Escola Emanuel & Emanuel Kindergarten
Constitution

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NOTE: THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE STUDENT HANDBOOK
1. Definitions

The following words shall, unless the context clearly indicates otherwise, have the meanings assigned to each of them:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Administrator”</td>
<td>The staff member responsible for administering the School.</td>
</tr>
<tr>
<td>“Association”</td>
<td>The Association of Escola Emanuel registered with the Mozambique Ministry of Justice. Consists of 10 founding members, elected by the Parent Body, Teacher’s Body &amp; current Association Members.</td>
</tr>
<tr>
<td>“Leadership&quot;</td>
<td>Members of the Association.</td>
</tr>
<tr>
<td>“Parent Body”</td>
<td>All parents/guardians having children at the School.</td>
</tr>
<tr>
<td>“Principal”</td>
<td>A professionally qualified teacher who heads up the scholastic and educational activities at the School.</td>
</tr>
<tr>
<td>“PTA”</td>
<td>Parent - Teacher Association consisting of the elected representatives from the Parent Body and Staff of the School.</td>
</tr>
<tr>
<td>“Management Committee”</td>
<td>A committee that acts in an advisory capacity to the Principal of the School and form an appeal board for disputes.</td>
</tr>
<tr>
<td>“School”</td>
<td>Escola Emanuel, to be governed in accordance with this Constitution.</td>
</tr>
<tr>
<td>“Kindergarten”</td>
<td>Emanuel Kindergarten, a pre-primary School under Escola Emanuel Association and governed in accordance with this Constitution. The term, School, will also include the Kindergarten that serves students from 3 – 5(6) years old.</td>
</tr>
<tr>
<td>“Pre-School”</td>
<td>Grade 0 (Pre-School with ACE and Christi) which is included in the Kindergarten.</td>
</tr>
<tr>
<td>“Curriculum”</td>
<td>The chosen curriculum for the various programs that the School and Kindergarten is offering.</td>
</tr>
<tr>
<td>“Staff”</td>
<td>Administration personnel, Monitors and Supervisors (Teachers) of the School, and other workers.</td>
</tr>
<tr>
<td>“Statement of Faith”</td>
<td>A document containing the code of faith as set out in Clause 4, which must be subscribed to and upheld by each of the members of the Management Committee, the staff employed by the School and parents with children at the School.</td>
</tr>
</tbody>
</table>

Where the context so requires, any words importing the singular shall include the plural, and vice versa.
2. Name, Address and Registration

The name of the School

- The name of the School shall be Escola Emanuel
- The name of the Kindergarten shall be Emanuel Kindergarten
- The name is derived from the scripture: “Therefore the Lord himself shall give you a sign; Behold, a virgin shall conceive, and bear a son, and shall call his name Immanuel (God with us)”. Isa 7:14 (Bible, Amplified Version)

The street address of the School is Avenida União Africana 6905, Lingamo, Matola, in the Maputo Province, Mozambique.

The School is registered with the Mozambican Department of Education as an independent private School after the registration of the Association of Escola Emanuel.

The Kindergarten will be registered with the Mozambican Department of Social and Woman affairs as an independent private pre-primary School.

3. The School to have Corporate Existence

The School shall:

- Be a body corporate with succession capable to sue and be sued in its own name and of acquiring rights and incurring obligations distinct from its members;
- Continue to exist even when its membership changes and there are different office bearers;
- Be able to own property and possessions; and
- Keep all the moveable and/or immovable property owned, and/or registered in the name of the School. The donator may withdraw no donation to the School at any time.

4. Statement Of Faith

We believe...

in the One Almighty God, who has revealed Himself through His Word as Father, Son and the Holy Spirit.

the Holy Scriptures of the Old and New Testaments to be the verbally and plenary inspired Word of God.

That Jesus Christ, our Savior and Lord, said,

“Jesus saith unto him, I am the Way, the Truth, and the Life: no man cometh unto the Father, but by Me. If ye had known Me, ye should have known my Father also: and from henceforth ye know Him, and have seen Him.” John 14:6-7 (Bible, KJV)

“He that believeth on Me, as the Scripture hath said, out of his belly shall flow rivers of living water.” John 7:37-38 (Bible, KJV)
God’s promise:

“When thou passest through the waters, I will be with thee; and through the rivers, they shall not overflow thee: when thou walkest through the fire, thou shalt not be burned; neither shall the flame kindle upon thee. For I am the LORD thy God, the Holy One of Israel, thy Savior: I gave Egypt for thy ransom, Ethiopia and Seba for thee.”

