



Amended Version (May 21, 2019)

## UNIS HANOI SCHOOL COMMUNITY ORGANISATION CONSTITUTION

(Adopted May 8, 2009; Amended June 9, 2015; Amended May 21, 2019)

[ARTICLE 1: Name and Definition](#)

[ARTICLE 2: Membership](#)

[ARTICLE 3: SCO Mission](#)

[ARTICLE 4: Objectives and Purposes](#)

[ARTICLE 5: Core Values](#)

[ARTICLE 6: Executive Committee](#)

[ARTICLE 7: SCO Committees and Cultural Representatives](#)

[ARTICLE 8: Operating Regulations](#)

[ARTICLE 9: Non-Profit, Non-Political Character](#)

[ARTICLE 10: Liabilities of Members and Officers](#)

[ARTICLE 11: Dues and Special Fees](#)

[ARTICLE 12: Dissolution or Liquidation](#)

[ARTICLE 13: Amendments](#)

### APPENDICES

[Appendix 1: UNIS Hanoi Mission, Vision, UN Guiding Principles, Values & Beliefs](#)

[Appendix 2: Code of Conduct](#)

[Appendix 3: SCO Organisational Chart](#)

[Appendix 4: SCO Naming Conventions](#)

[Appendix 5: School Operating Regulations for Fundraising and Gift Acceptance](#)

[Appendix 6: School Operating Regulations for Procurement](#)

[Appendix 7: Class / Grade Level Parent Description](#)

## ARTICLE 1

### *Name and Definition*

The UNIS Hanoi School Community Organisation, hereinafter referred to as “the SCO,” is a volunteer organisation, led by parents or legal guardians of students enrolled at UNIS Hanoi and inclusive of faculty and staff in the School community. The SCO shall recognise that all major decisions are made in consultation with the Head of School (HoS), as the ultimate authority designated by the United Nations International School of Hanoi (UNIS) Board of Directors.

The business address shall be the address of UNIS Hanoi.

---

## ARTICLE 2

### *Membership*

All parents or legal guardians of students enrolled at UNIS Hanoi and all faculty and staff are automatically members.

---

## ARTICLE 3

### *SCO Mission*

To enhance and foster supportive partnerships throughout the School community in adhering to UNIS Hanoi’s Mission and Vision, and are founded in the School’s core Values and Beliefs (Appendix 1)


---

## ARTICLE 4

### *Objectives and Purposes*

To advance the interests of the School community and promote the well-being of the students, parents, faculty, and staff who comprise the School community.

To this end the SCO shall:

- Act as a bridge in community-building by promoting communication, understanding and cooperation among students, parents, faculty and staff.
  - Assist in the transition process for new families by providing welcoming support as part of the UNIS Hanoi Welcome Programme.
- 

- Facilitate opportunities for the administration and faculty to meet with parents as required.
  - Enhance UNIS Hanoi's whole child learning approach in keeping with the Vision, Mission, Values and Beliefs of the School by sponsoring and supporting activities organised to those ends.
  - Raise funds to support a variety of School initiatives (including but not limited to):
    - SCO Operating Budget;
    - UNIS Hanoi community-building events and programmes;
    - Local charities in consultation with UNIS Hanoi's Service Learning Programme; and
    - UNIS Hanoi's institutional fundraising programmes.
  - Provide support to parents through opportunities for education and understanding, and other services, different from and complementary to the focus of the Community Programme.
  - Support and promote volunteerism in all aspects of School life including the Service Learning Programme, library and classroom, sports and arts activities, Board of Directors and its committees and the activities of the Advancement Programme.
- 

## ARTICLE 5

### *Core Values*

- Positive and open communication.
  - Supportive involvement and inclusion.
  - Appreciation, understanding and celebration of the diversity and needs of the community.
  - Fostering pride, fun and enthusiasm within the School.
  - Understanding that students benefit when parents are involved in their School.
- 

## ARTICLE 6

### *Executive Committee*

#### **Section 1: Function of the Executive Committee**

The function of the Executive Committee is to develop plans and lead their implementation in keeping with the Mission (Article 3) and Objectives and Purposes (Article 4) of the SCO. The Executive Committee has the power to delegate functions to a sub-Committee, and to make rules consistent with this Constitution regarding the running of the SCO and proceedings at the General Meetings.

