




**CONSTITUTION OF THE STAFFORD SRI LANKAN SCHOOL DOHA
DOHA, STATE OF QATAR**

REVISED ON 10th JULY 2018 BASED ON THE REGULATIONS AND RULES
FOR COMMUNITY / PRIVATE SCHOOLS IN THE STATE OF QATAR



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1. CHAPTER ONE: THE PREAMBLE

The Stafford Sri Lankan School Doha was established by the Sri Lankan community in 2001 as an apolitical and non-profitable institution under the patronage of H.E. Meerasahib Mahroof, then Ambassador of Sri Lanka to Qatar under the supervision of the Embassy of the Democratic Socialist Republic of Sri Lanka in the State of Qatar. Based on the, Rules and Regulations for Community / Private Schools in the State of Qatar, we the parents, community members and the Board of Directors (Board), convinced that a set of guidelines is needed for the systematic and sustainable functioning of the School and agreed to adopt the following provisions, which will hereinafter be referred to as the Constitution of the Stafford Sri lankan School Doha.

The school would have been referred in previous constitutions as Stafford International School Doha or Stafford International School, (Sri Lankan School), Doha. Hereinafter the School will be referred only as 'Stafford Sri Lankan School, Doha'. This revised constitution is effective from 10th July 2018 and supersedes all previous constitutions of the Stafford Sri Lankan School Doha.

1.1 DEFINITIONS

In this Constitution, the following terms shall have the meaning hereby assigned.

- a. The Government: The Government of the State of Qatar
- b. The Ministry: The Ministry of Education and Higher Education in the State of Qatar.
- c. The School: The Stafford Sri Lankan School, Doha
- d. The Board: The Board of Directors of the School.
- e. Parents: Parents of students presently registered in the School.
- f. PGA: Parents General Assembly (PGA) is the assembly consists of all parents of the school.
- g. Close Relative: The spouse, son, daughter, parents, brother or sister of a person and the parents, brother, sister of the spouse of the person.
- h. Year: The Academic Year and the Financial Year of the School which is the period from 01 September to 31 August.
- i. Embassy: Embassy of the Democratic Socialist Republic of Sri Lanka in the State of Qatar
- j. Community members:

Sri Lankan passport holders living in Qatar with valid Resident Permits issued by the State of Qatar



1.2 THE PRELUDE

- 1.2.1. The guidelines of the Supreme Education Council of the Ministry of Education and Higher Education of Qatar and the provisions in this Constitution shall be taken to be mutually explanatory, but in the event of an ambiguity or inconsistency, the same shall be explained and interpreted by the Embassy in consultation with the Supreme Education Council of the Ministry of Education and Higher Education of Qatar and its guidelines.
- 1.2.2. The overall management of the School will be the responsibility of the Board under the supervision of the Embassy.
- 1.2.3. This Constitution embodies the management organization of the School, the basic principles, rules, and procedures by which the School shall be managed.
- 1.2.4. In the event of a difference in opinion as to the correct meaning and/or context of any Article or provision in this Constitution, Embassy will furnish its interpretation of the matter in writing, which interpretation shall be final and binding and treated as precedence for future guidance.

1.3. THE AIMS

- 1.3.1. The School was established with the aim of educating the Sri Lankan community resident in the State of Qatar. This aim will be pursued in earnest in all possible spheres in the future too.
- 1.3.2. The School in broad terms aims to produce a future generation of Sri Lankan and international citizens who would be able to live up to the highest ideals of humanity and be citizens of the world community with high moral values and ethics. The School will emphasize academic excellence and total development of the personality by encouraging participation in sport, cultural and other extracurricular activities.
- 1.3.3. The School particularly aims to provide education to the Sri Lankan children, who have moved to and are resident in the State of Qatar, and enable them to continue their education in Sri Lanka or elsewhere, subject only to the limitations that would be inherent due to the medium/media of instruction adopted and the curriculum and other facilities.



1.4 THE POLICY OBJECTIVES

- 1.4.1. In accordance with the aims of the School, Sri Lankan children shall not be denied admission to the School without considering all possible alternative solutions to the problems, which gave rise to such denial of admission.
- 1.4.2. The primary medium of instruction and administrative language of the School shall be English.
- 1.4.3. The School is a non-profit making institution, which will be financed by the School fees and deposits. Also, as and when needs arise, the Board may decide to launch and monitor suitable fund-raising activities with the approval of the Embassy and the Ministry.
- 1.4.4. The Principal of the School shall be a citizen of Sri Lanka. All staff including the academic staff of the School shall also be citizens of Sri Lanka. If the school is compelled to recruit other nationalities due to unavoidable circumstances listed below, a specific Board resolution and the approval of the Embassy is required before recruitment.
 - a. Instructions, guidelines or restrictions issued or imposed by the government authorities of the State of Qatar
 - b. Non-availability of qualified and competent Sri Lankans
 - c. Non-viability of funds or significant additional financial expenses to recruit qualified and competent Sri Lankans.
- 1.4.5. In view of the aims of the School, and to ensure that primarily Sri Lankan children will be admitted to the school, the percentage of other nationality children admitted in the School as a whole shall not exceed twenty percent of the total student population.
- 1.4.6. The School shall be referred to as the Stafford Sri Lankan School Doha and shall be signified by the emblem and the flag given in annexure -1 and themed by the school song given in annexure -2
- 1.4.7. The school, First Aid care unit, is coordinated by a Qualified and experienced nursing staff who attends to the students in case of sicknesses, injuries and accidents happening within the school premises, further necessary steps are taken to prevent sicknesses by coordinating with the Ministry of Health and/or registered health centers for administering vaccinations.
- 1.4.8. Academic curriculum shall not be changed by the school without written approval of the Embassy,