Isa 43:2-3 (Bible, KJV)

Our response:

What shall we then say to these things? If God be for us, who can be against us? Nay, in all these things we are more than conquerors through him that loved us.

For I am persuaded, that neither death, nor life, nor angels, nor principalities, nor powers, nor things present, nor things to come. Nor height, nor depth, nor any other creature, shall be able to separate us from the love of God, which is in Christ Jesus our Lord.

Romans 8:31, 37-39 (Bible, KJV)

5. Vision Statement of the School

The Vision of the School is to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, good citizenship and academic excellence.

6. Purpose and Objectives of the School and Kindergarten

6.1 The Association of Escola Emanuel will provide Christian based education from Kindergarten to Grade 12 (which may change from time to time depending on demand, based on decisions made by the Board), to children in Maputo and the Maputo province.

6.2 The language of instruction will be English.

6.3 The School will use the ACE (Accelerated Christian Education) program, as adapted and supplied by Accelerated Christian Education Ministries. The program is academically sound, based on each individual child’s own learning ability, which facilitates learning through self-instructional materials, is achievement oriented and self-motivational.

6.4 Emanuel Kindergarten will provide early childhood development services for children between the ages of 3 – 5 years in the Maputo area who wish to continue schooling at Escola Emanuel.

6.5 Emanuel Kindergarten will use the Step-by-Step Early Childhood Development (ECD) Program recommended by ACE, and in addition the “Speaking English With ACE and Christi” program to introduce English as second language. Furthermore, it will use the Pre-School with ACE and Christi Program (Gr. 0) for the 5 year olds in order to prepare them for the School.

6.6 The School and Kindergarten will serve as Christian Institutions to assist parents/guardians to ‘train up a child in the way he should go’ (Proverbs 22:6), in obedience to the commandments of God, according to the Scriptures in the Word of God.
6.7 The School and Kindergarten will endeavor to equip each child with sound Biblically-based educational and life skills, as well as Godly wisdom, insight and character, in order to become mature, stable and productive members of society.

6.8 The School and Kindergarten shall assist parents/guardians to define each child’s mission in Jesus Christ. This process is based on the belief that each and every child has a unique calling in God (Ephesians 1:4-5).

7. Organizational Structure

The organizational Structure of the School and Kindergarten consists of the following:

7.1 The Management Committee shall consist of the following members:

- The Principal, who will assume the position of Chairperson
- A Financial Advisor, (preferably the Administrator).
- A Staff Representative.
- A Christian member of a local church (preferably a parent, who is an Elder or the Pastor) appointed by the Leadership, who will serve as an advisory member being concerned with moral monitoring.
- A parent/guardian to represent the parents of the children at the School, who will be nominated by the parents and appointed by the Leadership.

7.2 No person shall be eligible for appointment to the Management Committee if he/she would be disqualified in terms of the provisions of the Clause, Disqualification of Members of the Management Committee.

7.3 In the event that no one is available to fill the above posts, then a person may be appointed by the Leadership to fill the post.

7.4 The Principal, in conjunction with the Management Committee, will see to the daily management of the School.

7.5 A keen School Pastor will be appointed on a term-to-term basis and shall be available three hours per week for chapel and devotions, and consultation with students, when required.

8. Liability of Members of the Management Committee

No member of the Management Committee shall be personally liable for any debt, damages or loss of any nature whatsoever of the School, unless his/her actions were in contravention of the terms of this Constitution and/or were not duly authorized by the Board.

9. Disqualification of Members of the Management Committee

A person shall not be fit, or shall cease to be fit for membership of the Management Committee if:

9.1 Such person is, in the sole opinion of the Leadership, a person whose appointment to or continued membership of the Association or Management Committee cannot be recommended by them;
9.2 He/she demonstrates questionable character and/or behavior, as judged on Biblical grounds by the Leadership;

9.3 He/she is convicted in a court of a criminal offence and sentenced to imprisonment without the option of a fine;

9.4 He/she is declared insane or is diagnosed as suffering from any form of mental illness that affects the person’s ability to make clear decisions; or

9.5 He/she is declared insolvent, whether provisionally or finally.

10. Terms of Office of Management Committee Members

10.1 The Leadership (Management Committee Members who are members of the Board ex officio, i.e. the Principal, Administrator and the Staff Representative) shall remain in office for as long as they retain the posts to which they were appointed. Any vacancies in any of these posts may be filled by the appointment of a suitably qualified person(s) by the remaining members of the Management Committee.