The Executive Committee works in close cooperation with the HoS or his/her designee, and meets together with him/her on a regular basis to discuss SCO-related business.

The Executive Committee – working in consultation with any designated Committee Chairs - is responsible for communicating the work of the SCO to the community.

*The Executive Committee consists of six members of the SCO:*

- Lower Elementary School Representative (Discovery to Grade 1)
- Upper Elementary School Representative (Grades 2-5)
- Middle School Representative (Grades 6 - 8)
- High School Representative (Grades 9 - 12)
- Treasurer
- Communications Officer

The School's Community Liaison Officer is an ex-officio member ensuring support and connectivity with the School.

The members, at the SCO Annual General Meeting (AGM) in May, shall elect the Executive Committee with a minimum term of one year. Terms start at the beginning of the Welcome Programme for one School calendar year. All officers are eligible for re-election.

In the event that an office is vacated, the Executive Committee may fill such by invitation, until the election at the next AGM.

*For the purposes of good governance, it is desirable that:*

- Executive Committee members will have been in Hanoi and at the School for at least one term.
- Outgoing Executive Committee members support the incoming Executive Committee, especially at the beginning of the School term for the first month.
- One or more Executive Committee members extend their term for an additional year, providing continuity, knowledge and support to the incoming Executive Committee.
- The Executive Committee has parent representation in all School divisions (Lower Elementary, Upper Elementary School, Middle School and High School)

## **Section 2: Responsibilities of the Executive Committee**

All Executive Committee members are responsible for supporting SCO Committee events and activities (Appendix 3). The Executive Committee shall nominate one of its members to be the main liaison for each of the SCO Committees. In the absence of a Committee Coordinator, the Executive Committee will support the continuing function of the Committee.

Executive Committee members additionally support the Welcome Programme, led by the Advancement Office, by arranging several events (e.g. Parent and Faculty Social, Bus Tour, Divisional Socials) and by assisting on Orientation Day.

The Executive Committee shall ensure a community-based, cooperative approach to the dissemination of funds raised through activities and projects for the benefit of the UNIS Hanoi community. Funds are disseminated by the SCO Executive Committee through the SCO Operating Budget in accordance with the SCO Objectives & Purpose.

All Executive Committee members are given UNIS Hanoi positioned email accounts and institutional Google Drives for ease of communication, institutional continuity and information sharing. The Community Liaison Officer is the School curator of the Drive. Members are asked to work within curated folders in the Google Drive, use SCO Naming Conventions (Appendix 4) and adhere to UNIS Hanoi procedures for Google Drive organisation and integrity. The School commits to provide annual training and support.

The Executive Committee Officers shall take turns to chair the meetings and, in conjunction with the rest of the Executive Committee, set the agenda.

The Executive Committee shall create the event calendar for the SCO for the following school year.

*Lower Elementary / Upper Elementary / Middle School / High School Representatives:*

- Are responsible for recruiting Class/Grade Level Parents, training and communicating with them when support is needed in line with the Objectives and Purposes of the SCO (Article 4).
- Initiate meetings with the Elementary School, Middle School and High School Principals regularly and liaise between School Administration and Class/Grade Level Parents.
- Create events and support events that provide support to parents (e.g. parent education events or workshops).
- Work closely with cultural representatives and committee coordinators to strengthen SCO volunteer core community.

*Communications Officer:*

- Shall handle the main email account of the SCO and be responsible for keeping accurate minutes of all meetings, including meetings of the Executive Committee.
- As needed, is responsible for making venue arrangements with the support of the Community Liaison Officer in the Advancement Office.
- Facilitates the weekly communication for the Tin Tuc, provides content for the SCO section of the Annual Report and any other communications needed by the SCO or by the School.
- Responsible for cross-posting and managing communications on parent-created social media sites in support of the UNIS Hanoi community.
- Collaborates with the Community Liaison Officer and Communications Coordinator for UNIS Hanoi website content for the SCO.

*Treasurer:*

- Shall manage the funds of the SCO in accordance with the decisions of the Executive Committee, keep a full and accurate record of income and expenditures, and present a financial status of the SCO account at each Executive meeting.

