

(As Amended: June 2018)

**CONSTITUTION OF THE PARENTS AND STAFF ASSOCIATION OF
WATERFORD KAMHLABA**

1. NAME

The name of the Association is

**THE PARENTS AND STAFF ASSOCIATION OF WATERFORD
KAMHLABA**

2. Definitions

- “Parent Members” shall include natural or legal guardians, foster parents or step parents of students at the College
- “Staff Members” shall include all permanent members of staff of the College
- “Annual General Meeting” is a meeting of the “general” members of the Association
- “Special General Meeting” is a meeting held for a specific purpose. It has the same powers as the AGM.
- “Committee Members” are the elected members from the AGM to run the PSA.
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3. MEMBERS

The following persons shall be eligible to be general members of the Association:

- 3.1 All parents having students at Waterford Kamhlaba United World College of Southern Africa (the College”). And
- 3.2 The Principal and permanent members of the staff of the school.
- 3.3 A Student Representative

4. OBJECTIVES OF THE ASSOCIATION

The aims of the Association, read in conjunction with the Waterford Parents and Staff Association Strategic Aims , (see attached), shall be

- 4.1 to act as a supporting and advisory body to the Principal and the College
- 4.2 to foster communication between the College and the parents;
- 4.3 to raise funds and encourage sponsorship for the College and its various projects to support students and staff to enhance their learning and school experience, and

4.4 to uphold the UWC core values of:

- International and intercultural understanding
- Celebration of difference
- Personal responsibility and integrity
- Mutual responsibility and respect
- Compassion and service
- Respect for the environment
- A sense of idealism
- Personal challenge
- Action and personal example

5. MEETINGS OF THE ASSOCIATION

5.1 Annual General Meeting:

- There shall be an Annual General Meeting of the Association to elect the Committee, consider the accounts of the Association and consider such other business as may be appropriate
- The meeting shall be held in the second term of the academic year of the College at a date to be decided on each year and notice of which is to be published on the College website as well as the Headmasters newsletter.
- The meeting must be convened within 21 (twenty-one) days of the notice is published.
- The quorum for these meetings is 20 (twenty) parent members and 3 (three) staff members.
- Each member present shall have one vote
- The Chair of the meeting shall be the Chair of the Committee, or failing which another person may be nominated by the meeting.

5.2 Special General Meeting:

- Must be requested in writing by 20 (twenty) members.
- Must be convened by the Chair of the Committee within 21 (twenty-one) days after such request is received.
- Notices of meetings shall be advertised on the school website and the Headmasters weekly newsletter 7 (seven) days before such meetings.

5.3 Committee Meetings:

- Meetings to be held once a month during the academic term.
- Agenda to be circulated to all committee members prior to the meeting to be commented on and agreed to.

- Meetings to be conducted by the Chairperson of the committee.
- COMMITTEE
 - 5.4 There shall be a Committee of the Association which shall be elected each year at the Annual General meeting, provided that they are eligible for election, and shall consist of the following –
 - 5.4.1 Have at least 7 (seven) general members, at least 1 (one) staff member, and at least 6 (six) parent members
 - 5.4.2 The Principal shall be a non voting member of the Committee whose role is to report to the Committee, be advised by and give advice to the Committee.
 - 5.4.3 The Student Representative shall be a non voting member of the Committee, whose role is to report to the Committee, be advised by and give advice to the Committee.
 - 5.4.4 Have the right to co-opt additional members as the need arises;
 - 5.4.5 Have a Chair who shall be a Parent Member and who shall be appointed by the Committee for no more than two (2) consecutive terms
 - 5.4.6 Have a Vice Chair who shall be a Staff Member
 - 5.4.7 Have a Secretary and a Treasurer (who may at the discretion of the Committee be the same person) and who shall be appointed by the Committee;
 - 5.4.8 Be selected annually at the Annual General Meeting of the Association provided that the existing Committee Members shall be eligible for re-election;