10.2 The members appointed in terms of the Organizational Structure shall hold office for a period not exceeding two years, but may be re-appointed on expiry of their term of office. On expiry of the two-year period such members shall retain their office until such time as a meeting has been held and they have been re-appointed or replaced.

11. Vacancies on the Management Committee

A vacancy will occur, and shall be filled, in accordance with the provisions of the Organization Structure, when a member:

11.1 Is disqualified in terms of the provisions of Clause 9;

11.2 Resigns or for any other reason vacates the office on which his/her appointment to the Management Committee depends, in terms of Clause 9;

11.3 Passes away; or

11.4 In the case of a member appointed in terms of the Organization Structure, is absent from 3 meetings in succession of the Management Committee, without the consent of the Chairman of the Board, having first been obtained, or in the case of a Parent Representative, no longer has a student attending the School.

12. Powers, Duties & Functions of the Management Committee

12.1 The Management Committee shall have the following powers, functions and duties:

12.1.1 To be the official voice of the School, inclusive of the Parent Body;

12.1.2 To ensure adherence to the terms and conditions contained in this Constitution by the School and everyone concerned with the administration and running of the School;

12.1.3 To recommend and appoint or dismiss staff for the School;

12.1.4 To administer and keep all letters of appointment and job descriptions of all staff members;

12.1.5 To ensure that the School in its practice and belief stays true to the Statement of Faith as recorded in this Constitution. In all its decisions and actions
the Holy Bible shall be the ultimate guideline of the School. The School practice shall be Christian Education in Spirit and in Truth;

12.1.6 To appoint any committees that may be deemed necessary from time to time and to co-opt any person(s) recommended by the Principal, Administrator or the Management Committee for specific purposes, and to review, approve, alter or disregard any of such committees’ recommendations or findings;

12.1.7 To support the Principal, Administrator and staff in maintaining high academic standards and moral standards, and to see to it that the franchise conditions of Accelerated Christian Education are maintained, and that its educational policies and conditions are adhered to. Any lack of agreement, dispute or difference of opinion arising within the Management Committee in this respect shall be referred to the Board of Directors of The Association of Escola Emanuel for its recommendations;

12.1.8 To see to it that students and staff who are guilty of any behavior or practice contrary to the School policies be disciplined or put on probation, as applicable. In addition they shall further sanction the permanent removal of any student or staff member who violates School rules or demonstrates behavior that calls for permanent expulsion;

12.1.9 To set the School terms, School hours and uniform of the School;

12.1.10 To ensure that the School opens each morning with a Scripture reading, as well as prayer, and

12.1.11 To ensure that the School premises, buildings, facilities and equipment are properly maintained.

12.2 The Management Committee, in accordance with the Association of Escola Emanuel, is responsible for the management and steering of the financial matters of the School, and for seeing to it that all necessary steps are taken to ensure that healthy financial practices and policies are maintained. In fulfilling this it will, in particular, have the following responsibilities:

12.2.1 To cause books of account to be kept and to be audited by properly qualified auditors;

12.2.2 To meet with the Association of Escola Emanuel in order to approve an annual budget for the School, as well as to ensure the production of annual financial statements;

12.2.3 To recommend funding priorities;

12.2.4 To recommend, review and approve the setting of School and enrolment fees annually, and / as when deemed necessary;

12.2.5 To recommend, review and approve staff salaries and benefits annually and / as when deemed necessary;

12.2.6 To receive and promote donations, bequests, gifts and fundraising activities for the School; and

12.2.7 To ensure that funds available for investment are invested only with registered financial institutions.

12.3 In order to fulfill its duties and functions, it is specifically recorded that the Management Committee, in accordance with the Association of Escola Emanuel, has the power to:
12.3.1 Purchase or acquire the right to use, in any way, land, buildings and any moveable and immovable property it owns;

12.3.2 Manage, insure, sell, lease, mortgage, dispose of, give in exchange, work, develop, build on, improve, turn to account or, in any way, otherwise deal with all or any part of its property or assets;

12.3.3 Borrow money, on such terms as it may in its sole discretion decide, but will never resort to borrowing to fund current expenditure. Take note of the consequences of the Lord’s blessing and its financial impact: - “When the Lord your God blesses you as He promises you, then you shall lend money to many nations, but you shall not borrow.” Deut 15:6 and Deut 28:12;

12.3.4 Secure the payment of borrowed monies in any manner including the mortgaging and pledging of property;

12.3.5 Lend money to any person;

12.3.6 Invest money in any manner;

12.3.7 Open and operate bank accounts; and to

12.3.8 Make donations.

13. Financial Policy

13.1 All financial transactions shall be done in the name of the Association.

13.2 Not less than two members of the Management Committee will sign cheques and all likely financial documents on behalf of the School.