- At the SCO AGM, he/she will present a year-end financial report, a projected budget for the coming year and shall indicate activities that have been approved for funding.
- The Treasurer shall make disbursements, as authorised by the Executive Committee in accordance with any adopted budget as well as any other spending motions that have been submitted to the Organisation and have been approved.
- The funds raised by the SCO shall be kept in an account administered by the UNIS Hanoi Business Office.
- The Treasurer and the Representatives or a Committee Coordinator shall be the signatories on the account and two signatures are required.

*Community Liaison Officer (CLO) in the Advancement Office:*

An ex-officio non-voting member who shall serve as a resource for the SCO as well as an information and communication link between the SCO, the Head of School, the School community and the wider community when appropriate. The CLO may assist the SCO by liaising with the Business Office to process payments, contracts and other procedural requirements; and with Operations for room bookings and work orders if requested by a member of the SCO. The CLO assists the SCO as curator of the SCO Google email accounts and drive. The CLO also supports with the creation of the homeroom/grade level and cultural contact lists for parent volunteers and ensures that the UNIS Hanoi communications protocol to protect parent contact details is followed.

### **Section 3: Code of Conduct**

For the purposes of good governance, all Executive Committee members must sign a Code of Conduct (see Appendix 2), agreeing to conduct themselves in a respectful and constructive manner.

All members are responsible for their own conduct, and are expected to be courteous towards the community and other members, and to appreciate the voluntary nature of the SCO.

Meetings must be run fairly and not be used for personal or political advantage. The SCO is committed to providing a culture of inclusion and respect.

Violation of Code of Conduct:

In the event that an officer is accused of violating the Code of Conduct, a formal letter of complaint should be sent to the Executive Committee who will notify the Head of School. A plan will be set to investigate the claim and if necessary take steps. A resolution will be sought, but as a last resort the HoS is entitled to remove the officer from his/her position.

Confidentiality Clause for reputation protection:

In the case of a violation of the Code of Conduct, to protect the reputation of all parties involved, all information disclosed and discussed must remain confidential unless there are legal implications.

---

## ARTICLE 7

### *SCO Committees and Cultural Representatives*

#### **Section 1: SCO Committees**

The following are SCO Committees of the SCO that are consistent with the Vision, Mission, Values and Beliefs of UNIS Hanoi and the SCO Objectives and Purposes. They may include but are not limited to:

- a. Spring Fair Committee
- b. Snack Sale Committee
- c. Book Sale Committee
- d. Phoenix Booster Committee
- e. Grade 12 Parent Committee
- f. Phoenix Swim Club Committee
- g. Class Parent Committee

Committee Coordinators shall be appointed by the Executive Committee and confirmed at the AGM. In the event the Executive Committee has made reasonable attempts at recruiting Committee Coordinators, and the positions go unfilled, the Executive Committee may decide to suspend that Committee until a coordinator has been identified.

Committee Coordinators are required to report to the Executive Committee and membership on their activities on an ongoing basis. The Executive Committee shall nominate one of its members to be the main liaison for each of the SCO Committees.

The Raising and Distribution of funds within these Committees must follow Article 8, Section 2 of the SCO Constitution.

SCO Committees shall be formed by the SCO Executive through a majority vote and the process of approving a new SCO Committee is through a Constitutional Amendment.

Ad-hoc committees shall be added by the Executive Committee as needs arise.

#### **Section 2: SCO Committee Descriptions**

##### *Spring Fair Committee:*

The purpose of the Spring Fair is to bring together the School community. Any funds raised are used for the benefit of the School community or any existing UNIS Hanoi Service Learning partner. Funds are disseminated by the SCO Executive Committee according to Article 8, Section 2.

The SCO Executive members shall assist on the Spring Fair Organising Committee.

The Spring Fair Committee works in close collaboration with the Advancement Office, Business Office and Operations Department in the planning and logistical setup of this event.

The Chair of the Spring Fair Committee is the Spring Fair Coordinator.

*Snack Sale Committee:*

This Committee organises quarterly snack sales with the purpose of raising funds from snacks donated by Elementary School families. As UNIS Hanoi is an allergy aware campus, coordinators work in close collaboration with the School Health Centre to identify allergy prone students and try their best to ensure that all snacks are labelled.

Any funds raised are used for the benefit of the School community or any UNIS Hanoi Service Learning partner. Funds are disseminated by the SCO Executive Committee according to Article 8, Section 2.

