



GIS FRIENDS OF GARDEN (“FOG”) Constitution



Revised September 2017

1. TITLE: The name of this organisation will be “Friends of Garden - Parent Teacher Association”, known as “Friends of Garden” and abbreviated to “FOG”

ADDRESS: Garden International School, 188/24 Moo 4 Pala, Ban Chang, Rayong 21130

2. THE AIM: The primary aim of the FOG is to support the school and enhance the education and all-round development of students in the school.

3. OBJECTIVES: To achieve this aim the FOG will, as appropriate or required:-

- 3.1 Work to develop relationships between GIS staff, parents, students and others associated with the school
- 3.2 Lead, or provide support for, activities and events which help the school to achieve its aims and/or build community
- 3.3 Publish or distribute information about events and activities led by or supported by FOG
- 3.4 Use the events or activities as a means of fundraising where appropriate
- 3.5 Use any funds raised to provide facilities or equipment which support the needs of the students (as agreed with the Academic Management Team (AMT))
- 3.6 Act as a source of advice, feedback and critical friend to the AMT upon request

4. MEMBERSHIP:

4.1 Regular membership

- 4.11 Parents or guardians of any student currently attending the school
- 4.12 Staff currently employed by the school and their partners
- 4.13 Membership is terminated if a member:

- 4.131 decides to opt out of membership, by emailing the PA to the Principal,
- 4.132 of staff leaves the school’s employment
- 4.133 of the parent body no longer has a child in the school

4.2 Honorary membership

4.21 Honorary members may be invited to be members of FOG on an annual basis. They must have (or have had) a prior connection with the school through parenthood or employment, and must be nominated by the Principal, and approved by the FOGAG. Invitations may be re-issued annually. Honorary members are non-voting members. Honorary FOG members may be invited

by the Chair (with the approval of the FOGAG) to also be honorary members of the FOGAG, but may not vote or hold official office.

5. GENERAL MEETINGS (ANNUAL AND EXTRAORDINARY)

5.1 All Members are entitled to attend any General meeting of the FOG.

5.2 All General meetings are called by giving 21 days written notice of the meeting to the members. The notice should specify the date, time and location and an overview of the agenda.

5.3 The FOG shall hold its Annual General meeting in the last week of April or first week of May each year.

5.4 There is a quorum at a General meeting when there are a minimum of 40 Regular Members present.

5.5 Except where otherwise provided in Constitution, every issue at a General meeting is decided by a simple majority of the votes cast by the Regular Members present, provided there is quorum.

5.6 Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every Regular Member present is entitled to one vote on every issue.

5.7 At an AGM the Members: -

5.7.1 Receive the accounts of the FOG for the period since the previous AGM.

5.7.2 Receive the report of the FOGAG on the FOG's activities since the previous AGM.

5.7.3 Elect the FOGAG members.

5.7.4 Discuss and deal with any other issues put before them.

5.8 An Extraordinary General Meeting (EGM) may be called at any time by the FOGAG with 21 days' notice. An EGM must also be convened within three months of a written request to the FOGAG from at least ten FOG members.

6. THE FOGAG (known as the FOG Action Group, abbreviated to FOGAG)

6.1 The function of the FOGAG is to lead the FOG in pursuit of its objectives in (3) above.

6.2 FOGAG members must be Regular Members of FOG.

6.3 As far as possible, the FOGAG should be broadly representative of the students registered in GIS.

6.4 Up to 11 members shall be elected to sit on the FOGAG at the AGM and shall hold office until the next AGM. In addition, the Principal or his/her designate is an ex-officio member of FOGAG.

6.5 Nominations for election to the FOGAG may be made by any Regular Member of FOG and seconded by another. Such nominations must have the consent of the nominee.

6.6 Nominations may be made in writing to the FOG Secretary at any time from the announcement of the election until two days prior to the AGM.

6.7 The FOG Secretary shall produce ballot papers for the elections at the AGM. Only those Regular Members present are eligible to vote. The Principal and Heads of School shall oversee the counting of ballot papers at the AGM and be responsible for announcing the results.

6.8 The 11 nominations receiving the greatest number of votes will be elected as members of FOGAG.

6.9 If no nominations or an insufficient number are received before the AGM, any Members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

6.10 Once elected, FOGAG shall select from amongst their number a Chairperson, a Secretary and a Treasurer and publish this information to the FOG membership within 7 days of the AGM. The remaining (up to) eight ordinary members may be asked or volunteer to take on informal roles within the FOGAG from time to time.