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- 1.4.9. Any Teacher recruited to the school shall possess the following minimum qualifications or equivalent.
- Montessori training with three years of teaching experience for teaching in Foundation Stage classes
 - Subject specialization and recognized certificate with three years of teaching experience for teaching in Key Stages 1 and 2
 - Subject specialization and recognized certificate with three years of teaching experience for teaching in Key Stage 3
 - Bachelor's Degree with three years of teaching experience for teaching in Key Stage 4 and Advanced Level
- 1.4.10 A placement test shall be administered to every student seeking admission to the school except for the Foundation Stage classes. Admission as well as placement in a class shall depend on the score obtained in the placement test, subject to clause no. 1.4.1.
- 1.4.11 The school may determine the optimum number of students accepted to any given class. However, the total number of students admitted to any class shall not exceed the Ministry instruction and approval.

1.5. MANAGEMENT STRUCTURE

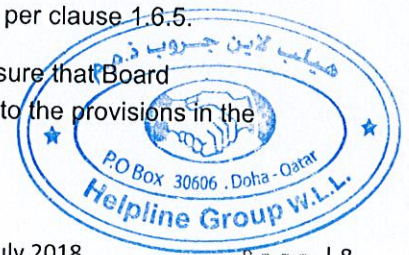
- 1.5.1. The following provisions are intended to set out, in brief, the interrelationships and the levels of authority of each of the said parties that would relate to the management of the School.
- 1.5.2. The Embassy shall provide the overall supervision and guidance on the management of the School based on the to regulations of the State of Qatar. His Excellency the Ambassador shall be the Patron, and the Ceremonial Head of the school.
- 1.5.3. The Board shall carry out the management of the School. The Board is the legal and executive body of the School deriving its authority and responsibility from the Constitution and the Regulations of the Ministry and shall function as the employer of all staff including the Principal.
- 1.5.4. The Parents General Assembly (PGA) and subcommittees shall assist the Board as prescribed in chapter 3.
- 1.5.5. An independent Auditor who have relevant qualifications, experience and license shall be proposed by the Board and ratified at the General Assembly Meeting (GAM), for every financial year. The Chairman of the Board will issue the letter of appointment.
- 1.5.6. The Principal shall be the Head of the School with regard to all routine academic matters and internal administration and shall carry out his/her functions within the framework of the provisions of the Constitution and guidelines laid down by the Board. The principal shall report to the Board.
- 1.5.7. All staff of the School shall report to the Principal.



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1.6 FINANCES OF THE SCHOOL

- 1.6.1 All fees, collections, cash donations, grants, assistance, proceeds of events, programs and activities held by the School and any other funds received by the School shall be properly accounted for by issuing official receipts and deposited in the School bank accounts as soon as practically possible but within forty-eight hours, unless a government or a bank holiday/s fall in between. Such money collected shall not be spent directly for any reason whatsoever but deposited in the bank in full.
- 1.6.2 Income generation and expenditures of the school should be congruent with the regulations of the Ministry and based on prior approval by the Embassy. The school's bank accounts shall be held in banks registered in the State of Qatar
- 1.6.3 Any funds more than the requirement for routine and periodical expenses together with the aggregate amount of the refundable deposits shall be deposited periodically in fixed deposit accounts. The three joint signatories to this account shall be (i) the Chairman (ii) the treasurer (iii) one of the two diplomatic staff of the Embassy in the Board. There shall be a direction communicated to the bank to the effect that such funds or part thereof shall not be paid in cash but shall only be transferred to the School's current account. Such requests to the bank for transfer shall be made by the three joint signatories of the fixed deposit on submission to them of a resolution of the Board certified by the Chairman, General Secretary, the Principal and a member of the Diplomatic staff of the Embassy in the Board.
- 1.6.4 All payments by the School except for amounts less than a specified amount for specific categories of expenses shall be made by cheque. The Board shall have the approved financial policy with such maximum amount and expense categories.
- 1.6.5 All payment requests shall be signed by the Accountant, the Principal and the Treasurer or their delegates.
- It is the responsibility of the Principal and the Accountant or their delegates to ensure that all financial / accounting procedures issued by the Board have been followed in preparing all payment and expense related documents.
 - The Treasurer shall ensure that the proposed expenditure is within the budgetary limits approved for the year and that it will not damage the long-term interests and/or financial viability of the School.
- 1.6.6 Authorized signatures to operate the School current account are detailed below and the bank(s) shall be informed accordingly.
- Amount not exceeding Qatari Riyal Fifty Thousand (50,000/-) in a single payment and such payments not exceeding Qatari Riyal Three Hundred Thousand (300,000/-) during a calendar month:
 - It shall be the responsibility of the signatories to ensure all payments are based on properly prepared payment requests prepared as per clause 1.6.5.
 - The first signatory being the Chairman, who shall ensure that Board resolutions have been followed and no contradiction to the provisions in the constitution before placing his/her signature, and



