

SUIS PUDONG CAMPUS PARENT SUPPORT GROUP (“PSG”) CONSTITUTION

1. **THIS DOCUMENT** records the constitution of the **PARENTS SUPPORT GROUP** of the **SHANGHAI UNITED INTERNATIONAL SCHOOL PUDONG (“PSG”)** as duly ratified and adopted by PSGX on 27th day of November, 2015.

2. **Definitions:**

In this Document words and expressions shall have the following meanings assigned to them except where the context otherwise requires:

- 2.1. **“Parent”** means mother or father or legal guardian or step mother or father of a child currently attending the international stream of SUIS.
- 2.2. **“PSG”** means the **PARENT SUPPORT GROUP** of the **SHANGHAI UNITED INTERNATIONAL SCHOOL PUDONG** International stream comprising Primary Reception through to and inclusive of Senior school.
- 2.3. **“PSG Goals”** means the goals identified at Clause 4 below.
- 2.4. **“PSG General Member”** means a member of PSG.
- 2.5. **“PSGX”** means the management executive board or committee of **PSG** as set out at Clause 5.2 and “PSGX Member” shall be interpreted accordingly.
- 2.6. **“SUIS”** or “School” means the **SHANGHAI UNITED INTERNATIONAL SCHOOL PUDONG**.
- 2.7. **“SLG”** means the SUIS management team nominated by SUIS, including School Principal and Deputies.

2.8. **“Volunteer”** means the person or persons referred to in Clause 9.7.

2.9. **“Officer (s)”** means the President, Vice-President, Treasurer and Secretary.

3. Mission Statement

The PSG is a voluntary, non-profit organization made up of Parents and the PSG mission is:

- To work in **close partnership** with the Principals, teachers and students of the School
- To **advise, inform and support** the School in all areas of operation, including educational, pastoral and social.
- To **organize community building activities** that include families, SUIS teachers and SUIS staff.

4. Goals

SGP has the following goals:

- 4.1. To represent the views of Parents to the SUIS School management and to convey information from the School management back to Parents.
- 4.2. To provide a forum for the expression of Parents’ views and for discussion of issues of concern to Parents with the SUIS School management.
- 4.3. To promote close cooperation and communication between Parents, teachers, students and administration for the general welfare of the School community.
- 4.4. To create opportunities for Parents to become better acquainted with each other and with SUIS.
- 4.5. To work with SUIS to welcome and support new SUIS families as they adjust to life in Shanghai and at SUIS.
- 4.6. To organize and support occasional social, educational, community and fund- raising activities either in collaboration with the School or independently of the School (the purpose of any funds raised by the PSG to be designated and used by PSG in pursuit of the PSG Goals).

4.7. To provide and recruit from Parents voluntary assistance to the School where appropriate to fulfill PSG Goals.

5. Membership

5.1 All parents shall become automatic members without the need to notify PSG unless a Parent notifies PSG to the contrary in writing (letter or e-mail). The Secretary shall maintain an up to date list of all current PSG members including contact details which shall be freely available to any PSGX Member.

5.2 **Management of PSG** shall be conducted by the **PSG Executive Board (“PSGX”)**.

PSGX shall consist of the following Parents:

5.2.1. Class Representatives.

5.2.2. President

5.2.3. Vice-President

5.2.4. Secretary

5.2.5. Treasurer

5.2.6. Chairpersons of Standing Committees;

5.2.7. Any other Parent nominated at the discretion of the President and agreed by the Vice-President and considered necessary for the advancement of PSG Goals provided that such appointment is agreed by a majority of the PSGX members at the next meeting following such appointment. By way of example, that Parent may be nominated to be a Class Representative or Treasurer.

5.3 Class Representatives

Each class of each grade of the School shall have two Class Representatives who are Parents of children in that class. Any Parent of the relevant class may apply to be nominated as a

Class Representative provided that such person meets the qualifications set out in this Clause 5.3.

