

**CONSTITUTION OF  
THE SRI LANKAN SCHOOL MUSCAT**

AMENDED (NOVEMBER 2011) BASED ON MINISTERIAL  
DECISION NUMBERS 189/2008, 191/2009 & 315/2010:  
RULES AND REGULATIONS FOR INTERNATIONAL  
SCHOOLS

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## **CHAPTER ONE**

### **1. THE PREAMBLE**

Parents and the Board of Directors (Board) of the Sri Lankan School, Muscat (School) in the Sultanate of Oman (Sultanate) collectively; Noting that the Sri Lankan School Muscat was initially established by the Sri Lankan community for the Sri Lankan community in 1989 and subsequently came under the sponsorship of the Embassy of the Democratic Socialist Republic of Sri Lanka in the Sultanate, based on the Ministerial Decree No 116/1991, The Regulating Act for Community Schools and; Subsequently amended based on Ministerial Decree No 4/2006, Rules and Regulations for International Schools; Convinced that a set of guidelines is needed for the systematic, uninterrupted and sustainable functioning of the School; Agree to adopt the following provisions, which will hereinafter be referred to as the Constitution of the Sri Lankan School Muscat **(Amended November 2011)**.

### **1.1. DEFINITIONS**

- 1.1.1.** In this Constitution, the following terms shall have the meaning hereby Assigned.
- 1.1.1.1.** The Sultanate: The Sultanate of Oman
- 1.1.1.2.** The Ministry: The Ministry of Education in the Sultanate of Oman
- 1.1.1.3.** The School: The Sri Lankan School in Muscat in the Sultanate of Oman
- 1.1.1.4.** The Board: The Board of Directors of the School.
- 1.1.1.5.** Parents: Parents of students presently registered in the School.
- 1.1.1.6.** Close Relative: The spouse, son, daughter, parents, brother or sister of a person and the parents, brother, sister of the spouse of the person.
- 1.1.1.7.** Associate Organization: An organization of which the person is Owner, Partner or Employee.
- 1.1.1.8.** Year: The Academic Year and the Financial Year of the School which is the period from 01 September to 31 August.
- 1.1.1.9.** Founders: Committee of school founder members
- 1.1.1.10.** Embassy: Embassy of the Democratic Socialist Republic of Sri Lanka in the Sultanate of Oman.

## **1.2. THE PRELUDE**

- 1.2.1.** The guidelines stated in Ministerial Decree No 4/2006 subsequently amended as per Ministerial Decision numbers 189/2008, 191/2009 & 315/2010 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 in accordance with the contents of the said Ministerial Decree and Ministerial Decisions.
- 1.2.2.** The overall management of the School will be the responsibility of the Board.
- 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, Ministry 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 children of the Sri Lankan community resident in the Sultanate. This aim will be pursued in earnest in all possible spheres in future too.
- 1.3.2.** The aim of the School in broad terms is to produce a future generation of Sri Lankan and international citizens who would be able to live up to the highest ideals of mankind and be useful citizens of the world community. The School will emphasize on academic excellence and total development of the personality by encouraging participation in sport, cultural and other extracurricular activities.
- 1.3.3.** The particular aim of the School is to enable the Sri Lankan children, who have moved to and are resident in the Sultanate to continue their education 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. In addition as and when needs arise, the Board may decide to launch and monitor suitable fund raising activities with the approval of the Ministry.

**1.4.4.** The Principal of the School shall be a citizen of Sri Lanka. Academic staff of the School, (except specialized language teachers) and administrative, clerical and minor staff, shall also be citizens of Sri Lanka, subject only to the limitations that may be imposed upon the School by

- i. The government authorities of the Sultanate.
- ii. Non availability of qualified and competent Sri Lankans and/or
- iii. Financial non-viability of funds to recruit qualified and competent Sri Lankans.

In any event recruitment of a non-Sri Lankan shall require a specific Board resolution.

**1.4.5.** In view of the aims of the School, and to ensure that sufficient seats would be available to the Sri Lankan children the percentage of Sri Lankan children in the School as a whole shall not be less than fifty one percent.

**1.4.6.** The Board shall take cognizance of the aspirations, wishes and decisions of the simple majority of Parents on the basis of one vote per family prior to taking long-term decisions of the curriculum of education, or expenses and development works which would require expenditure of the refundable deposits that have been made by the parents of the School.