13.3 Proper records and books of account shall be kept truly and correctly reflecting the administration of the School.

13.4 The Management Committee must ensure that an annual budget is compiled for the School and all variances against it monitored on a monthly basis.

13.5 The Management Committee shall ensure that the Administrator keeps a balance sheet of the assets and liabilities of the School and that an income and distribution account are prepared and audited annually in respect of each financial year-end of the School, which shall be 31 December.

13.6 A coded Assets Register will be kept of all moveable and immovable property that will be updated annually with replacement value.

13.7 Monthly Financial Reports will be made available to all members of the Management Committee. Financial statements will be made available annually to all members of the Association. Financial Statements will also be made available to the parents of the School, if requested.

13.8 Additional income may be derived by way of donations from individuals and companies. The Management Committee must ensure that the policies and principles for which the School stands are in no way compromised in the seeking or acceptance of such donations, or that the School becomes in any matter whatsoever beholden to the donor with the exception that such donations will be utilized for the purpose, if any, for which they were given. It is the preferred policy of the School that such additional amounts of income be applied to capital development and not to running expenses.

13.9 The School will cover its operating expenses from income derived principally from the charging of School fees.
13.10 School finances shall be administered in accordance with accepted business practices, provided that such practices fall within biblical principles and have the sanction of the Leadership.

13.11 A Debenture is payable with registration of a student. It is a refundable debt or loan to the School used as an instrument to gain capital, similar to a loan or certificate.

- A Debenture Certificate is issued to certify that the financier is a holder of an interest-free debenture issued by the School and fully paid.
- The title of the debenture will be made out to the legal parent, guardian or sponsor of the student. If a company is responsible for the payment of the debenture, the title of the Debenture Certificate will be made out in the name of the company.
- Debenture funds can only be utilized for the improvement of buildings, towards other infrastructure and towards purchasing of learning material in advance. The amount will increase annually for new members.
- Debentures will be redeemed at a time when the child leaves the School after debits have been recovered from the debenture.

13.12 Unless a calendar months’ notice in writing is given of the intention to remove a student from the School, the School fees for the calendar month following the removal of the student will be payable by the parents/guardians and deductible from the Debenture. If notice is given in the last quarter of the year, fees will be due until the end of November of that year.

13.13 A 5% discount is applicable for a full year’s payment of School fees before 25 January.

13.14 Eighteen percent (18%) interest will be charged on arrears of School fees.

13.15 The Management Committee will recognize and uphold the principle that God has and does provide materially, as we are obedient to His voice (Matt 6:33).

14. The Parent Body and Parent-Teacher Association (PTA)

14.1 The Parent Body will have the authority to:

- 14.1.1 Elect parents to represent them on the Parent-Teacher Association; and
- 14.1.2 Elect a member in order to represent them on the Management Committee. The Management Committee reserves the right to appoint the elected member or not.

14.2 The Management Committee will keep a register of members of the Parent Body, which will be updated quarterly.

14.3 The PTA shall promote the code of faith as set out in the Constitution.

14.4 The main aim with the PTA is to creatively organize fund-raising events in order to donate funds to the School on grounds mentioned in the Constitution.

14.5 The PTA may form sub-committees with no less than 3 members for specific tasks assigned by the PTA.

14.6 The spiritual leader of the Management Committee will have insight into the activities and give advice.
14.7 The positions on the PTA shall consist of:
  • Chair
  • Vice Chair
  • Secretary
  • Treasurer
  • Organizers of special functions (with portfolios/committees from time to time)

14.8 Conduct

14.8.1 Liquor at Functions
  • No liquor is to be sold or consumed on the School premises.
  • If any event is held off the School premises, liquor may not be sold for the benefit of the School or Kindergarten.
  • For each event, the behavior of all the participants, attendants and the nature of the events, should reflect the Christian values of the School or Kindergarten.

