



## Articles of Association of the Ahliyyah & Mutran Parent Council

### Article One: Articles of Association

This document shall be called the Articles of Association of the Ahliyyah & Mutran Parent Council.

This document is the main reference point for all proceedings of the council, as it aligns with our school's vision, mission, and goals.

### Article Two: Definition of Terms

The following words and expressions shall have the meanings specified:

**The School:** Ahliyyah & Mutran School

**Leadership Team:** Superintendent, and principals and heads of all the School divisions: DP/CP, PYP, MYP and KG.

**Parent Council (PC):** The elected council in accordance with Articles 6, 7 and 8 of these Articles of Association.

**Admission and Registration Department:** The Ahliyyah & Mutran Admission and Registration Department

**Parents:** Mothers, fathers and legal guardians of students currently enrolled in the School for this academic year.

### Article Three: Purpose of the Parent Council

The purpose of establishing the Parent Council is to enhance the home-school partnership and create a sense of community, which is at the core of the school's mission, spirit, values, and purposes. Such a partnership builds on the current foundation our school has with its parent community and contributes to improved student well-being and learning. Positive sharing of information, structured involvement, and constructive feedback are all key to a supportive community and conducive to the growth and flourishing of the School.

### Article Four: Principles of the Parent Council

The PC members need to abide by a number of key principles and guidelines that align with the school's values and ethics and fulfil its mission, including:

1. Follow the School's policies and regulations, respect the leadership of the school and work closely with them for the benefit of our students.
2. Focus on key issues that concern the general student body and the school/program, hence the benefit of all students.
3. Respect and follow the official communication channels of the school.
4. Respect the opinions and views of other fellow members in the PC.
5. Participate actively in the meetings and activities of the PC and mobilize other parents when needed.



6. Promote positive relationships and connections with other parents and with the school
7. Ensure the integration of the school values and principles in the activities, meetings, and decisions of the PC.

In addition to the above-mentioned principles and to ensure that the purpose and objectives of the PC are maintained and always respected, members of the PC are to refrain from doing any practices that would harm the school's interests or reputation in any way, such practices include but not limited to the following:

1. Overrule school policies and procedures for personal benefits or convenience.
2. Engage in political games or favoritism within the PC or the parent community.
3. Interfere in the school academics, teaching practices, or the administration of the school.
4. Criticize the school or PC publicly. Any grievances should be brought to the attention of the school leadership or PC Chairperson, and they will be dealt with in confidence.
5. Use the PC group to seek support for personal problems/issues that your children are facing in school. Feedback related to personal issues should be directly given to the school.
6. Send messages that are irrelevant to the PC's work through the PC's communication channels.
7. Interfere in any student issues or individual student matters that are beyond the scope of the PC objectives and responsibilities.

#### **Article Five: Areas of Involvement**

In light of its purpose, the following are some of the key areas in which the PC is expected to be involved:

1. Provide the school with constructive feedback and ideas for improvement concerning school policies, procedures, and operations to improve the environmental and educational conditions in the school.
2. Cultivate a culture among the parent community to support the progress and development of the school and promote and enhance its plans and programs.
3. Mobilize the parent community's talents, expertise, and network to support the plans and programs of the school.
4. Involve volunteers from within the parent community to assist in organizing and/or implementing certain school events, programs, and meetings as agreed upon with the school, including fundraising events.
5. Gauge any parental concerns or worries, convey them to the school and collaborate with the school in addressing them.
6. Represent the parent community in any committees developed by the school and/or mobilize parents to participate in such functions as needed/requested by the school.
7. Support new families and parents in the school and create a sense of "family" among our parent community.
8. Communicate with the parents and the school in writing and/or through face-to-face meetings at least 4 times per academic year.



### **Article Six: The Process of Creating the Parent Council**

1. The school will share an application form with the parents within the first two weeks of the school year.
2. Those interested will have a week to nominate themselves, representing a particular grade level.
3. Upon receiving nominations through the application process, the Admission and Registration Department will review the applications and send the profiles of eligible candidates (based on the criteria stated in Article 7) to all parents within a week from the deadline for nominations.
4. Parents will have three days to cast their votes, and voting is based on the number of children in accordance with their respective grade level.
5. Results shall be announced within one day from closing out the ballot.