**1.4.7.** The School shall be referred to as the Sri Lankan School Muscat and shall be signified by the emblem given in annex 1 and themed by the school song given in annex 2.

- 1.4.8.** Omani nationals may be admitted as students to the school. Any non- Omani student who subsequently obtains Omani nationality may continue studying in the school subject to Ministry approval. No student is allowed to be shifted from the school to a government or a private school inside the Sultanate without prior approval of the Ministry.
- 1.4.9.** The school First Aid care unit is coordinated by a Qualified and experienced nursing sister 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 centres for administering vaccinations.
- 1.4.10.** The school library contents, learning resources and reading halls will be subject to Ministry supervision.
- 1.4.11.** Any Teacher recruited to the school shall possess the following minimum qualifications.
- 1.4.11.1** Montessori or equivalent training with three years of teaching experience for teaching in Foundation Stage classes
  - 1.4.11.2** Trained Teacher Certificate with subject specialization with five years of teaching experience for teaching in Key Stages 1 and 2
  - 1.4.11.3** Trained Teacher Certificate with subject specialization with five years of teaching experience for teaching in Key Stage 3
  - 1.4.11.4** Bachelors Degree with five years of teaching experience for teaching in Key Stage 4 and Advanced Level
- 1.4.12.** 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.
- 1.4.13.** The school may determine the optimum number of students acceptable to any given class. However, the total number of students admitted to any class shall not exceed forty.

## **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 Ministry shall provide the overall supervision and guidance on the management of the School in relation to regulations of the Sultanate.
- 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 Committee shall assist the Board as prescribed in chapter 3.
- 1.5.5.** An independent Honorary Internal Auditor who shall have relevant qualifications shall be proposed by the Board and ratified at the General Parents' Meeting (GPM), 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.

## **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 moneys 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.

**1.6.2.1** The school's bank accounts shall be held in banks registered in the Sultanate of Oman.

**1.6.3** Any funds in excess of the requirement for routine and seasonal 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) Treasurer of the Board and (iii) the Principal of the School. 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, Secretary and the Principal of the School.

**1.6.4** All payments by the School except for amounts less than a certain sum and for certain categories of expenses shall be made by cheque. The Board shall fix such maximum sum and such payment categories.

**1.6.5** There shall be three signatories to the School current account. The first being the Principal, who shall ensure that required financial/accounting procedures and Board resolutions have been followed prior to placing his/her signature, and the second being the Treasurer of the Board 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 and that it does not contradict with the provisions in the Constitution. The third signatory being the Chairman of the Board.

**1.6.6** The School funds shall not be used for high risk investments or any other form of speculative business activities but shall be placed in a fixed deposit in an established bank in the Sultanate.

**1.6.7** The Honorary Internal Auditor shall act independently in accordance with recognized accounting principles and perform internal auditing functions and advise the Board on improvements to the system of procedures and control on a half yearly basis. He/She

shall have access to the accounting records of the School. The Treasurer and the School staff shall render their full cooperation to him/her in the execution of his/her duties. He/She will liaise with the Treasurer in implementing improvements to the accounting system. The Internal 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 the Sultanate of Oman which would be applicable to all international Schools in the Sultanate, the Board shall neither take action, nor, without taking exhaustive corrective measures and appeals/representations to the relevant government authorities in the Sultanate whichever is appropriate, decide to take action to close down or liquidate the School without giving twelve calendar month's 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 Meeting of Parents as defined in clause 5.2.4 to explain the reasons for such an eventuality. However at such a meeting, if the Parents bring forward, in the opinion of the Ministry financially feasible, legally acceptable and practically possible remedial measures and proposals, then the said Special Meeting of the Parents, through a proposal agreed to by the majority of the parents present including the members of the Board, may dissolve the current Board and elect a Board from among the parents. Any member of the outgoing Board shall also be eligible to be reelected.

**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 Sultanate. The net funds remaining shall be vested in the Sri Lankan Embassy and will be used for the support of education of under privileged 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 traveling, 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 responsibility in good faith and to the best of his 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 in accordance with the Constitution.

