

Constitution of Parent Teacher Association of Nexus International School, Putrajaya (NISP PTA)

1. The association shall be called The **Parent Teacher Association of Nexus International School, Putrajaya (NISP PTA)**

2. The place of business of the *Association* shall be No. 1 Jalan Diplomatik 3/6, Presint 15, 62050 Putrajaya, Malaysia.

3. The object of the Association is to advance the education of learners in the school in particular by:
Developing effective relationships between the staff, parents and others associated with the school;
Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

The committee members have the following powers, which may be exercised only in promoting the object.

3.1 To provide a forum for communications between parents and teachers on matters affecting the welfare and development of learners.

3.2 To encourage parent's participation in running social events, inter-school events and competitions

3.3 To raise funds for the use of the Association by having international food sale, jumble sale, family market fair, etc.

3.4 To provide support for school trips and outings

3.5 To provide support and information to new families to the school

3.6 To organise meetings to inform parents about education, activities and events in school

3.7 To provide support to Student Council for fund raising and learners' events

4. MEMBERSHIP

NISP PTA is not a registered association and cannot charge fees for membership

4.1 All parents of learners currently enrolled in the school and teaching staff currently employed by the school are automatically members

4.2 Membership is terminated if:

- The Member resigns by written notice to the Association
- Learners are longer enrolled in the school and teaching staff no longer employed by the school.

4.3 The Committee Members may for good reason, regardless of whether or not this is at the request of Governing Body or the Head of School, exclude any person from membership or from attending an

event whose presence at or support of the school is deemed a danger to the school or its pupil or staff or might bring the Association into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

5. GENERAL MEETINGS

General Meeting refers to both Annual General Meeting (AGM) and Extraordinary Meeting (EGM) unless otherwise specified

5.1 All Members are entitled to attend any General Meeting of the Association. These can either be Annual or Extraordinary Meeting

5.2 A quorum of 40% of the Committee Members of the Association must be present at a General Meeting for its proceedings to be valid.

5.3 All General Meeting will be called by giving 14 days written notice of the meeting to the members. The notice should specify the date, time and location of the General Meeting as well as give an overview of the agenda.

5.4 The General Meeting will be chaired by the Chairperson. In the absence of the Chair, some other Executive Member elected by those present is in charge of the General Meeting

5.5 Every issue at a General Meeting is decided by a simple majority of the votes cast by Members present at the meeting. If the voting is tied, the Chairperson will have a casting vote

At an AGM the members:

- Receive the accounts of the Association for the previous financial year
- Receive report of Committee Members on the Association's activities since the previous AGM
- Receive minutes of all General Meeting held since last AGM
- Discuss and determine any issues of policy or deal with any other business put before them elect committee members

5.6 The Secretary will ensure that a minute book is maintained and made available to any member of the Association and records the following:

- The names of those present
- All matters discussed at the meeting
- All decisions required and made at the meeting

5.7 The Association must hold a General Meeting within twelve months of the date of the adoption of this Constitution. Thereafter, an AGM will be held each subsequent year in the month of September and not more than 15 months may elapse between successive AGM

5.8 Extraordinary General Meeting (if an urgent issue cannot be dealt with at an AGM such as amendment of the Constitution) may be called by the Executive or by a written request made by at least five members and called within three months of written requests from committee members.

6. THE COMMITTEE

6.1 All members of the Committee have control of the Association, its property and funds.

6.2 Committee Members shall be elected at the AGM and shall hold office until the next AGM. Nominations for election to the Committee may be made by any Member of the Association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or insufficient number are received before the AGM, any Members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

6.3 A Committee Member automatically ceases to be Committee Member if he or she:

- Is incapable, whether mentally or physically, of managing his or her own affairs
- Is absent from three consecutive meetings of the Committee without prior notification to the Secretary
- Ceases to be a member of the Association
- Resigns by written notice to the Committee

6.4 All Committee Members shall be entitled to reimbursement of reasonable out of pocket expenses (including hotel or travel costs) incurred in the administration of the Association

The Committee shall consist of the following office bearers:

Chairperson
Vice-Chair (Secondary)
Vice-Chair (Middle School)
Vice-Chair (Primary)
Secretary/Treasurer
Primary teacher
Secondary teacher
2 chairs from the sub-committees

2013 Sub Committees:

Transport
Cafeteria
Charity
Welcome
Celebration
Environment
Sports
Production

7. POWERS OF COMMITTEE

The following powers are available to the Committee to help run the Association:

10.1 To delegate any functions of the Committee to sub-committee, at least one member of every sub-committee must be a committee member.

10.2 The Committee should define the responsibilities of each sub-committee with care. All sub-committee must promptly report to the main Committee.

8. NOTICES

8.1 Notice of any General meeting of the Association may be sent by suitable electronic communication (email) or Newsletter (Connect)

9. RECORDS & ACCOUNTS

9.1 The Association treasurer will prepare an annual statement of accounts to be reported at the AGM

9.2 All statements of account relating to the Association must be made available for inspection by any member of the Association and the Head of School and Board of Governors.

10. AMENDMENTS

Any suggested amendments to the Constitution must be circulated prior to your General Meeting in accordance with the existing Constitution to give the members a chance to review and comment on the proposed amendments

10.1 No proposed amendments will be adopted unless it is passed by two-thirds majority of the votes

10.2 The Members must be given 14 clear days notice of the proposed amendments

10.3 A copy of amendments must be sent to all Members within 14 days of it being passed.

11. DISSOLUTION

11.1 The Association may be dissolved by a resolution presented at an EGM or an AGM where it is included in the meeting

11.2 The resolution must have the agreement of two-third majority of the votes

11.3 In the event of dissolution, all debts and liabilities of the Association shall be discharged and passed to the school

11.4 Notice of dissolution shall be given within 7 days of the dissolution

This Constitution comes into force on 12/12/13 and shall remain in force until amended in accordance with the provisions of this Constitution.

Adopted at a meeting held at Nexus International School Putrajaya on 12/12/13

Chairperson name: JULIA JAMIL

Witness name: Supramaniam Ramesh
Address:

Occupation:
Signature: Jula

Occupation:
Signature: [Handwritten Signature]