### **Article Seven: The Criteria for Nomination to the Parent Council**

Nominees for the Parent Council must meet the following conditions:

1. Having been in the school's community for at least three years (except for parents whose children are all in the KG).
2. Believing in the mission, vision, and values of the school and are willing to support these objectives.
3. Having all school age sons and daughters as students at the school.
4. Being able to allocate at least two hours per week (or more) to follow up on any items related to the PC.
5. Being able to respond to urgent meetings and requests by the school and the PC when needed.
6. Not being an employee of the school.
- 7.

### **Article Eight: Parent Council Members**

The Parent Council members are as follows:

1. One representative from Ahliyyah & Mutran Kindergarten (KG1 & KG2).
2. One representative from Primary School (Grades 1&2).
3. One representative from Primary School (Grades 3,4&2).
4. One representative from Middle School (Grades 6,7&8).
5. One representative from Middle School (Grades 9&10).
6. One representative from High School (Grades 11&12).
7. Three members from the Ahliyyah & Mutran School, the PC Coordinator, the Head of the Community Relations and Communication Department at Ahliyyah & Mutran, representative from the Leadership Team (could be changed based on needs), where a member from the leadership team can act as a voting member in meetings when this is required.

The term for each PC is one calendar year, and each member can serve for two consecutive terms only.



## **Article Nine: The PC Organizational Structure**

### **1. The Chairperson**

The PC shall elect the Chairperson from one of the members elected. The Duties of the Chairperson include:

- a) Liaise with the Secretary on the agenda and meeting arrangements.
- b) Welcome members and introduce guests.
- c) Ensure fair discussion and that everyone gets a chance to have their say.
- d) Get through the agenda on time.
- e) Sum up issues, points and decisions.
- f) Ensure decisions are carried out.
- g) Work with the Treasurer to ensure that proper financial accounts are prepared for meetings.

### **2. The Secretary**

The Secretary plays an important role in supporting communication between the Parent Council members themselves and the Leadership Team. Some of the duties of the Secretary are to:

- a) Make arrangements for meetings and prepare an agenda in consultation with the Chairperson.
- b) Send a notice of the meeting, venue and agenda to all Parent Council members at least one week ahead of the meeting with an agenda and any other relevant documents for review.
- c) Prepare and share Minutes of Meeting with members of the PC which includes a record of everyone attending the meeting and any apologies for absence. Once approved by members of the Executive Committee, the Secretary sends the Minutes to the PC. Minutes of meeting and proposed agenda are considered accepted if no objection was stated within 5 days of circulation to all by email or any other means of communication.

### **3. The Treasurer**

The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money. The tasks of the Treasurer include:

- a) Having a clear and accurate book-keeping system that records any money received and how the money is spent.
- b) Maintaining an account with the school finance department under the Parent Council name. In case any money needs to be spent for school related purposes, the approval of the PC by simple majority should be taken and the signature of the chairperson as well as two members from the executive committee.
- c) Producing a report for each meeting stating money paid into, or out of, the account since the last meeting.
- d) Present the financial statement to the Parent Council and answer any questions on the accounts.



#### **Article Ten: Sub- Committees**

1. The Parent Council can set up sub-committees of members of the Parent Council, Leadership Team and third parties to carry out some specific tasks.
2. Sub-Committees should be given a clear objective and timeline and should assign a member who will take responsibility for organizing the committee's work and reporting requirements to the PC.

#### **Article Eleven: Meeting Frequency and Attendance**

1. The Parent Council shall meet as many times as needed but not less than four meetings during the academic year.
2. Attendance of both the PC shall be recorded and any member will lose his/her membership of the PC if she/he fails to attend at least one third of the meetings without a valid and acceptable excuse/reason.
3. The PC can vote on the termination of the membership of any member of the PC.

#### **Article Twelve: Decision Making Process and Quorum**

1. The quorum for meetings of the PC shall consist of not less than 51% of its members.
2. A resolution shall be deemed properly taken if taken by a majority decision of the members present at a meeting at which quorum is present.

#### **Article Thirteen: Communication Channels**

1. An open communication channel between the parents and the PC has to be established as soon as the Parent Council is elected to ensure the voices of the parents are being heard.
2. Communication shall be done through clear, regular and transparent process in charge of communications.

#### **Article Fourteen: Dissolution**

Should the Parent Council cease to exist, any remaining funds will be passed to the School to be used for the benefit of the school.