## **1.9. AMENDMENTS TO THE CONSTITUTION**

- 1.9.1.** Amendments 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 Meeting of Parents). 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.** A Constitution Committee consisting of 3 members shall be appointed by the Board to study and report to the Board the proposed amendments to the Constitution, (by the Parents at a General Parents Meeting, with a simple majority of attending parents). Such Constitution Committee shall study the relevant provisions, issues or areas in conjunction with all provisions 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 experts in particular areas of importance prior to preparing its proposed amendments.
- 1.9.3.** The Board at a meeting at which all members are present shall make amendments to the Constitution. A Constitution Committee appointed as mentioned in section 1.9.2 shall have proposed such amendments.
- 1.9.4.** Approval of the proposed amendments shall be by consensus of all the members 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 a further disagreement, a vote may be taken at this meeting at which at least seven voting members shall vote in favor of the amendment.

**1.9.5.** Amendments to the Constitution once approved by the Board shall require ratification either at a General Meeting of Parents summoned for the purpose or by a postal ballot among the parents as directed by the Ministry, by a simple majority of parents present at such meeting or participating in such a ballot (on the basis of one parent from each family).

**1.9.6.** Following ratification by the Parents, 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.

**1.9.7.** Bylaws to the Constitution do not form part of the main body of the Constitution and hence may be amended at a Regular Meeting of the Board followed by the approval of the Ministry.

#### **1.10. THE APPROVED CONSTITUTION**

**1.10.1.** The copy of the Constitution deposited at the Ministry, approved as per Article 12 of the Ministerial Decision No 4/2006, Rules and Regulations for International Schools and subsequently amended as per Ministerial Decision numbers 189/2008, 191/2009 and 315/2010, shall be treated as the current and authentic version of the Constitution for all purposes.

## **CHAPTER TWO**

### **2. 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, including the Principal, shall have equal rights, including 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 reporting to the Ministry 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.

#### **2.2. THE COMPOSITION**

- 2.2.1.** The Board shall comprise of,
- 2.2.1.1** School Principal,
  - 2.2.1.2** Representative from the Embassy delegated to deal with consulate matters
  - 2.2.1.3** Two members with reasonable knowledge and educational efficiency nominated by the Embassy from among Sri Lankans residing in the Sultanate, who do not enjoy diplomatic immunity.

**2.2.1.4** Seven members who are not enjoying diplomatic immunity elected by parents through a secret ballot in a general assembly in the presence of a representative from the Ministry.

**2.2.2.** The Board shall choose a Chairman from the elected members and the Board formation shall be approved by the Committee and shall not be changed without the approval of the Ministry.

**2.2.3.** It is allowed with a prior approval of the Minister, upon request of the Embassy or school Founders, to nominate two more members at the most to the Board from among those who provide financial support to the school and they shall enjoy all the rights of the members.

### **2.3. ELECTION OF MEMBERS**

**2.3.1.** Nominations for election to the Board shall be submitted by interested individuals 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 prior to the date of election. The nomination will close and papers shall be submitted to the Ministry one week prior to the date of election.

**2.3.2.** The outgoing Board will conduct elections, once every two years

**2.3.3.** The term of the Board is two 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.** Election will be through a secret ballot.

**2.3.5.** The seven candidates receiving the highest number of votes (in descending order) will be elected to the Board.

**2.3.5.1.** In the event a tie arises in the election of the seventh candidate, the six elected members along with the Representative from the Embassy delegated to deal with consulate matters will choose the seventh candidate through a secret ballot.

- 2.3.6.** In the event of the number of candidates standing for election being not in excess of the number of vacancies to be filled, the candidates standing for election will be elected as Board members, and they will recommend eligible parents for any remaining vacancies.
- 2.3.7.** 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 approval of the Ministry, provided that the Ministry is satisfied/has approved that holding an election as per Article 9 of the Ministerial Decree No 4/2006, Rules and Regulations for International Schools, is not necessary to fill the vacancy.

#### **2.4. ELIGIBILITY FOR MEMBERSHIP**

**2.4.1.** Members of the Board shall satisfy the following qualifications.

- 2.4.1.1.** Shall be a parent of a student, except the Principal or if nominated by the Embassy or the Founders.
- 2.4.1.2.** Shall be a Sri Lankan.
- 2.4.1.3.** Shall not be enjoying diplomatic immunity, except the Representative from the Embassy delegated to deal with consulate matters.
- 2.4.1.4.** Shall not have been convicted in a court of law in the Sultanate or elsewhere for a criminal offense.
- 2.4.1.5.** Shall not have been a previously disqualified member of the Board.  
This restriction may be waived if such disqualification had been due to ill health or due to reasons beyond the control of the said disqualified member.
- 2.4.1.6.** Shall not be an employee of the School, except in the case of the Principal of the School.
- 2.4.1.7.** Shall not be a previously terminated member of the Board.
- 2.4.1.8.** Shall be a holder of a Bachelors Degree or an equivalent, subject to clauses 2.2.1.3. and 2.2.3.