Each class shall have no more than 2 Class Representatives. Any applicant for the position of a Class Representative shall be accepted provided that (a) there are no more than two qualified applicants for that class (b) the applicants together meet the language criteria set out in next paragraph below. If there are more than two qualified applicants for a class then all Parents of that class shall be entitled to vote to elect qualified applicants and such voting will be organized and conducted by the President. In the event of a tie, the President shall have a casting vote.

If there are less than two qualified applicants then the President may contact Parents of the relevant class and may select any such Parent to complete the quota of two Class Representatives.

To be qualified, a Class Representative must either be fluent in written and spoken Mandarin or English with the intention that one Class Representative represent those Parents who wish to communicate in Mandarin and one Class Representative represent those Parents who wish to communicate in English.

The role of the Class Representative is set out at Clause 9.6 below.

5.4 The President, Vice President, Secretary and Treasurer (the “Officer” or “Officers”).

5.4.1. The **President** and **Vice-President** shall be elected by the PSGX at a meeting of PSGX specifically convened for this purpose.

The nominees for these two positions must be Parents who have at least one year’s experience as a member of PSGX (although not necessarily current experience). Such nominees do not need to be also Class Representatives. The Secretary shall conduct the vote on the basis of one person one vote and the persons entitled to vote are the current PSGX members (including for the avoidance of doubt the current President and Vice –

President as at the date of the vote) and actually attending the meeting or sending a duly authorized proxy to physically attend that meeting. No one may vote for more than one candidate and the candidate with greatest number of votes is nominated as President, and the candidate with second greatest number of votes is nominated as Vice-President. The minimum quorum for such meeting shall be a number equal to 50% of the then current PSGX.

The Secretary shall determine the voting process provided that all individual voting remains confidential and the process is fair and impartial. Nominees may vote for themselves provided that they are existing members of PSGX.

In the event that more than two (2) persons stand for election then the person with second highest vote will be elected Vice-President. In the event of a tie for President then a second election shall be convened within seven (7) days and the process repeated.

5.4.2. The **Secretary** of PSGX shall be nominated by the President from amongst current PSGX members (but not necessarily Class Representatives) provided that such nomination is agreed by PSGX at its next meeting after nomination.

5.4.3. The election of **Treasurer** shall be by separate vote but incorporating the same voting procedures as for President and Vice-President. Nominees for Treasurer must be current members of PSGX (but not necessarily Class Representatives). The candidate with the greatest number of votes shall be elected Treasurer. In the event of a tie, the President shall have a casting vote.

5.4.4. The roles of the President, Vice President, Secretary and Treasurer are set out at Clause 9 below.

5.4.5 For the avoidance of doubt, all Officers are answerable to the PSGX, PSGX being able to review and agree or disagree with the decisions or actions of Officers. Decisions of PSGX shall be by majority voting of members attending at meetings of

PSGX (save where this Document expressly permits any other form of voting).
PSGX has the power to make rules or regulations for the better management and administration of PSG provided that the same are consistent with and in accordance with this Document including, but not limited to, financial matters.

5.4.6 Meetings shall be convened at regular intervals during the School semesters with a minimum one meeting per month. There is no minimum quorum requirement. The Secretary shall notify all PSGX members a minimum seven (7) days before the meeting date.

6. Term of PSG and PSGX Members

6.1 The term of a **Class Representative** shall automatically continue from class grade to class grade in that by way of example a Class Representative for say Grade 1 Dragon will continue for Grade 2 Dragon unless the earlier of the following events occurs:

6.1.1. The Class Representative is no longer a Parent;

6.1.2. The Class Representative's child changes class (as distinct from grade) in which case the Class Representative may seek nomination for that new class in accordance with the procedures set out in this Document;

6.1.3. The Class Representative gives written notice of resignation;

6.1.4. Another Parent from that class and who meets the criteria of Clause 5.3 wishes to stand as Class Representative for that class in which case, where this would result in more than two Class Representatives, all Class Representatives from that Class will stand for election in accordance with Clause 5.3; or

