

**UNIS HANOI SCHOOL COMMUNITY ORGANISATION CONSTITUTION**

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

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## 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 support of 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:

- a) Act as a bridge in community-building by promoting communication, understanding and cooperation among students, parents, faculty and staff.
- b) Assist in the transition process for new families by providing welcoming support as part of the UNIS Hanoi Welcome Programme.
- c) Facilitate opportunities for the administration and faculty to meet with parents as required.
- d) 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.

- e) Raise funds to benefit the UNIS Hanoi community, with a portion of the proceeds each year allocated to charity in consultation with UNIS Hanoi's Service Learning Programme.
- f) Provide support to parents through opportunities for education and understanding, and other services, different from and complementary to the focus of the Community Education Programme.
- g) 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**

- a) Positive and open communication.
- b) Supportive involvement and inclusion.
- c) Appreciation, understanding and celebration of the diversity and needs of the community.
- d) Fostering pride, fun and enthusiasm within the School.
- e) 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 all the officers of the SCO: the Elementary School Chair, the Middle and High School Chair, the Elementary School Vice Chair, the Middle and High School Vice Chair, the Treasurer and the 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 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:

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

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

All Executive Committee members are responsible for supporting Standing Committee events and activities (Appendix 3).

Executive Committee members additionally support the Welcome Programme, led by the Advancement Programme, by arranging several events (e.g. Parent and Faculty Social, Bus Tour, ES Class 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 and through a Grant Committee (Article 8, Section 2).

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 drive and use SCO Naming Conventions (Appendix 4).

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

The Executive Committee shall nominate one of its members to be the main liaison for each of the Standing Committees.

#### **ES/MSHS Chairs**

- a) Chairs 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).
- b) They meet with the Elementary School and Middle/High School Principals regularly and liaise between School Administration and Class/Grade Level Parents.
- c) Create events to provide support to parents e.g. parent education events or workshops

#### **ES/MSHS Vice-Chairs**

Shall assist the Chairs in their duties above and assume responsibility in the event that the Chairs are unable to do so.

#### **Communications Officer**

- a) Shall handle the main account of the SCO and shall be responsible for keeping accurate minutes of all meetings, including meetings of the Executive Committee. All general meeting minutes shall be posted in the Tin Tuc and on the SCO page of the School website.
- b) Is responsible for making venue arrangements with the support of the Community Liaison Officer in the Advancement Office.
- c) 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.

#### **Treasurer**

- a) 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 submit a financial report at each meeting.
- b) At the SCO AGM, he/she will present a year-end financial report, a projected budget for the coming year, and shall indicate projects that have been approved for funding.
- c) 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.
- d) The funds raised by the SCO shall be kept in an account administered by the UNIS Hanoi Business Office.
- e) The Treasurer and the Chairs or a Standing 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 also assists the SCO as curator of the SCO Google drive.

### **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**

### **Standing Committees and Cultural Representatives**

#### **Section 1: Standing Committees**

The following are Standing 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) The Shop Committee
- c) Snack Sale Committee
- d) Book Sale Committee
- e) Phoenix Booster Committee
- f) Grade 12 Parent Committee

Committee Coordinators shall be identified by the Executive Committee and

are appointed 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 on-going basis. The Executive Committee shall nominate one of its members to be the main liaison for each of the Standing Committees.

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

The Grant Committee is formed and spearheaded by SCO Executive Officers.

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

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

## **Section 2: Standing Committee Descriptions**

### **a) 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 2c.

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.

### **b) The Shop Committee**

This committee manages the design, procurement and sale of branded logo wear and items in the School Shop for final approval by the Advancement Office. The Coordinator maintains close liaison with the Advancement Office, Activities Office, PE Department and the Business Office. Any surplus identified by the Shop Coordinator and the SCO Treasurer may be used for the benefit of the School community.

The Chair of The Shop Committee is The Shop Coordinator.

**c) Snack Sale Committee**

This committee organises fund-raising snack sales, with snacks donated by Elementary School families, on specified days throughout the School year. 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 2c.

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

**d) 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 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 2c.

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

**e) Phoenix Booster Committee**

This committee is funded by the SCO to create 'School Spirit' for every Co-Curricular Activity group. This committee proactively strives to build School community support for Co-Curricular events.

