

OVERSEAS SCHOOL OF COLOMBO SCHOOL COMMUNITY NETWORK (SCN) CONSTITUTION

Introduction/Background:

This updated constitution reflects the needs of the school community to define the role of the SCN as it works closely with the parents, teachers, academic leadership, staff, and students in attaining the school mission of "... developing the whole person as a responsible learner striving for personal excellence within a culturally diverse environment." The updated constitution also clarifies the membership of the SCN, outlines the SCN Executive Committee, and covers the requirements for meetings, elections, and budgetary considerations. Finally, articles outlining the process of amending the constitution are included so the constitution may evolve along with the needs of the school community.

ARTICLE I: Name

The name of this association shall be the School Community Network (SCN) of the Overseas School of Colombo.

ARTICLE II: Power/Purpose

Section 1: Power

The SCN is recognized by the Board of Directors of the Overseas School of Colombo as a legitimate entity. The SCN Executive Committee has the power to appoint working committees, perform such functions as may be delegated to it, encourage effective communication amongst all school constituents and to actively strive for the promotion of the school within the school and a wider community.

Policies of the SCN which may affect the operation of the school will be approved by the Head of School. The SCN, as a duly constituted body, shall *not* exercise any authority over the teaching staff nor shall it interfere, in any way, with the control, management and academic programmes of the school.

The school will support the SCN and its activities by providing assistance with class rosters, national lists, locked storage space for SCN supplies and files, and promotion of SCN activities.

Section 2: Purpose

The purpose of the SCN establish a close relationship between parents, teachers, academic leadership and staff to achieve the following:

1. Help the school attain its goal of providing international quality education and disseminate its philosophies for the benefits of the student;
2. Support communication among the various sectors of the OSC community in order to promote an atmosphere of goodwill, cooperation and community spirit;
3. Assist in the integration of new parents into the OSC community through the new parent coffees, the handbook, the national representative network, and the support parent network.
4. Establish and maintain a constructive and active participation of parents through forums established by the school and the SCN:

- Active OSC forums currently include (1) Coffee with Principals, (2) SCN Open Meetings, and (3) Coffee with Content
5. Provide support for the OSC Student Government Associations when requested:
- Primary Student Government Association
 - Secondary Student Government Association

ARTICLE III: Membership

Section 1: Membership

Membership of the SCN is open to the following persons:

1. ALL parents or guardians of pupils enrolled at the Overseas School of Colombo (for purposes of this document, the term “parents” refers to parents and guardians);
2. All teaching staff currently employed by the school;
3. The Academic Leadership of OSC including the Head of School, the Principals, and Counselors currently employed by the school.

Section 2: Meetings

All members of the SCN are invited to the SCN Open Meetings. The SCN will hold scheduled meetings, as announced in the school calendar and newsletter, attendance will be open to all members in accordance with Article III, Section 1 above. The primary purpose of these meetings is as a working session with the Head of School and Principals (or their representatives). These meetings are open to the general membership of the SCN to provide insight into upcoming SCN activities, to receive feedback from the SCN subcommittees, receive financial updates of the SCN, and to have input into upcoming SCN activities. Any member wishing to have an item added to the agenda must contact the SCN Secretary prior to the open meeting.

The SCN Executive Committee will also hold regular closed session meetings. Minutes will be kept for each meeting. The purpose of the Closed Meetings is to discuss on-going SCN issues and events. Any committee member wishing to have an item discussed in the closed meetings must contact the SCN Secretary prior to the meeting. The agenda for the closed session meetings will be distributed to the SCN Executive Committee prior to the meeting. The meeting will follow the following format: Minutes approved from last meeting, Financial Report from Treasurer, Committee Reports, Old Business, and New Business.

Additionally, any extra SCN Committee meetings or sub-committee meetings, including Support Parent meetings, will take place as and when required. If possible, the meetings of the sub-committees will be held prior to the SCN meeting in order to provide a consolidated input.

The Annual General Meeting (AGM) will be held in May each year. All parents are welcome to attend the Annual General Meeting. During the Annual General Meeting, end of the year reporting will be presented to the general membership including the financial standing of the SCN, final reporting from SCN subcommittees, and any changes to the existing constitution. Additionally, the new officers will be elected pursuant to Article VI. The AGM will follow the following format: presentation of the annual financial

report, final reporting from SCN Subcommittees, changes and approval of the constitution, and election of SCN officers.

Section 3: Fees

There are no membership fees.

ARTICLE IV: SCN Executive Committee Members

Section 1: Composition

The SCN Executive Committee is elected/appointed for a period of one school year. It is recommended that the Executive Committee is comprised of, but not limited to the following positions, subject to circumstances.

