

Constitution

Parent Association Dubai International Academy – Emirates Hills (PADIA)

1. Purpose

As a non-profit, voluntary association, PADIA's focus is on parental engagement to enhance community building and community service at the school. PADIA aims to work with members of the community - comprising the school staff, parents/guardians and the students - to achieve the following:

1. Planning and executing events & initiatives that benefit the community
2. Share parent feedback on general aspects of the school
3. Support student and school activities
4. Offering services that benefit the school community, examples of which include operating a pre-loved uniform shop, secondhand book sale, and management of lost & found; these services may evolve depending on the needs of the community
5. Supporting the school leadership team with initiatives outlined by the KHDA and the UAE

2. Membership

All parents/guardians of students currently enrolled at the school are automatically PADIA members. There are several roles through which parents can be involved in the activities of the association. Any involvement must be on a volunteer basis, and in the interest and benefit of the community.

The association will have a group of elected leaders, known as the **PADIA Leadership Team**. All members are eligible to run for a position on the leadership team during the elections held at the Annual General Meeting.

This team will be made up of the following positions with a one-year tenure, renewable for up to two years via election for the second year, where each individual can only hold one leadership position:

- Chairperson
- Vice-Chairperson
- Secondary School Chairperson
- Primary School Chairperson
- Events Coordinator
- Treasurer
- Secretary

In the event that a position remains vacant, the elected members can nominate a suitable candidate to fill the position in order to fulfill the goals of the association, including allowing an existing member to take on the role. Existing members may exceed the two-year term if there is no candidate to fill the position. The team will meet regularly at a mutually agreed upon schedule.

Parents can volunteer to join the **PADIA Core Team**, which meets weekly throughout the year to achieve the association's purpose. Core team members are expected to lead at least one event/initiative, and offer support for additional events. All Leadership Team members are also considered members of the core team.

PADIA Parent Representatives are solicited to help their respective year groups in sharing general feedback via monthly meetings with the school leadership. They also help with community building among parents within their year groups and support PADIA initiatives.

Members can also volunteer on an ad-hoc basis for a particular initiative/event, at any time during the year.

Should the continuous absence of a parent representative, core team or leadership team member affect their ability to complete their responsibilities, then that member may be asked to step down. They may, however, continue to volunteer on an ad-hoc basis. Additionally, members are not to benefit on a personal level in any way, as a result of their involvement in PADIA.

3. Annual General Meeting (AGM) & Elections

All PADIA members are invited to the AGM, during which the current leadership team will share a summary report of the year's activities, and conduct the elections for leadership positions for the following academic year. Any PADIA member may stand for election for any of the positions, and must officially confirm their nomination prior to the AGM via email. It is recommended that all nominees attend at least two core team meetings prior to the AGM.

Voting shall be carried out at the AGM and the outcome of the elections will be announced at the meeting. All members present at the AGM are eligible to vote for one candidate for each position. Records of the vote shall be maintained by the Secretary and signed off by the Chairperson and one other member of the existing leadership team.

4. Duties of Officers

Chairperson: Shall preside at all PADIA leadership and core team meetings. They shall have general and active management of the affairs of PADIA to ensure that all decisions and resolutions of the teams are carried into effect at it can achieve its aims. The chairperson's main role is to support other members to ensure the teams are successful in achieving their goals.

Vice- Chairperson: Shall assist the Chairperson and, in their absence, shall perform all their duties. In the event that the Chairperson is unable to continue in their role, the Vice-Chairperson shall assume the role until a suitable replacement is made.

Secondary School Chairperson: Shall invite and select a Year Parent Representative for each secondary school year group. Shall also be responsible for leading monthly meetings with the parent representatives and Head of secondary school to discuss issues of general concern raised by parents, or initiate new ideas and suggestions. Minutes of all meetings will be shared with the SS parent community. The SS Chair shall

also lead initiatives to engage the parent community and offer support to the SS Principal where parent involvement is needed.

Primary School Chair: Shall invite and select a Year Parent Representative for each primary school year group. Shall also be responsible for leading monthly meetings with the parent representatives and Head of primary school to discuss issues of general concern raised by parents, or initiate new ideas and suggestions. Minutes of all meetings will be shared with the PS parent community. The PS Chair shall also lead initiatives to engage the parent community and offer support to the PS head where parent involvement is needed.

Events Coordinator: Shall oversee the full event calendar, liaise and guide event leaders to ensure timely and successful execution of events. The event coordinator is also responsible for maintaining a supplier/partner directory for PADIA.

Treasurer: Shall be responsible for and accountable regarding PADIA funds, including day-to-day transactions as well as planning the full year budget and revised forecasts for the academic year. All disbursements and deposits shall be processed by the Treasurer, who is also responsible for reporting of finances as needed.

Secretary: Shall attend and act as recorder at all scheduled meetings, including, but not limited to, core team, leadership team, AGM, monthly SS and PS meetings, unless otherwise agreed. Duties will include recording of all votes at elections, transcription and distribution of all minutes. The secretary shall also be responsible for maintaining attendance record at core team meetings.

5. Financials

A budget of projected annual revenues and expenses shall be drawn up by the Treasurer and approved by the PADIA Leadership Team for the academic year. Amendments to the budget shall be voted on by a simple majority of members of the Leadership team.

PADIA funds will be maintained in the DIA bank accounts. Disbursements will only be processed if an original invoice or receipt is presented. Disbursements and deposits can only be submitted to the school accounts by the Treasurer or Chairperson (or designate, if Chairperson is not available).

Account reconciliation to take place on a regular basis between the treasurer and school accounts team, preferably on a monthly basis.

6. Changes to the Constitution

Changes to the constitution may take place at any time as the leadership team sees fit, subject to vote of a simple majority. Recommended changes will be presented to the school principal for approval. The revised constitution will be made available for all members.