

Creative British School's PSA Constitution

1. NAME

The name of the association is "Creative British School Parent Staff Association" (the "Association").

2. ADDRESS

As at the date of adoption of these Articles of Association, the address shall be: PO box 91791 Abu Dhabi, UAE

3. OBJECTIVES (the "Objectives")

The Objective of the Association is to advance the education of pupils in the School in particular by

- Promoting a sense of community amongst teachers, parents/guardians and pupils.
- Providing a forum for parents/guardians and teachers to exchange views for the overall benefit of the school.
- Encouraging parents to participate actively in school programs and activities.
- To make and receive donations and to assist in raising funds for school related purposes.

4. POWERS

The Association shall have such powers as are necessary or desirable for the fulfillment of the Objectives.

- The Association shall not attempt to interfere with the functions of the Principal, faculty or staff in the internal management of the school.
- The Association nor its members shall use its office to obtain special treatment for parents/guardians or pupils of the school.
- The Committee shall not undertake any activity in the school premises without the consent of the Principal.

5. MEMBERSHIP

Categories of membership

There shall be the following classes of membership:

- **Ordinary Members:** Parents or guardians of pupils enrolled at the School are eligible for membership as Ordinary Members and shall become Ordinary Members by registering in the school at the beginning of the school year.
- **Staff Members:** Principal of the School (comprising the Principal or Assistant) and two other staff members. Staff of the School shall be Staff Members of the Association by virtue of their appointment to their teaching posts. Their membership shall cease on termination of their appointment.
 - Staff with children are eligible to become a Staff Member only, and give up the right to be an Ordinary Member.
- **Honorary Members:** Any person who is invited by the Association to be an Honorary Member and who accepts such invitation shall be an Honorary Member for such period as the Association shall decide.
- **Committee Members:** Any ordinary member or staff member, excluding the Principal or Assistant Principal that has been duly elected as an officer of the Association.

6. CANCELLATION OF MEMBERSHIP.

- **Ordinary Members:** By a vote at a duly-constituted General Meeting of two-thirds of the Members present an Ordinary Member may be declared no longer to be an Ordinary Member.
- **Staff Members:** By a vote at a duly-constituted Staff Meeting of two-thirds of the Staff Members present, a Staff Member may be declared no longer to be a Staff Member.
- **Honorary Members:** By a vote at a duly-constituted Committee Meeting of two-thirds of the total number of Members present an Honorary Member may be declared no longer to be an Honorary Member.

- **Committee Members:** By a vote at a duly-constituted General Meeting of two-thirds of the total number of Members present a Committee Member may be declared no longer to be a Committee Member. A Committee member ceases to be a member of the Committee if he or she:-
 - Is incapable, whether mentally or physically, of managing his or her own affairs.
 - Is absent from two consecutive meetings of the Committee.
 - Ceases to be a member of the Association.
 - Resigns by written notice to the Committee (but only if at least two Committee members will remain in office).
 - Is removed by a resolution passed by all the other members of the Committee after inviting the views of the Committee member concerned and considering the matter in the light of any such views.
- The Committee may for good reason (in consultation with the Principal) exclude any person from membership whose presence at or support of the School is deemed a danger to the School or its pupils or staff or might bring the Association into disrepute (but only after notifying the member concerned in writing and considering the matter in the light of any written representations which the member puts forward within 14 clear days after receiving notice.)

7. REGISTER OF MEMBERS

- The Association shall keep a register of its Members. All parents/guardians who wish to join the Association may be registered as Ordinary Members at the beginning of the school year.

8. VOTING FOR COMMITTEE MEMBERS OF THE ASSOCIATION

There shall be the following Committee Members in the Association:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- Principal / Assistant Principal
- 2 Staff Members
- 2 Committee Members
- Of the six Committee Members, other than Staff Members, two shall represent each area of the school; the Kindergarten, Primary, Secondary School.
- Voting for the election shall be as follows. All Ordinary Members names who nominate shall be put on the voting slip and all Ordinary Members shall be asked to vote for one person from each category. In the event of equality of voting the principal has the right to choose the person to be elected.
- The Officers (Chairman, Vice-Chairman, Secretary and Treasurer) shall be chosen at the first meeting, take office immediately and shall serve as such until the conclusion of the last meeting of the year. Retiring officers and Committee Members shall be eligible for re-election as long as they remain Members of the Association. However, no member shall be elected for the post of Treasurer for more than 2 (two) consecutive years.
- A Committee Member may resign his/her office at any time. Upon resignation, the Committee member may remain as Member of the Association provided he is eligible.
- The Association shall meet not less than 4 times during the academic year.