**2.4.2.** The members who retire from the Board are eligible to stand for reelection subject to satisfaction of the qualification requirements prescribed in Article 2.4.1.

## **2.5. DURATION OF MEMBERSHIP**

**2.5.1.** The duration of the Board shall be two years from 1st January of the year following the election until 31st December of the succeeding year.

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

### **2.5.3. Retirement**

**2.5.3.1.** A member shall (retire) be deemed to have retired from membership when he is no longer able to satisfy the requirements prescribed in Article 2.4.1.

### **2.5.4. Resignation**

**2.5.4.1.** An ordinary member may resign from the Board by tendering one calendar month's notice to the Chairman of the Board.

**2.5.4.2.** An office bearer of the Board except the Chairman may resign from membership by tendering two calendar months' notice to the Chairman.

**2.5.4.3.** The Chairman of the Board may resign from membership by tendering two calendar months' notice to the Ministry with copy to the Secretary of the Board.

**2.5.4.4.** The Chairman shall inform the Ministry of any resignation within a month of acceptance of such resignation by the Board.

### **2.5.5. Disqualification**

**2.5.5.1.** 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 Sultanate during at least two of the above meetings.

**2.5.5.2.** 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.

**2.5.5.3.** The Chairman shall inform the Ministry of any disqualifications not later than one month of such occurrence.

### **2.5.6. General Provisions**

**2.5.6.1.** Any member of the Board who resigns, retires, is disqualified or is terminated for any reason whatsoever shall whenever invited to do so, participate in the meetings of the Board held within two months from the date of resignation,



retirement, disqualification or termination and shall remain available to clarify any queries on matters relating to his/her area of activity during the tenure of membership provided that such queries are raised during a period not later than four months from the date of his leaving. 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 regulations to regulate its proceedings and obtain approval from the Ministry.
- 2.6.2.** Set minimum 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 Ministry and Government authorities of the Sultanate.
- 2.6.5.** Direct, guide and assist the internal routine 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.** Operate the bank accounts of the School, subject to approved financial procedures of the School and subject to the approvals and limitations prescribed in the Constitution.
- 2.6.9.** Monitor overall functioning of the School in order 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 year, not later than four months after the end of financial year.

**2.6.11.** Review Management Report highlighting 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 co-opt teachers of the School and willing persons with special talents/qualifications to Ad-hoc Committees in order to obtain advice on specific matters for specific durations. Members of these Committees will not have voting rights in decisions.

## **2.7. THE OFFICE BEARERS**

### **2.7.1. The Composition**

**2.7.1.1.** The Board will constitute the following office bearers

Chairman

Secretary

Treasurer

Assistant Secretary

Assistant Treasurer

### **2.7.2. Election of Office Bearers**

**2.7.2.1.** The Board shall at its first meeting upon members being elected or at the first meeting subsequent to an Office falling vacant due to any reason whatsoever, shall elect from among members, Office Bearers for the Board or for the vacant posts of office bearers of the Board.

### **2.7.3. The Tenure of Office Bearers**

**2.7.3.1.** 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 a two-year period for which they were elected and will remain eligible for bi-annual re-election as long as they continue as members.

### **2.7.4. Resignation from Office**

**2.7.4.1.** Any Office Bearer except the Chairman may resign from the Office by giving at least two calendar months' notice to the Chairman and during this period shall

arrange to hand over all documents, records and any other relevant data and brief his/her successor.

**2.7.4.2.** The Chairman may resign from the Office by submitting his/her resignation to the Secretary of the Board at least with two calendar months' prior notice and hand over to the Secretary all documents, records and any other relevant data. The Secretary of the Board shall inform the Ministry when his resignation is accepted by the Board.

**2.7.4.3.** Any Office Bearer who resigns from the Office shall be entitled to remain a member.

**2.7.4.4.** The Chairman shall not accept the resignation of any Office Bearer until the said Office Bearer, to the satisfaction of the Chairman has complied with the obligations described in Article 2.7.4.1.