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6. POWERS OF THE COMMITTEE

The Committee shall have the following functions and powers:

- 6.1 to invite parents, staff, students or other persons to address it with regard to any problems or grievances which they may have;
- 6.2 to make recommendations to the Governing Council and/or Principal with regard to any matter affecting the Association or the College;
- 6.3 to open and operate bank accounts at financial institutions in Eswatini on behalf of the Association;
- 6.4 to solicit and raise funds for the purpose of the Association;
- 6.5 to employ auditors and other persons in or about the business of the Association
- 6.6 to reimburse any members of the Committee or any sub-committee or any other person authorized to perform any function

- 6.7 of the Committee in respect of any useful and necessary expenses incurred by such a person in or about his business as such;
- 6.7 to create sub-committee of the Association to carry out such specific tasks or projects within the aims of the Association as the members may determine and to co-opt other members of the Association to serve on such sub-committees;
- 6.8 to dissolve any sub-committee
- 6.9 to delegate any of its powers to any sub-committee, committee member or any other person upon such terms and conditions as it may deem fit and to withdraw and amend such delegated powers from time to time;
- 6.10 to enter into contractual arrangements on behalf of, and in the name of the Association and to delegate any committee member or other person to represent it with regard thereto;
- 6.11 to institute or defend any legal proceedings in the name of the Association and in connection therewith to appoint Attorneys or other legal representatives to represent the Association;
- 6.12 to appoint additional Committee members to fill any vacancies which come into existence by virtue of the provisions of paragraph. 7.7 to do all such other things as may be necessary to carry out their functions;
- 6.13 to cause the Treasurer to prepare Annual Financial Statements for submission to the Annual General Meeting;
- 6.13.1 the Financial Year shall run from 1 January of every year to 31 December of the following year

7. PROCEDURE AT MEETINGS OF THE COMMITTEE

- 7.1 The Committee shall be entitled to determine and regulate its own proceedings and to make such rules with regard thereto as it may deem fit.
- 7.2 Each member of the Committee shall be entitled to one vote provided that the Principal shall not have a vote save and except for a casting vote in the event of a deadlock in the Committee
- 7.3 The Chair, if so requested by two parent members of the Committee, shall convene a meeting of the Committee consisting only of the Parent Members thereof, to consider any representation made by any parent of parents or any other matters affecting the parents, provided that
 - 7.3.1 The Principal shall be informed of such a meeting and general nature of the business to be discussed prior to the meeting being held;
 - 7.3.2 The members at such a meeting shall not be entitled to take any decision affecting the Association or the Committee

other than recommendations to the Principal, the Committee or Governing Council, or the convening of a Special Meeting of the full Committee

- 7.4 Notices of meetings shall be given to all members of the Committee provided that such notice may be oral or in writing and that the inadvertent failure to give such notice shall invalidate any proceedings of the Committee.
- 7.5 A quorum at any meeting of the Committee shall be four members. If a quorum is not present at any meeting, the meeting shall continue but any decisions reached must be ratified at the following meeting with a proper quorum. The Chair shall convene an emergency meeting of the Committee within forty-eight hours of a written request to do so from any three members of the Committee, or from the Principal.
- 7.6 In the event of a committee member failing to attend three consecutive meetings without good cause or a prior apology he/she shall cease to be a member of the Committee.

8. LIABILITY OF MEMBERS

The members of the Committee shall have no personal liability in respect of any bona fide actions or omissions in the course of their duties and the Association indemnifies the members against any claims as may arise from time to time.

9. AMENDMENT OF CONSTITUTION

This Constitution may be amended by a vote of the majority of members present at a Special meeting convened specifically for that purpose provided that the notice of such general meeting shall specify –

- 9.1 the provisions to be amended;
- 9.2 the reasons thereof.

Adopted: 01 March 2005

Amended: 6 August 2018

Signed on this day in Mbabane:

The Chairperson

The Principal