

(As Amended: June 2024)

**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 or temporal members of staff of the College
- “Annual General Meeting” (“the AGM”) is a meeting of the “general” members of the PSA
- “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 Association
- “College” shall mean Waterford Kamhlaba United World College Southern Africa
- “Principal” shall mean the principal of the College
- “Deputy Principal” shall mean the deputy principal pastoral of the College
- “Sub-committee” shall mean any committee created by the Association to carry out such specific tasks or projects within the aims of the Association as the members may determine
- “Student Representative” shall mean an elected representative by the College’s Student Representative Council

**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”);
- 3.2 The Principal and Deputy Principal of the College; And
- 3.3 A Student Representative.



#### 4. OBJECTIVES OF THE ASSOCIATION

The objects of the Association shall be

- 4.1 to act as a supporting and advisory body to the Principal, Governing Council ("the GC"), Students and other stakeholders of the College
- 4.2 to foster communication between the College stakeholders, such as GC, students, alumni and the parents and be the link between parents and College stakeholders;
- 4.3 to raise funds and sponsorship for the College and its various projects
- 4.4 to operate and make decisions that are in line with the College rules and regulations as well as the Eswatini Ministry of Education and any other relevant applicable regulations of the Kingdom of Eswatini, and
- 4.5 to uphold the UWC core values.

#### 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 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 Principal's newsletter.
- The meeting must be convened within 21 (twenty-one) days of the notice being published.
- The quorum for these meetings is 10 (ten) Parent members and 2 (two) Staff members.
- Each member present, either physically or online, shall have one vote.
- Only one Parent member per student at the College can 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 10 (ten) 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 Principal's weekly newsletter a minimum of 7 (seven) days before such meetings.
- The meeting must be convened within 21 (twenty-one) days of the notice being published.
- The quorum for these meetings is 10 (ten) Parent members and 2 (two) Staff members.

- Each member present, either physically or online, shall have one vote.
- Only one Parent member per student at the College can vote.
- The Chair of the meeting shall be the Chair of the Committee, or failing which another person may be nominated by the meeting.

- **COMMITTEE MEMBERSHIP**

- 5.3 There shall be a Committee of the Association which shall be elected each year at the Annual General meeting and shall consist of the following –
- 5.3.1 at least 9 (nine) voting members, comprised of:
- 5.3.1.1.1 One Staff member which shall be the Deputy Principal who will be the Vice Chair of the Committee; and
- 5.3.1.1.2 and at least 8 (eight) Parent members.
- 5.3.1.1.2.1 A current College student shall have a maximum of one voting Parent member.
- 5.3.2 The Chairperson shall be a Parent member and shall have a casting vote in the event of a deadlock in the Committee. The Chairperson shall be elected at the AGM for no more than two (2) consecutive terms. The Chairperson shall, among other duties, chair Association meetings, manage the Association's email, represent the Association at College events or appoint a Parent member to do so.
- 5.3.3 The Secretary shall be a Parent member and shall be elected at the AGM for no more than two (2) consecutive terms. The Secretary shall, among other duties, take minutes at Association meetings, circulate the agenda for each Association meeting in advance thereof and prepare and publish requisite notices.
- 5.3.4 The Treasurer shall be a Parent member and shall be elected at the AGM for no more than two (2) consecutive terms. The Treasurer shall, among other duties, prepare financial inflows, outflows and commitments to be tabled at each meeting of the Committee meetings, manage the Association's bank account and arrange for the preparation of financial statements for tabling at the AGM.
- 5.3.5 The Principal shall be a non-voting member of the Committee whose role is to support, advise and be advised by the Committee.
- 5.3.6 The Student Representative shall be a non-voting member of the Committee whose role is to support, advise be advised by the Committee.
- 5.4 The Committee shall have the right to co-opt additional members as the need arises on invitation per meeting;



## **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 matter the Committee deems necessary;
- 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 on behalf of the Association;
- 6.4 to solicit and raise funds for the purpose of the Association and the College;
- 6.5 to employ accountants/auditors and other persons in or about the business of the Association such as preparing Annual Financial Statements for submission to the Annual General Meeting or other;
- 6.6 to reimburse any members of the Committee or any sub-committee or any other person authorized to perform any function 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 as it may deem fit;
- 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 as it may deem fit; 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 or in line with the Governing Council's financial year end, with the latter taking precedent.

## **7. 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 Meetings to be held at such intervals as the Committee may determine but consider meeting at least once during the academic term at such times and places as the committee may determine.
- 7.3 Agenda to be circulated to all Committee members prior to the meeting to be commented on and agreed to.
- 7.4 Meetings to be conducted by the Chairperson of the Committee.

- 7.5 Each voting member of the Committee shall be entitled to one vote.
- 7.6 A member of the committee shall not vote or in any manner participate in the proceedings at any meeting of the Committee in relation to any matter before the Committee that he or she has any interest which precludes him or her from performing their function as a member of the committee in a fair, unbiased and proper manner.
- 7.7 the Chairperson and sub-committee chairpersons may at any time convene a meeting which shall be held at such time and place as the Chairperson/sub-committee chairperson may direct.
- 7.8 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;
- 7.8.1 The Principal may be informed of such a meeting and general nature of the business to be discussed prior to the meeting being held;
- 7.8.2 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
- 7.9 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.
- 7.10 A quorum at any meeting of the Committee shall be half of the members present. 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.
- 7.11 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. DELEGATIONS**

- 8.1 The Committee may:
- 8.1.1 delegate to the Chairperson, Principal or any Parent Member of the Committee any power conferred upon the Committee by or under this constitution, on such conditions as the Committee may determine;
- 8.1.2 authorise the Chairperson, Principal or any Parent Member of the Committee to perform any duty assigned to the Association.
- 8.2 The above delegation (clause 8) shall not preclude the exercise of the power in question by the Committee.



**9. RIGHT OF APPEAL**

9.1 Any person who feels aggrieved at any action or decision taken by the Committee, may within 30 days from the date on which the action or decision was made known by the Committee, and after having given notice of 30 days to the Committee, can appeal to the College body higher than the Committee.

**10. 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.

**11. AMENDMENT OF CONSITUION**


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


- 11.1 the provisions to be amended;
- 11.2 the reasons thereof.

Adopted: 01 March 2005

Amended: 2 July 2024

Signed on this day in Mbabane, Eswatini: 26<sup>th</sup> June 2024

  
Chairperson

  
Principal

Name: Johannes Gbede

Name: Jaanie Ofula