



PARENT TEACHERS ASSOCIATION

PTA KIS CONSTITUTION

REVISED NOVEMBER 2018

"At Kinabalu International School we are dedicated to providing an excellent education
in a caring, respectful environment, challenging students to achieve their full potential as successful global

CONSTITUTION of the PARENT TEACHERS ASSOCIATION of KINABALU INTERNATIONAL SCHOOL

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ARTICLE 1

NAME

The Association shall be called the Parent Teachers Association of the Kinabalu International School (hereinafter referred to as the "PTA").

ARTICLE II

OFFICE AND ADDRESS

The office of the PTA shall be at the premises of the Kinabalu International School. The registered postal address of the PTA shall be at P0 Box 12080, 88822 Kota Kinabalu, Sabah. All meetings of the PTA shall be held at the School premises or otherwise as decided upon by the PTA Steering Committee.

ARTICLE III

OBJECTIVES

The objectives of the PTA shall be:-

- (a) To provide social opportunities for parents, students, teachers and governors in order to maintain a consistently high level of social communication among all the groups and parties involved in the School.
- (b) To help raise funds for capital and noncapital related activities of the School.
- (c) To provide a forum for interaction and discussion between parents, teachers, students and governors of KIS on how to best to provide a standard of education at the School.

ARTICLE IV

NON-PROFIT CHARACTER OF PTA

The PTA is a non-profit making organization and whatever funds are raised shall be used only to fund its own activities or as donations to the School (KIS) for specific improvements. The PTA is an adjunct organization to KIS and as such is non-political and not affiliated with any religious group.

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ARTICLE V

MEMBERSHIP

- 1 The PTA shall consist of ordinary and honorary members.
- 2 All parents of students at KIS and teachers at the School are deemed to be members of the PTA.
- 3 Honorary Membership shall be by conferment by the Steering Committee on persons who have no children enrolled in the School but who in the opinion of the Committee are able to render valuable service to the Association. In addition, Honorary Membership will be conferred on two (2) members of the Secondary Student Council as per Article VIII, Clause 1. Honorary membership shall be for a period of one year from the date of conferment or as otherwise deemed by the Committee. The number of honorary members in any one year shall not exceed twenty.
- 4 There shall be no fee payable for entrance or membership of the PTA.
- 5 All ordinary and honorary members are entitled to attend and vote at meetings of the PTA and are eligible for election to the Steering Committee, but only one parent or guardian of a child may be elected to the Committee.
6. Every member so elected shall hold office for a term of one (1) year with an option to extend to another year without re-elections. Upon completion of office, any member of the Committee shall be eligible for re-election.

ARTICLE VI

CESSATION AND SUSPENSION OF MEMBERSHIP

- 1 An ordinary member shall cease to be a member -
 - (a) if the member's child is no longer a pupil of the School; or
 - (b) if the member resigns from membership.
- 2 An honorary member shall cease to be a member -
 - (a) upon the expiry of his/her membership;
 - (b) if the member leaves Sabah with no intention of returning or his/her absence from Sabah is for an indefinite period;
 - (c) if the member resigns from membership; or

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- (d) if the Steering Committee terminates his/her membership.

ARTICLE VII

GENERAL MEETING

- 1 Notwithstanding any provision of the Constitution, the PTA, as an adjunct organisation of KIS shall come under the general authority of the School Board of Governors.
- 2 The PTA shall not take part in the administration of the School.
- 3 The supreme authority of the PTA shall be vested in a general meeting of the members. At least one eighth of the total voting membership of the PTA must be physically present at general meeting to constitute a quorum.
- 4 If a quorum is not present within 30 minutes of the time appointed for the meeting, the meeting shall be postponed to a date within fourteen (14) days to be decided by the Steering Committee. At the postponed meeting, if a quorum is not present within 30 minutes of the appointed time, the members present shall proceed with the meeting.
- 5 An Annual General Meeting of the PTA shall be held before the end of June in each year, on a date and at a time and place to be decided by the Steering Committee. The business of the Annual General Meeting shall be:-
 - (a) To receive and adopt the minutes of the last Annual General and any Extraordinary General Meetings;
 - (b) To receive the Steering Committee's Report on the working of the PTA during the previous year;
 - (c) To receive the Treasurer's Report and the accounts of the PTA for the previous year;
 - (d) To elect a Steering Committee for the ensuing year;
 - (e) To vote on any motion of which notice has been given to the Secretary no less than fourteen (14) days before the date of the meeting and which has been circularised by the Secretary to all members not less than seven (7) days before such date.
 - (f) To discuss any other business.

