



RULES AND CONSTITUTION OF THE ASSOCIATION OF INTERNATIONAL MALAYSIAN SCHOOLS (AIMS)

These 'Rules and Constitution of the Association of International Malaysian Schools' were amended and approved by AIMS Member Schools in October 2016, and supersede any previous versions with immediate effect.

RULE 1

The Association shall be known as the Association of International Malaysian Schools (AIMS). Its place of meeting shall be on a rotation basis decided on by the Committee.

RULE 2

The Aims and Objectives of the Association shall be as follows:

- To promote understanding between international school communities in Malaysia.
- To promote further international co-operation by encouraging cultural, academic and sporting links between schools.
- To provide a forum for International Schools in Malaysia to meet and discuss matters of mutual interest relating to the educational needs of their students.
- To provide a channel of communication for discussing and/or presenting of such matters to the Ministry of Education and/or State Education Offices.
- To be willing to act as a consultative body contributing to the improvement of educational standards in Malaysia if and when invited to do so.

RULE 3

Membership of the Association shall be limited to schools who:

- Are registered as an international school with the Ministry of Education in Malaysia;
- Deliver a curriculum other than the Malaysian National Curriculum;
- Provide Kindergarten, Primary or Secondary education;
- Demonstrate a commitment to the safeguarding and well-being of students and staff;
- Demonstrate professional, ethical and respectful behaviour towards fellow member schools.

The general application procedure to become an AIMS member school is as follows:

- A prospective schools makes an initial contact with the Chairman of AIMS;
- The 'School Membership Application Form' is completed in full and sent to the Chairman of AIMS;
- Following receipt of the completed 'School Membership Application Form', the application will be discussed by AIMS member schools. A visit to the applying school will then be made by the Head/Principal of two current AIMS member schools. The purpose of the visit is to confirm the accuracy of the completed 'School Membership Application Form'.
- A report following the visit will be subsequently written and shared with all AIMS member schools and a decision will be made about membership suitability.
- The AIMS Chairperson will then notify the school of membership acceptance or otherwise.

The Committee may, at its discretion reject or defer any application without assigning any reason hereto. This will be communicated by the Chair.

Every school whose application has been approved as aforesaid shall, upon payment of the prescribed annual fee, be admitted as a member of the Association and shall be entitled to all privileges of membership.

RULE 4

There will be an annual membership fee payable to the Association on or before 1st January each year.

The annual membership fee will be reviewed at the AGM.

There is no provision for pro rata payment where a new member joins during the year.

Any member who allows the annual fee to be in arrears more than twelve months (after due notification of the arrears by the Treasurer) shall be considered to have lapsed membership.

Lapsed members may reapply for membership and will be considered on the basis of a new application and payment of annual subscription for the period of non-membership.

RULE 5

Any member who wishes to resign may do so by writing to the Association and the effective date of resignation shall be the date the letter is received by the Association.

RULE 6

The supreme authority of the Association is vested in a meeting of all its members.

Each member school should send the Head, or in their absence a delegated member of their senior leadership team, to each meeting. Only one person per school is invited to attend the meetings unless by invitation or prior agreement. Delegated representatives have voting rights, at the discretion of the Committee.

A quorum of at least one-third of the total membership of the Association must be represented for the meeting to proceed, at the discretion of the Chairman.

An Annual General Meeting (AGM) of the Association shall be held as soon as possible after the close of each financial year on a date to be decided by the Committee. The business of the AGM shall be:

- To receive the Committee's report on the working of the Association during the previous year;
- To receive the Treasurer's report and the accounts of the Association for the previous year;
- To elect a Committee for the subsequent year;
- To deal with such other matters as may be put before it.

A preliminary notice of the Annual General Meeting stating:

- The date
- The time
- The place

- Invitations for motions for discussion
- Motions for amending rules and nominations for election of the Committee

This preliminary notice shall be sent by the Secretary to all members not later than 20 days before the date fixed for the meeting.

Motions for discussions and amending the rules and nominations for election of the Committee should reach the Secretary at least seven days before the date scheduled for the meeting.

The Secretary shall prepare an agenda for the meeting, together with copies of minutes, reports, accounts update, motions and nominations to be distributed to members at the meeting.