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ii) The second signatory being the treasurer or his/her delegate who will ensure that the proposed expenditure is within the budgetary limits approved for the year and that it will not damage the long-term interests and/or financial viability of the School.

b) Amount exceeding Qatari Riyal Fifty Thousand (50,000/-) in a single payment or payments exceeding Qatari Riyal Three Hundred Thousand (300,000/-) during a calendar month as mentioned in clause 1.6.6.a:

i) The first and second signatories shall be the Chairman and the Treasurer or their delegates with responsibilities mentioned in clause 1.6.6

and

ii) The third signatory shall be one of the Diplomatic Staff of the Embassy in the Board

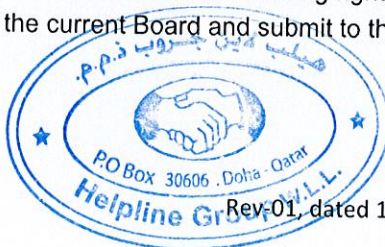
1.6.7 The School funds shall not be used for high-risk investments or any other form of speculator business activities but shall be placed in a fixed deposit in an established bank in the State of Qatar.

1.6.8 The Auditor shall act independently in accordance with recognized accounting principles and perform auditing functions and advise the Board on improvements to the system of procedures and control on a half-yearly basis. The Auditor shall have access to the accounting records of the School. The Treasurer and the School Principal shall render their full cooperation in the execution of the auditor's duties. The Auditor will liaise with the Treasurer in implementing improvements to the accounting system. The Independent Auditor shall report to the Board.

1.7. CLOSURE OF THE SCHOOL/ LIQUIDATION

1.7.1. Unless otherwise due to a previously unforeseen general regulation of the Government of Qatar which would be applicable to all Community / Private Schools in Qatar, the Board shall neither take action, nor, without taking exhaustive corrective measures and appeals/representations to the relevant government authorities in the State of Qatar whichever is appropriate, decide to take action to close down or liquidate the School without giving twelve calendar months' notice to the parents of the registered students of the School.

1.7.2. The Board shall have no authority to issue such notice for liquidation without summoning a Special General Assembly Meeting (SGM) consist of Parents General Assembly (PGA), sub Committees and Parent Teachers Association, as defined in clause 5.2.4 to explain the reasons for such an eventuality. However, at such a meeting, if the PGA bring forward, financially feasible, legally acceptable and practically possible remedial measures and proposals, then through a proposal agreed to by the majority of the members who have voting rights present may adopt a resolution to dissolve the current Board and submit to the Embassy for approval and further action.



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- 1.7.3. In the event of liquidation, the Board shall appoint a Liquidator who shall dispose the assets of the School and settle all outstanding liabilities in accordance with the laws of the State of Qatar. The net funds remaining shall be vested in the Embassy and will be used for the support of the education of underprivileged Children in Sri Lanka.

1.8. NATURE OF MEMBERSHIP OF THE BOARD

- 1.8.1. Members of the Board shall not be entitled to receive any emoluments for travel, subsistence or any other allowances of whatsoever nature, on account of their participation at Board meetings and other School activities.
- 1.8.2. Each member of the Board shall be deemed to have exercised his/her responsibility in good faith and to the best of his/her ability and judgment. No personal liability shall be attached to any member of the Board, provided that the Board has carried out its responsibilities in good faith and accordance with the Constitution.



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1.9. AMENDMENTS TO THE CONSTITUTION

- 1.9.1. Changes to the Constitution may be requested by the parents either on a written application made to the board to that effect by not less than fifty parents or not less than twenty-five percent of the total parents whichever is lower or by passing a resolution at a General Assembly meeting. In any event, such a request shall be accompanied by a list of provisions, issues or areas, which need to be particularly reviewed, and the reasons for such review.
- 1.9.2. The Board shall appoint a Constitution Committee consisting of five (05) members consists of the General Secretary, a diplomatic staff nominated to the board and another three members to study and report to the Board the proposed amendments to the Constitution. Such Constitution Committee shall consider the relevant provisions, issues or areas in conjunction with all requirements in the Constitution taking into consideration the long-term interests of the School. They may also carry out wider consultation among the Parents, the Board, other professionals and subject experts of importance before submitting the final report.
- 1.9.3. The Board at a meeting at which all members are present shall discuss and decide on the report submitted by the Constitution Committee appointed as mentioned in section 1.9.2 and shall prepare appropriate amendments if there is any and inform the Embassy in writing before forwarding to the General Assembly for ratification.
- 1.9.4. Proposed changes by the Board shall be by consensus of all the members of the Board present. In the event of a disagreement, the discussion shall be postponed to the next Regular Meeting or a Special Meeting at which all members are present and to be held not earlier than two weeks from the first meeting. In the event of further disagreement, a vote may be taken at this meeting at which at least seven (07) voting members shall vote in favor of the amendment.
- 1.9.5. Proposed changes to the Constitution by the Board shall require ratification of the members of the General Assembly either at a General or Special Meeting summoned for the purpose or by a postal ballot among the members directed by the Embassy, by a simple majority of members present at such meeting or participating in such a voting (on the basis of one parent from each family).
- 1.9.6. Following the ratification by the General Assembly, the final approval of the Ministry shall be necessary for the adoption of any amendment. All amendments shall take effect from the date of such final approval.