Position	Elected/Appointed
Chair	One Elected parent member
Vice-Chair	One Elected parent member
Secretary	One Elected parent member
Treasurer	One Elected parent member
Support Parent Coordinators	Two appointed parent members
Newcomers Coordinator	One appointed parent member
Events Coordinator(s)	Two Appointed parent members
Blue Gecko Coordinator(s)	Two Appointed parent members
Communications Coordinator	One Appointed parent member
Sponsorship/Fundraising Coordinator	One Appointed parent member
School Academic Leadership (Non-voting)	Head of School Secondary Principal Primary Principal

Section 2: Voting Members

If a vote is required during SCN Open Meetings, a simple majority of members in attendance is needed for a motion to pass. During the AGM, a simple majority of members in attendance is needed for a motion to pass and officers to be elected.

Section 3: Duties and Responsibilities

Each SCN Executive Committee Member will keep a record of pertinent information pertaining to his/her position. This record will be placed in the SCN locked storage area at the end-of-year and passed to the next person who fills this position.

1. **Chair:** The Chair shall preside over SCN meetings and serve as an ex-officio member of all SCN committees. The Chair will coordinate the meeting Agenda with the Secretary. The Chair will guide the discussion of the Agenda during the meeting and prevent deviations from the agenda during the meeting. With the treasurer, s/he shall draft the program budget for the year. S/he will be the official representative of the SCN and its liaison with the parent community and with

groups within the school, including the Board of Directors. Additionally, the Chair has the final approval over SCN items in the OSC Newsletter. Any member of the Committee may submit SCN items, to be approved by the Chair or appointed Committee member, for the OSC Newsletter. The SCN will contribute to the Newsletter on a regular basis when deemed necessary. In the absence of the chair, special duties such as chairing meetings, and liaising between school groups and Board of Directors will be appointed to other members as necessary.

2. Vice Chair: The Vice Chair shall assume the duties of the Chair in his/her absence and perform all other duties as requested by the Chair. Additionally, the Vice Chair will assist in the submission of SCN items for the OSC Newsletter.
3. Secretary: The Secretary shall prepare the minutes of all official SCN meetings and maintain a file of these minutes. S/he shall issue meeting notices and perform other duties as requested by the Chair. Additionally, the Secretary will assist, when requested, in the submission of the SCN items for the OSC Newsletter. Finally, the Secretary will maintain important files to be passed to the new SCN Executive Committee.
4. Treasurer: The Treasurer, at the beginning of the term of office, will receive all cash financial funds and documents related to the finances held by the SCN. The Treasurer will keep a written record of all receipts and disbursements made during the term of office. The Treasurer, together with the SCN Exec. Committee, will draft the SCN budget for the year. S/he will report the financial status at every executive meeting and present an annual financial statement to the membership at the close of the OSC financial year. S/he shall assume other duties as required.
5. Support Parent Coordinators (one Secondary and one Primary): Shall act as a liaison between the Class Support Parents and the SCN Executive Committee, providing coordination and communication among all individual Class Support Parents/Secondary Support Network. The Support Parent Coordinators will ensure that class lists and details of any students joining or leaving OSC throughout the year, are provided to the classroom Support Parents with the assistance of the OSC admissions network as permissible by the OSC administration. Additionally, the Support Parent Coordinators will synchronize joint activities between Primary and Secondary School, such as Productions, Book Week, etc. They shall also assume other duties as required.
6. Newcomers Coordinator: The Newcomers Coordinator will be responsible for organizing two newcomers coffee mornings each semester and manage a newcomer database/survey. They will coordinate welcome packages for orientation/admissions liaison with the admissions office. They will organize newcomer get togethers as and when appropriate. They will manage, update and distribute the newcomers' handbook.
7. Events Coordinators: Two Events Coordinators are responsible for overseeing SCN Events determined by the SCN Executive Committee to be necessary and appropriate. They shall also assume other duties as required.
8. Blue Gecko Coordinators: Two Blue Gecko Coordinators are responsible for organizing refreshments and people to assist in the selling of the refreshments, whenever the Blue Gecko Café is needed. The SCN coordinates the Blue Gecko Café for major sporting and certain performing arts events as are deemed possible based on available resources. The Blue Gecko Café

is used to generate funding for these programmes and thus, parents with students involved in sports and performing arts are called upon to assist with the Blue Gecko Café. They shall also assume other duties as required.

9. Communications Coordinator: The Communications Coordinator is responsible for supporting the Executive Committee in implementing the communications strategy and marketing plans for annual events. In that role, the Communications Coordinator works closely with the Secretary and prepares newsletter content, gathers and collates documentation from events for releases/sponsor thank you letters/ads/etc, and creates print and online collateral, as needed.
10. Fundraising / Sponsorship Coordinator: The Fundraising/Sponsorship Coordinator is responsible for identifying and implementing long-term fundraising opportunities and short term program/event specific opportunities each academic year. In that role, the Fundraising/Sponsorship Coordinator works closely with the OSC Marketing Director to identify strategic partners/sponsors.
11. School Academic Leadership: The School Academic Leadership will serve as advisors to the SCN ensuring the SCN abides by its constitution and has the support of the OSC administrative team.
12. Subcommittees: Subcommittees are responsible for overseeing any SCN projects determined by the SCN Executive Committee to be necessary and appropriate.

