



# LENDY PARK SCHOOL

The Way, The Truth And The Life.

Tel: +263 652 324052 Cell: +263 712 883 324 [www.lendypark.com](http://www.lendypark.com) [secretary@lendypark.com](mailto:secretary@lendypark.com)

Maximising The Potential Of Each Child Through Christian Education

## LENDY PARK SCHOOL PARENTS ASSOCIATION CONSTITUTION.

### 1. NAME AND ESTABLISHMENT OF ASSOCIATION.

- 1.1. There is hereby established an Association to be known as the Lendy Park Parents Association. ( hereinafter called the "The Association"). Which shall be a body corporate with perpetual succession capable of suing and being sued in its corporate name.
- 1.2. For purposes of the Education Act ( as amended from time to time). The Lendy Park Parents Association shall be deemed to be the Lendy Park School Parents Assembly as defined in the Act.

### 2. OBJECTS AND POWERS

The objects of the association shall be to

- 2.1. Ensure open communication, understanding and good relations between the vided that the Association shall not borrow any amount in excess of one Term's Levy (being a percentage of Tuition Fees as agreed to by the Parents Assembly) unless specifically authorised through a special resolution adopted at a General Meeting or Special parents, school authorities and the Ministry of Education and any other relevant stakeholders.
- 2.2. Act as the Electoral College for the election of two parent representatives to be co-opted into the Executive Committee/Board and Finance committee respectively;
- 2.3. promote and encourage parents to participate in the activities and general welfare of the school;
- 2.4. promote the welfare of the school financially and in general and where necessary to organise and conduct educational, social and religious discipline programs for the benefit of its members, scholars and the school;
- 2.5. promote and safeguard the good name of the school by advocating for the promotion and maintenance of high academic, moral and spiritual standards;
- 2.6. generally do all such acts as may be expedient or necessary for the furtherance of the best interests of the Association and the school and objects thereof for which it was formed;
- 2.7. levy members of the Association and engage in fundraising activities to support the objectives and curriculum of the school.



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### 3. **POWERS OF ASSOCIATION**

- 3.1. To organise and hold functions for the purpose of raising funds to enable the Association to carry out its objectives;
- 3.2. To lease, purchase or otherwise acquire movable property and to dispose of such property or immovable property and to let or dispose of such property whether by sale donation or otherwise;
- 3.3. To borrow money on such terms as the Association may deem fit to enable it to carry out its objectives.

Provided that the Association shall not borrow any amount in excess of one Term's Levy (being a percentage of Tuition Fees as agreed to by the Parents Assembly) unless specifically authorised through a special resolution adopted at a General Meeting or Special Meeting convened for such a purpose;

- 3.4. To open accounts with a bank, building society or other financial institutions and to invest funds of the Association in securities nominated by the Executive Committee.
- 3.5. To institute, conduct, defend or compromise legal proceedings instituted by or against the Association or its elected members.
- 3.6. To generally do all such acts as may be expedient or necessary to further the interest of the Association and the objects for which it was formed.

### 4. **MEMBERSHIP OF THE ASSOCIATION.**

#### 4.1. **ORDINARY MEMBERSHIP**

- 4.1.1. Every parent or guardian of a child attending the school shall automatically be a member of the Association unless he waives, in writing, membership of the Association.
- 4.1.2. The Head of the school shall be an ex-officio member of the Association and shall attend meetings of the Association in an advisory capacity without the right to vote at meetings of the Association.

#### 4.2. **ASSOCIATE MEMBERSHIP.**

- 4.2.1. The Association may invite any person who is interested in the activities of the Association to become an associate member for such a period as may be determined by the Association.



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## 4.3. **4.3 TERMINATION OF MEMBERSHIP.**

- 4.3.1. A member shall cease to be a member of the Association upon his resignation tendered in writing to the Secretary, and accepted by the Executive Committee.
- 4.3.2. being expelled for a legally proven misdemeanour, imprisonment, act of dishonesty, bringing the Association into disrepute and or breach of the standing rules of the Association as determined by the Executive Committee.
- 4.3.3. upon the dissolution, voluntary, compulsory or otherwise or liquidation or bankruptcy of the Association.

## 4.4. **DEPRIVATION OF MEMBERSHIP**

- 4.4.1. A member whose child ceases to be a student of the school for any reason whatsoever shall automatically lose his membership unless the Association resolves by a special resolution, to co-opt his services within the Association for a defined period.

