

CONSTITUTION OF ILMA PARENTS ASSOCIATION

ARTICLE I

Name and Definition

1. The name of this association shall be “**Ilma Parents Association**”, hereinafter referred to as the “IPA”.
2. The IPA will welcome Parents of students of Ilma International Girl School (hereinafter called “IIGS”) community and plan events for students, parents and teachers that foster cultural diversity, academic excellence, mutual respect and fellowship.

ARTICLE II

Objectives and Purposes

The main aim of the IPA is to advance the interests of the school. To this end it shall:

1. Support and uplift academic, co-curricular and extra-curricular activities.
2. Promote understanding and cooperation among students, parents and teachers in particular and the community at large in general.
3. Recommends to the Board of Management of IIGS on any observed needs of the school community in general and the students in particular.
4. Mobilise resources for the above purposes

ARTICLE III

Non-profit, non-political, non-partisan character

The IPA shall:

1. Be exclusively educational in character as outlined in Article II.
2. Not to be conducted or operated for its profit and no part of the net earnings of the IPA shall benefit any individual.
3. In its aims and activities be politically neutral.
4. Shall act to foster harmony by recognising common concerns.

ARTICLE IV

Memberships

1. **Eligibility:** Parents or legal guardians of students presently enrolled at IIGS are eligible to obtain IPA membership

2. **Founder members:** Members elected at the Inaugural Meeting held on 12 September 2018 will be called as Founder Members of the IPA
3. **Term of Membership:** The Membership will be ceased upon the cessation of the studentship of the child at IIGS.

ARTICLE V

Committee and Officers

The IPA shall be administered by a Committee of members.

1. The officers of the IPA shall be a committee consisting of not less than 12 members and not exceeding 15 members, and shall be elected by the general membership, however excluding the three members reserved as stated in Clause 2 (5) of Article V, including:
 1. President
 2. Vice President (02 nos.)
 3. Secretary
 4. Assistant secretary
 5. Treasurer
 6. Assistant treasurer
 7. Sub Committee representatives – 06 members

The term of office for the elected committee shall be two years. The committee which was elected at the Inaugural Meeting shall have the term of office for two years, from the date of first AGM held on 22 September 2019.

2. Nominations and Elections
 1. Any two members of the IPA shall nominate a candidate, for election 14 days prior to the AGM
 2. At the Annual General Meeting (AGM), the slate prepared shall be read and those candidates nominated from the floor shall be added to the list.
 3. Candidates will be elected by a secret ballot by the majority of the members present at the AGM.
 4. The Candidate who received the greatest number of votes for each office shall be elected.
 5. Minimum of three members from the outgoing committee to be retained to the succeeding committee. The said three members shall be nominated by the outgoing committee.
3. Any elected member cannot hold the same position for more than two consecutive terms, but can hold a different position on the Committee

Responsibilities of the Committee

The committee shall

1. Be responsible and accountable to the General Membership for running the IPA affairs
2. Check the minutes of the AGM for accuracy which will then be circulated via e-mail
3. Form sub-committees for specific purposes as deemed necessary
4. Fill any vacancies of the Committee during the term

President

1. Presides all IPA committee meetings
2. Organises and calls the AGM and IPA meetings and ensures that Committee procedures are followed
3. Gives notices to all meetings in accordance with the Constitution
4. Receives and presents to the IPA all incoming correspondence
5. Acts as the representative of the IPA to the IIGS Board of Management
6. Attend Management Committee meetings or parts thereof as and when requested by the IIGS. However the Chairperson (as representative) does not hold voting rights of the Management Committee

Secretary

1. Conducts the correspondence of the IPA meetings
2. Keeps and up to date record of the Constitution of the IPA
3. Makes available up to date copies of the Constitution to IIGS, for distribution to parents of new students and the Management Committee
4. Keeps accurate minutes of all IPA meetings including meetings of the Committee
5. Publicises all minutes of Special General Meetings (SGM) to parents through the Principal

Treasurer

1. Records and keeps the financial transactions of the IPA in accordance with ordinary financial practices and accountable to the members
2. Prepares quarterly and annual financial statements for tabling at Committee and General Meetings
3. Furnishes the auditors with a complete financial statement and all financial records and information as required by the said auditor in sufficient time for the auditor to present her/his report to the AGM
4. Undertakes all financial transactions of the IPA

Meetings

1. Annual General Meeting (AGM) shall be held at least once in every two years
2. Special General Meeting of members (SGM) may be called at any time, under the following circumstances
 - It can be called by the President giving written notice to the Secretary or
 - By a written request to the Secretary signed by at least hundred (100) parents stating the purposes of the meeting

3. The Secretary shall within a week of receiving such notices as aforesaid, call the SGM, indicating the time, place and purpose of the meeting. Quorum for AGM or SGM shall be not less than 100 parents
4. SGM shall be confined only to discuss the particular matters for which the SGM was convened
5. IPA Committee regularly meets at least once in six weeks and the quorum for voting purposes shall be not less than 06 members
6. A special meeting of the Committee may be called at any time by the President. The Secretary will give reasonable notice to all Committee members of such meeting

Others

1. Distribution of funds

No funds of IPA shall be utilised without due approval of the Committee.

2. Removal of a committee member

Removal of a committee member includes on proof of moral turpitude with an approval of 2/3 majority of the Committee.

3. Vacancies

In the event of any vacancy by death or removal or resignation, then in that event such vacancies shall be filled within the committee

ARTICLE VI

Standing Committees

There shall be seven Standing Committees of the IPA. The Chairpersons of Standing Committees should be filled at the AGM.

1. The Child welfare Sub Committee shall arrange a resource mobilization event to help children in need
2. Child Security and Transport Sub Committee shall look into transport and security concerns of students
3. Training and Education Sub Committee shall advice and suggest for overall standards of education at IIGS
4. The Staff and Students Appreciation Committee shall organise facilitation ceremony for the IIGS Staff and students
5. The School Improvement Committee shall organise activities for improving the quality of the learning-teaching process
6. The Service Committee shall be the link between the various charity clubs and the IPA
7. Sports and Health Sub Committee shall help with the school's sports activities and overlook the environment and health issues concerned

ARTICLE VII

Liabilities of Members

No members of the IPA or its officers shall have any personal obligation in respect to IPA liabilities

ARTICLE VIII

Dissolution or Liquidation

No part of the net income, revenue or donations to the IPA shall benefit any member, officer or any other private individual (except that a reasonable compensation may be paid for services rendered in connection with one or more of the IPA's objectives) and no member, officer or any private individual shall be entitled to share in the distribution of any part of the assets of the IPA on its dissolution or liquidation. In the event of such a dissolution or liquidation the assets shall be transferred to a charity working with orphans and vulnerable children.

ARTICLE IX

Amendments

A majority at any AGM or SGM may amend these articles and/or the accompanying byelaws during the term of office, provided that there is quorum present (hundred parents minimum) and that copies of such amendments have been distributed to the members previously.

BYE-LAWS

1. Address :The business address of the IPA shall be the address of IIGS
2. Meetings: An AGM shall be held at every two years, with committee meetings called once in six weeks during the term at times determined by the Committee. The agenda for the AGM shall include election of officers and financial reports. Except in cases of urgent business, notification of the time and place of IPA meetings shall be published in the school calendar or written or and/or email notification shall be sent to members at least two weeks prior to the meeting date.
3. Procedures: General meetings will be conducted in English
4. Dues and special fees: To be adopted at an AGM or SGM

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