The Chair of the Snack Sale Committee is the Snack Sale Coordinator.

*Book Sale Committee:*

This Committee organises the annual used book sale. The Book Sale Coordinator collaborates with the School Administration, Service Learning and the Librarians to arrange the book drive. The Operations team and the Community Liaison Officer support the logistical needs of this Committee.

Any funds raised support the Literacy Fund which empowers a variety of literacy projects created and led by UNIS Hanoi students through our Service Learning Programme and/or Curriculum initiatives with a Service Learning focus. Funds are disseminated by the SCO Executive Committee according to Article 8, Section 2.

The Chair of the Book Sale Committee is the Book Sale Coordinator.

*Phoenix Booster Committee:*

This Committee is funded by the SCO to foster an environment that inspires students, coaches, directors, and parents of the community to contribute to a positive school spirit. The Boosters proactively strive to build School community support for Co-Curricular groups and events.

Any additional funds raised by the Boosters are used to support future Booster activities.

The Chair of the Phoenix Booster Committee is the Phoenix Booster Coordinator.

*Grade 12 Parent Committee:*

This Committee is led by the Grade 12 Level Parent Representative along with other interested Grade 12 parents. This Committee focuses on enhancing the experience of the graduating class through support and celebration. Typically this Committee may arrange snacks for students during IB exams, motivational events throughout the year and organise a self-funded graduation celebration for graduating seniors and their families at the end of the year.



The Chair of the Grade 12 Parent Committee is the Grade 12 Level Parent Representative.

*Phoenix Swim Club Committee:*

This Committee typically consists of the Swim Club Parents, however, is open to any interested parent. This Committee focuses on supporting the school's swim activities including practices and meets held throughout the year.

Any additional funds raised by the Phoenix Swim Club Committee are used to support future Phoenix Swim Club activities.

The Chair of the Swim Club Committee is the Swim Club Committee Coordinator.

*Class Parent Committee:*

This is a group of parents formed to facilitate communications and activities that are focused on the needs of specific class and/or grade levels. The role of ES Class Parents and MS/HS Grade Level Parents is to create a strong relationship between parents in the class/grade and help build a positive and friendly atmosphere between families in the class and/or grade level.

SCO Executive members initiate the forming of these roles and facilitate communication to and fro in relation to SCO activities.

Not a committee in the usual sense, the class parents form an integral part of communications and community action at UNIS Hanoi with the support of the SCO Executive.

See Appendix 7 for the Class / Grade Level Parent Description.

### **Section 3: Cultural Group Representatives**

For the purpose of inclusion and better communication, it is desirable that elected representatives from each of the largest cultural/language groups, which may be excluded because of limited spoken English, shall act as liaisons to the general meetings and Executive Committee. In addition, the Community Liaison Officer works closely with cultural liaisons to organise regular meetings with the HoS and/or Principals.

---

## **ARTICLE 8**

### *Operating Regulations*

#### **Section 1: Operating Budget and SCO Funds**

The Operating Budget of the SCO may consist only of funds raised by the SCO and its SCO Committees.

The funds are held in trust by the School and are subject to the School's annual auditing process.

All incomes and expenditures are processed through the UNIS Hanoi Business Office and are as such subject to School Operating Regulations, financial controls and procedures as decided by the School, in line with best practice business operations.

The SCO Executive will plan an annual budget which will support the activities of the SCO Committees and a planned programme of activities. The proposed annual budget will be presented to the community at the SCO Introduction to the Year Meeting.

The SCO has a responsibility to maintain reserves to protect the School from liabilities and risks.

SCO Executive Committee approval is required for the allocation for any budget adjustments during the financial year.

The SCO has a responsibility to ensure all funds are used effectively to further the Mission and Vision of the School. This includes SCO Executive membership on the Impact Fund Committee.

With respect to the important community work of the SCO, the School (through the Advancement Budget) commits to help with Executive Committee Meeting expenses within reason and to collaborate annually for volunteer appreciation events.

## **Section 2: Raising and Distributing Funds**

### *Funds Raised for School and Charity:*

Fundraising activities undertaken by the SCO are governed by the School Operating Regulations for Fundraising and Gift Acceptance (See Appendix 5).