An Extraordinary General Meeting (EGM) for the Association can be held:

- When the Committee think it is important, or
- On the written request by not less than one fifth of the members who have the right to vote having explained the purpose and reasons for requesting it. Requests have to be sent to the Association's Secretary

A request for an EGM by the members has to be submitted one month before the proposed date for that meeting. The agenda of any such meeting must be circulated by the Secretary to all members at least 14 days from the date fixed for the meeting.

The Secretary must send the draft minutes of every AIMS Meeting and Special General Meeting to every member as soon as possible following the meeting.

RULE 7

The Association is expected to meet three times per calendar year.

The Chairman, or not less than 4 Committee Members, can call for meetings at any time.

A Committee consisting of the following, who shall be termed the office bearers of the Association, shall be elected at the Annual General Meeting:

- A Chairman
- A Vice-Chairman
- A Secretary
- A Treasurer
- Two Ordinary Committee Members

Members of the Committee shall be authorized representative of members of the Association with the proviso that only one representative per school or two per school group may serve on the Committee.

Members wishing to be considered for a position(s) on the AIMS Committee should inform the current Secretary via email at least one week prior to the confirmed date of the AGM. Election will be by a majority vote of the members present and will be conducted by means of a secret-ballot if necessary. All office-bearers are eligible for re-election.

The function of the Committee is to organize and supervise the day-to-day activities of the Association.

In the event of a vacancy occurring in the Committee, for whatever reason, it shall be the Committee's responsibility to reallocate positions and co-opt additional members to serve until the next subsequent AGM.

The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Association and may appoint such organizers and such staff as it deems necessary. It may also suspend or dismiss any such appointees for any reason deemed good and sufficient in the interest of the Association.

Between AGMs, the Committee shall interpret the rules of the Association and when necessary, determine any point on which the rules are silent.

RULE 8

Duties of office bearers:

The Chair shall during his term of office preside at all meetings, and shall be responsible for the proper conduct of such meetings. The Chair shall also have the casting vote and shall sign the minutes of each meeting at the time they are approved. The Chair shall, in conjunction with the Secretary and Treasurer, authorize payments on behalf of the Association.

The Vice-Chair has to hold the post of The Chair in their absence.

The Secretary shall conduct the business of the society in accordance with its rules, and shall carry out the instructions of the AGM and of the Committee. They shall attend all meetings and record the proceedings. In conjunction with the Chair and Treasurer, they shall authorize payments on behalf of the Association. The Secretary has to keep the membership register.

The Treasurer shall be responsible for the finances of the Association. The Treasurer shall keep accounts of all financial transactions and be responsible for their correctness. They shall, in conjunction with the Chair and Secretary, authorize payments on behalf of the Association.

The Ordinary Committee Members will attend meetings and be prepared to take on the responsibilities of the other officers should any be absent.

RULE 9

The respective school of a current Committee member shall hold all funds pertaining to the Association. This will be on a three year rotation basis.

The funds of the Association may be expanded for any purpose necessary for the carrying out of its objectives.

Any withdrawal on the Association's account requires the approval by any three members of the standing Committee.

At each AIMS meeting, a statement of income and expenditure and a balance sheet for the year shall be available for all AIMS members to review.

RULE 10

Any member of the Association is entitled to review the accounts of the Association at any time. Any such request must be made with prior knowledge of the Committee.

RULE 11

The Association will not own any premises or immovable property.

The Association will not be associated with any activities connected with gambling, prostitution or illegal drugs.

The Association will not be affiliated to any political party, nor engage in any political activity.

RULE 12

The expected professional etiquette that must be followed between AIMS member schools is as follows:

- Staff must not be appointed to transfer between AIMS member schools without prior communication/agreement between the Head of each respective school.
- Staff, students and families must not be approached or persuaded to transfer between AIMS member schools without prior communication/agreement between each respective school.
- Schools will not knowingly accept the transfer/enrolment of a student from another AIMS member school if there is an outstanding debt from the student's previous school.
- Schools will not knowingly disparage or denigrate any other member school.

Any member school failing to abide by Rule 12 will be invited to explain their actions, and a decision will consequently be made, including the possibility of membership being revoked without recourse to refund membership fees.

RULE 13

The Association may be voluntarily dissolved by a resolution at an EGM which has been agreed by not less than three-fifths of the total membership.

In the event of the Association being dissolved as provided for above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such a manner as may be decided upon at the said EGM, consistent with the aims and objectives of the Association.