

**THE BRITISH SCHOOL OF BEIJING, SHUNYI:**  
**PARENTS' ASSOCIATION (BSBPA) CONSTITUTION**



9 December 2018

The aim of this document is to summarize the vision of and recommendations for the work of the BSB Shunyi Parents' Association at the time of writing.

### **PURPOSE**

The purpose of the Parents' Association is:

- a. **To foster cooperation, mutual understanding and collaboration between all the many nationalities in the school.**
- b. To represent the parents as one important body of the school community and to nurture the spirit of family, fun and enjoyment which is one of the hallmarks of our school.
- c. To offer an avenue for parents, particularly those who may be new to the school or for whom English is not a first language, to make contact with the school's leadership over any matter that may concern them;
- d. To bring ideas for school development to the Principal and members of the school's leadership;
- e. To provide a feedback mechanism to the school's leadership about the views of parents;
- f. To provide a forum for all parents to socialise, get to know each other, settle better into the school and Beijing;
- g. To organise events and social activities to support the school community;
- h. To support major school events.

### **MEMBERSHIP**

All parents at the school are automatically members of the Parents' Association. Contact details are provided to the officers of the BSBPA unless parents specifically request for this not to be the case. Members are invited to attend meetings and get involved as much as they choose.

### **OFFICERS and STEERING COMMITTEE**

Ideally all BSBPA officers and steering committee members for the following school

year should be appointed by June in a general member's meeting.

**Elections.** Officers and members are appointed by voice vote. Ballot elections will only be held if more than one person is running for an office.

**Officers.** Although the structure remains flexible to match the skills, abilities and availabilities of the officers of the PA, the normal leadership structure will be:

- a. **Chair or Co-Chairs:** Preside over meetings, primary contact for the Principal, coordinate the work of all officers and committees. The Chair is also a member of the School Advisory Council.
- b. **Communications Officer:** Coordinate all media and communication between BSBPA and the school and parents.
- c. **Treasurer and Co-Treasurer:** Administer the Association's financial assets and be responsible for simplified accounting in a structured, systematic, transparent and traceable way. Receive all funds, keep accurate records of receipts and expenditures, and pay out funds with approval of steering committee. Financial statement upon request and at end of school year.

**Steering Committee.** The steering committee shall provide guidance and direction for BSBPA activities. The Steering Committee has the overall responsibility for the activities, affairs, funds and finances of the PA during the school year. The Steering Committee shall work in accordance with the PA Constitution, PA member decisions and in the interest of the members.

The steering committee will be composed with every attempt made to have a balance of nationalities (with representation from all

the large nationality groups in school and as many other nationalities as possible) and primary/secondary parents and should not normally exceed 10 persons. One member of the steering committee shall be an ex officio member of the BSB Charity Board. All Officers are automatically members of the steering committee. Steering Committee members take turns writing the meeting minutes.

### **PARENT REPRESENTATIVES**

A parent representative from each primary class shall be chosen at the beginning of the school year. They will be encouraged to come to PA meetings and will be updated on upcoming BSBPA activities and opportunities to get involved (e.g. events, art projects).

### **INTEREST GROUP REPRESENTATIVES**

With the help of parents BSBPA organises events and outings according to interests and opportunities, e.g. book club, cooking classes, luncheons, cultural, shopping and orientation trips.

### **MEETINGS**

All meetings of the BSBPA are open to all parents in the school, with the exception of steering committee meetings. Meetings will usually be held monthly. The agenda for general meetings will be published in advance and minutes will be taken, which will be published to all parents via the school website.

The Principal and members of the school's leadership team will be invited to all meetings, and will make every effort to attend.

Whilst any parent may raise any matter of concern at any meeting, it is normally expected that, where these relate to school management, they will have followed appropriate in-school channels, up to and including discussion with the Principal, before doing so. The Chair of the PA will be able to advise on the appropriateness of matters raised, and also acts as a very useful

channel to facilitate communication where parents find this difficult.

An Annual General Meeting should be held at the end of the school year and may include a review of the past year, the Auditor's report, and elections.

### **FINANCES**

**Spending.** BSBPA is a self-financing organisation – there is no membership fee or subscription and its main purpose is to support the community. Many of the events are therefore costed on this basis. From time to time, the BSBPA will use any surpluses accrued to make donations to the school or to charities. The level and type of such donations are decided by BSBPA meetings, taking into consideration the work of the Charity Board. The only agreed stipulation is that donations to the school should benefit as many students as possible or the school community in general and should not be used for purposes that would routinely be covered by school fees – BSBPA has adopted the principle that donations should be for 'desirable extras'.

**Budget.** A draft BSBPA budget shall be drawn up by the treasurer and steering committee at the beginning of the school year and signed off at a general BSBPA meeting.