### *Distribution of Funds:*

The Executive Committee shall ensure a community-based, cooperative approach to the dissemination of funds raised through activities and projects for the benefit of the UNIS Hanoi community. Funds are disseminated by the SCO Executive Committee through the SCO Operating Budget.

### *Annual Dues:*

If the general membership decides that parent members of UNIS Hanoi should pay annual dues to the SCO, this will form the basis of a basic operating budget. Outside of membership dues, all funds must be raised (Article 11).

### **Section 3: Meetings**

#### *a. Community Meetings:*

The SCO Executive will call the following meetings during the year:

- Introduction to the Year: To introduce SCO Executive Committee members and Committee Coordinators, to share dates for SCO activities/event, and goals for the year, and to get community approval for the SCO annual budget.
- Annual General Meeting: To provide a final reporting of activities carried out throughout the year (including year-end financial reporting) and to elect SCO Executive Committee members and Committee Coordinators (see Section 3.c. below for details).
- Ad-hoc Community Meetings: Discussion forums on school-related issues, parenting and other relevant topics.
- Special Meetings: In addition, members of the community can request the convening of a special community meeting in writing to the SCO Executive.

#### *b. Executive Committee Meetings:*

Executive Meetings take place monthly based on agreed dates and times by the Executive Committee members. A standard agenda format will be used which is housed in the SCO Google Drive. SCO Committee Coordinators can submit items to the agenda for discussion at which they would be invited to attend. Minutes are taken by the Communications Officer and are added to the SCO Google Drive for SCO Executive reference purposes.

Members of the community can attend monthly Executive Committee meetings by prior request with specific agenda items.

#### *c. Annual General Meeting of the SCO (AGM):*

The SCO AGM shall be held in May as the last (business) meeting of the year. The agenda shall include but is not limited to: election of members of the Executive Committee and Committee Coordinators, annual financial and activity reports.

A quorum of 15 members with a majority vote shall be required to elect Executive members and Committee Coordinators.

### **Section 4: Nominations and Elections**

- The Nominations process for all SCO Executive Committee and Committee Coordinator positions should follow these guidelines:
  - Divisional representation
  - National and cultural compositions
  - Demonstrated positive attitude and commitment to the School
- A Call for Nominations and names of nominees should be publicised whenever possible to the broader community at least one week in advance of the AGM.
- Voting/approval at the AGM will decide final appointments.

At the AGM, additional nominations for SCO Executive and Committee Coordinator positions may be taken from the floor. Self-nominations are permitted.

## **Section 5: Voting**

A quorum of 15 members with a majority vote shall be required to elect Executive Committee members and Committee Coordinators.

If only one nominee stands for a position, a majority of votes present will be required to approve the nominee. If there are more than one nomination for a position, a vote will be held among the SCO members present at the AGM. The candidate who receives the majority of votes for each position shall be elected. In the event of a tie vote the motion is lost.

Budgets/proposals/motions etc. in relation to any vote will have to be re-presented and a meeting will have to be re-convened to obtain a majority vote.

## **Section 6: Communications**

In keeping with the Vision, Mission, Values and Beliefs of UNIS Hanoi and for the purposes of building and maintaining relationships throughout the whole School community, the Executive Committee, primarily through the Communications Officer, shall proactively communicate its activities and decisions and work closely with the Community Liaison Officer in the Advancement Office.

The SCO also has a webpage on the UNIS Hanoi website which can be used as a tool for communicating with the wider community. Changes to the SCO webpage can be created by the appropriate member of the SCO Executive or Committee Coordinator and submitted to Advancement for publication. Any structural change to the website can also be made in collaboration with the Advancement Communication Officer.

---

## **ARTICLE 9**

### *Non-Profit, Non-Political Character*

The SCO shall be non-profit, non-commercial and non-sectarian and will not discriminate on the basis of race, gender, disability, religion or language. Its aims and activities shall recognize the diversity of nationalities that constitute UNIS Hanoi, and act to foster harmony by recognising common concerns and in keeping with the Mission, Vision and Values of the School.

---

## **ARTICLE 10**

### *Liabilities of Members and Officers*

No member of the SCO, or its officers shall have any personal obligation in respect to SCO liabilities.