## 5. **MANAGEMENT OF THE ASSOCIATION**

### 5.1. **THE EXECUTIVE COMMITTEE.**

- 5.1.1. The affairs of the Association shall be managed by an Executive Committee of 12 elected representatives whose services to the Association and the school shall be voluntary and rendered free of any remuneration whatsoever.
- 5.1.2. The Committee may from time to time co-opt any Member or Members a special skill or expertise is required in the deliberations by the Executive Committee. Any co-opted member shall not be entitled to vote and shall serve for a period determined by the Executive Committee. Any co-opted member shall not be entitled to vote and shall serve for a period determined by the Executive Committee.
- 5.2. Elected members of the Executive Committee shall hold office for a period of one year from the date of their election.
- 5.3. Retiring Members of the Executive Committee shall be eligible for re-election for a further period of one year from the date of their election.
- 5.4. An elected member of the Executive Committee shall cease to hold office if
  - 5.4.1. He/She is absent from two consecutive meetings of the Executive



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Committee without the waver of the Executive Committee for good reason.

- 5.4.2. He/She no longer has a child at the school unless he is co-opted by the Executive Committee
- 5.4.3. He/She has resigned from office.
- 5.4.4. He/She is unable to discharge his duties through ill-health
- 5.4.5. He/She is found guilty of a legally proven misdemeanour, act of dishonesty, bringing the Association into disrepute, imprisonment and or breach of the Standing Rules of the Association.

5.5. If at any time a vacancy occurs amongst the elected members of the Executive Committee of a vacancy is not filled at an Annual General Meeting, the Executive Committee . The Executive Committee may at its absolute discretion appoint an eligible person to fill the vacancy for the unexpired period before the next Annual General Meeting.

## 6. OFFICE – BEARERS OF THE ASSOCIATION.

6.1. 6.1 The Executive Committee shall, at its first meeting after the Annual General Meeting and thereafter whenever a vacancy occurs, elect from its members a:

- 6.1.1. 6.1.1 Chairperson.
- 6.1.2. 6.1.2 Deputy Chairperson
- 6.1.3. 6.1.3 Secretary
- 6.1.4. 6.1.4 Treasurer

6.2. 6.2 For the avoidance of any doubt whatsoever, members of staff of the school are not eligible to be voted onto the Executive Committee and shall serve on the Executive Committee in any advisory capacity at the invitation of the Chairman of the Committee.

## 7. DUTIES OF THE CHAIRPERSON.

7.1. The duties of the Chairperson shall include (but not limited to ) convening and chairing all meetings of

- 7.1.1. The Association
- 7.1.2. The Lendy Park School Parents Executive Committee



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7.1.3. Any other meetings convened for the purposes of discussing fees and other related material administrative issues affecting the welfare of the school and the Association.

7.2. The Chairman and the Secretary shall ensure that the Executive committee shall meet at least four times a year.

## 8. EXECUTIVE COMMITTEE MEETINGS

8.1. Meetings of the Executive Committee may be called at any time by the Chairman or petitioned by at least three members of the Executive Committee.

8.2. At least seven calendar days notice shall be given of any meeting of The Executive Committee unless the majority of the Members thereof agree to waive the requisite notice period.

8.3. At any meeting of the Executive Committee

8.3.1. Six members, present and represented in proxy shall form a quorum.

8.3.2. The Chairperson, or in his absence, the Deputy Chairperson, shall preside over the meetings and in the absence of both the Chairperson or the Deputy Chairperson, any member elected by the members in attendance shall act as the Chairman for that particular meeting.

8.3.3. The person presiding may in the event of any equality of votes, exercise a deliberative as well as a casting vote.

## 9. MEETINGS OF THE ASSOCIATION

9.1. The Annual General Meeting of the Association shall be held before the 30<sup>th</sup> December each year.

9.2. The Chairperson may at any time and shall, if so requested by not less than twenty-five members of the Association in writing convene a Special General Meeting of the Association subject to at least seven (7) calendar days notice being given to members of the Association.

9.3. A Notice convening a General Meeting of the Association shall be sent to each member of the Association not less than fourteen (14) clear days prior to the date of the General Meeting.

9.4. The quorum at an Ordinary General Meeting shall consist of fifty (50) members of the Association attending in person or represented by proxy save that the quorum for a meeting called to consider school fees and levies payable at the school shall be at least 20% of the





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parent body.

9.5. 9.5 If at any Ordinary General Meeting fifty (50) members are not present the meeting shall be adjourned in the same place and time seven clear days later and the members present at such subsequent meetings shall constitute a quorum.

9.6. 9.6 At any General Meeting of the Association

9.6.1. The Chairperson shall preside or, if he/she is absent the Deputy Chairperson, or if he/she is, any member of the Committee present elected by the committee members present shall preside;

9.6.2. The person presiding may in the event of any equality of votes, exercise a casting vote in addition to his deliberative vote.

9.6.3. At any General Meeting in the absence of the Secretary of the Executive Committee the committee members may elect amongst themselves a person to act as a secretary for that particular meeting.

9.7. At an Annual General Meeting the following business shall be transacted.

9.7.1. 9.7.1. Adoption of minutes of the previous Annual General Meeting.

9.7.2. Adoption of the Audited Income Statement and Balance Sheet for the past financial year.

9.7.3. 9.7.3. Adoption of the Report of the Chairperson.

9.7.4. 9.7.4. Consideration of the Report of the Head.

