

## **CONSTITUTION**

### **Name**

The school's name is: Polish Saturday School SPK in Kirkcaldy 'Polska Szkoła Sobotnia przy SPK'. It will be referred to throughout the constitution as 'the School'.

### **Objectives and Membership**

The School is a volunteer led and run non-profit organisation. Its aim is:

- To teach Polish language
- To teach children about Polish culture and traditions
- To help children who might return to Poland to minimize educational differences

In addition the School will organise extracurricular activities such as cultural evenings and outings.

We aim to create a warm, welcoming, safe environment for visitors and pupils alike.

We place much emphasis on high standards of conduct and achievement by our pupils. For this reason our school encourages:

- High moral standards and personal qualities of good character and behaviour
- Good personal relationships, a sense of responsibility, teamwork and loyalty.
- Social awareness, courtesy, consideration for others and sensitivity to one's surroundings
- Respect for other people's beliefs and culture

Full membership is open to any individual whose family member/s is/are a member of SPK.

The intake of non-Polish citizens will depend on financial resources, staffing and accommodation.

The school general and educational activity is regulated by:

- The constitution
- The Educational programme
- Timetable of the school year

### **Powers**

The School can do anything that is necessary and within the law to carry out the objectives described above.

- Governing Body-The Committee
- Executive Body-The Teachers' and The Parents' forum

### **The Committee**

School is run by the Committee who ensure pupils get a good education. The governing body of a school is responsible for ensuring that it is run to promote pupil achievement. Its duties include:

- Setting strategic direction, policies and objectives
- Approving the school budget
- Reviewing progress against the school's budget and objectives
- Appointing, challenging and supporting the teachers

Committee consisting of no less than three people and no more than 5 people manages affairs of the school (chairperson, vice-chairperson, secretary, treasurer and general committee member who will be elected to serve on a committee for a period of a year).

- The committee must meet no less than 4 times a year.
- Members of the committee will fulfil their duties voluntarily.
- A person employed by the School cannot be a member of the committee
- Term of office of the School is 2 years
- A liaison person will be present at committee meetings but will not be entitled to vote

### **Appointed Members**

The members of the Committee are elected at the General Meeting and are eligible for re-election at that meeting. At its first meeting the committee must elect from its members a Chairperson, Vice-Chairperson, a Secretary and a Treasurer.

Someone appointed by the committee can fill a casual vacancy on the Committee. Anyone appointed to fill a casual vacancy will hold the office.

The proceedings of the Committee are not invalidated by failure to elect any of its members or by a defect in the election, appointment, co-opting or qualification of any of its members.

### **Meetings**

The Committee must convene an Annual General Meeting of the School each year. At

the meeting the business must include:

- Consideration of the reports submitted by the Committee including a financial report and approval of the accounts once they have been examined
- Election of the Committee members
- Appointment of the independent examiner to examine the School's accounts
- Consideration of the motions submitted by the Committee or by members of the School
- The carrying out of any other business that may be necessary

A special general meeting may be called on the written request of 6 full members who have given reasons for their request. There must be at least 14 days notice of any meeting in writing to each member.

### **Nomination of the Committee**

Only full members of the School are eligible to serve as members of the Committee. Full members of the school at the Annual general Meeting must make nominations for membership of the Committee. If the number of nominations is greater than the number of the vacancies a ballot must be held.

### **Rules of procedure at all times**

#### Quorum

The quorum of the Committee at a general meeting is 3, or a number that can be decided upon by the School at some other General Meeting.

#### Voting

All the questions arising at any meeting must be decided by a simple majority of those who are present and entitled to vote. The Chairperson has the casting vote.

No member can exercise more than one vote, even if that member has been appointed to represent the others.

#### Minutes

Minutes must be kept of all the meetings of the School and the Committee and they must contain a record of all proceedings, resolutions and decisions.

### **Funding**

The Polish Saturday School may receive funds from collections, donations and approved functions.

All the funds will be channeled for furtherance of the aims of the School and no other aims, with the exception that it is allowed to pay expenses and honoraria to advisers of the Committee.

The fund should be kept in a bank approved by committee. The treasurer is responsible for the management of the funds and is answerable to the Committee. The operation of the account will require at least 2 signatures (the treasurer and two other members will be eligible).

The treasurer's financial report should be submitted annually.

### **Changes to the constitution**

Any changes to the constitution will require vote from not less than two thirds of the members taking part in the General Meeting.

### **Liquidation**

If the members at any time decide, for any cause, to liquidate the Polish Saturday School in Kirkcaldy, if such liquidation is approved by two thirds of the voting members taking part in a General Meeting, the School will be empowered to dispose of the existing funds.

After paying all the debt and obligation of the Polish Saturday School in Kirkcaldy any residue should be transferred to any organisation similar to the School.