

QAD Shura (Consultative) Council

Charter

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1. Purpose of the QAD Shura Council

The purpose of the Shura Council is to generate, review and submit proposals for initiatives to the school leadership team. It channels engagement and contributions from the wider QAD community and gives voice to students, parents, teachers, and alumni in key decision-making.

2. QAD Shura council Structure

The QAD Shura Council is formed of 12 members and 1 facilitator (member of the school leadership team).

- 1 Shura Speaker (nominated by QAD Director from those elected by Parents/Alumni association)
- 2 Shura Deputy Speaker (nominated by QAD Director from those elected by Parents/Alumni association)
- 3 Member (elected by Parent Association)
- 4 Member (elected by Parent Association)
- 5 Member (elected by Alumni Association)
- 6 Member (elected by Alumni Association)
- 7 Teacher Representative (elected by Teacher & Staff Association)
- 8 Teacher Representative (elected by Teacher & Staff Association)
- 9 Teacher Representative (elected by Teacher & Staff Association)
- 10 Head Boy – Senior School Student Council
- 11 Head Girl – Senior School Student Council
- 12 President Primary School Student Council

2.1 Membership in the Shura council:

- With the exception of students, members of the Shura council are designated for a period of 3 years.
- Members of the Shura council from Parents, Alumni and Teachers are elected by their peers in their respective Association. The election should take place during the first general meeting (associations and committees).
- Members of the Shura council should be proficient in English. Fluency in Arabic is a strong asset.
- Only Parents and Alumni in the Shura Council can apply for the Speaker Role
- The Speaker and Deputy Speaker will be nominated by the Director, based on interviews.
- Membership is canceled in case a member:
 - 1- Decides to step down by submitting a written notice to the school Director.
 - 2- Voted for exclusion unanimously by the Shura Council (school Director to resolve a decision that is not unanimous).
 - 3- Misses 3 meetings in the same academic year.
 - 4- Is no longer in the QAD community (i.e. students/teachers leave the school) or has changed his/her status in the community (e.g. a teacher representative leaves QAD but is still a parent).

2.2 Role and responsibility of members in the Shura Council:

Shura Speaker	<ul style="list-style-type: none"> ● Chairs the Shura council meetings and ensures that all voices are heard, and proposals are coherent and complete. ● Attends the Board meetings
Shura Deputy Speaker	<ul style="list-style-type: none"> ● Prepares and shares the agenda for the Shura council meetings (2 weeks prior to the meeting) ● Covers for the Speaker when needed
Members of the Shura Council	<ul style="list-style-type: none"> ● Identifies (with other members of the association) the key proposals to be raised to the council. ● Reads and fully reviews a proposal that was put on the agenda for each meeting ● Contributes to the discussion on each agenda item/proposal ● Votes on the approval for a proposal to be submitted to the school Director

2.3 Process for selecting members of the Shura Council:

Students	<ol style="list-style-type: none"> 1. Apply for membership in the student council 2. Being either <ol style="list-style-type: none"> a. Head Boy (Elected by Grade 11) b. Head Girl (Elected by Grade 11) c. President of the Primary School Council (Elected by Primary School students)
Parents	<ol style="list-style-type: none"> 1. Apply via general application form to take part in one of the 3 committees (c.f. section 3) 2. Being selected (by the school leadership team) as a member of the committee means that the parent is a member of the QAD Parents Association 3. Be one of the three elected Shura Council members, by the Parents Association (c.f. section 4)
Alumni	<ol style="list-style-type: none"> 1. Apply via general application form to take part in one of the 3 committees (c.f. section 3) 2. Being selected (by the school leadership team) as a member of the committee means that the alumnus is a member of the QAD Alumni Association 3. Be one of the three elected Shura Council members, by the Alumni Association (c.f. section 4)
Teachers	<ol style="list-style-type: none"> 1. Apply via general application form to take part in one of the 3 committees (c.f. section 3) 2. Being selected (by the school leadership team) as a member of the committee means that the teacher is a member of the QAD Teachers Association 3. Be one of the three elected Shura Council members, by the Teachers Association (c.f. section 4)

2.4 Attendance:

There is a quorum at a general meeting when the number of members present is more than 50% (7 members or more).

2.5 Voting & Decisions:

All decisions should be taken by voting of attending members

Where consensus cannot be reached regarding a decision, the speaker shall call for a vote, which shall be decided based on simple majority.