9.7.5. 9.7.5. Election of Office Bearers.

9.7.6. 9.7.6. Any Other Business.

## 10. DECISIONS IN MEETING OF THE ASSOCIATION.

10.1. All decisions of the Association will be taken by a simple majority.

10.2. 10.2 Any member who fails to attend any meeting may send a proxy, giving authority to the Chairperson of the Association to vote in his own discretion on the members behalf.

10.3. 10.3 The number of proxies received shall be declared at the commencement of the meeting.



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## 11. ELECTION OF COMMITTEE MEMBERS.

- 11.1. The School administrator shall act as the Returning Officer during elections of Executive Committee Members at an Annual General Meeting.
- 11.2. The Association shall directly elect twelve Executive Committee members. The Executive Committee shall elect its office bearers as provided for in clause 6.
- 11.3. Any member of the Association shall be eligible to be elected into the Committee on condition that such a member is not in arrears in terms of fees or levies payable to the School or disqualified from holding any office under this Constitution.

## 12. NOMINATION PROCEDURE.

- 12.1.1. The Returning Officer shall send Nomination Forms in Annexure A accompanied by a list of all members who are eligible to be elected into the Executive Committee at least fourteen (14) clear days before the date of the elections save for the first elections where the notice period is waived. The list of members shall consist of the name of each parent and the class of the child.
- 12.1.2. Nominations shall be by way of nomination by an eligible member or by the member volunteering of their own accord. In the case of a nominated member the member shall be required to indicate acceptance by signing the nomination form. In the case of a volunteer, one member will be required to second the candidature.
- 12.1.3. All duly completed Nomination Forms shall be submitted to the Returning Officer four (4) calendar days before the date of elections for validation.

## 13. VOTING PROCEDURE

- 13.1. The Returning Officer shall conduct the election.
- 13.2. Voting shall be by show of hands or by secret ballot at the discretion of the meeting: members with the highest votes shall be duly elected.
- 13.3. The Returning Officer shall after the election, promptly announce the duly elected members.

## 14. INDEMNITY

- 14.1. All acts done or authorised by any meeting of the Executive



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Committee or the Association shall notwithstanding that it shall be discovered afterwards that there was some defect in the appointment of the Executive committee or of the constitution of the meeting or of any person acting as a member thereof or that any such person was disqualified be as valid as if the Executive Committee had been properly constituted and every person was qualified to be a member thereof.

- 14.2. Every eligible member of the Executive Committee and every duly authorised person acting on behalf of the Executive Committee or of the Association shall be indemnified against costs, losses, expenses, damage and the consequence of any act bona fide undertaken which such member or duly unauthorised person acting on behalf of the Executive committee or of the Association may incur or become liable for in anyway in the execution of his duties unless the same shall be incurred or occasioned by his own gross negligence, default or dishonesty.
- 14.3. No member shall be answerable or liable for any act or default of any of them or for such costs, losses, expenses or damage incurred as a result of such act or default except when the same shall have happened as a result of his own negligence, default or dishonesty.
- 14.4. The inadvertent omission to give notice or the non receipt of notice of a meeting by a member of the Association shall not invalidate any proceeding or resolution at a meeting.
- 14.5. Notice of any meeting shall be deemed to have been served on members if such notice is delivered by hand or if such notice is sent to a member by post or electronic mail.

## 15. DECLARATION OF INTEREST.

- 15.1. A member of the Committee shall promptly disclose any connection with companies or firms dealing with the Association and or the school.
- 15.2. Such members shall not take part in the consideration or discussion of, or vote on any question before the Committee which relates to any interest so declared.

## 16. AMENDMENTS TO THE CONSTITUTION.

This constitution may at any time be amended, altered or abolished by virtue of a special resolution adopted by a two thirds majority of the members present or represented in proxy and entitled to vote at the Annual General meeting or at any meeting provided that notice of the proposed amendment has been transmitted to all members in terms of clause 14.5.





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## 17. INTERPRETATION OF TERMS

In this Constitution, the under mentioned terms shall have the following meaning.

Association Lendy Park Parents Association/Parents Assembly.

Executive Committee Lendy Park Parents Association Executive Committee or School Development Committee.

General Meeting The General Meeting or Special General meeting.

S/He Refers to persons of both the male and female gender.

Head of School Shall include the Deputy Head of the School or any person acting in that position in the absence of the Head of the School.

Ministry A Ministry of the Government of Zimbabwe responsible for the administration of the education system in Zimbabwe.

Parent The biological parent of a child shall include an adoptive parent, guardian or trustee of the child's affairs.

Trustees Board of Governors appointed in terms of Lendy Park School Trust Deed and Constitution.

Returning Officer A person appointed for purposes of conducting elections of Office Bearers of the Association.

P.A.CHAIRPERSON .....

SCHOOL HEAD .....

COMMITTEE MEMBER .....

CHAIRMAN OF THE BOARD OF TRUSTEES .....