1.10. THE APPROVED CONSTITUTION

The copy of the Constitution approved by the Embassy with the endorsement of Community / Private School of the Ministry as per Rules and Regulations and deposited at the Embassy, shall be treated as the current and authentic version of the Constitution that supersedes all previous versions for all purposes.



2. CHAPTER TWO : THE BOARD OF DIRECTORS

2.1. THE AUTHORITY

- 2.1.1. The Board shall be responsible for the management of the School in all spheres of activity and be further responsible for the achievement of its aims and objectives, such activities being carried out within the provisions prescribed in the Constitution.
- 2.1.2. All members of the Board shall have equal rights, voting rights, and responsibilities in decision-making.
- 2.1.3. The Board shall be responsible to the Ministry regarding all matters concerning the School and its branches if any and with the compliance of all laws, rules, and regulations issued by the Ministry.
- 2.1.4. The Board shall in exercising its authority, ensure that the parental interests are taken care of to the best of its abilities.
- 2.1.5. The Board shall hold collective responsibility in decision making and report to the Embassy and Parents. Individual members will not be legally liable for any consequences arising from decisions taken by the Board.
- 2.1.6. The Chairman of the Board, in his official capacity, is the legal representative of the School. The Vice Chairman shall temporarily assume the responsibilities of the Chairman either in the absence of or under the instruction of the Chairman. In the absence of both the Chairman and the Vice Chairman, the General Secretary shall temporarily assume the responsibilities of the Chairman.

2.2. THE COMPOSITION

- 2.2.1. The Board shall consist of a minimum of Sixteen (16) members, but no more than Twenty (20) members.
 - a. School Principal without voting rights, and shall serve as the Board's administrative officer
 - b. Two (02) diplomatic staff nominated by the Embassy with the voting capacity
 - c. Nine (09) members appointed by the Embassy from among Sri Lankans residing in the State of Qatar who do not enjoy the diplomatic immunity and with reasonable knowledge and educational efficiency. The Embassy shall designate General Secretary and Treasurer to the board.
 - d. Eight (08) members who are not enjoying diplomatic immunity elected by parents through a secret ballot from the Parents in an Annual or Special meeting of the General Assembly in the presence of representatives from the Embassy and if required from the Ministry as well,
 - e. The Board shall choose a Chairman, a Vice Chairman, an Assistant General Secretary and an Assistant Treasurer from the elected members and shall not be changed without the approval of the Embassy and Ministry. No member shall be re-elected as Chairman for more than one term.



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2.3. ELECTION OF MEMBERS

- 2.3.1. Interested parents shall submit nominations for election to the Board on prescribed forms that would be available at the School office with an officer nominated by the Board. Dates for submission will be informed by the Board and shall not be less than one month before the date of the election. The nomination will close, and papers shall be submitted to the Embassy one week before the date of the election.
- 2.3.2. The outgoing Board will conduct elections, once every three years
- 2.3.3. The term of the Board is three (03) years and shall take action towards its reconstitution in accordance with the Ministry of Education regulations within sixty days before the expiry of the term of its service.
- 2.3.4. The election will be through a secret ballot.
- 2.3.5. The eight (08) candidates receiving the highest number of votes (in descending order) will be elected to the Board
- 2.3.6. The Board may also nominate persons as an interim arrangement to fill any vacancy arising in the Board due to retirement; disqualification, resignation or termination of a member, subject to the approval of the Embassy.
- 2.3.7. Exception:

With this revised constitution of the School dated 10th July 2018, the Embassy shall nominate suitable parents and community members to the Board except the Principal. The term of the Board will be until 31-Dec-2020. During this period the Embassy may dismiss any nominated member or office bearer of the Board. The Embassy either fill the vacancy or shall ask the Board to implement the article 2.2.1.e and 2.3.6 to fill the vacancy

2.4. ELIGIBILITY FOR MEMBERSHIP TO THE BOARD

- 2.4.1. Members of the Board shall satisfy the following qualifications.
 - a. Shall be a parent of a student to be elected from the General Assembly. The Principal and the nominated members of the Embassy are exempted.
 - b. Shall be a Sri Lankan.
 - c. Shall not be enjoying diplomatic immunity, except the Representative from the Embassy.
 - d. Shall not have been convicted in a court of law in the court of Qatar or elsewhere for a criminal offense.
 - g. Shall not be an employee of the School, except in the case of the Principal of the School.
 - h. Shall not be a previously terminated member of the Board.
 - i. Appointed members by the Embassy from the community shall be a holder of a bachelor's degree or an equivalent professional qualification.



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2.5. DURATION OF MEMBERSHIP

2.5.1. The period of the Board shall be three (03) years from 1st January of the year following the election until 31st December.

2.5.2. The membership of all members of the Board shall end with the end of the period of the Board.

2.5.3. Resignation

- a. The Chairman of the Board may submit a written resignation from membership with at least two calendar months' notice to the Embassy with a copy to the General Secretary of the Board.
- b. The General Secretary and Treasurer may submit a written resignation from membership with at least two calendar months' notice to the Embassy with a copy to the Chairman of the Board.
- c. Except for the Chairman, the General Secretary, and the Treasurer other members may submit a written resignation from the Board with two calendar months' notice to the Chairman of the Board with a copy to the General Secretary.
- d. The Chairman shall inform the Embassy of any resignation within a month of acceptance of such resignation by the Board.
- e. If any member is compelled to leave Qatar due to loss of a job or due to non-availability of valid Resident Permit or any other unforeseen reason, the member is expected to inform the Chairman, the General Secretary and the Embassy without any delay.

