

Persatuan Ibumaba Sekolah-Sekolah Tenby, Pulau Pinang

Tenby Schools Parents' Association (TSPA) - Penang

CONSTITUTION

1. Name

The name of the Association in English shall be "Tenby Schools Parents' Association, Penang," also known as "TSPA Penang" or "TSPA" in short. The establishment date is to be 7TH SEPTEMBER 2015.

2. Address

The registered office of the TSPA shall be at No. 2, Lintang Lembah Permai 1, Tanjung Bungah, 11200 PENANG.

3. Mission/ Objective

TSPA Penang shall be the representative body for the parents of the four (4) schools being situated on the campus at No: 2 Lintang Lembah Permai 1, Tanjung Bungah, 11200 Penang (or any other campus occupied by Tenby Schools Penang), namely, Tenby International Primary School Penang (TIPS), Tenby International Secondary School Penang (TISS), Sri Tenby Primary School Penang (STPS) and Sri Tenby Secondary School Penang (STSS).

3.1 The Mission of TSPA is to foster a strong relationship and community spirit among school bodies, parents, and students.

3.2 The Objectives of TSPA are to:

- Support Tenby's Mission and Vision to "Deliver Amazing Learning Experiences"
- Provide proposals and solutions addressing the needs of students and parents to Schools' management.
- Provide parents and guardians with a support network and a platform for effective communication.
- Volunteer and Participate in Schools' events and activities. The Executive Committee "Excom" shall decide when the TSPA shall undertake projects.
- Raise and disburse funds to benefit the students of the four schools.
- The fundraising methods to be adopted by the TSPA shall include members' entrance fee, yearly subscription, donations from the public, corporate and private sponsorships, and any other fundraising methods deemed appropriate by Excom.

4. Membership

All parents and guardians (Malaysians, Permanent Residents, and Foreign nationals) of students at Tenby Schools Penang shall be automatically deemed Ordinary members of TSPA (Ordinary Members).

5. Designation & Terminations

5.1 Excom may recommend dismissing a member after due cause has been shown at a TSPA Meeting, EGM, or AGM.

5.2 A member may cancel their membership by writing to Excom.

5.3 Membership of TSPA is automatically terminated when the child/ward of the member parent is no longer a student at the school.

6. Source of Income

6.1 Contributions: The TSPA is authorized to receive donations of money and goods. Such contributions must be declared clearly and precisely in the Annual Statements.

6.2 Economic Activities: The TSPA may conduct economic activities such as selling, buying, investing, hiring, possessing movable assets and properties, and other economic activities.

7. General Meetings

7.1 Annual General Meeting (AGM) or Extraordinary General Meeting (EGM)

The Annual General Meeting shall be convened once a year to present the annual report, financial statement, and election of new Excom members.

7.1.1 The date of the AGM shall be decided by Excom, and notice shall be given to all Ordinary Members one Month before the AGM.

7.1.2 The Secretary of the TSPA shall call the AGM or EGM, or any member of Excom provided the request to call for a meeting is supported in writing by no less than 20 existing members.

7.1.3 Quorum for the AGM shall be at least three-fifths (3/5 or 60%) of all members or 20 persons, representing all schools' parents.

7.1.4 All members of TSPA are eligible to attend the AGM.

7.2 Excom Meetings

7.2.1 Excom Meetings are held monthly to resolve matters on the objectives of TSPA.

7.2.2 Quorum for Excom Meetings shall be 6 members.

7.3 TSPA Meetings

TSPA Meetings shall be held twice a term on dates selected by the Chair. They shall be open to all parents and attended by school representatives, including but not limited to the Campus Principal and the heads of respective schools. TSPA Meetings are held as a forum for feedback and discussion with parents and to receive updates from the school.

8. Election & Terms

8.1 Excom

All parents (including Malaysians, Permanent Residents, and foreign nationals) are eligible to serve on Excom and shall be comprised of nine elected members and eight appointed members as follows:

Elected Excom Members:

- One Chair
- One Secretary
- One Treasurer
- One Vice-Chair
- One Vice-Secretary
- One Vice-Treasurer
- Three Excom Committee Members

Appointed Excom Members:

- Four School Representatives (TISS, TIPS, STSS, STPS)
- Four Cultural Representatives (Chinese, Japanese, Indian, Korean)

Dual roles/positions are permitted. Excom shall consist of no less than nine members.

Excom members are elected or appointed to serve for two-year terms.

Excom members may serve for consecutive terms.

Excom members must be familiar with the content of the TSPA Constitution.

8.2 Remuneration & Conflict of interest

The school has a zero-tolerance policy regarding any potential conflicts of interest. Members of Excom cannot be involved in or associated with any financial or beneficial role in supplying goods or services that may be construed as a conflict of interest. Excom members may not use their status or credentials within the TSPA to further their personal or commercial interests. No TSPA members shall be reimbursed for their work with TSPA.