Any funds raised are used for the benefit of the School community with preference given to Co-Curricular groups. Funds are disseminated by the SCO Executive Committee according to Article 8, Section 2c.

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

**g) Grade 12 Parent Committee**

This committee typically consists of the Grade 12 Grade Level Parents, however, is open to any interested Grade 12 parent. 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 and organise a self-funded



graduation celebration on behalf of Grade 12 parents for students at the end of the year.

The Chair of the Grade 12 Parent Committee is the Grade 12 Parent Committee Coordinator.

### **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 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 Standing 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 and financial controls and procedures as decided by the School, in line with best practice business operations.

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

##### **a) Operating Budget Allocation**

For operating budget purposes, the Executive Committee is authorised to vote on fund appropriations up to the limit specified in the Operating Regulations (Appendix 7). Allocations in excess of the agreed limits will be approved by majority vote at a general SCO meeting (a quorum of 15 members is required). Advance notice should be given at least two weeks prior to the meeting at which the vote is to take place.

##### **b) 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).

##### **c) 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 and through a Grant Committee.

A portion of the proceeds will be allocated to charity through the Service Learning Programme.

d) Grant Committee

The Grant Committee must include the SCO Treasurer and at least two Executive Officers. A maximum of two additional SCO members are invited to sit on the Grant Committee. The Grant Committee receives fund requests from applications from any member of the UNIS Hanoi community (Appendix 6).

The Executive Committee will recommend projects for funding to the HoS for review and approval.

The Executive Committee will communicate their decisions to the membership for funding allocation.

e) 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) General Meetings

Notification of the time and place of general meetings shall be published in the School calendar and written notification shall be made to members prior to the meeting date. Meetings will generally take place once per month with a minimum requirement of four meetings per year. Minutes of the meeting will be taken by the Communications Officer and will be made available to the community.

b) Executive Meetings

Executive Meetings take place monthly. One of the Chairs shall be responsible for calling the meetings and, in conjunction with the rest of the Executive Committee, for setting the agenda (Article 6, Section 2). Standing 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 Drive for SCO Executive reference purposes.

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 officers of the Executive Committee, appointment of Standing Committee Coordinators, annual financial report and a report on Grant Committee projects that have been approved for funding.

A quorum of 15 members with a majority vote shall be required to ratify the budget and elect Executive officers.

**Section 4: Nominations and Elections**

It is desirable that a Nominating Committee is formed to facilitate the recruitment and promotion of SCO Executive positions. The Nominating Committee is composed of an SCO Executive Committee member not standing for re-election and two additional SCO community members.

The Nominating Committee shall appoint a Chair from among its members. In identifying nominees, the Nominating Committee shall consider both the nationality composition of the School and the four main sections of the School- Early Childhood Centre, Elementary School, Middle School and High School.

The Nominating Committee shall communicate election information and post the names and other information about the nominees in the Tin Tuc prior to the AGM.

At the AGM, additional nominations may be taken from the floor. Self-nominations are permitted. The candidate who receives the majority of votes for each office shall be elected.

**Section 5: Voting**

A quorum of 15 members with a majority vote shall be required to ratify the budget and elect Executive Officers.

In the event of a tie vote the motion is lost. Budgets/proposals/motions etc in relation to the 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 any 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 recognizing 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 General 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.

## 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 Principals

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 Standing Committees**

Members of the UNIS Hanoi School Community Organisation Committees will:

1. Know and support the Mission, Vision, Values and Belief Statements of the School and of the SCO;
2. Commit to providing a culture of inclusion and respect;
3. 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;
4. Attend all regular committee meetings insofar as possible;
5. Respect the confidentiality of any privileged information that comes before the committee;
6. Treat other committee members, as well as the HoS, faculty and Administrative staff of the School with respect and consideration;
7. Conduct meetings fairly and without using them for personal or political advantage;
8. Consider all viewpoints and actively listen to the opinions of other committee members and other parties before making final decisions;
9. Respect the correct lines of communication on matters related to the School;
10. 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.

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

Signature and Date, Name

## Appendix 3

[SCO Organisational Chart](#)

## Appendix 4

[SCO Naming Conventions](#)

**Appendix 5**

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

**Appendix 6**

[Grant Committee Procedures](#)

**Appendix 7**

[School Operating Regulations for Procurement](#)