2.5.4. Disqualification

- a. A member shall cease to be a member of the Board by disqualification if he fails to attend three consecutive Regular Board meetings without being out of the State of Qatar during at least two of the above meetings.
- b. A member shall cease to be a member of the Board by disqualification if he fails to attend a total of four Regular meetings of the Board during a calendar year due to any reason whatsoever.
- c. A member shall cease to be a member of the Board by disqualification if he/she found to be guilty and convicted in the court of Qatar or elsewhere for a criminal offense.
- d. The Chairman shall inform the Embassy of any disqualifications not later than one month of such occurrence.



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2.5.5. General Provisions

Any member of the Board who ceased to be a member for whatever the reason shall attend Board meetings whenever invited to do so, within three months from the date of acceptance or termination and shall remain available to clarify any queries on matters relating to his/her area of activity during the tenure of membership. Ex-members participating in a meeting of the Board shall have no voting rights.

2.6. THE FUNCTIONS OF THE BOARD

- 2.6.1. Shall prepare internal bylaws regulations to regulate its proceedings and inform all such rules in writing to the Embassy.
- 2.6.2. Set minimum and optimum standards for the educational needs of students and ensure that the aims and objectives of the School are consistently and sustainably achieved.
- 2.6.3. Plan the integrated development of the School and formulate policies, strategies, and guidelines towards achieving the aims and objectives of the School.
- 2.6.4. Ensure compliance with the rules, regulations, and guidelines of the Embassy, Ministry and Government authorities of the State of Qatar.
- 2.6.5. Direct, guide and assist the routine internal administration of the School headed by the Principal by formulating guidelines and procedures and by providing facilities and resources as necessary.
- 2.6.6. Monitor the internal administration of the School to ensure compliance with the existing guidelines and procedures.
- 2.6.7. Select, appoint, promote and terminate Staff of the School including the Principal.
- 2.6.8. Prepare a financial process, and procedures to get it approved by the Embassy to operate the bank accounts of the School, subject to approved financial procedures of the School and the limitations prescribed in the Constitution and approved the financial procedures.
- 2.6.9. Monitor overall functioning of the School to ensure achievement of continuous growth as planned, while maintaining a viable and sound financial position.
- 2.6.10. Review financial statements for each financial/fiscal year, not later than three months after the end of the financial year.
- 2.6.11. Review Management Report highlighting the financial performance of the School not later than one month after the end of each month.
- 2.6.12. The Board may at its discretion appoint teachers of the School and willing Sri Lankan community members with individual talents/qualifications to Sub Committees to obtain advice and to get them engaged in specific matters for specific durations. Members of these Committees will not have voting rights in decisions. In all Sub Committees at least there should be a Board member.



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2.7. THE OFFICE BEARERS

2.7.1. The Composition

The Board will constitute the following office bearers

- a. Chairman
- b. Vice Chairman
- c. General Secretary
- d. Treasurer
- e. Assistant General Secretary
- f. Assistant Treasurer

2.7.2. Election of Office Bearers

The Board shall at its first meeting upon members being elected/appointed or at the first meeting after an Office falling vacant due to any reason whatsoever, shall choose from among members, Office Bearers for the Board or for the vacant posts of office bearers of the Board except for the positions of General Secretary and the Treasurer who will be nominated by the Embassy.

2.7.3. The Tenure of Office Bearers

The Office Bearers unless they cease to be members of the Board due to any reason set out in this Constitution, shall hold office until the end of the term of the Board.

2.7.4. Resignation from Office

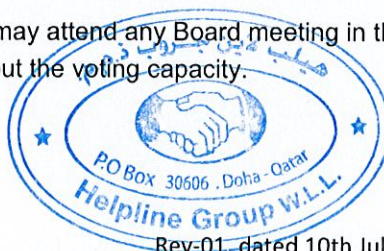
2.7.4.1 Office bearers may submit their resignation as per the guidelines are given in article 2.5.3.

2.7.4.2 The Embassy or Board shall not accept the resignation of any Office Bearer until the said Office Bearer has complied with the obligations described in Article 2.5.3

2.8. THE BOARD MEETINGS

2.8.1. Meetings

- a. All Board meetings shall be presided over by the Chairman or in his absence, by the Vice Chairman or in his absence by the General Secretary.
- b. The principal of the School who is a member shall participate in all meetings of the Board unless he/she is on medical leave or annual vacation.
- c. The General Secretary shall distribute the agenda of all meetings among the members of the Board at least seven days before the meeting with a copy to the Embassy in writing.
- d. The Ambassador may attend any Board meeting in the capacity as the Patron of the school without the voting capacity.



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2.8.2 Types of meetings

There shall be four types of Board meetings, namely Regular, Special, Emergency and Committee meetings as described below:

2.8.2.1 Regular Meetings

The Board shall meet regularly once a month except during the summer vacation of the School, on a particular day or date of the month defined in the Bylaws of the Constitution on meeting procedures, or as agreed at the first meeting of the Board.

If due to any reason whatsoever, it is not possible to hold the meeting on the set day or date of the month; the General Secretary in consultation with the Chairman shall fix an alternative time for the meeting which shall fall within the relevant or subsequent month.