8.3 Vacancies:

Excom shall fill any vacancies from existing members or through a by-election at an AGM or EGM.

9. Roles & Duties of Excom/Office Bearers

Excom roles consist of, but are not limited to the following:

9.1 Chair

- ✧ Represent the TSPA (and all parents of all 4 schools) in functions, consultative roles, or meetings related to the school.
- ✧ The Chair may appoint any member of Excom to be their proxy in absentia.
- ✧ Chair Excom Meetings, TSPA Meetings, and Coffee Meetings.
- ✧ Act as a signatory for the TSPA.
- ✧ Regularly focus Excom's attention on matters of governance related to its structure and members' roles.
- ✧ Periodically consult with Excom members to help them to optimize their contribution.
- ✧ Work to ensure the necessary skills are represented and a succession plan to help find new Excom members when required.
- ✧ Goals and plans are developed to achieve the goals of the TSPA.
- ✧ Serve as a spokesperson for the TSPA when required.
- ✧ Communicate systematically with counterparts in other Tenby Schools.
- ✧ Assist in developing partnerships with sponsors, funding agencies, local and state governments, shared facility users, and organizations relevant to the goals of the TSPA.
- ✧ Participate in regular meetings with the Campus Principal to maintain an effective communication channel between the school and the TSPA. The administrative assistant to the campus principal shall document proposed ideas, topics for further discussion, and actions arising from these meetings.

9.2 Secretary

- ✧ Maintain records of the Meetings and ensure effective management of the TSPA's records
- ✧ Manage Minutes of Meetings, including recording and distributing the minutes to members after each meeting.
- ✧ Develop the agenda and distribute before the meeting.
- ✧ Is sufficiently familiar with all current TSPA documents to note applicability during meetings
- ✧ Ensure that accurate and sufficient documentation exists to meet reporting requirements
- ✧ Sign a copy of the final approved Minutes and ensure that the signed copy is maintained
- ✧ Ensure proper notification is given of Excom and TSPA meetings
- ✧ Ensure that the records of the TSPA are maintained
- ✧ Be an alternate signatory for the TSPA
- ✧ Coordinate TSPA planning to ensure plans are developed, reviewed, and enacted as required
- ✧ Lead the recruitment of Class Reps, coordinating the communication between Excom and Reps, and drafting and dissemination of communication as agreed by the Chair
- ✧ Represent the TSPA at meetings and forums as agreed by the Chair

9.3 Treasurer

- ✧ Provide advice to Excom in their management of the TSPA finances
- ✧ Administer all financial affairs of the TSPA
- ✧ Ensure an appropriate annual budget is provided for approval
- ✧ Ensure development and Excom review of financial policies and procedures
- ✧ Maintain accurate records of all income and expenditure
- ✧ Ensure that all receipts and payments concur with bank deposits and withdrawals
- ✧ Maintain and handle cheques, chops, and passbooks related to bank accounts and receipt books.
- ✧ Receipt & Banking in of all monies received
- ✧ Pay all accounts
- ✧ Prepare Monthly financial reports – present at Excom meetings
- ✧ Prepare Year-end Financial Statement for Audit, liaise with the Auditor during the audit process and prepare Annual Financial Report for AGM.
- ✧ Liaise with the Bursar on matters pertaining
- ✧ Arrange and dispatch invoices for periodical payment
- ✧ Be a signatory on the TSPA account
- ✧ Handle Banking procedures, updating signatories with the bank
- ✧ Liaise with the School Bursar and Finance Manager

9.4 Vice-Chair, Vice-Secretary, Vice-Treasurer (Three)

- ✧ Provide backup for the Chair, Secretary, and Treasurer, respectively.

9.5 School Representatives (Four)

- ✧ As counterparts to each Head of School, TSPA School Reps shall provide feedback and communicate on any relevant and necessary matters for action related to their respective schools.
- ✧ School Representatives are nominated and appointed by Excom.

9.6 Cultural Representatives (Four)

- ✧ To communicate and act as a liaison for parents of cultural groups.
- ✧ To feedback to Excom and School on issues that affect parents or children of cultural groups.
- ✧ Cultural Rep candidates may be nominated by any member and are appointed by Excom.

9.7 Class Representatives

- ✧ Class Representatives are selected by self-nomination at Coffee Mornings.
- ✧ Send communications to parents in their class through Whatsapp or Email on behalf of TSPA.

- ✧ As Group Admin for Whatsapp group, are required to collect and maintain the communication list of numbers and emails for the abovesaid purposes.
- ✧ They must maintain the privacy and confidentiality of parents' contact information.
- ✧ Are requested to hand over the Whatsapp group and parents' contact and information to the next Class Rep should they cease to be a Rep.

