

International School Moshi

Parents Association

The Board supports the principle of an active Parent Association bringing together parents working for the good of the whole School. To this end there shall be a Parent Association (hereinafter called the PA) within the school acting under the authority of the Board.

Terms of Reference of the Parent Association:

A. Objectives

The objectives of the Parent Association shall be to:

1. Support the Mission, Philosophy and Objectives of the School by
 - 1.1 Encouraging all members of the parent community to actively support the School's mission,
 - 1.2 Supporting the principle of International School Moshi as one school with two campuses.
2. Support and enrich the School community through:
 - 2.1 Encouraging parents to promote, organize and support cultural events.
 - 2.2 Organizing social events to foster links within the community, including welcoming new parents and community members.
 - 2.3 Promoting the image of the School by assisting with marketing and promotion activities.
3. Raise funds for School activities/resources or for wider community activities endorsed by the School, through various events.
4. Act as a parent representational body by:
 - a) Bringing general and specific school issues to the attention of the school through the appropriate channels.
 - b) Advising and guiding parents on the correct procedures for raising individual and classroom/educational issues with management.
 - c) Notifying parents on the outcome of specific issues discussed with management through the PA minutes.

B. Membership

Any parent or legal guardian of any student currently enrolled in International School Moshi shall be a member of the Parent Association.

C. Annual General Meeting

The Annual General Meeting (AGM) shall take place once per school year before the November/December meeting of the Board. All members of the PA shall be invited to attend. The agenda for the PA shall be set by the existing PA Committee and shall be circulated to all members at least one month before the date of the AGM. The quorum at an AGM shall be twenty-five members.

D. Changes to the PA Terms of Reference

The Terms of Reference of the PA form a part of Board policy and can be amended in the same way as any other changes to Board policy as described in Board policy 2.50.

E. PA Committee and Selection

1. The Parents Association shall be governed by a committee elected by all the members of the association present at the AGM. The committee shall consist of eight members of whom at least four must have a child enrolled in the Arusha Campus and at least four must have a child enrolled in the Moshi Campus. Amongst the four committee members from each campus, at least one must have a child enrolled in Primary and at least one must have a child enrolled in the Middle or Diploma years. One of the eight members must have a child enrolled in boarding.

2. Nomination of candidates for election to the committee may be made in writing prior to the AGM or from the floor at the AGM and each nomination must also be seconded. Candidates must signal their agreement to nomination before their candidacy is recognized. Members must be in good standing with the School with regard to fees in order to be eligible for candidacy.

3. The election of parents to the committee shall be by simple majority voting, with the first eligible candidate receiving the most votes being first elected, the next eligible candidate being next elected, and so on.

4. Candidates will normally be elected for two year terms with half the committee being elected or re-elected at each AGM. In the event that a position on the committee falls vacant just before an AGM, an additional member may be elected at the AGM. In the event of the AGM being inquorate or that a position on the committee falls vacant during the school year, the PA Committee may conduct an election via electronic mail provided that a minimum of two weeks' notice is given for this and that a minimum of 25% of ISM parents/guardians vote. There is no limit to the number of terms a member may serve.

F. PA Committee Meetings

The full PA Committee will meet twice yearly (once every six months). Campus specific sub-committees (comprised of the 4 members from each respective campus) will meet 6 times yearly as and when they can, and preferably at regular intervals.

The Director (or equivalent position) plus the Heads of campus will attend the two full PA Committee meetings ex officio. At such meetings a quorum shall be regarded as 6 voting members.

The Director (or equivalent position) plus the Head of Campus for the respective campus shall attend the campus specific sub-committee meetings. A quorum for these meetings will be regarded as 3 voting members.

The business of PA meetings shall be conducted according to Robert's Rules. Other PA members or teachers may be invited by the committee and sub-committees to attend meetings in a non-voting capacity.

The PA Committee may hold meetings or activities in the School in cooperation with the administration provided that the curricular, co-curricular or boarding programs are not disturbed. Pursuant to this each sub-committee may organize campus specific activities in cooperation with the administration for the purpose of promoting their respective campus.

G. Officers of the PA Committee

The full PA Committee shall elect its own officers annually following the AGM as follows:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Two representatives to the Board, one with a child attending Moshi campus, one with a child attending Arusha campus.

The Chair and Vice-Chair should be parents, one with at least one child attending Moshi campus, the other with at least one child attending Arusha campus.

Each campus PA sub-committee shall comprise 4 members and officers of each shall be appointed among their members as follows:

- Chair, (to be either the full PA Chair or the Vice-chair, whichever is applicable)
- Secretary

In the event that the chair or secretary of the respective sub-committee is absent, the quorum will decide among themselves on a Chair and Secretary for the meeting.

The Chair shall set the agenda of all full PA Committee meetings and circulate this to members at least 7 days prior to a meeting. He/she shall preside at meetings and also act as the principle liaison between the PA and the administration of the School.

The Vice-Chair shall act for the Chair in his/her absence from any full PA Committee meeting.

Each campus sub-committee will set their own agenda according to the relevance to their campus. Issues that overarch the two campuses should be discussed by both sub-committees and minuted in their respective meeting minutes. Agendas for the respective sub-committee meetings will be circulated between all PA members for comment prior to any meeting. Accordingly all minutes will be shared for comment before distribution to the parent body as per usual.

The Secretary shall record minutes of all PA meetings and distribute these to members. He/she shall also handle all correspondence of the PA and shall maintain a record of meetings and correspondence.

The Treasurer shall handle all money and keep records of all incoming and outgoing funds. He/she shall report all receipts and disbursements and present, upon request either by the PA or by the Director, itemized statements of the accounts.

The Board Representatives shall act as voting members of the Board of ISM and shall follow all regulations and expectations pertaining to Board members as described in Board policy.

H. PA Communication

The Parent Association will normally communicate with parents through a section in the School newsletter, through special letters or emails on specific issues, or through notices on School notice boards or elsewhere. In all cases such communication should be with the agreement of the Director. The PA will normally be expected to bear the costs of any communication through funds raised for this purpose by the PA.

I. PA Committee Members Ethics

All PA Committee members are expected to follow basic ethical principles. In particular:

1. No PA Committee member may benefit financially from any activities of the PA.
2. PA Committee members are expected to consider the welfare of the School and are responsible to the institution as a whole, rather than to any constituency which they may represent.
3. PA Committee members are expected to respect the confidentiality of discussion in PA meetings and of documents which may be submitted to the PA for informational purposes.
4. PA Committee members are expected to guard against any conflict of interest. They are expected to inform the PA should any conflict or potential conflict arise.
5. PA Committee members are expected to support the School within the community.
6. PA Committee members are expected to attend meetings whenever possible. If a committee member is absent for three consecutive meetings, the committee may, by using a two-thirds majority of those present, remove the member from the committee and nominate another member in his/her place.
7. PA Committee members must respect the authority of the Chair in his/her conduct of meetings.

J. Removal from Office of a PA Committee Member

A PA Committee member may be removed from the committee by a two-thirds vote at a properly constituted AGM, or by a two-thirds vote of the Board of International School Moshi, if it is believed that have violated any ethics or have acted outside or against the objectives of the PA.

K. Sub-Committees of the Parent Association

The PA Committee is authorized to establish sub-committees in order to perform specific tasks within the objectives of the Parents Association. Such sub-committees shall be directly responsible to the PA Committee.

L. Unofficial Parent Groupings

The Board does not support or recognize unofficial parent groupings; such groups will not normally be permitted to hold meetings in the School or communicate through the School.