



مدرسة الجميرا الابتدائية
JUMEIRAH PRIMARY SCHOOL
A GEMS SCHOOL

**CONSTITUTION
OF JUMEIRAH PRIMARY SCHOOL
PARENTS & TEACHERS ASSOCIATION**



Adopted at the

General Meeting of the Association

on 18th September 2014

JUMEIRAH PRIMARY SCHOOL
PARENTS & TEACHERS ASSOCIATION
CONSTITUTION

1. DEFINITIONS

In this Constitution, terms defined shall, unless the context otherwise requires, bear the meaning as defined;

- (a) “the School” means GEMS Jumeirah Primary School;
- (b) “the Principal” means the Principal of the School;
- (c) “SLT” means any person employed as a member of the Senior Leadership Team of the School;
- (d) “PRE” means the Parent Relations Executive;
- (e) “Student” means any child who is a student at the School or has been offered and has accepted a place at the School;
- (f) “Parent” means any parent or legal guardian of a Student;
- (g) “the Objectives” means the objectives of the Association as set out in this Constitution;
- (h) “General Meeting” means a general meeting of members, including an Annual General Meeting and a Special General Meeting

Clause headings are for reference only.

2. NAME AND ADDRESS

The name of the Association shall be the “Jumeirah Primary School Parents & Teachers Association” (JPS PTA). The registered address of the Association shall be c/o Jumeirah Primary School, P.O. Box 29093, Dubai, UAE.

3. OBJECTIVES & AIMS

The JPS PTA is a volunteer organisation that supports the school and aims to build a close community between parents, students, teaching staff and the wider JPS community. The following main areas can be distinguished:

3.1 Communication: Promoting open channels of communication between parents and the school, including but not limited to the following:

- Class representative system to facilitate the flow of information;
- Keeping parents and staff up to date on JPS PTA activities through newsletters and the weebly

3.2 Social function: Organising social functions for students, parents and teachers to further build a community including:

- Social events for year groups
- Spring Fair
- Coffee mornings

3.3 Parental volunteerism: Promoting parental involvement in PTA objectives.

- class reps
- Uniform shop
- Welcoming and support of new parents and students

3.4 Fundraising: Furthering the GEMS core value of international citizenship, the JPS PTA supports nominated charities and the school through various fundraising opportunities.

4. MEMBERSHIP

- **Members:** Parents are members on paying fees to the school for tuition. Teachers are members whilst contracted to the school.
- **Honorary Members:** Any person who is invited by the JPS PTA Executive Committee to be an Honorary Member of the Executive Committee for the academic year.

Cancellation of Membership:

Members– Parents and teachers on leaving JPS will no longer be members.

Honorary Members - By a vote of two-thirds of the committee members present at an Executive Committee meeting.

5. PTA COMMITTEE

(a) The administration of the Association shall be vested in an Executive Committee elected pursuant to Clause 7. The members of the Committee shall be:

- (i) The Chairperson
- (ii) The Vice-Chairperson
- (iii) The Secretary
- (iv) The Treasurer
- (v) The Lead Class Representative
- (vi) The Spring Fair Convenor
- (vii) The Parent Relations Executive (PRE)
- (viii) The Principal or SLT member (ex officio)

(b) The Executive Committee shall have the power to fill any casual vacancies occurring in its membership from amongst the Association's members until the next Annual General Meeting.

(c) The Executive Committee may invite any person to attend and speak at meetings of the Executive Committee but such invitee shall not be entitled to vote (unless they are in some other capacity a Committee Member).

(d) The Executive Committee shall act in accordance with any resolution passed by a vote of two-thirds of majority of Members present at a duly-constituted General Meeting.

(e) The Executive Committee shall have the power to form sub-committees constituted of Members and to delegate to any such Sub-Committee such powers as it sees fit. A Sub-Committee may not commit the Executive Committee or the Association to any expenditure without the specific consent of the Executive Committee, such consent to be given in writing by the Treasurer, or in the absence of the Treasurer, by the Chairperson.

6. MEETINGS OF THE EXECUTIVE COMMITTEE

- (a) The Chairperson or in their absence the Vice-Chairperson shall take the Chair at all meetings of the Executive Committee. In the absence of the Chairperson and the Vice-Chair the Committee shall appoint another Committee Member present to act as Chairperson of the meeting.
- (b) Any Committee member may insist on a vote being taken on any matter. In the event of a vote being taken, each Committee member present shall have one vote and resolutions shall be passed by a majority vote. In the event of a tied vote, the person who takes the Chair at a meeting shall have a casting vote at that meeting.
- (c) At Executive Committee meetings five persons shall form a quorum.
- (d) The Executive Committee shall meet at least once a month during School term time.
- (e) At least seven days' notice of meetings shall be given to Committee Members provided that the Executive Committee may dispense with this requirement by unanimous vote of all Committee Members.
- (f) Minutes of all meetings shall be kept by the Secretary or, in the absence of the Secretary, by another person appointed by the Executive Committee. Such minutes shall be subject to approval at the next meeting of the Executive Committee.

7. ELECTION AND DISMISSAL OF THE EXECUTIVE COMMITTEE

- (a) Committee Members (excluding the SLT/PRE) shall be elected at the Annual General Meeting. Committee Members (excluding the SLT/PRE) shall resign or be deemed to have resigned, and may offer themselves for re-election at the following Annual General Meeting.
- (b) Members of the parent body may be nominated for and may propose, second and/or vote for candidate(s) comprising the Executive Committee.
- (c) Nominations for each of the offices of the Executive Committee may be made to the PRE at least three days before the date of each Annual General Meeting,
- (d) Should no nominations be received for a vacancy in a particular post prior to the Annual General Meeting, any Member entitled to vote for a candidate may present a nomination at the Meeting. Such nominations will be subject to those posts for which nominations have been received being filled first.