2.8.2.2 Special Meetings

A Special Meeting may be summoned at the request of at least three members of the Board giving seven days' notice and explaining in writing the Chairman the reasons for such a meeting. The Chairman shall then instruct the General Secretary to summon a Special Meeting giving not less than four days' notice to all members.

All decisions taken at a Special Meeting shall be ratified at the next Regular Meeting.

2.8.2.3 Emergency Meetings

An Emergency Meeting may be convened at the request in writing of any Two Office Bearers or jointly by an Office Bearer and the Principal to discuss a specific item on which an urgent decision is required. The General Secretary shall then in consultation with the Chairman summon an Emergency Meeting giving a minimum of one-days' notice to the members to ensure their presence.

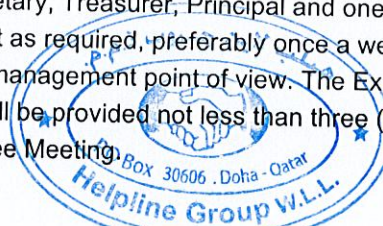
All decisions taken at an Emergency Meeting shall be ratified at the next Regular Meeting.

2.8.2.4 Committee Meetings

Whenever a Regular, Special or an Emergency Meeting could not be held in the absence of a quorum, the members present may decide to conduct such meeting as a Committee Meeting of the Board at which the relevant, vital and urgent issues could be discussed, and a report submitted for discussion at the next Regular Meeting.

2.8.2.5 Executive Committee Meetings

- i) Six (06) member Executive Committee consists of the Chairman, Vice Chairman, General Secretary, Treasurer, Principal and one of the Embassy Staff shall meet as required, preferably once a week to discuss the school matters from management point of view. The Executive Committee Members shall be provided not less than three (3) days' notice of an Executive Committee Meeting.



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2.8.3. Quorum

2.8.3.1. Eleven (11) Board members shall constitute the quorum for a Regular Meeting of the Board

2.8.3.2. Nine (09) Board members shall constitute the quorum for a Special Meeting of the Board except as provided for in Article 1.9.3.

2.8.3.3. Eight (08) Board members shall constitute the quorum for an Emergency Meeting of the Board.

2.8.3.3. Seven (07) Board members shall constitute the quorum for a Committee Meeting of the Board and Four (04) Board members shall constitute the quorum for an Executive Committee Meeting.

2.8.4. Voting/Decisions

2.8.4.1. All decisions of the Board meetings shall preferably be by consensus.

2.8.4.2. Whenever there is a difference of opinion on any subject other than an amendment to the Constitution, a member may propose, and another may second a motion to defer discussion on the topic to the next Regular Meeting or a Special Meeting depending on the urgency of the decision involved. If a difference of opinion still exists even at this meeting, then a simple majority shall decide the matter.

2.8.4.3. A determination may be taken by a secret ballot if so proposed and seconded. Whenever there is a tie at the voting, the senior most Diplomatic staff of the Embassy who is present at the meeting will break the tie by casting his vote

2.8.4.4. The Board is collectively responsible for all decisions made under any circumstances.

2.8.5. Minutes of Meetings

2.8.5.1. The Minutes of Meetings (MoM) shall reflect faithfully and accurately, the discussions undertaken by incorporating the alternative ideas that were considered and the final decisions that were taken and/or the resolutions that were passed giving reasons for making such decisions or adopting such recommendations.

2.8.5.2. The General Secretary to the Board shall distribute Minutes of Meetings among the members of the Board, not later than two weeks after the meeting in the case of a Regular Meeting and not later than one week after the meeting in the case of a Special or an Emergency Meeting.

2.8.6. Meeting Procedures

2.8.6.1. All meeting procedures and protocols shall be attached to, but not forming part of the Constitution.

2.8.6.2. These standard meeting procedures and protocols, like the other Bylaws, can be amended at a Regular Meeting of the Board in congruence with the Ministerial regulations and implemented after obtaining approval from the Embassy.



2.9. DECORUM OF OFFICE

2.9.1. Members of the Board are required to maintain a high level of discipline and decorum both in the meetings and outside. Members are required to conduct all their affairs in a manner not detrimental to the reputation and image of the School. Their behavior shall always be exemplary.

2.10. NATURE OF MEMBERSHIP

2.10.1. The members of the Board shall conduct themselves in the spirit of service to the School and the community. Membership of the Board will be on an honorary basis, and no member shall benefit financially or otherwise from membership.

2.10.2. Pursuant to the above, no member shall participate in any discussion or voting in case of a contract or a purchase is being considered for which an organization associated with him/her has made a bid, or in case recruitment is being considered of an applicant related to the member.

2.10.3. All members shall refrain from lobbying or attempt to influence a decision of the Board in any contract being awarded, a purchase is made, or recruitment being considered by the School.

2.10.4. No member of the Board, other than the Principal, shall interrogate, reprimand, issue directions or instructions, directly or indirectly to any member of the School Staff acting in personal or official capacity, (unless otherwise authorized to do so by the Board,) for carrying out an inquiry or for carrying out any other function assigned to him/her by the Board.

2.11 Duties

2.11.1 Chairman: The Chairman shall preside at all meetings of the Board. The Chairman, with Board approval, shall have authority to assign additional duties and responsibilities to individual Board members. No individual shall be eligible to serve as Chairman of the Board for more than a term.