6.1.5. The Class Representative is voted out in accordance with Clause 13 ("Termination").

6.2. The term of office of the **President, Vice President, Secretary and Treasurer** shall be one school year (that is say August through July) unless the earlier of the following events occurs:

6.2.2. The Officer is no longer a Parent;

- 6.2.3. The Officer gives written notice of resignation; or
- 6.2.4. The Officer is voted out in accordance with Clause 13 (“Termination”).
- 6.3. Any Officer may stand for election to a different Officer position in accordance with the election procedures set out in this Document but may not hold more than one Office at any one time. No Officer (other than Secretary) shall hold the same office after more than one continuous school year in that office position save and except where no other Parent is willing to stand for election in which case the same Officer may remain in office for a further term subject to the agreement of PSGX. By way of example, a President cannot apply for re-election immediately after one completed school year but (a) can stand for Treasurer or be nominated as Secretary (b) can stand for President again after a lapse of one year and (c) can continue to be President if no other Parent will stand for election. For the avoidance of doubt, the position of Class Representative is not an Officer. In the case of the Secretary, the Secretary may continue to hold that office provided that the incoming President agrees.
- 6.4. Voting for the positions of Officers shall take place annually no later than the month of October of each year with the intention that there is continuity of office at the start of each academic year and sufficient time for new members of PSGX elapses before having to vote.

7. Function of PSG

The function of PSGX is to pursue, manage and administer PSG Goals by:

- 7.1. Convening monthly meetings with the school management team (“SLG”) as appropriate
- 7.2. Managing and following up on the affairs passed at monthly meetings;
- 7.3. Circulating meeting minutes and communicating issues as appropriate to Parents;
- 7.4. Furnishing an annual report to Parents at the end of each academic year

8. Meeting minutes and agendas

8.1 The Secretary shall give a minimum notice of days before any regular PSG meeting.

8.2 Meeting agendas should be circulated to the PSGX and the SLG at least 3 days before any meeting.

8.3 Meeting minutes should be circulated to the PSGX and SLG within a week after the meeting.

8.4 The School will include agreed items from these meetings in its regular communications with Parents but PSGX will also circulate (via the same communications or as otherwise deemed suitable by PSGX) any necessary clarifications or comments that PSGX deems appropriate to Parents.

8.5 Agendas and minutes should be circulated if possible in two languages: English and Chinese. The PSGX will produce the minutes in English and the school translators will be requested to translate into Mandarin.

9. Roles and responsibilities

9.1 The PSGX has overall control and management of PSGX and has the discretion to assign additional roles and responsibilities as appropriate among its

Members but the principal roles and responsibilities of the PSGX are set out below.

9.2 President

9.2.1 Chairs the monthly PSGX meeting.

9.2.2 Oversees all PSGX activities, including committee activities.

9.2.3 Liaises between groups within the School community to address issues of general concern.

9.2.4 Follows up with SLG and teachers as appropriate on issues raised by the PSGX.

9.2.5 Acts as spokesperson and representative for PSG.

9.2.6 Exercises other roles as expressly set out in this Document including appointments and delegation and use of casting votes.

9.3. Vice-President

- 9.3.1. Acts as Chairperson in the absence of the President.
- 9.3.2. Supports the President as required.
- 9.3.3. Assumes the office of President and its roles and responsibilities in the event that the President is incapacitated or resigns or is removed from office until such time as new President is elected.
- 9.3.4. Exercises other roles as expressly set out in this Document.

9.4 Secretary

- 9.4.1. Prepares the agenda for the monthly PSGX meeting and shares with the PSGX and / or SLG as required.
- 9.4.2. Produces meeting minutes and circulates to the PSGX / SLG as required.
- 9.4.3. Supports the PSGX administratively.
- 9.4.4. Performs specific responsibilities as designated in this Document.
- 9.4.5. Records the PSGX member meeting attendance during school year.
- 9.4.6. Helps the President and Vice President to furnish an annual report to the members of the PSG at the end of each academic year.
- 9.4.7. Maintains an up-to-date record of all PSG members with current position within PSGX (i.e. CR, Officer, etc.), contact details (e-mail address, telephone number, We Chat alias/ address) ensuring that each Parent's full name and Class are included. The Secretary as part of this record shall also provide an e-mail listing of all Class Representatives, Officers and current and past Volunteers. This record shall be available to all PSGX members.
- 9.4.8. Secretary shall prepare and forward to all new PSG members a guide book explaining how the PSG functions and shall identify the current Officers and

other members of PSGX. In addition, prior to the start of each academic year the Secretary shall advise all PSG members of any vacancies in PSGX.