10. Finances

- 10.1 The Treasurer is responsible for the upkeep and preparation of statements, accounts, bank accounts, reports to the Auditor, payments, and receipts related to TSPA.
- 10.2 The Treasurer may hold up to a maximum of RM2,000 Two Thousand Ringgit Cash float for the regular operations of TSPA.
- 10.3 Excom may approve expenses of up to RM20,000 per project it undertakes, up to a maximum of five (5) projects a year. The total amount Excom may approve spending is therefore RM100,000 a year. Any amounts or projects beyond this limit must be brought to the AGM or EGM for approval.
- 10.4 Accounts should be completed and presented to the Auditor within three months after the end of the Financial Year.
- 10.5 The Auditor shall audit and prepare the report for the AGM. If the Auditor cannot attend the AGM, they may submit the signed audit reports with a letter of absence and a video recording of his verbal statement shown at the AGM.
- 10.6 The Financial Year for TSPA shall run from 1st January to 31st December of the calendar year.
- 10.7 The TSPA shall maintain a Current account (Checking account with cheques issuable, non-interest-bearing) and any monthly, interest-bearing Fixed Deposits per Excom decisions.
- 10.8 Each cheque requires 3 signatures – 2 from Group A and 1 from Group B.
 - Group A signatories (both signatures required on EVERY cheque): Treasurer and Chair
 - Group B signatories: Campus Principal

11. Auditor

- 11.1 The Auditor shall be appointed by Excom no later than 6 months before the end of the financial year. Auditors should be qualified in accounting (ACCA, CPA, or equivalent) but do not require an Ordinary Member of the TSPA.
- 11.2 Auditors will be required to audit and certify the accounts for the Financial Report at the Annual General Meeting.
- 11.3 Auditors may be reimbursed if required.

12. Trustee

- 12.1 The TSPA may appoint a trustee to oversee Excom's adherence to the Constitution and, if necessary, shall supervise the dissolution of the TSPA when necessary. The Trustee may be any TSPA member or person appointed by a three-fifths (3/5 or 60%) vote by Excom. If an external

Trustee is not established, the Chairperson, Secretary, and Treasurer shall act in the capacity of the Trustee for as long as their term is valid.

- 12.2 The Trustee shall also ensure that all tangible and intangible assets (including properties, if any) shall not be sold, mortgaged, withdrawn, or changed without the approval of the general meeting.

13. Interpretation of Constitution

- 13.1 The Constitution of TSPA shall be in English, with a Malay version used for reference purposes
13.2 Excom shall be tasked to interpret the Constitution should any query arise during AGM.
13.3 Any clause of the Constitution may be voted upon at an AGM or an EGM.
13.4 In any ambiguity or conflict arising from the interpretation of the Constitution, Excom may call an EGM.

14. Patron

- 14.1 Excom may appoint a Patron to the TSPA if deemed necessary. The Patron may be any person appointed by a three-fifths (3/5 or 60%) vote. Excom shall determine the term of the Patron, and the appointment must be confirmed and agreed upon by the Patron in writing.

15. Prohibition

- 15.1. The TSPA and its members must not be involved in any illegal activities against the laws of Malaysia.
15.2. Any form of gambling defined in the act of gaming houses of 1953 is prohibited.
15.3. The TSPA and its members shall not attempt to restrict or control the price of goods in any organized manner reminiscent of a union as per the 1959 Union Act.
15.4. The TSPA does not hold any lottery on behalf of the organization without prior approval from the relevant authorities.
15.5. Benefits, as described under section 2 of the Societies Act of 1966, shall not be given by the TSPA to its members
15.6. All available money and benefits disbursed by the TSPA resulting from its economic activities should be channeled back to achieve the goals of the TSPA. Funds cannot be used to pay interest, profits, or bonuses to any TSPA member.
15.7. The TSPA shall not be a religious organization.
15.8. Members of the TSPA must ensure that their actions and decisions are always in the interests of the student majority at Tenby Schools Penang.
15.9. The TSPA maintains an active Acceptable Usage Policy, with guidelines and oversight for the conduct of all TSPA members relating to their participation in TSPA activities and communications.
15.10. Any breach of conduct shall be reviewed and dealt with by a three-fifths (3/5 or 60%) vote in Excom.

16. Constitutional Amendments

Any changes in the Constitution must be tabled at either an AGM or EGM. Changes must be approved by a three-fifths (3/5 or 60%) vote.

17. Dissolution of TSPA

- 17.1 To dissolve the TSPA, an AGM or EGM must be called. A decision by three-fifths (3/5 or 60%) of members is required to dissolve the TSPA.
- 17.2 If the TSPA is dissolved, all debts and liabilities must be paid. The remaining funds shall be settled as agreed upon by a general meeting. By default, the intention is to donate the remaining funds to the Tenby Schools Penang's Student Leadership Council.
- 17.3 The TSPA shall communicate its dissolution to Tenby School Penang Management and the Student Leadership Council within 14 days from the date of dissolution.

18. Logo



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