2.11.2 Vice Chairman: In the absence of the Chairman, the Vice Chairman shall perform all duties of the Chairman. In the event that the Chairman resigns from the Board, the Vice Chairman shall assume the role of the Chairman of the Board and be responsible for all duties designated to the Chairman of the Board until a Chairman is appointed.

2.11.3 General Secretary: In the absence of the Chairman and the Vice Chairman, the General Secretary shall perform all duties of the Chairman. The General Secretary shall be responsible for keeping accurate minutes, for keeping a record of the appointment of all committees of the Board, and for all correspondence. Any of the duties of the General Secretary may be performed by the Assistant General Secretary who shall be responsible to the General Secretary. The General Secretary, in cooperation with the Principal acting as administrative officer to the Board, shall ensure the timely distribution of minutes and other relevant documents in advance of Board meetings.

2.11.4 Administrative Officer: The Principal shall serve as Administrative Officer to the Board. In that capacity, the Principal is a member of the Executive Committee. The Principal may also call meetings of the Executive Committee and shall be responsible for bringing information to the Board. The Principal shall also be responsible for keeping a permanent record of attendance, committee assignments and all reports and documents relating to Board activities.

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3. CHAPTER THREE : PARENTS COMMITTEE

3.1 THE OFFICE

- 3.1.1. There shall be a Parents Committee appointed by the Board for the Year.
- 3.1.2. The Parents Committee shall act as an independent body of the Parents to facilitate effective communication with the Board.
- 3.1.3. The Board may from time to time request the services of the Parents Committee for specific purposes.

3.2. THE COMPOSITION

- 3.2.1. The Parents Committee shall consist of one Parent from each class irrespective of the number of sections of the class/grade.
- 3.2.2. The Chairman of the Board within the first month of the academic year shall conduct elections at class/grade level to select a parental representative from each class.
- 3.2.3. Parents from each class shall elect their representative by a show of hands.
- 3.2.4. On completion of the election, the Board shall appoint the representatives so elected as members of the Parents Committee. The Chairman of the Board shall preside at its first meeting, at which the members present shall elect the Chief Representative and the Secretary of the Committee.

3.3. FUNCTIONS AND TERMS OF REFERENCE

- 3.3.1. The Parents Committee shall communicate with the Board through its Chief Representative.
- 3.3.2. Discuss class level academic and non-academic difficulties experienced in day-to-day activities of the School and suggest possible remedial actions.
- 3.3.3. Bring to the notice of the Board suggestions and complaints of Parents of students registered in the School received by the Committee, which in its opinion require the attention of the Board.
- 3.3.4. Discuss proposals for the general development of the School and submit them in writing to the Board for consideration.
- 3.3.5. Assist in the School development activities.

3.4. TENURE OF OFFICE

- 3.4.1. The Parents Committee shall function for the year for which it is appointed.
- 3.4.2. The Chairman of the Board within a month of occurrence of a vacancy in the Parents Committee shall follow the procedure in Article 3.2.2. to select a representative.



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3.5. RESIGNATION

3.5.1. Any member may resign from the Parents Committee tendering one calendar months' notice to the Chairman of the Board.

3.6. TERMINATION

3.6.1. The Board shall terminate a member from the Parents Committee if in its opinion the member has acted in a manner, not in keeping with the expectations described in Article 3.8.

3.7. MEETINGS

3.7.1. The Parents Committee shall meet at least once a month and hold special meetings as and when necessary.

3.7.2. The Quorum for meetings shall be a minimum of seven members.

3.7.3. All discussions at such meetings shall be communicated to the Chairman of the Board in the form of minutes of the meeting within two weeks from the date of such meetings.

3.7.4. There shall be a meeting of the Parents Committee with the Board every three months to be held on a time convenient to both bodies, to discuss the affairs of the School.

3.8. DECORUM OF OFFICE

3.8.1. Members of the Parents Committee in their official capacity shall not address grievances, difficulties, complaints and other matters directly with the Staff unless authorized to do so by both the Principal and the Chairman in connection with any specific matters and issues.

3.8.2. Members of the Parents Committee shall at all time honour the decorum of the office and are required to maintain the honorary nature of their membership.



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4. CHAPTER FOUR : THE SCHOOL ADMINISTRATION

4.1. THE ADMINISTRATION IN GENERAL

- 4.1.1. The School Administration shall be headed by the Principal assisted by the teaching, administrative, clerical and supportive staff.
- 4.1.2. All staff of the School shall report directly to the Principal in all matters of administration except where the Board requires some staff on defined purposes to report directly to the Board.
- 4.1.3. Due to the nature of their duties, working hours of the administrative, clerical and minor staff may be different from those of the teaching staff. The Principal shall supervise and monitor the work of all categories of staff subject only to the limitations prescribed in Article 4.1.2.
- 4.1.4. Members of the Staff may neither appeal nor forward their personal or official submissions to the Board except through the Principal unless permitted to do so by the Embassy.
- 4.1.5. All staff of the School including the Principal is required to maintain a high level of discipline and decorum both inside and outside the School by adhering to the code of conduct of the School. They are expected to conduct all their affairs in a manner not detrimental to the reputation and image of the School. Their behavior shall always be exemplary. They shall not in their personal or professional capacity accept gifts or favours from the parents or well-wishers.