9.4.9 Maintains and publishes an attendance register of all persons attending PSG meetings and Standing Committee meetings.

9.5 Treasurer

9.5.1. Appointment of Treasurer shall be by majority voting of PSGX members attending a meeting for that purpose.

9.5.2. Upon the expiry of the term of the Treasurer (including resignation in accordance with Clause 17) the Treasurer shall hand over PSG cash to a newly appointed Treasurer or President, Vice-President or Secretary at a meeting of PSGX. Final accounts till that date shall also be handed over. The outgoing Treasurer shall share important information with the New Treasurer/President/Secretary as the case may be.

9.5.3 The Treasurer administers the finances of PSGX in accordance with the requirements of this Document and all associated rules.

9.6 Class Representatives

9.6.1. The Class Representative is the key link between Parents and PSGX and must maintain regular communication with Parents in the class which is being represented.

9.6.2. Represents issues raised by Parents of each class to the PSGX.

9.6.3. Helps to communicate messages from the school / PSG to the Parents of each class.

9.6.4. Attends monthly PSGX meetings and report results to Parents of that class.

9.6.5. Class Representatives are strongly encouraged to explain the goals, objectives and structure of PSG to their class Parents and encourage the Parents to participate at all levels of PSG.

9.6.6. The Class Representative designated as English speaker shall communicate in English to Parents in the class. The Class Representative designated as Mandarin speaker shall communicate in Mandarin to Parents in the class. Each shall keep the other copied on what is being communicated.

9.7. Volunteers

Volunteers are Parents who have offered to provide assistance from time to time as and when requested by PSGX. Volunteers are a very important part of PSG and PSG relies upon Volunteers to enable it to function effectively. However, Volunteers are not members of PSGX. They may attend Committee meetings if required but shall have no voting powers.

10. Standing Committees (“SCs”) and Chairs

10.1. Standing Committees are permanent sub-committees of PSGX and comprise the following:

10.1.1 Education and Learning comprising Primary and Secondary Curriculums committees.

10.1.2 Health and Safety comprising (a) Canteen (b) Bus and (c) Uniform committees.

10.1.3 Events

10.2. PSGX shall appoint a chairperson for each SC from amongst PSGX members. That chairperson shall then identify and recruit Parents (but not necessarily PSGX members) who are willing to assist and who are able to contribute knowledge or expertise or other attribute to that particular SC. For the avoidance of doubt, membership of an SC, who is not

member of PSGX ,does not entitle that member to vote at PSGX meetings. The chairperson shall report to PSGX at regular intervals on their finding or recommendations of that SC.

10.3. SCs shall meet on a regular basis as agreed by PSGX.

10.4. PSGX may create new SCs where it considers there is a need to do so.

11. Sub-committees

Sub – committees are temporary sub-committees created on an “as needs” basis by PSGX as required to focus on specific areas which are not dealt with by Standing Committees such as (but not limited to) community service, parents’ social activities, community service, etc.

Membership of these sub-committees is at the discretion of the President and Vice President and may include Volunteers. Meetings shall be on an ad hoc basis when necessary for the conduct of their respective objectives. Sub-committees shall report back to PSGX.

12 Finances and Fund Raising and role of Treasurer

This Clause sets out general principles. PSGX shall develop detailed rules governing the conduct of finances.

12.1. PSG is authorized to raise funds for the fulfillment of PSG Goals by way of events and activities consistent with its Goals.

