



The Constitution of

THE SULTAN'S SCHOOL PARENTS'
& TEACHERS' ASSOCIATION
(TSSPTA)



Amended XXXXX 2010



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1. Name

The name of the organization is: The Sultan's School Parents' & Teachers' Association (TSSPTA).

2. Objectives

The Sultan's School Parents' & Teachers' Association (TSSPTA) and the Committee exist as a consultative body to:

- Provide a link between students, parents/caregivers and the school for the benefit of the mental, physical, cultural, moral and spiritual development of the students;
- Promote the aims, objectives, activities and achievements of the school within the community.
- Provide support for the School and Teachers to promote a better learning environment
- Provide a forum for the exchange of ideas between parents and the school so that in the deliberation of policy the views and positions of the parents are clearly known.
- Communicate the views of the TSSPTA to the Board of Trustees.
- Raise funds to provide improved facilities and educational opportunities for members of the school community.
- Carrying out other activities consistent with the aim of improving education and capabilities for the students' of the school.

3. Membership

All parents or legal guardians of students currently enrolled in the school and Teachers currently working at the school are, by right, members of the Association and have the right to be nominated for the committee membership.



4. General Meetings

General Meetings refers to both Annual General Meeting (AGM) and special General Meetings (SGM) unless otherwise specified.

1. The quorum for a general meeting will be seven (7) members present in person.
2. At least fourteen (14) days written notification of each General Meeting will be given to members.
3. Notification of a General Meeting will specify the time, date and place of the meeting.
4. Full information will be provided concerning any proposed amendments to the constitution or any matter which is the business of a Special General Meeting. Such information will be supplied to any member requesting it.
5. The General Meeting will be chaired by the current President of the Executive Committee. In the absence of the President the Vice President will take his place, in absence of both the President and Vice President the committee or attendees will elect a person to chair the meeting from among the members present.
6. All questions will if possible be decided by consensus. However, where a consensus decision cannot be reached on a matter, the decision will, unless otherwise specified in this constitution, be made by a majority vote.
7. Only current full members will be eligible to vote.
8. Voting will be by a show of hands unless members indicate an alternative preference. If any member requests a secret ballot on any vote or election, a secret ballot will be held.
9. If voting is tied, the President will have the casting vote.



4. Annual General Meetings

The Annual General Meeting will be held annually within the first half of the first term of each school year.

The Annual General Meeting will carry out the following business:

10. Receive the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting.
11. Receive the Executive Committee's report on the activities of the organization over the last year and the proposed priorities and directions for the organization in the current year.
12. Receive the balance sheet and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year.
13. Elect the officers and other ordinary members of the Executive Committee (see section 7 item 1).
14. Appoint a suitably qualified external auditing body to review the organization's accounts. Review making it same as school auditor.
15. Discuss any other business which emerged following the finalization of the meeting's agenda.
16. Annual General Meetings AGM shall be held within the first half of the first term of each school year to review any matters of general concern.

1. Special General Meetings

17. Special General Meetings may be called by the Executive Committee or by a written request made by at least five (5) members and delivered to the Secretary. Where the meeting has been called on the written request of five (5) members it will be called within fifteen (15) days of the delivery of that request to the Secretary.



18. A Special General Meeting will only consider business related to the reason for which it is called, as notified to the members.



4. Executive Committee

19. The Executive committee shall consist of:
 1. President, Vice President, Secretary, Treasurer and no less than Six (6) elected parents representing children enrolled in Primary, Middle & Diploma Years.
 2. Two (2) representatives of the staff of the school. Who shall be selected by the executive committee.
 3. The Option to co-opt up to a maximum of four additional members. Such co-opted members will not have voting rights on the committee;
 4. The committee shall form sub-committees from its members and each committee shall be chaired by a member in consultation with the TSSPTA President.
1. The Executive Committee will be elected at each Annual General Meeting. Any parent who is willing to stand for election should complete a nomination form and submit it to the school at least Seven (14) days before the AGM. Members will be nominated based on majority votes cast in a secret ballot.
2. The Executive Committee will have the power to fill any places vacant following the Annual General Meeting, or any vacancy that arises in the Executive Committee or among its named officers until the next Annual General Meeting.
3. Elected members of the Executive Committee will retire at each Annual General Meeting, but will be eligible for re-election at the same and subsequent meetings. Newly elected Executive Committee members will take office immediately upon their election.