**Authorization.** Expenditures of up to 1000RMB may be authorized by two members of the PASC. Spendings greater than 1000RMB must be agreed upon by PASC majority vote.

**Expenses.** All reasonable out of pocket expenses incurred in the course of volunteering will be reimbursed according to the Expenses Policy (see Attachments). The PA will cover the ticket cost for the main organizer of the annual Dinner & Dance.

**Treasurer & Auditor.** While trust is placed in the treasurer it is desirable to have an auditor examine BSBPA spending and overall



financial responsibility. The auditor should be selected at the beginning of the school year and is not a member of the steering committee. At the end of the school year the auditor shall review the simplified financial report and accounting records.

**Finance Department.** The school will provide assistance with validation to identify possible counterfeit bills and storage of BSBPA cash in the school safe.

### **MARKETING**

BSBPA will follow Nord Anglia corporate identity guidelines for all media. BSB Shunyi Marketing department will support BSBPA activities and provide help and support with events and activities.

### **EVENTS and ACTIVITIES**

Events to be held and supported will be decided by BSBPA steering committee each year. Ideas from all parents are welcomed.

Dates and planning will always be coordinated with the school marketing department.

### **AMENDMENTS**

This Constitution may be amended at a PA meeting in October and at the PA Annual General Meeting by a two-thirds majority of members present, no proxy. All members must be given 14 days written notice of the proposed amendments. Any objections to the proposed amendments must be received no later than 2 days before the meeting. During the meetings, each amendment needs to be voted separately, one by one.

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#### Version history

V1, created 1 June 2017, passed in PA meeting

V2, modified 10 June 2018, amendments passed in AGM on 31. May (Authorization, AGM, Expenses policy, Amendments)

V3, modified 9 December 2018, amendments passed in PA meeting on 31 October (parents' representatives, amendments)

## **Attachments**

### **EVENTS 2016/2017**

Events BSBPA organized or supported for the 2016/2017 school year were as follows.

- Orientation day
- Welcome picnic
- Champagne & Canapé evening
- International Day
- German Christmas Market and Winter Fayre
- Santa's Secret Shop
- January Welcome Back coffee
- Temple Fair
- Valentine's Volunteer appreciation
- Spring Dinner & Dance
- New parent's welcome
- Summer Fayre
- Year 13 & Year 6 graduation

### **Interest Groups and Excursions 2016/2017**

- Hotel, Furniture, Fabric markets
- Pottery, cooking, and art classes
- Lunch outings
- Book club
- Orientation tours
- Cultural tours (some with Newman Tours)

### **EVENTS added in 2017/2018**

- Hikes
- Teacher Appreciation (September)
- Mahjong
- Badminton
- Newsletter

## BSB Shunyi Parents' Association Volunteer Expenses Policy



### Introduction

BSB Shunyi Parents' Association values its volunteers and we want to ensure that there are no barriers to volunteer involvement. All reasonable out-of-pocket expenses incurred in the course of a volunteer's role will be reimbursed, including expenses for travel. In order to claim expenses, an expenses form must be completed and handed into the treasurer.

### Scope

This policy is relevant to all volunteers. This definition includes steering committee members as volunteers.

### Activity covered by this policy

Any involvement/activity as agreed between the volunteer and steering committee/volunteer organizer.

### What expenses will be paid for?

- Travel in the course of volunteering to include taxi or car (car mileage will be paid at the rate of 3,5RMB per km).
- Parking fees and tolls.
- Other genuine expenses need to be agreed in advance with the steering committee / volunteer organizer.

Where appropriate a valid ticket, receipt or copy invoice will need to accompany a claim for expenses.

### Making a claim

When a volunteer wants to make a claim, they will need to fill out a 'Volunteer Expenses Form' which will be provided by the volunteer organizer.

Expense forms should be completed monthly, but no later than two months after expenses were incurred.

The volunteer organizer will be responsible for signing and authorizing payments for volunteer expenses. In the absence of the volunteer coordinator authorization can be given by a member of the PA steering committee.

When an expense form has been completed and authorized a payment will then be made to the volunteer in cash.



## BSB Shunyi Parents' Association Volunteer Expenses Claim Form

This form is to be used to record those expenses you incur while volunteering for BSB Shunyi Parents' Association for which you wish to be reimbursed. All reasonable out-of-pocket expenses incurred in the course of a volunteer's role will be reimbursed (please see policy) but must be agreed in advance with the steering committee/volunteer organizer.

Expenses will be reimbursed on production of the relevant receipts. Please remember to keep receipts, bus tickets etc and attach them to your claim.

Date & reason expenses incurred	Type of expense	Amount
	<b>Total</b>	

**These represent an accurate account of my out of pocket expenses.**

..... (Printed name)

..... (Signature)

Authorized by .....

Date .....