



Friends of the English School of Kyrenia - FESK

DRAFT CONSTITUTION (Final)

1. MISSION & AIMS

FESK is a body dedicated to the improvement and advancement of the school known as the English School of Kyrenia (ESK). It intends to promote a cooperative relationship between the home, the community and the school that will benefit all ESK students.

FESK aims to:

- support good communication and public relations within and outside the school;
- sponsor and organise social and informational activities;
- raise funds for special projects;
- volunteer support in both curricular and extra-curricular programmes (see also Appendix 1).

2. MEMBERSHIP

Members of FESK are:

- a) Parents and guardians of pupils in attendance at The English School of Kyrenia, unless they refuse membership in writing.
- b) Parents' membership shall cease at the end of the session during which their youngest child leaves the school.
- c) Non-voting honorary membership may be offered by the School to alumni, friends of the School and past parents who wish to continue their participation. Such honorary members shall not be eligible for election to be a member of the Committee.
- d) School Members: In accordance with Section 3 below, the school shall annually elect and/or appoint, prior to the Annual General Meeting, its specific 5 members whom shall be members of FESK and the Committee.

3. COMMITTEE

- a) For the first full year of operation, FESK shall be managed by a Committee consisting of 12 members - that is: 7 members elected by parents at the AGM in February, 2 academic members elected by the teaching staff, 1 non-teaching member elected by the non-teaching staff, 1 representative of the SMT (Senior Management Team) and 1 representative of the Board of Directors.

The 7 parent members will be the elected representatives of the different sections of the school: 1 for Foundation, 2 for Lower Primary (Y1-Y3), 2 for Upper Primary (Y4-Y6), 1 for Lower Secondary (Y7-Y9), 1 for Upper Secondary (Y10-Y12). The election process shall be by way of parent members voluntarily nominating themselves by the date set by the Committee which in any case shall be prior to the AGM, ballots shall be prepared showing which section of the school each candidate is running for and the candidate(s) receiving the highest vote(s) for that candidacy shall be elected.

As each Secondary Section grows to its planned number, parent representation will increase to 2 members for each section. (An approximate representation ratio of 1 parent Committee member to 130 in students)

Of the 2 members elected by the teaching staff, 1 member will represent Primary and 1 member will represent Secondary.

- b) The Office Holders shall be a:
- **Chairperson:** The FESK parent member chosen to preside over the Committee,
 - **Vice-Chairperson:** The FESK member acting in the absence of, or in succession to the Chairperson,
 - **Secretary:** The person appointed to conduct the Committee's correspondence and keep its records, and
 - **Treasurer:** The person appointed to keep records of the funds of FESK / Committee / Sub-Committee(s)

The Chairperson shall be nominated and ratified at the Annual General Meeting. The Vice-Chairperson, Secretary and Treasurer shall be nominated and approved by the Committee members.

- c) The Committee shall have the power to appoint and disband sub-committees as well as to co-opt to sub-committees, from the best source available, any persons for the life span of that sub-committee. Any such sub-committee will have at least one FESK Committee member in its ranks and shall be disbanded once the task for which it was appointed is finished.
- d) Whilst all current members of the Committee are eligible for re-election, they shall be deemed to have resigned after the AGM has been held and the new Committee established. Committee members shall be eligible for re-election for a maximum of three consecutive years and be eligible again after the passing of one year.
- e) Any Committee member missing three consecutive Committee meetings, having been informed of said meetings, who has not notified the Committee in advance of their proposed absence, will automatically cease to be a member of the said Committee. The Committee will then invite a suitable person to sit in their place until the next AGM.

4. MEETINGS

- a. The Annual General Meeting of FESK shall be called by the Chairperson of the current Committee 14 days prior to the AGM and shall be held in the month of February each year to receive the reports of the Committee, to elect a new Committee, to appoint the auditor (refer to Section 7 below) and to deal with any other competent business. Where the Chairperson fails to call the meeting during the month of February, the date for the AGM shall be deemed to be 28th February. A quorum of 40 members is required to hold an AGM, and a majority vote is required for decisions (a minimum of 51% of those present at the AGM). Should a quorum not be present, then the next AGM will automatically be held in two (2) weeks' time.
- b. An Extraordinary General Meeting (EGM) may be called by either:
- (i) the Chairperson of the Committee,
 - (ii) the joint call of 6 members of the Committee, or
 - (iii) 25% of FESK members

The minimum notice period for an EGM is 14 days to FESK members. A quorum of a minimum of 80 members is required for the EGM to be held, and a majority vote is required for decisions (a minimum of 51% of those present at the EGM).

- c. The Committee shall meet as frequently as may be found necessary, but not less often than once every month during the school session between September and June, and at any time on the request of the Chair or when at least 6 Committee members inform the Secretary of the need for a Committee Meeting.
- d. Seven days' notice must be given before a Committee Meeting and decisions may then be taken by the majority of members attending, provided there is a quorum of 9 members including representation from both parents and teachers. In the event of a split vote, the Chair shall have the casting vote.
- e. All notices to be given, including a notice under Section 8 below, shall be via email and/or published on the school website.

5. FUNDS

- a. The funds of FESK shall be lodged in a bank in the name of the Friends of the English School of Kyrenia.
- b. Money may be drawn from the account using the signatures of any two office holders.
- c. The signature of the Treasurer alone shall be sufficient on any cheque up to an amount decided by the Committee.
- d. Such funds as referred to above shall be solely used for the purposes of FESK and/or as the Committee decides. These funds shall not be regarded in any way as part of school funds but in the event of the winding up of FESK all balances in hand should automatically be transferred for the benefit of the school.

6. ACCOUNTS

The accounting year of FESK shall run from 1st January to 31st December annually and then be audited by the appointed Auditor, in accordance with Section 7 below, prior to the Committee meeting in January and prior to the Annual General Meeting.

7. AUDITOR

The auditor shall not be a member of the Committee but shall be an official registered auditor in accordance with the laws and regulations of the TRNC. The auditor shall be appointed for the ensuing year at the Annual General Meeting. Where applicable all reasonable expenses for the auditor will be met by the School.

8. ALTERATION TO THE CONSTITUTION

No alteration or addition to this constitution shall be made except at an AGM or at an Extraordinary General Meeting convened for the purpose. Such proposed changes shall be specified in the notice calling the meeting and a quorum of 51% of the Membership is required for such a decision to be voted on. Such decisions must be approved by not less than two-thirds of the quorum. In any case, such changes will be subject to ratification by the ESK Board of Directors.

APPENDICES

Appendix 1: Aims and objectives are to:

- a. Promote co-operation between parents, teachers and administration in everything pertaining to the well-being of the school and its pupils.
- b. Facilitate the above Clause (a) by organising social, informational and fund-raising activities.
- c. Provide support for school trips and outings and other special events.
- d. Raise funds to help the school provide extra resources for the pupils.
- e. Facilitate social events.
- f. Support good communication and public relations within and outside school.
- g. Engage in activities or provide facilities or equipment which support the school and advance the education of the pupils.

Appendix 2: Standing Sub-Committees

The Committee may wish to appoint standing sub-committees for example for:

- a) Charity Events
- b) Sports Support
- c) Activities/Clubs Support
- d) Environment/Green