9. GENERAL MEETINGS

- The first General Meeting of the Association shall be convened each year during the first term of the academic year (from 1st September to 31st August). Committee Members shall be notified in writing by the Secretary at least 7 days before the date of the meeting together with agenda for the meetings. 8 Members shall form a quorum at any General Meeting. If within 10 minutes of the time appointed for the meeting a quorum cannot be formed, the meeting shall the same day stand adjourned for a further 10 minutes but if at the adjourned time no quorum be present, the Members present shall have power to carry out the business for which the meeting was convened.
- At every General Meeting of the Association the chair shall be taken by the Chairman or, in his absence, by the Vice-Chairman or if he be absent, by a Committee Member chosen by Members present. If no Committee Member is present, the Members shall elect one of their own members as Chairman of the meeting.

A General Meeting shall transact the following businesses:

- Raise any matter relating to the policy and the management of the Association;
- Receive, and if approved, adopt the reports submitted by the outgoing Chairman and Treasurer;
- Consider and if necessary approve such other competent business as shall have been submitted to the Secretary not less than 7 days before the meeting.
- The business at a General Meeting shall be confined to matters specified in the written agenda provided to Committee Members in advance. Ordinary Members with a concern/issue they wish to have raised at a General Meeting are to contact the Assistant Principal / Principal / Secretary.
- At all General Meetings of the Association, motions shall be confined forward by a simple majority of the voting Members present (save as hereinafter provided) and there shall be no proxy votes at any General Meeting. Each Member shall have one vote. A motion carried at a General Meeting is a resolution.
- Save as hereinafter provided voting shall be by a show of hands, unless at least 10 Members require a secret ballot.
- Only Members shall have the right to speak and vote.
- Procedure shall be according to the proper rules of debate.
- In the case of an equality of votes on any issue the Chairman may at his discretion exercise a second or casting vote.
- Evidence of a declaration by the Chairman of a General Meeting that a motion has been carried or defeated, together with a minute to that effect duly confirmed, shall be conclusive.
- The Association shall keep minutes of its meetings and of all resolutions approved and minutes of all General Meetings and shall cause proper books of account to be kept and audited once in every financial year.
- The Association shall have the power to create sub-committees to assume responsibility for specific matters and to appoint the chairman of such sub-committee members.
- Sub-committees shall meet as and when necessary for the conduct of their business and shall report at each meeting of the sub-committee on the business conducted since the last meeting of the sub-committee and then report to the Association at the next committee meeting.
- The Association shall not authorize expenditure which exceeds in total the cash reserves of the Association.

At the first General Meeting of the year the members:

- Receive the accounts of the Association for the previous financial year.
- Receive the report of the Committee on the Association's activities since the previous first General Meeting.
- Elect the Chairman, Vice-Chairman, Secretary and Treasurer.
- May confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Association.
- Discuss and determine any other issues of policy or deal with any other business put before them.

10. FINANCE AND ACCOUNTS

- The financial year of the Association shall be from 1st September to 31st August.
- The accounts of the Association shall be kept by the Treasurer, who shall receive all monies due to the Association. The Treasurer shall be responsible for payment of funds into a bank to be approved by the Committee.
- Unless otherwise determined by the Committee, all checks and other financial documents shall be signed on behalf of the Association by the Principal and any one of the following persons: the Chairman, Vice-Chairman, the Secretary, and the Treasurer or by such other person as may be authorized by the Committee.
- All commitments on the payments from Association funds must have prior authorization from the Members, and monies required by a sub-committees must first be approved by the Association, provided always that the sub-committee may give a general authorization of expenditure up to an agreed limit.
- The funds of the Association shall be used in the furtherance of the Objectives of the Association.
- No Committee Member may receive any payment of money or other material benefit (whether direct or indirect) from the Association except reasonable out-of-pocket expenses actually incurred in the administration of the Association.

11. RECORDS & ACCOUNTS

- The committee must keep proper records of
 - All proceedings at general meetings
 - All proceedings at committee meetings
 - All reports of sub-committees
- Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association.

12. NOTICES

- Notices under this Constitution may be sent by hand, or by post or by suitable electronic means or in any newsletter distributed by the Association. Notification by hand may include distribution to parents/guardians via their children with or without other communications from the school.
- The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member.
- A technical defect in the giving of notice of which the members of the committee are unaware at the time does not invalidate decisions taken at the meeting.

13. DISSOLUTION

- The Association may be dissolved by a resolution presented at an Emergency General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.
- The net assets shall not be distributed among the members of the Association but will be given to the School for the benefit of the pupils of the School.
- The School Administration reserves the right to dissolve the Association at any time.