6.11 A FOGAG member automatically ceases to be a FOGAG member if he or she: -

6.111 Ceases to be a Regular Member of FOG

6.112 Is absent from two consecutive FOGAG meetings without prior notification to the Secretary

6.113 Is absent from three consecutive FOGAG meetings

6.12 Elections

6.121 At an AGM: Elections to FOGAG will normally take place at the AGM for which 21 days' notice must be given. All those standing for election must either be present in person or available by Skype (or other electronic link) during the AGM to present their candidature and answer questions prior to the actual vote. The results will be announced before the AGM closes, and circulated to the full membership within 48 hours.

6.122 At other times: Where an election to FOGAG is required outside an AGM, an EGM electronic vote will be held. 21 days' notice of the vote must be given with the candidates providing information to be circulated to the membership at least 7 days prior to the vote. The results will be announced within 48 hours of the vote taking place.

7. The FOGAG MEETINGS

7.1 The FOGAG must hold at least five meetings every academic year, the dates of which must be publicised to all members via email at least 7 days in advance.

7.2 A quorum at a FOGAG meeting is 66 per cent, rounded up to the nearest whole number, of the total current Regular Membership of the FOGAG.

7.3 The Chair (or his/her designate chosen from the Regular FOGAG members) is in charge at each FOGAG meeting.

7.4 Every decision may be made by a simple majority of the votes cast at a FOGAG meeting.

7.5 Except for the Chair of the meeting, who has a second or casting vote, every Regular FOGAG Member has one vote on each issue.

7.6 The FOGAG may delegate any functions of the FOGAG to sub-FOGAGs. At least one member of every sub-FOGAG must be a FOGAG Member. All sub-FOGAG proceedings must be promptly minuted and reported to the main FOGAG to help the smooth running of the FOG.

7.7 All FOGAG and FOG meetings shall be held at GIS unless prior notice is given for the meeting to be held at an alternate location.

7.8 Any FOG member may attend a FOGAG meeting as an observer, but may not vote.

7.9 The Chair of FOGAG may invite a FOG member to speak at a meeting.

8. PROPERTY & FUNDS

8.1 The assets of the FOG must only be used to fulfil the aim.

8.2 Whenever a FOGAG Member has a personal interest in a matter to be discussed at a meeting, the FOGAG Member must: -

8.21 Declare an interest before discussion begins on the matter.

8.22 Withdraw from that part of the meeting unless invited to remain in order to provide information.

8.23 Not be counted in the quorum for that part of the meeting.

8.24 Withdraw during the vote and have no vote on the matter.

8.3 FOGAG Members can enter into contracts with the FOG for the provision of goods and services to the FOG provided that: -

8.31 The maximum amount is set out in writing and is reasonable for the services provided. Where possible two alternative quotes for the same/similar service will be sought.

8.32 The FOGAG Members are satisfied that the agreement is in the best interests of the FOG before entering into it.

9. RECORDS & ACCOUNTS

9.1 The FOGAG must prepare: -

9.1.1 Annual reports on activities

9.1.2 Annual statements of account.

9.2 The FOGAG must keep proper records of: -

9.2.1 All proceedings at General meetings, FOGAG meetings, Reports of sub-committees.

9.3 Annual reports and statements of account relating to the FOG must be made available for inspection by any Member of the FOG on the School website.

10. NOTICES:

10.1 Notice of any General meeting of the FOG will normally be sent by email, but may be sent by hand, by post, by suitable electronic communication or in any newsletter distributed by the

FOG to its Members. Notification by hand may include distribution to parents or guardians via their children.

11. AMENDMENTS

11.1 This Constitution may be amended at a General meeting of the FOG by a two-thirds majority of the votes cast, but:-

11.1.1 The Members must be given 21 days' notice of the proposed amendments.

11.1.2 No amendment is valid if it would make a fundamental change to the aim.

11.1.3 Such proposed amendments shall be specified in the notice calling the meeting.

12. DISSOLUTION

12.1 The FOG may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two thirds of those voting, provided the meeting is quorate.

12.2 The assets remaining after paying any outstanding debts and liabilities will be given to the school for the benefit of the students of the school.