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BRITISH
SCHOOL

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Friends of DBS (FoDBS)



Last Review April 2023

Next Review: June 2024

Reviewer: Policy Committee

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Friends of DBS (FoDBS) Constitution:

Overview:

Friends of DBS (hereafter referred to as 'Friends') is a non-profit organisation, formed in March 2011 to help coordinate and encourage parent and student activities to raise monies to benefit the students in the school. We actively pursue opportunities to raise money to help provide the "extra items" that are not available in the school budget. The committee consists of a group of parents and staff from the school. We organise a number of events which will provide social occasions for parents, staff, students and community as well as raising funds for projects which will benefit the students in the school. All school fundraising opportunities are channelled through Friends, unless authorised by the Principal.

Any adult over the age of 18 years who have children enrolled and attending DBS are eligible for membership with Friends. Membership is free, and all members are volunteers (unpaid).

Purpose:

The purpose of Friends is to enhance and support the school by:

- Fostering communication between school, home and the broader community;
- Raising funds to provide enrichment for students and to assist in providing additional resources for the benefit of the school community;
- Providing all members of different backgrounds and cultures with a collective voice;
- Providing mechanisms for parents and the broader community to participate in, and be involved in school activities.

Friends is managed by a committee elected by the general membership at the AGM. The committee is elected for a two-year term, unless members leave and/or need to be replaced during this term. Requests will be made by the committee for additional volunteers to elect to fill these positions and their placement will be voted on by the general membership committee at one of their regular meetings.

The committee consists of parents and the Principal, and is also open to DBS staff. The core committee are supported by the following positions:



Posts and duties:

1. **Chairperson:** Lead and guide the regular meetings, the “face” of Friends. One of two authorised signatories (including Treasurer). Advocate for conflicts and grievances.
2. **Secretary:** Keeping and distributing minutes of meetings, coordinates meetings, work with student groups and class mums/teachers and Primary/Secondary leaders, general correspondence.
3. **Treasurer:** oversees and accounts for all financial income and expenditure. Second of two authorised signatories (including Chairperson). Collects and counts all monies raised at the events, and ensures it's securely “banked” as appropriate.
4. **Fund-raising Coordinator:** Oversees all fund raising activities, including the coordination of volunteers, activities and items for events.
5. **Sponsor Coordinator:** Liaison between sponsors and Friends. Facilitates sponsorship opportunities.
6. **Principal/School Liaison:** The Principal of DBS plays an important role in supporting the activities of Friends and utilising school resources (within reason) to support Friends activities. This may include, but is not limited to, providing staff for Friends webpage maintenance, sending emails, text messages, social media, enlisting assistance from staff and students (volunteers) for functions, generating ideas, providing stationery. This position does not have voting rights but is a key liaison between the school and Friends.

Other committee members assist where needed, especially preparing for, and working on actual events, generating ideas, providing suggestions, solutions, and being part of the Friends committee.

Activities:

Friends will host a variety of events and activities throughout the school year to raise funds for specific projects and will also provide social opportunities for parents, staff, students and community members to meet and build stronger co-operative relationships. We hold open regular meetings - at least monthly, but weekly prior to an event. Parents and staff are welcome, and encouraged to attend. Minutes are available through our webpage.



Friends will encourage and facilitate staff, parents and community members to volunteer throughout the school in appropriate events. We actively work with students, staff and management to reflect the inclusive nature, and strengthen the multi-cultural focus of school activities. We liaise with the class mums, teachers and senior student groups to facilitate opportunities for fund raising throughout the school.

Most funds are generated through our Spring Fair (usually held in March/April) and Winter Bazaar (November). The focus of the Spring Fair is on the children having fun; games, activities, face painting, bouncy castles, arts and crafts, food for sale. The focus of the Winter Bazaar is more for the parents ~ selling and purchasing second hand items and arts, crafts, boutique jewellery, food etc, the dates for these events are usually scheduled in October each year but can be dependent on the dates of the other school fairs, as this affects attendance and therefore potential income.

In addition to the major fundraisers, Friends is responsible for oversight and support for all other smaller fundraisers that may occur throughout the school year. Friends shall be responsible for suggesting alternatives to the two major event fundraisers if the need arises due to declining revenue, attendance or viability. The committee is expected to network with other schools as a means to develop improvements to existing fundraisers and to evaluate new events.

Communication:

Friends will organise and distribute regular updates of its activities and upcoming events via school newsletters and through a dedicated page on the school website. Social media such as Facebook and Instagram, and WhatsApp will be utilised where appropriate.

Incoming correspondence should be emailed to [.....] All other correspondence should be enveloped and given to the Principal for presentation at the next Friends meeting.

All relevant Minutes of all meetings will be available through the Friends page on the DBS website.

Expenditure:

No later than January of each year, submissions will be invited from student groups, staff, parents and general membership concerning the expenditure of funds for the year. All submissions received by Friends will be discussed, prioritised and voted on



prior to commitment. The results will be posted on our webpage, and emailed to all parents.

The committee may designate an amount of funds each year (Up to a maximum of 15,000 QAR), to be kept in reserve and/or made available to meet requests for funding for urgent or unforeseen circumstances throughout the academic year,

Friends shall be sensitive to the fact that school families, and supporters of our school are already asked to contribute financial support in many ways. Projects must be carefully selected with the focus on those extra items not provided by the school.

Fiscal Responsibility:

- The committee will assume responsibility for all events hosted or held by Friends. They will be financially responsible for any funds raised or spent.
- Income and expenditure will be entered into the Friends Accounts overseen by the Treasurer.
- Most of the funds generated are in cash. These are held in a secure box and location within DBS. The Principal of DBS and the Friends Treasurer have keys; no other keys are issued. The maximum amount of cash to be kept in the Friends lockbox is 25,000 QAR.
- The Treasurer accesses the funds to pay suppliers, purchase goods for events, and support projects as agreed with the committee members. Receipts are required to be kept in the Friends Treasurer file. A spreadsheet is also kept to account for all monies. This is reconciled with the Chairperson on an annual basis, or when required.
- An “audited” statement of accounts is provided at the annual AGM. This is also signed off by the Chairperson and Treasurer.
- As Friends is not a registered non-profit organisation/charity, it is not permitted to have a bank account. Therefore, funds greater than 25,000 QAR are to be deposited into the School bank. This is accounted for in an appropriate cost centre.
- It is agreed that these monies are not school funds, and not to be accessed without the approval of the Friends Chairperson and Treasurer (or delegated authorities),



collectively.

- Request for withdrawal of funds from the bank account is by “Withdrawal” request by the Treasurer or core member of the committee, signed by the Treasurer and/or Chairperson {or delegated authority} and emailed to the Corporate Services Manager, cc’d to Principal of DBS and cc’d to Chairperson and Treasurer. The Corporate Services Manager {or authorised person} will then provide the cash to the Treasurer. The Treasurer will sign the receipt for the cash received. Copies of invoices will be provided where possible.
- Request for deposit of funds to the bank account is by “Deposit” request as per process above.
- Friends will work closely with the Treasurer to monitor the progress of funds gathered via fundraising to ensure that any possible gaps are identified early so that mitigation strategies can be proposed early.

Changes / Updates to this constitution:

This constitution should be reviewed and updated on an

This constitution may be changed following adoption, at general meeting, by two thirds of the active membership of the proposed changes.

Notice of the proposed changes to the constitution shall be given to the general membership.

This constitution was signed by the following authorised parties for immediate implementation in March 2023

Signed by Chairperson:

Name and Signature:



Thank you