8. Executive Committee Meetings

1. A quorum will be half plus one of its members.
2. If a member of the Executive Committee, including an office-bearer, does not attend three (3) consecutive meetings or five (5) meetings in the year without leave of absence that member may, at the discretion and on decision of the Executive Committee, be removed from the Executive Committee.
3. All questions will if possible be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands.
4. If the voting is tied, the chairperson will exercise a casting vote.
5. Each meeting will be chaired by the President of the organization or, in her/his absence, by a person appointed by the Executive Committee
6. The Executive Committee will meet as required. Meetings may be held in person or by any other means of communicating as decided on by the Executive Committee from time to time. All members of the Executive Committee, including office-bearers, will be given at least (7) days notice of the meeting by the Secretary, verbally or in writing.
7. The Secretary will ensure that a minute book is maintained which is available to any member of the organization and which, for each meeting of the Executive Committee, records:
 1. The names of those present;
 2. All decisions which are required by the constitution or by law to be made by the organization; and
 3. Any other matters discussed at the meeting.
7. The Executive Committee will at all times be bound by the decisions of the members at General Meetings.
8. There shall be a minimum of four (4) executive committee meetings during the year.



8. Sub-committees

The Executive Committee will have the power to elect sub-committees to ensure that sufficient attention is provided to key areas requiring development these include but are not limited to:

7. The Social & Activities Sub Committee.
8. The HSE Sub Committee.

I. Finances

7. The financial year of the organization will be from (xxxxxxx) to the XXXXX following year.
8. At the first meeting of the Executive Committee following each Annual General Meeting, the Executive Committee will decide by resolution the following:
 1. How money will be received by the organization;
 2. Who will be entitled to produce receipts;
 3. Which bank accounts will operate for the ensuing year, including the purposes of and access to accounts;
 4. Who will be allowed to authorize the production of cheques and the names of cheque signatories;
9. The Treasurer will ensure that true and fair accounts are kept of all money received and expended.
10. The Treasurer will arrange for the accounts of the organization for that financial year to be reviewed by a suitably qualified person appointed for that purpose.



8. Income, Benefit or Advantage To be Applied to Objects

7. Any income, benefit or advantage will be applied to the objects of the organization.
8. No member of the organization or any person associated with a member shall participate in or materially influence any decision made by the organization in respect of any payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).
9. Executive Committee Members are expected to consider the welfare of the School and are responsible to the institution as a whole, rather than to any constituency that they may represent.
10. Executive Committee members are expected to respect the confidentiality of discussion in PTA meetings and of documents which may be submitted to the PTA for informational purposes.
11. Executive Committee members are expected to guard against any conflict of interest. They are expected to inform the Committee should any conflict or potential conflict arise.
12. TSSPTA shall not support or recognize unofficial Parent Groupings that undertake similar activities as the TSSPTA; such groups will not normally be permitted to hold meetings in the school or communicate through the school
13. The provision and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.

I. Alteration of Rules

7. The rules of the Society may only be amended in any way by a 2/3 majority of eligible members personally present at any General Meeting.



- 8. The existence of this clause shall not be removed from this document and shall be included and implied, as amended into any document replacing this document.

8. Dissolution of The TSSPTA

- 7. The organization may be dissolved if at a General Meeting of its members, it passes a resolution to close down, and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than Thirty (30) days after the date on which the resolution to be confirmed was passed.
- 8. If upon the dissolution of the organization there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organization but shall be given or transferred to the school, or to some other charitable organization or body having charitable objects similar to the objects of the first organization, within Oman.

I. Revision Log of Constitution

Revision No.	Approval Date
First Constitution	2nd January 1995
Revision 1	At AGM on 3rd November 1996
Revision 2	At AGM on 28th February 1999
Revision 3	At AGM on 6th December 2004
Revision 4	To Be Approved at AGM on 27th September 2010

This constitution comes into force on XXXXXXXX, and shall remain in force until altered in accordance with the provisions of this constitution.

Signed,