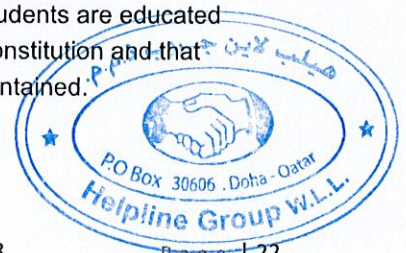
4.2. THE PRINCIPAL

4.2.1. The Office

- 4.2.1.1. The Principal shall be the head of internal academic, financial and administrative affairs of the School.
- 4.2.1.2. The Board shall execute an appointment, promotion, termination and other administrative aspects about the post of the Principal.
- 4.2.1.3. The Principal shall report to the Board.

4.2.2. Functions and Responsibilities

- a. Ensure that all rules and regulations of the Government of Qatar in general and those of the Ministry are followed.
- b. Ensure that Student Registry, Student Attendance Records, Student Achievement, Personal remarks Records, and Student Personal Files are maintained for all the students in the School and that the Students are educated and guided to meet the aims and objectives stated in the Constitution and that the highest possible academic and moral standards are maintained.



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- c. Ensure that the students in the School are provided with equal opportunities for progress and development without any discrimination based on gender, race, religion, status or physical disabilities.
- d. Ensure that records of Audited periodical Accounts including Balance Sheet and the Profit & Loss Account are appropriately maintained, and a copy is provided to the Embassy and be responsible and accountable for the fixed assets and inventories of the School.
- e. Ensure that a Teaching Staff Registry, a Non-Teaching Staff Registry, Staff Attendance records and Staff Personal Files are maintained for all the staff and be responsible for all aspects of internal administration including supervision of Staff and normal activities entailed in the day-to-day administration of the School.
- f. Ensure compliance with instructions and directions of the Board or that of the Office Bearers acting for and on behalf of the Board.
- g. Ensure the collection of fees and other dues from students/Parents of the School and be responsible for overseeing the depositing of it in the School bank accounts.
- h. Prepare a monthly report to the Board covering academic, administrative and any other matters about School activities, which shall be submitted to the General Secretary of the Board at least seven days before a Regular Meeting of the Board for distribution among the members.
- i. Submit to the Board for approval and action, requirements of Staff and other facilities.
- j. Periodically evaluate the performance of the teachers and other staff and report to the Board.
- k. Ensure and maintain Staff and Student discipline, uphold moral values and behavior befitting an academic institution of high standing.
- l. Ensure that records of all contracts, agreements, and document of the establishment and operation of the school including details of other agencies or organizations with whom the school deals in this respect.
- m. Ensure that a file is maintained having all the agreements, contracts and documents of the foundation of the school and running its affairs,
- n. Ensure that a record is maintained having the license/permit for the establishment of the school and all subsequent renewals.
- o. Ensure that a file is maintained having all rules, regulations, and directives issued by the ministry from time to time.
- p. Ensure that any other records or files are maintained as and when the Ministry issues regulations and directives to that effect from time to time.
- q. Ensure that a calendar of all events, celebrations, and activities to be held in each year is prepared before the beginning of the year and sent for Embassy permission after obtaining Board approval and that no event, celebration or activity should be held without Embassy permission. If an event is planned not included in the said calendar, following the Board approval, the event should be

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informed to the Embassy for their approval, at least two weeks before the said event.

- r. Ensure that an Annual Report is prepared and submitted to the Ministry and the Embassy after Board approval in September each year, summarizing the school activities of the previous year.
- s. Ensure application of proper accounting system to record all financial transactions of the school and prepare required financial reports in accordance with the recognized accounting standards.
- t. Ensure the application of adequate follow-up system (internal and external) by accounting standards.
- u. Ensure that all reports and records required to be provided to the Ministry and Embassy are submitted in specified time.



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5. CHAPTER FIVE : PARENTS OF THE SCHOOL

5.1. THE PARENTS

5.1.1. The Parents shall be the guardians of the School. They shall exercise their responsibility of guardianship by electing dedicated and efficient members to the Board.

5.2. THE PARENTS' MEETING

5.2.1. There shall be two General Meetings per year summoned by the Board, one meeting to be held preferably in April as a mid-year meeting and the other held in November. Meetings will be called at least with a two-week notice. Parents of the School shall have the right to be heard and be aware of the financial and administrative status of the School at such meetings.

5.2.2. The Chairman of the Board shall chair all General Meetings of Parents in the presence of Embassy Officials or with the consent of the Embassy to hold the meeting. The General Secretary of the Board shall maintain minutes.

5.2.3. The Parents who participate at such meetings shall be considered to be representing all Parents of the School.

5.2.4. The Board may summon Special meetings of the Parents as and when - required for obtaining Parents' views on crucial matters, which would be chaired by the Chairman of the Board. Decisions taken at a special meeting with Parents should be ratified at a General Parents meeting.



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THE DECLARATION

We confirm that the revised Constitution of Stafford Sri Lankan School Doha, dated 10th July 2018 is prepared, approved and endorsed as the legal and valid revision and this revised Constitution supersedes all previous constitutions of the School.

Board of Management,
Stafford Sri Lankan School Doha

Chairman

General Secretary

Sri Lankan Embassy

H.E. The Ambassador

Supreme Education Council,
Ministry of Education and Higher
Education, State of Qatar

The Director