14.8.2 The School and Kindergarten’s core values should always be reflected on and off premises by all staff, students and parents.

15. Meetings

15.1 Management Committee Meetings
  • All meetings will take place in accordance with accepted procedures for Board Meetings, as amended from time to time, and as modified or adapted by the Management Committee (MC).
  • Proper minutes of all meetings of the MC shall be kept by the Secretary.
  • The Principal shall be the Chairman of the MC ex officio, and in his/her absence or by delegation by him/her, the Administrator, or whoever else he/she may appoint.
  • The MC shall, as far as possible, govern by consensus.
  • The Chairman shall have a second or casting vote in the event of a resolution being put to the vote, and an equal number of votes for and against being recorded.
  • The Management Committee shall meet as often as the need arises, but at least once per month. The Chairman will call all meetings. Not less than seven (7) days notice of every ordinary meeting will be given, specifying the place, day and hour of the meeting.
  • The chairperson or two members of the Committee may call a special meeting, if required, and should inform the other Committee Members 21 days in advance, including the date, place, time and purpose of the meeting. If one of the matters to be discussed is to appoint a new Management Committee member, then those calling the meeting must give the other Committee Member not less than 30 day’s notice.
15.2 Annual Feedback by the Management Committee

• The Management Committee will submit reports on the general work, activities and financial position of the School and Kindergarten to the Association during a meeting, once per quarter.

• The Management Committee will report on finances and provide a budget for the following year, during the meeting of the last quarter of a financial year.

15.3 The Management Committee will cause proper minutes to be kept of the proceedings of all meetings, copies of which will be handed to the Members of the Board not more than Fourteen (14) days after such meetings.

15.4 The quorum for all meetings, including PTA meetings, will be two-thirds.

15.5 The Chairman of the Management Committee will have the casting vote in all deadlock situations relating to the School and Kindergarten.

16. Grievance Resolution

16.1 Any grievances, which parents, guardians or staff might have regarding the School or Kindergarten, will be handled as follows, taking into account Matt 18:15-17:

16.2 Disciplinary matters will be discussed with the Principal of the School. If the result is unsatisfactory, the parent, guardian or staff member has the right to approach the Management Committee. Disciplinary regulations regarding students are set out in the Student Handbook.

16.3 The Principal may refer spiritual matters to the Term School Pastor or the Elder who serves on the Management Committee.

16.4 Academic issues must be addressed in the first instance to the Principal, the Supervisor, and the Parent Representative. If no resolution is found, the parent/guardian has the right to request a special meeting in order to address the issue directly to the Management Committee.

17. Admission and Language Policy

17.1 The School and Kindergarten admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students of the School. However, attendance is a privilege and not a right.

17.2 The language of instruction will be in English. Portuguese and Afrikaans are offered as additional languages. English will be the preferred spoken language in the School and on the playground, in order to enhance competency of the English language.

17.3 All student candidates must have one born-again parent/guardian or at least God-fearing parents/guardians (who may become believers). Children of non-believers may be considered for acceptance should the Principal and Administrator feel led by the Holy Spirit to do so.

17.4 Emanuel Kindergarten students must be 3 years of age by 1 January in the year of enrolment and no more than 5 years of age.

17.5 Emanuel Kindergarten students are not required to be literate in English. They will follow the Speaking English Program concurrent with the Step-by-Step Curriculum.
17.6 All students must live within reasonable proximity of the School, for practical reasons.

17.7 Parents/guardians must have financial resources to enable them to meet the financial requirements of the School and Kindergarten in order to avoid children to be expelled from School.

17.8 All students must have undergone all the necessary immunizations required by the Ministry of Health in Mozambique [http://www.misau.gov.mz/]

17.9 Requirements for enrollment of Students:

- For enrollment into Grade 0, students must be 5 years of age, by 1 January of the same year, and be no more than 8 years of age.
- In order to gain entrance to the School, students will be subject to Diagnostic Tests, after which they will be placed in the relevant grade.
- Students aged 7-8 years, who are not competent in English, will complete the first 15 weeks of the School’s “ABC’s with Ace and Christi”, commencing in January of each year together with the Speaking English Program.
- Students older than 8, should be literate in English or successfully complete the Speaking English Program in the Bridging Class, commencing in January of each year. Students not competent in English will remain in the Bridging class until diagnosed as ready to continue studies in English in the relevant learning center.
- No student will be accepted into a grade in which they will be two or more years older than the accepted age for that grade.
- Only in exceptional cases will students from a non-ACE standard higher than grade 4 be accepted.
- All parents/guardians will be required to attend the Parent Orientation; failing to do so will result in cancellation of acceptance of students by the School.