---

## ARTICLE 11

### *Dues and Special Fees*

It may be decided by general membership that parent members of UNIS Hanoi pay annual dues to the SCO to fund a basic operating budget in order to allow all the funds raised through volunteer work to be disbursed by the Executive Committee. Dues shall be levied on an annual, one-per-family basis. Payment shall be made and administered with School fees at the beginning of the academic year, and shall be deposited in the SCO account.

---

## ARTICLE 12

### *Dissolution or Liquidation*

In the event of the dissolution or liquidation of the SCO, its assets shall be transferred to the UNIS Hanoi general fund.

---

## Article 13

### *Amendments*

Amendments to the Constitution can be made at any SCO Meeting provided that the amendments are communicated to the community, with a minimum of two weeks' notice, via the Tin Tuc or other means. Amendments can be recommended by the SCO Executive Committee and the HoS. Both the SCO Executive Officers and the HoS must approve all changes before being presented for consideration to the community. If amendments do not receive a majority vote, amendments can be reviewed and will be subject to the process above.

---

# APPENDICES

## Appendix 1

### UNIS Hanoi Vision

Our learning community will be an inspirational role model for a better world.

### UNIS Hanoi Mission

"Our Mission is to encourage students to be independent, lifelong learners who strive for excellence and become responsible stewards of our global society and natural environment, achieved within a supportive community that values diversity and through a programme reflecting the ideals and principles of the United Nations."

### Guiding Principles

The United Nations principles as applied to the School are to:

- Promote peaceful solutions to problems.
- Develop friendly relations among children and adults of different nationalities.
- Promote cooperation in problem solving in economic, social, cultural, and humanitarian matters.
- Encourage respect for fundamental freedoms and equality for all, without distinction as to race, sex, language or religion.

### Values and Beliefs

Because UNIS Hanoi values **LEARNING**, UNIS Hanoi believes that we:

- Learn, think and reflect critically in an inspiring environment, using a dynamic curriculum that exceeds international standards;
- Use and apply knowledge in the classroom and beyond for life-long personal development, as we strive for happy, balanced lives;
- Question and research collaboratively to seek innovative solutions for local and global issues.

Because UNIS Hanoi values **COMMUNITY**, UNIS Hanoi believes that we:

- Pro-actively connect with others to make supportive, long-lasting and diverse friendships;
- Take action to create a safe, caring, and sustainable environment;
- Respect and appreciate diverse cultures, beliefs and languages to deepen our understanding of local and global issues.

Because UNIS Hanoi values **RESPONSIBILITY**, UNIS Hanoi believes that we:

- Act with integrity to make and defend reasoned decisions based on respect, compassion and fairness;
- Take ownership and are accountable for our thoughts, actions and their consequences;
- Face challenges with courage, resilience and an independent spirit, whilst remaining responsive and adaptable to change.

## Appendix 2

### *Code of Conduct for UNIS Hanoi School Community Organisation Executive and SCO Committees*

#### **Members of the UNIS Hanoi School Community Organisation Committees will:**

- Know and support the Mission, Vision, Values and Belief Statements of the School and of the SCO;
- Commit to providing a culture of inclusion and respect;
- Demonstrate an earnest desire to support the UNIS Hanoi community, to be responsible for their own conduct, to be courteous towards the UNIS Hanoi community and members, and to appreciate the voluntary nature of the organisation;
- Attend all regular committee meetings insofar as possible;
- Respect the confidentiality of any privileged information that comes before the committee;
- Treat other committee members, as well as the HoS, faculty and Administrative staff of the School with respect and consideration;
- Conduct meetings fairly and without using them for personal or political advantage;
- Consider all viewpoints and actively listen to the opinions of other committee members and other parties before making final decisions;
- Respect the correct lines of communication on matters related to the School;
- Disclose any personal profit or gain (or any interest that may reasonably be perceived as such) which I or members or my family may have in any matter pending before the SCO and shall refrain from participation in any decision on such matter.
- Support and act as community leaders in the School's Child Protection programme.

By signing below, I agree to abide by the Code of Conduct:

Name/Signature:

Date:

### Appendix 3

[SCO Organisational Chart](#)

### Appendix 4

[SCO Naming Conventions](#)

### Appendix 5

[School Operating Regulations for Fundraising and Gift Acceptance](#)

### Appendix 6

[School Operating Regulations for Procurement](#)

### Appendix 7

[Class / Grade Level Parent Description](#)

