



# CONSTITUTION OF THE UNITED NATIONS INTERNATIONAL SCHOOL OF HANOI

Considering Decision No. 373/QD of the Ministry of Education of the Social Republic of Vietnam, dated 7 June 1988, permitting the establishment of an International School in Hanoi; and

Considering the Memorandum of Understanding between the Ministry of Education of the Socialist Republic of Vietnam and the United Nations Resident Coordinator in Hanoi, dated 20 June 1988, committing to the governing board of the school so established the responsibility for the further development of the school;

Now, therefore, the duly-established Board of Directors hereby adopts this Constitution of the United Nations International School of Hanoi.

## **Article 1. - Name**

The name of the school is “The United Nations International School of Hanoi” (referred to hereafter as “UNIS”).

## **Article 2. - Not-for-Profit Character**

UNIS is a voluntary, non-political, not-for-profit educational institution.

## **Article 3. - Purpose**

The purpose of UNIS is to promote and provide an international education conforming to the spirit and principles of the United Nations for the children of persons officially connected with the United Nations, as well as for the children of the expatriate community and other persons desirous of obtaining a similar education for their children.

#### **Article 4. - Governance**

- Section 1. The Board of Directors shall be responsible for the fulfillment of the purpose of UNIS and the determination of all matters of policy relating to the conduct and management of the affairs of UNIS including, (i) hiring, nurturing and evaluating the Head of School; (ii) developing and approving strategic plans, and monitoring implementation of these plans and overall school performance; (iii) developing and approving school policy; (iv) ensuring the financial health of the school (including approval of capital expenditure and borrowing plans, annual budgets, salaries and benefits policies, selection of auditors, and overseeing financial audits); and (v) establishment of board committees and other appointments designated in the Board Operating Regulations
- Section 2. The Board of Directors shall have, and may exercise, all powers permitted by law as necessary or appropriate, or deemed by the Board of Directors to be desirable, for the carrying out of its responsibilities under this Constitution.
- Section 3. The Head of UNIS is the chief executive officer responsible to the board for the management of UNIS. The Head, in conformity with the principles and policies established by the Board of Directors, shall have charge of the day-to-day activities of UNIS. The Head shall be responsible for the establishment of educational methods, curricula and standards, the administration of the budget, and the making of all necessary appointments not otherwise assigned to the Board of Directors in this Constitution or the Board Operating Regulations.

#### **Article 5. - Board of Directors**

- Section 1. The Board of Directors of UNIS shall be comprised of nine voting members. The Head of School shall serve as an ex-officio member.
- Section 2. Two (2) voting members of the Board of Directors shall be elected by parents of students enrolled in UNIS.
- Section 3. Three (3) voting members from the UN Community shall be appointed by the United Nations Resident Coordinator in Hanoi in consultation with the UNIS Board of Directors. The UNRC will designate one (1) of the United Nations appointees to serve as liaison of the board with the United Nations.
- Section 4. Four (4) voting members of the Board of Directors shall be appointed by the outgoing board after the election of the parent-elect candidates and after the United Nations appointments have been made. Any members who are up for re-appointment will recuse themselves from that selection. One of these appointees must be a parent of a UNIS student and the others may be either a parent or a non-parent.
- Section 5. The United Nations Resident Coordinator shall ratify the election and appointment of all board members.
- Section 6. Members of the Board of Directors shall serve without compensation.

## **Article 6. - Annual General Meeting**

During each school year, the Board of Directors shall convene an Annual General Meeting to which parents of students enrolled in UNIS, as well as staff members of UNIS, shall be invited, in order to report on important issues of common interest.

## **Article 7. - Policies and Procedures**

The Board of Directors will develop and adopt: (i) overarching policies for the school in the School Policy Document (SPD), and (ii) policies and procedures for its own operations and activities in the Board Operating Regulations (BORs).

## **Article 8. - Dissolution**

Section 1. UNIS may be dissolved and its activities terminated only upon the affirmative vote at two successive meetings of eight of the nine voting directors then in office and upon the concurrence of the United Nations Resident Coordinator in Hanoi. Notice stating justification for the proposed dissolution shall be given to all members of the Board of Directors in writing no later than fourteen days prior to the second such meeting. The views of the staff and parents shall be solicited and considered prior to the second meeting.

Section 2. In the event of the dissolution and termination of UNIS, the Board of Directors shall assure that the assets of UNIS are used first to satisfy all outstanding debts and loan agreements and only thereafter will remaining assets be distributed to one or more institutions or organizations in Vietnam with a non-profit character and having purposes of an educational, charitable and/or scientific nature.

## **Article 9. - Amendments**

Section 1. This Constitution may be amended at two successive meetings of the Board of Directors by a vote at both meetings of at least eight of the nine voting directors then in office. Notice stating the substance of the proposed amendment or amendments shall be given to all members of the Board of Directors in writing no later than fourteen days prior to the second such meeting.

Section 2. The United Nations Resident Coordinator in Hanoi may exercise the right of veto over proposed constitutional amendments in order to ensure that the United Nations character of the school is maintained.

Adopted: September 1989  
Amended: September 1993  
Amended: September 1994  
Amended: 21 November 1995  
Amended: 7 May 1996  
Amended: 4 June 1996  
Amended: 20 January 1998  
Amended: 14 December 1999  
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Amended: 12 March 2002  
Amended: 9 June 2009  
Amended: 3 June 2010  
Amended: 10 May 2011  
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