17.10 English as Second Language (ESL) programs:

- Students, who are tested NOT READY TO READ with the Reading Readiness test, will be placed in Grade 0 and complete the Speaking English with Ace and Christi sessions presented in the Kindergarten.
- Students, who are tested READY TO READ with the Reading Readiness test (80% and above), between the ages of 6 – 8, will complete the “ABC’s with Ace and Christi” Program, commencing in January of each year. Non English speakers will attend the daily Speaking English with Ace and Christi sessions presented in the Kindergarten.
- Students, who are aged 9-12 and not fluent in English, shall attend the Bridging Class and complete the Speaking English with Ace and Christi Program to lay a secure foundation of English communication skills and vocabulary before they do the ABCs phonics Program and the Phonics review PACE. Thereafter, they will be diagnosed and continue with PACE work until they are able to work independently and move into the main stream program.
- Students older than 13 shall use the English as Your Second Language Program, followed by diagnosis into the individual program.

17.11 All parents/guardians must attend at least two Parent Meetings per annum. An attendance register shall be kept. Failing to do so, will cause ignorance with regard to the child/children’s progress and can cause severe misunderstandings.
17.12 Enrolment fees are payable with registration after a student has been accepted.

17.13 A debenture is payable with registration (refer to paragraph 13: Financial Policy).

17.14 Students must reside with at least one parent or guardian who takes daily responsibility for the student’s academics.

17.15 The Management Committee reserves the right of admission of students to the School or Kindergarten.

17.1 Each parent/guardian should sign the Constitution acceptance form on the last page (Annexure B) and return it to School within 7 days of registration of the student(s).

18. Dissolution of the School / Kindergarten

The Association of Escola Emanuel may dissolve or close or move the School if 80 percent of the members of the Association of Escola Emanuel at a Special Meeting convened for the purpose of considering such matters, be in favor of closure or dissolution or moving the School.

Should the School be dissolved or for any reason whatsoever cease to exist as a School then all movable property shall be given and transferred to another School or organization with the same objectives within the Republic of Mozambique, provided that such School or organization also qualifies as a non-profit organization.

19. Amendments to the Constitution

This Constitution may only be amended by a special meeting of the Association of Escola Emanuel convened for this purpose, and provided that notice of such meeting, setting out each of the proposed amendment(s), with a short motivation for each, is served on all members of the Board at least 14 days before the date of the special meeting. A quorum of not less than \( \frac{3}{5} \) of the members of the Board is required, with not less than \( \frac{2}{3} \) of those present in agreement, before any proposed amendment(s) may be passed.

20. Adoption of the Constitution

This Constitution was approved and accepted by members of the Association of Escola Emanuel at a special (general) meeting.

Signed at __________________________________ on the ________day of _______________20____

CHAIRMAN (GENERAL ASSEMBLY)
MARK MILLARD

______________________________ ____________________ ____
WITNESS SIGNATURE

_______________________________
NAME (PRINTED)
Signed at _____________________________ on the ________day of _______________ 20__
SECRETARY (GENERAL ASSEMBLY)
SALLY KAMAU

______________________________
WITNESS
______________________________
SIGNATURE
______________________________
NAME (PRINTED)

Signed at _____________________________ on the ________day of _______________ 20__
MANAGEMENT COMMITTEE MEMBER
(CONSELHO DE DIRECÇÃO)
AMANDA FERREIRA

______________________________
WITNESS
______________________________
SIGNATURE
______________________________
NAME (PRINTED)
APPENDIX A

REPORTING ORGANIZATION STRUCTURE OF THE ASSOCIATION OF ESCOLA EMANUEL

Association of Escola Emanuel

Management Committee

Principal

PTA

Administrator Secretary

Sport & Terrain Administrator & Service Staff

Emanuel Kindergarten Teaching Staff

Escola Emanuel Supervisors & Monitors
I/We ______________________________, hereby confirm that I/we have read the Constitution and the School Handbook, accept the Statement of Faith and will abide by the policies of the Constitution.

Signature: Father / Guardian ______________________________ Date ________________

Signature: Mother / Guardian ______________________________ Date ________________