The Speaker, or in his absence, the Deputy Speaker shall have the casting vote in the event of a tie.

2.6 Records:

- All proposals and recommendations made by the Shura Council shall be recorded in the Minutes of Meeting (MoM), signed by the Speaker
- The basis or rationale for recommendations shall also be recorded in the MoM with comments attached as required
- The MoM shall serve as the official record by the Shura Council
- The facilitator or someone assigned by him/her will be the recorder during the meeting.

2.7 Donation & Conflict of interest

- Members in the Shura council shall not accept any donation nor compensation for their role.
- Conflict of interest or the appearance of a conflict between the private interests and official responsibilities of a member of the Shura council will lead to an immediate exclusion of the member from the council.

2.8 Confidentiality

The deliberations and decisions of the Shura council and committees are considered private. Exchanging any of these decisions or discussions outside the Shura Council and/or Committee meetings is a violation and the owner of the matter may be excused from the membership if the decision is approved by the simple majority of the Shura Council.

3. QAD community committees

At QAD, we build our community on engagement and commitment to the improvement of our school life. Therefore, members of QAD Parents, Alumni and Teacher Associations and the Shura Council are selected based on their commitment to one of three themes that are important to our school in the next 3 years.

For 2022- 2025, these committees are:

School Life & Community Building	<ul style="list-style-type: none"> ● Improving student safety, positive behavior, and attendance ● Improving communication & organizing community building events ● Enhancing the physical environment in and around the school building
Experiential learning & skills for life	<ul style="list-style-type: none"> ● Developing co-curriculars & increasing student engagement ● School trips (local and international) ● Activating the Open Campus and exchanges with other learning communities
Value-based education & cultural identity	<ul style="list-style-type: none"> ● Developing a culture of service and respect across the community ● Organizing cultural events to increase awareness and pride in the Qatari Culture ● Hosting events with speakers and influential members of the community

3.1 Role of the Committees:

Committees identify QAD’s needs in each theme and develop proposals to be sent to the Shura Council (via the facilitator).

3.2 General Application for membership in the committees:

- At the start of each 3 years cycle, a General Application for new members of the committees will be sent by SMS and EMAIL to all QAD teachers, parents, and alumni.
- In case a member of the committee needs to be replaced, the school leadership will refer to the same general application to select a replacement.
- The General Application form will ask for:
 - Basic personal information
 - Relationship with the School
 - Choice of the committee
 - Language proficiency
 - A statement of interest

3.2 Structure of the committee:

Each committee will be formed of:

- 3 Parents (top 3 choices from the General Application)
- 3 Alumni (top 3 choices from the General Application)
- 3 Teachers (top 3 choices from the General Application)
- 3 Students (top 3 choices from the General Application)

3.3 Selection criteria:

Committee members are selected based on the following criteria:

- A- Balance of perspectives (gender, primary/senior, ideas expressed in the application)
- B- Past engagement with the school
- C- Relevance of the ideas in the statement of interest

4. QAD Associations

At QAD, we believe in giving a voice to all categories of the school community. We also believe that members in each category bring a specific perspective and have a need to advocate for their perspective on how to improve the learning experience at the school.

Therefore, in addition to the Student Councils, QAD will have a Parents Association, an Alumni Association, and a Teacher Associations. These associations will be formed by members of the three committees:

QAD Parents Association	QAD Alumni Association	QAD Teachers & Staff Association	QAD Student Council
9 members	9 members	9 members	Primary: 24 members Senior: 14 members

4.1 Role of the Associations

The role of the QAD Associations is to:

- 1- Increase participation engagement of each category of the community
- 2- Strengthen communication between the school and the wider community

5. Frequency of meetings

The following frequencies are for statutory meetings that are scheduled at the start of the academic year. Each group may call for additional meetings upon need. Any members' absence to these additional meetings will not be sanctioned, however, vote can still take place as long as more than 50% are present.

- Shura Council meets 4 times per academic year
- Committees meet every 2 months
- Associations meet every 2 months (in alternation with the Committee meetings)
- Student councils are school-based activities that meet more frequently

6. Bylaws and revision of this Charter

The addition of bylaws to this charter can be the object of a proposal by the Shura Council and submitted for approval by the School Director.