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- 6 A notice of the Annual General Meeting stating the date, time and place of meeting shall be sent by the Secretary to all members not less than twenty-one (21) days before the date fixed for the meeting. An agenda shall accompany the notice. The notice and agenda shall be displayed at the Office or place of meeting of the PTA.
- 7 *An Extraordinary General Meeting of the PTA shall be convened:*
- (a) whenever the Steering Committee deems it necessary, or
 - (b) at a joint request in writing to the Secretary of not less than ten (10) members, stating the objects and reasons for such meeting.
- 8 An Extraordinary General Meeting requested by members shall be convened within thirty (30) days of the receipt of such a request.
- 9 Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Secretary to all members at least fifteen (15) days before the date fixed for the meeting.
- 10 Paragraphs 3 and 4 of this Article regarding the quorum and the postponement of an Annual General Meeting shall apply also to Extraordinary General Meeting, but with the proviso that if no quorum is present 30 minutes after the time appointed for a postponed Extraordinary Meeting requested by members the meeting shall be cancelled. No such Extraordinary General Meeting shall be requested for the same purpose until after the lapse of at least six (6) months from that date.
- 11 All decisions at a General Meeting shall, subject to the provisions of this constitution, be by a simple majority vote and shall be by show of hands or by secret ballot as the members may require. A member who is unable to attend the AGM or an EGM may appoint another member of the PTA to cast his/her vote by proxy. Written evidence of the proxy must be given to the Secretary. A proxy vote does not constitute an attendance for the purpose of forming a quorum. No member may cast more than 2 proxy votes.
- 12 The Secretary shall forward to all members a copy of the draft minutes of each Annual and Extraordinary General Meeting as soon as possible.

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ARTICLE VIII

STEERING COMMITTEE

- 1 A Steering Committee consisting of sixteen (16) members shall run the PTA. Twelve (12) members of the parent body shall be elected to the Steering Committee at every Annual General Meeting (as per Clause 2 below).

The remaining (4) Steering Committee members will comprise of

- (a) One (1) Primary Teachers representative
- (b) One (1) Secondary Teachers representative
- (c) Two (2) elected members of the Senior Student Council, as nominated by the Senior Student Council, who shall have Honorary Membership (as per Article V Clause 3).

- 1.1 During the first official handover meeting of the incoming Steering Committee, the following positions will be voted upon.
- a. Chairperson
 - b. Vice Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Eight (8) other members

In addition to the members on the Steering Committee, the Principal of the School is an ex- officio member.

- 2 Election to the Steering Committee shall be as follows -

- (a) a list of nominees for election shall be presented by a nominating committee appointed by the Steering Committee. Nominations, duly proposed and seconded may also be made from the floor.
 - (i) If the process in (a) yields exactly twelve (12) nominations, then the twelve nominees will automatically become Steering Committee members
 - (ii) If, however, the process in (a) yields more than twelve (12) nominations, then those nominees with the highest number of votes will be elected to the Steering Committee. Notwithstanding the foregoing, in the event more than six (6) of the twelve (12) nominees so elected to the Steering Committee has the same nationality, then a nominee of a different nationality who has the highest vote among the unsuccessful nominees shall become a member of the Steering Committee instead to ensure there is diversity of nationalities on the Steering Committee.