Section 4: Term Limits

An individual SCN Executive Committee Member can serve for a maximum period of three (3) consecutive years in an elected position.

Section 5: Removal of an Executive Member During Tenure of Office

If the SCN Executive Committee loses confidence in one of its Executive Committee Members, the Executive Committee can call for a vote of no confidence where two-thirds (2/3rds) of the Executive Committee must vote in favor of the “no confidence” motion. If passed, the member will automatically be removed from the Executive Committee and the vacancy will be filled according to Article IV, Section 6.

Section 6: Vacancies

Vacancies on the SCN are announced to all members and a new recruitment will take place. All SCN Executive Committee members should actively look for a replacement for any committee member leaving their position within the term of a school year.

ARTICLE V: EX-OFFICIO MEMBERS

The Head of School, Primary Principal and Secondary Principal are non-voting members of the SCN. They will attend all open SCN meetings as stated in the school calendar.

ARTICLE VI: ELECTIONS

Section 1: Timing of Elections

Annual elections for Chair, Vice Chair, Secretary and Treasurer shall be held at the AGM held in May (as per the school calendar). The Chair shall be filled, as much as possible, by second-year SCN parent member. By holding elections at the end of the school year the incoming Executive Committee will have the opportunity to work with the outgoing Executive Committee.

Section 2: Selection of Candidates for SCN Executive Committee

Through the best effort of the SCN, the Executive Committee should reflect the diversity of the student body. To gain this diversity, candidates for open positions on the SCN Board shall be selected by:

- a) Regions (North America, Europe, South America, Southeast Asia and Near East, Australia, Africa, East Asia) or according to the demographics of the student populations; and
- b) A percentage relative to the number of students in the PYP, MYP and IB Programs.

Section 3: Nominations

Individuals wishing to run for an elected position in the SCN should report their desire to the current SCN Executive Committee prior to the AGM. Additionally, members may be nominated by their peers for a position. A member whose name has been nominated must indicate his/her willingness to serve as a member of the SCN Executive Committee.

The SCN Executive Committee will accept nominations and prepare the list of candidates for presentation to the general meeting. The list of all candidates will be published in the school newsletter on the Friday preceding the AGM.

Voting will take place at the AGM. All individuals previously nominated may run for multiple positions if they do not secure the majority votes for their first choice position (i.e. if not elected to Chair, the individual can then run for Vice Chair). Nominations from the floor will be accepted at the AGM.

Section 4: Voting

Voting shall be by secret ballot unless there is only one candidate, in which case the Chair may entertain a motion for election by a show of hands at the meeting. For elections to be held, a simple majority vote will be required by the members in attendance at the SCN AGM meeting for these positions.

ARTICLE VII: FINANCE

Section 1: Fiscal Year

The SCN financial year will be August 1 – July 31 to coincide with the school budgeting year.

Section 2: Fund Raising

Funds shall be derived from fund-raising efforts (including social, cultural and sporting events), sponsorships, donations and/or gifts, and the sale of SCN merchandise through the school store.

Section 3: Budget

The SCN budgeting process for each school year will coincide with the school's planned activities. The budget for each new school year will be completed by the Treasurer and Executive Committee members and approved in collaboration by the outgoing/incoming committee at the transitional meeting before school closes each June. This will allow for funds to be made available to projects and SCN events prior to the start of the new school year.

Section 4: Disbursements

Disbursements are to be made for budgeted and agreed purposes only. Any deviation from the budgeted expenditures must be approved by the SCN Executive Committee. No SCN member may commit for the expenditure of SCN funds for any purpose that has not been expressly approved by the SCN committee, either during the budget process or as an additional appropriation. All special request distributions must be made within three (3) months of the approval date. Otherwise, the request must be re-approved by the SCN Executive Committee. All disbursements must be signed by two pre-determined members of the SCN Executive Committee.

ARTICLE VIII: BY-LAWS

The SCN Executive Committee may adopt By-Laws as it deems necessary by a majority vote of the SCN Executive Committee, as long as the By-Law does not breach this constitution. Any such By-Laws may be amended or set aside by the majority vote of the SCN Executive Committee.

ARTICLE IX: AMENDMENTS

Amendments to the Constitution may be approved by a majority vote of the members present at annual general meeting, provided any such amendment has been submitted by the Secretary in writing to the members at least one week prior to the general meeting.

ARTICLE X: DISSOLUTION

If the SCN is dissolved, any assets or holdings will be distributed by the SCN Executive Committee for the benefit of the OSC student body.