(e) In respect of each election, each member entitled to vote shall have the same number of votes as there are vacancies to be filled. The candidate with the greatest number of votes shall be elected.

(f) The Executive Committee may dismiss by vote of two-thirds of those present, any Committee Member who is absent from two consecutive meetings or has been absent from any 3 meetings during one school year, without the consent of the Executive Committee.

(g) Any Executive Committee Member (other than the SLT/PRE) may be dismissed by 2/3 majority vote at an Extraordinary General Meeting. In any such case elections to fill the resultant vacancy may be held at the same Meeting with nominations presented at such Meeting.

8. ANNUAL GENERAL MEETING

(a) The Annual General Meeting shall take place on or before 30 June each year at a time and place determined by the Executive Committee.

(b) Items for inclusion in the Agenda shall be submitted to the Secretary in writing not later than seven days before the date of the Meeting.

(c) The business of the Annual General Meeting shall include, unless the Annual General Meeting otherwise decides:

(i) Approval of the minutes of the previous Annual General Meeting;

(ii) Receipt of the annual report of the Chairperson;

(iii) Annual audited balance sheet and statement of accounts for the preceding financial year;

(iv) Election of the Executive Committee.

(v) Confirmation of the school Accounts Officer as the Honorary Auditor;

(vi) Those matters affecting the affairs of the Association which have been included in the Agenda;

(vii) Subject to the approval of the majority of Members present, any matter raised at the meeting by a Member but not included in the Agenda.

No question of School management shall be raised in the first instance at an Annual General Meeting without having first been discussed by the Executive Committee who shall be bound to place the matter on the Agenda of the Annual General Meeting if requested to do so. The Principal shall have the ultimate decision on all educational matters.

9. SPECIAL GENERAL MEETINGS

The Executive Committee may convene a Special General Meeting of the Association specifying in the notice of the meeting the matter(s) for which the Meeting is being called. No other business shall be transacted at the meeting.

10. GENERAL MEETINGS

(a) General meetings will take place termly giving parents the opportunity to attend and engage with the Executive Committee.

(b) Notice of any General Meeting shall be given in writing to all Members at least fourteen days before the date of such meetings.

(c) Irrespective of any other provision herein, where it is intended by any person at a General Meeting to move a resolution(s) to amend or add to this Constitution, to dissolve the Association, to alter the number of Committee Members or to dismiss any Committee Member, a clear indication in writing signed by such person shall be given to the Executive Committee at least twenty-one days before such General Meeting, otherwise the resolution even if purportedly passed at the General Meeting shall be void.

11. PROCEDURE AT GENERAL MEETINGS

(a) At any General Meeting the Chairperson, or in their absence the Vice-Chairperson, shall take the chair. In the absence of both the Chairperson and the Vice-Chairperson the Meeting shall elect a Chair.

(b) Minutes of General Meetings shall be kept by the Secretary or by another person appointed by the Executive Committee.

(c) Resolutions shall be passed by two-thirds majority vote. Voting shall be by a show of hands.

12. FINANCE

- (a) The funds of the Association shall be constituted from the events run by the association.
- (b) The funds of the Association may be used for any purpose approved by resolution of the Executive Committee which relates to the general operating costs of the Association or to its objectives and aims.
- (c) Funds raised for a definite objective or purpose shall not be used for any other purpose without the consent of the Association in General Meeting.
- (d) All funds raised by the association should be held in a safe on the school site.
- (e) The Treasurer shall keep a record of all funds received and disbursed by the Association.
- (f) The accounts of the Association shall be audited by the school Accounts Officer. The audit shall be completed in due time for presentation of the Association's accounts to the Association at the Annual General Meeting.
- (g) The Treasurer shall present an audited balance sheet and statement of accounts at each AGM in respect of the most recent financial year ended prior to such AGM.
- (h) The Financial Year of the Association shall begin on the 1st day of a new academic year and shall end before the beginning of the next academic year.

13. ALTERATION OF THE CONSTITUTION

Subject to Clause 10, this Constitution may be altered and/or additions made thereto at a General Meeting by the vote of two-thirds of those present and entitled to vote. No alteration shall be made to those clauses relating to the Objectives or to the dissolution of the Association which would cause the Association to cease to be in-line with its objectives and aims.

14. DISSOLUTION OF THE ASSOCIATION

- (a) The Association may be dissolved only by a resolution of two-thirds of the total of all Members present at an Annual General Meeting or, subject to Clause 10, at a General Meeting.
- (b) Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall be transferred to a nominated charity as may be decided by members at a General Meeting, provided always that none of the assets shall be distributed to any member of the Association and provided always that the registered charity receiving the assets prohibits

its assets being distributed amongst its members or being channelled for non-charitable purposes.

15. THE ASSOCIATION WILL BE NON PROFIT, NON POLITICAL AND NON PARTISAN

(a) The JPS PTA will not be conducted or operated for profit and no part of the earnings shall benefit any individual.

(b) The JPS PTA's objectives and activities will be politically neutral.

(c) The JPS PTA recognises the diversity of nationalities that make up JPS and will always act to foster harmony.