## **2.8. THE BOARD MEETINGS**

### **2.8.1. General Meetings**

**2.8.1.1.** All meetings shall be presided over by the Chairman or in his absence, by either the Secretary or the Treasurer.

**2.8.1.2.** Principal of the School who is a member shall participate in all meetings of the Board unless he/she is on medical leave or on annual vacation.

**2.8.1.3.** The Secretary shall distribute the agenda of all regular meetings among the members of the Board at least seven days before the meeting.

### **2.8.2. Types of meetings**

**2.8.2.1.** There shall be four types of Board meetings:

- i. Regular Meetings
- ii. Special Meetings
- iii. Emergency Meetings
- iv. Committee Meetings

#### **2.8.2.2. Regular Meetings**

**2.8.2.2.1.** 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.

**2.8.2.2.2.** If due to any reason whatsoever, it is not possible to hold the meeting on the set day or date of the month; the Secretary in consultation with the other

members shall fix an alternative date for the meeting which shall fall within the relevant or subsequent month.

### **2.8.2.3. Special Meetings**

**2.8.2.3.1.** 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 to the Chairman the reasons for such a meeting. The Chairman shall then instruct the Secretary to summon a Special Meeting giving not less than four days notice to all members.

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

### **2.8.2.4. Emergency Meetings**

**2.8.2.4.1.** An Emergency Meeting may be convened at the request in writing of any Two Office Bearers or at the joint requests of an Office Bearer and the Principal to discuss a specific item on which an urgent decision is required. The Secretary shall then in consultation with the Chairman summon an Emergency Meeting giving a minimum of one-day's notice to the members in order to ensure their presence. **2.8.2.4.2.** All decisions taken at an Emergency Meeting shall be ratified at the next Regular Meeting.

### **2.8.2.5. Committee Meetings**

**2.8.2.5.1.** Whenever a Regular, Special or an Emergency Meeting could not be held due to an insufficient quorum, the members present may decide to conduct a Committee Meeting of the Board at which the relevant important issues could be discussed and a report submitted for discussion at the next Regular Meeting.

## **2.8.3. Quorum**

**2.8.3.1.** Seven members shall constitute the quorum for a Regular Meeting of the Board and Six members for a Special Meeting of the Board except as provided for in Article 1.9.3.

**2.8.3.2.** Six members shall constitute the quorum for an Emergency Meeting of the Board.

**2.8.3.3.** Five members shall constitute the quorum for a Committee Meeting of the Board.

#### **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 subject to the next Regular Meeting or to 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 decision may be taken by a secret ballot if so proposed and seconded.

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

#### **2.8.5. Minutes of Meetings**

**2.8.5.1.** The Minutes of Meetings 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 taking such decisions or adopting such resolutions.

**2.8.5.2.** The 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 standard meeting procedures are described in detail in the Bylaws on Meetings attached to, but not forming part of the Constitution.

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

#### **2.9. DECORUM OF OFFICE**

**2.9.1.** Members of the Board are required to maintain a high level of decency and decorum both in the meetings and outside. They are required to conduct all their affairs in a

manner not detrimental to the reputation and image of the School. Their behavior shall at all times 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. His or her 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 attempting to influence a decision of the Board in any contract being awarded, a purchase being made or a 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 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.

### **CHAPTER THREE**

#### **3. 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.
- 3.2.2. The Chairman of the Board within the first month of the academic year shall conduct elections at class 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 & 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.

### **3.5. RESIGNATION**

**3.5.1.** Any member may resign from the Parents Committee tendering one calendar month's 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 date 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 discuss grievances, difficulties, complaints and other matters directly with the Staff unless



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authorized to do so by the Chairman of the Board in connection with any specific matters and issues.

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

## **CHAPTER FOUR**

### **4. THE SCHOOL ADMINISTRATION**

#### **4.1. THE ADMINISTRATION, GENERALLY**

- 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 direct 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 both 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 Board in writing.
- 4.1.5.** All staff of the School including the Principal is required to maintain a high level of decency and decorum both inside and outside the School by adhering to the code of conduct of the School. They are required to conduct all their affairs in a manner not detrimental to the reputation and image of the School. Their behavior shall at all times be exemplary. They shall not in their personal or professional capacity accept gifts or favors from the parents or well-wishers.