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- (b) election shall be by a simple majority vote of the members present at the meeting.
- 3 Any member of the Committee shall be eligible for re-election to the Steering Committee.
 - 4 No member of the Board of Governors may also be a member of the Steering Committee, but one member of the Board will be invited to meetings as a non-voting liaison guest.
 - 5 Any member of the Committee absenting himself/herself from three consecutive meetings of the Committee without giving good reason in writing to the satisfaction of the Committee shall vacate his/her seat.
 - 6 Should the Steering Committee be depleted either by resignation of members, the Steering Committee may co-opt up to four (4) members without reference to the PTA, provided that at least four (4) elected members remain on the Steering Committee (therefore totalling a minimum of 8 Steering Committee Members) and that the names of those co-opted shall be circulated to all members of the PTA within fourteen (14) days of the date on which they were co-opted. Should a fifth or subsequent vacancy occur then the Committee shall call an EGM of the PTA to elect new Committee members. The four (4) co-opted Committee members shall stand down when this meeting is convened, but may stand for election. Should a previously co-opted Committee member wish to stand for election at the EGM, the Secretary to the Committee shall include in the notice to the members of PTA giving the date of the EGM, a statement to that effect.
- In the event of a quorum not being present at the EGM, the previously co-opted members shall be deemed to have been elected. The Committee as then constituted, may co-opt up to two (2) new members without reference to the PTA, subject to the proviso in para 1 hereof.
- 7 Unless the Committee otherwise decides, all its decisions shall be determined by a simple majority of votes.

ARTICLE IX

DUTIES OF OFFICE BEARERS

- 1 The Chairperson shall during his/her term of office preside at all general meetings and all meetings of the Steering Committee and shall be responsible for the proper conduct of all such meetings. In the case of an equality of votes, the Chairperson shall have a casting as well as a deliberative vote and he/she shall sign the minutes of each meeting at the time they are approved.

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- 2 The Vice-Chairperson shall assist the Chairperson and shall act for him/her during the latter's absence.
- 3 The Secretary shall conduct the business of the PTA in accordance with this Constitution, and shall carry out the instructions of the general meeting and of the Committee. He/She shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. He/She shall attend all meetings and record the proceedings.
- 4 The Treasurer shall be responsible for the finances of the PTA. He/She shall keep accounts of all its financial transactions and shall be responsible for their correctness. He/She shall be responsible for receipt and collection of the funds of the PTA, and their banking and the preparation of statements of account.

ARTICLE X

FINANCIAL PROVISIONS INCOME

1 INCOME

- (a) There shall be established by the PTA Steering Committee, a fund into which shall be paid all donations or contributions from any members towards the objectives of the PTA, which fund shall be managed by the PTA Steering Committee.
- (b) The PTA Steering Committee shall keep or cause to be kept proper accounts and other records in respect of its operation and shall cause to be prepared statement of accounts in respect of each financial year.
- (c) The account of the PTA shall be audited annually by the Board of Governors of KIS based on procedures determined by them.

2 EXPENDITURE

- (a) All cheques or withdrawals on the PTA's account shall be signed jointly by the Treasurer and Chairperson or in the absence of either member the Secretary, or in further absence by such other member(s) of the Committee as it may authorise.
- (b) All capital improvements expenditures on the School shall be made as donations to KIS and expended according to normal financial procedures.

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- (c) No expenditure for and on behalf of KIS exceeding RM5,000 at any one time shall be incurred without prior sanction of the Board of Governors.
- (d) The financial year of the PTA shall commence on June 1st and end on May 31st each year.
- (e) As soon as possible after the end of each financial year a statement of income and expenditure and a balance sheet for the year shall be prepared and submitted to the Board of Governors and to the next Annual General Meeting.

ARTICLE XI

AMENDMENT TO CONSTITUTION

The Constitution of the PTA may be amended at any Annual General Meeting or at an Extraordinary General Meeting by a majority of two-thirds (2/3) of the voting members present and voting. The Secretary shall cause any previously proposed amendments to be sent to the members of the Association at least fifteen (15) days prior to the meeting. No amendment shall become valid except upon the approval of the Board of Governors.

ARTICLE XII

DISSOLUTION

- 1 The PTA will only be dissolved if and when the Kinabalu International School Association is dissolved.
- 2 In the event of dissolution of the PTA, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds and assets shall be donated to KIS.

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