activities of that person.

PART 7
DISBURSEMENT AND INVESTMENT OF FUNDS

1. Current and Savings Account

- (1) The Association may hold a Current and a Savings Account
- (2) Cheques shall be signed by the PSA Chairperson and countersigned by the Principal. In the absence of the PSA Chairperson, cheques may signed by the PSA Treasurer.

2. Petty Cash

The School Accountant shall keep a reasonable amount of petty cash, to be determined by the PSA Executive, and shall be accountable to the treasurer or Assistant Treasurer for its disbursement.

3. Receipts Payments and Financial Report

The Treasurer shall keep a record of receipts and payments and shall submit a Financial Report to the Association at every A.G.M.

4. PTA Executive to Determine Money to be retained for Programmes.

- (1) The PSA Executive shall determine a reasonable amount of money to be retained in the current Account at the end of the financial year of the Association based on prevailing economic conditions, to enable the new Executive to initiate its programme.
- (2) Any sum held at the end of the financial year in excess of a specified amount as determined by the PSA Executive, shall be deposited in the Savings Account.

5. Financial policy

- (1) The PSA Executive shall submit proposals for major policies on expenditure for consideration by the Association of Ordinary Meetings or at the A.G.M.
- (2) The detailed expenditure involved in the implementation of such policies shall be the responsibility of the PSA Executive who shall also control the day-to-day running expenses of the Association.
- (3) A budget for the operation expenses of the Association should be agreed by the PSA at the Annual General Meeting. Expenses, projects or requests for the disbursement of funds not in the budget must be approved by the PSA Executive and recorded in the minutes.

PART 8 **BOARD OF DIRECTORS**

1. Proposals to the Board of the School

The Association may submit memoranda:-

- a) containing proposals approved by it and
- b) relating to financial matters

to the Board of Directors copied to the Principal

PART 9 **AMENDMENTS TO THE CONSTITUTION**

1. Amendments

- (1) This Constitution may be amended by the association at any meeting in which case it shall be ratified at the next ordinary meeting if there is a quorum.
- (2) Notice of the proposed amendment shall be circulated by the Chairperson to members of the Association fourteen (14) days prior to the date of the meeting.
- (3) The amendment shall be passed by a three fourth majority of those present and eligible to vote and the members voting in favour of the motion shall not be less than fifty (**50%**).

PART 10 **SELECTION OF TEAM LEADERS**

1. Team Leaders

- (a) The Chairman will select Team Leaders who are members interested in serving the PSA by organizing an event/team within the PSA.
- (b) The Internal Affairs Vice Chairperson, along with support from the Chairperson, is responsible for coordinating and delegating responsibilities to Team Leaders. These positions are not a part of the Executive Committee.

EACH TEAM LEADER WILL:

- Be responsible for planning, organizing and running the event/team.
- Coordinate with the Treasurer through the Vice Chairperson of Internal Affairs regarding any budget amounts and procedures.
- Present a plan of action to the Executive Committee prior to the event.
- Staff event with parent volunteers.
- File a final report with the Executive Committee the month following the event/project completion.
- Suggest dates for holding the event the subsequent calendar year.

- Keep a binder/folder of event/team procedures, volunteer contact list, and specific timelines and responsibilities. This information is to serve as a manual and is passed to succeeding Team Leaders

2. Team reports

At each Executive Committee meeting, a concise report of significant happenings and upcoming plans within each team is to be given. The written report is to be submitted to the Secretary prior to the meeting date if not attending, or at the meeting if attending.