#### **4.2. THE PRINCIPAL**

##### **4.2.1. The Office**

- 4.2.1.1.** The Principal as described in Articles 14 and 15 of the Ministerial Decree No 4/2006 shall be the head of internal academic, financial and administrative affairs of the School.
- 4.2.1.2.** The Board shall execute appointment, promotion, termination and other administrative aspects pertaining to the post of the Principal.
- 4.2.1.3.** The Principal shall report to the Board.

#### **4.2.2. Functions and Responsibilities**

- 4.2.2.1.** Ensure that all rules and regulations of the Government of the Sultanate in general and those of the Ministry in particular are followed.
- 4.2.2.2.** Ensure that Student Registry, Omani Student Special Registry, Student Attendance Records, Student Achievement and Personal remarks Records and Student Personal Files are maintained for all the students in the School as specified under Article 27 of the Ministerial Decree No 4/2006 and that the Students are educated to meet the aims and objectives stated in the Constitution and that the highest possible academic standards are maintained.
- 4.2.2.3.** Ensure that the students in the School are provided with equal opportunities for progress and development without any discrimination based on sex, race, religion or physical disabilities.
- 4.2.2.4.** Ensure that records of Audited Annual Accounts including Balance Sheet and the Profit & Loss Account are properly maintained and a copy is provided to the Ministry and be responsible and account for the fixed assets and inventories of the School.
- 4.2.2.5.** Ensure that a Teaching Staff Registry, a Non-Teaching Staff Registry, Staff Attendance records and Staff Personal Files are maintained for all the staff as specified under Article 27 of the Ministerial Decree No 4/2006 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.
- 4.2.2.6.** Ensure compliance with instructions and directions of the Board or that of the Office Bearers acting for and on behalf of the Board.
- 4.2.2.7.** Ensure 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.
- 4.2.2.8.** Prepare a monthly report to the Board covering academic, administrative and any other matters pertaining to School activities, which shall be submitted to the Secretary of the Board at least seven days prior to a Regular Meeting of the Board for distribution among the members.
- 4.2.2.9.** Submit to the Board for approval and action, requirements of Staff and other facilities.

- 4.2.2.10.** Periodically evaluate performance of the teachers and other staff and report to the Board.
- 4.2.2.11.** Ensure and maintain Staff and Student discipline, uphold moral values and behavior befitting an academic institution of high standing.
- 4.2.2.12.** Ensure that a special record 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, is maintained as specified under Article 27 of the Ministerial Decree No 4/2006.
- 4.2.2.13.** Ensure that a file is maintained having all the agreements, contracts and documents of the foundation of the school and running its affairs, as specified under Article 27 of the Ministerial Decree No 4/2006.
- 4.2.2.14.** Ensure that a file is maintained having the license for the establishment of the school and all subsequent renewals.
- 4.2.2.15.** Ensure that a file is maintained having all rules, regulations and directives issued by the ministry from time to time.
- 4.2.2.16.** Ensure that any other records or files are maintained as and when regulations and directives are issued by the ministry to that effect from time to time.
- 4.2.2.17.** 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 Ministry permission after obtaining Board approval and that no event, celebration or activity should be held without Ministry permission. If an event is planned not included in the said calendar, following the Board approval, the event should be informed to the ministry for their approval, at least two weeks before the said event.
- 4.2.2.18.** Ensure that an Annual Report is prepared and submitted to the Ministry after Board approval in September each year, summarizing the school activities of the previous year.
- 4.2.2.19.** 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.
- 4.2.2.20.** Ensure the application of effective follow up system (internal and external) in accordance with accounting standards.

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- 4.2.2.21.** Ensure that all reports and records required to be provided to the Ministry are submitted in specified timing in accordance with the Ministerial Decree 4/2006 and school bylaws.

## **CHAPTER FIVE**

### **5. 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 in the month of May as a mid year meeting and the other held in the month of November. Meetings will be called at least with two weeks advance 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 a Ministry Official or with the consent of the Ministry to hold the meeting. The 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 the purpose of 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.

#### **THE DECLARATION**

I confirm that the attached pages from one to twenty eight as the official text of the Constitution of Sri Lankan School in Muscat in the Sultanate of Oman.

The Director of International Schools

Ministry of Education

Sultanate of Oman