12.2. PSG shall not incur at any time any financial debt.

12.3 For the avoidance of doubt, PSG is a non-profit organization and no remuneration is payable to any PSG member.

12.4. It is recognized that, as a non-corporate entity, PSG may not hold bank accounts in its name. Until such time as this changes (if at all) all monies raised on behalf of PSG shall be held on trust by the Treasurer in a bank account in the Treasurer’s name on behalf of PSG.

No transactions shall be carried out in that bank account except PSG transactions. All withdrawals from this bank account shall require the approval of both the President and the Treasurer acting in accordance with this Document.

12.5. The Treasurer shall provide monthly reports to PSGX detailing the current amount of monies held and itemizing any withdrawals.

12.6. PSGX may from time to time adopt more detailed procedures and / or audit requirements in respect of the above monies.

13. Termination of Membership of PSGX

13.1. Any member of PSGX may be removed from PSGX by a majority vote of PSGX in the event of a persistent failure to perform the roles and responsibilities for that person as set out in this Document. PSGX shall follow the principles of natural justice in applying this Clause by giving the affected Member full details of any alleged failures, adequate time to remedy any failures and adequate time to prepare any rebuttal.

13.2. PSGX through the office of Secretary may expand or adopt detailed procedural bylaws / rules in order to better implement the provisions of this Clause provided the same are ratified by PSGX in a regular PSGX meeting.

14. Language of this Document.

This original Document is drafted in the English language. Translations may be made into Mandarin but, in the event of any ambiguity or discrepancy between the English version and any translation, the English version shall prevail.

15. Amendment to the Constitution.

The constitution as recorded in this Document may only be amended by the agreement of a two thirds majority of Parents attending and voting at a meeting especially convened for

such purpose by PSGX. Prior written notice of such meeting must be given to Parents at least 14 days before the date set for the meeting.

16. Notices to Parents

It is recognized that PSGX may not know the names and / or current contact details of all Parents given that the School may refuse to provide the same pursuant to School policies. Accordingly, any requirement to give any notice to Parents in this Document shall be deemed to have been satisfied if PSGX gives the required notice to all Parents (with contact details) identified by Class Representatives as at the date of giving of the notice.

17. Resignations

It is recognized that an Officer may wish to resign for a variety of reasons. In such event, the resigning Officer shall give as much notice as is possible to PSGX, at least one month ahead of time. The resigning Officer shall compile details of all outstanding matters that the said Officer has been involved in and pass the same to PSGX and shall if time permits brief any incoming Officer on the role of that Office.

In the event of resignation of the President, the Vice-President shall assume the role of President until a new President is elected.

In the event of the resignation of Vice-President, Treasurer or Secretary, the President shall nominate another PSGX member as an acting Officer until election of a new officer as below.

In all cases, PSGX shall at its next meeting elect a new member to replace the resigning Officer.

Any period of time spent in an “acting” role pursuant to this Clause shall not count for the purposes of Clause 6.

18. Transitional Provisions.

This Document has been created whilst the PSG is already active and Officers are already elected. New elections shall be held for the offices of President, Vice- President and Treasurer as follows:

18.1 Where the Constitution contained in this Document is agreed by way of electronic voting (e/mail, we chat) then new elections shall take place at the next meeting of PSGX.

18.2 Where the Constitution contained in this Document is agreed by way of voting at a meeting of PSGX then the election shall take place at that same meeting.

18.3 The Secretary shall at the same time as the election resign office.

18.4 All the above Officers may stand for re-election and the Secretary may be re-nominated by the new President and the time bar provisions of Clause 6 shall not apply to this Clause 19.

19. Conflict of Interest.

No Officer or other member of PSGX shall be employed by the School or its corporate shareholders / owners whilst holding office. In the event of taking such employment then that person shall immediately resign office and cease membership of PSGX. That person may continue membership of PSG.

20. Publication of this Constitution.

PSGX shall make this Document freely available to any Parent who wishes to see the same.

Signed:

President.....

Vice-President.....

Treasurer.....

Secretary.....

END OF DOCUMENT

FINAL 19 Nov., 2015