

SUIS PUDONG PSG

GUIDELINES & RULES OF CONDUCT

FOR STANDING COMMITTEES

1. SUIS Pudong PSG as a part of the School reflects the best of East & West as part of the international stream curriculum. We conduct meetings in English and Chinese. Accordingly, the Chairperson of any standing committee must ensure that all business is conducted bilingually. If that Chair is not bilingual then that Chair must ensure that a person is present who can effectively translate all business.
2. A SC must confine itself to its mandate. For example, Junior Curriculum should not handle Senior curriculum matters and vice versa. Curriculum should not handle matters relating to school meals and snacks (that being a matter for the Canteen SC). Other SCs should not handle fund raising (that being a matter for Events and / or Treasurer). The President will resolve any potential overlaps / duplication.
3. A Standing Committee (SC) is a part of PSG, answerable to PSGX and must conduct itself in accordance with PSG rules. This means that
 - The Chair must circulate its agenda to PSGX generally before every meeting of that SC and similarly circulate the minutes of that meeting to PSGX together with its recommendations
 - The SC does not have power to act upon any resolutions or recommendations – this power remains with PSGX through the President
 - The Chair shall not communicate direct with the School unless authorised by the President on a case by case basis
 - Neither the SC or Chair have power to raise money – that remains solely with PSGX
 - The SC shall not conduct itself in any manner inconsistent with PSG rules and constitution nor as if it were an independent organisation.
4. A SC may only permit non – PSG members to attend a SC meeting if they are, identified as persons who are able to contribute specific knowledge or expertise on a particular matter on the agenda for that meeting. This is intended to permit the SC to get expert assistance from a volunteer parent. It is not intended to invite non- PSGX members en-masse. Parents wishing to attend SC meetings other than as above should do only as a CR or by communicating with CRs.