

## **THE CONSTITUTION FOR RABI HIGH SCHOOL.**

- NAME** : The Name of the School shall be Rabi High School
- PURPOSE** : To promote High School education and high moral standard for the betterment of all the future generations.
- AIMS** : The aims of the High School shall be:-
- a) To develop the child physically, mentally, morally, socially and spiritually.
  - b) To promote Banaban Cultural activities and understanding.
  - c) To up-lift the standard of education as a whole on Rabi.
- STUDENTS** : The students of the school shall be open to all children on Rabi and nearby islands, regardless of race, sex and Religion.

### **RUNNING OF THE SCHOOL:**

- (a). The school shall function under a chosen ruling body called “THE BOARD OF GOVERNORS”.
- (b). The Board of Governors shall consist of the following members:
  1. The Chairman, of the Rabi Council of Leaders.
  2. Eight other members of the Rabi Council of Leaders.
  3. The Principal or his representative.

### **DUTIES OF THE BOARD OF GOVERNORS:**

1. To develop and manage the school.
2. To assist the Principal in the smooth running of the school.
3. To be responsible for the appointment and dismissal of non-civil servant teachers in the school.
4. To approve all financial transactions and ensure that proper financial records are kept for the school.
5. To organize the raising of the extra funds necessary for the upkeep and development of the school.
6. To set the level of fees for students attending the school, subject where applicable, to the regulations of approval of the Ministry of Education, Youth and Sport.  
To determine nominal rental for the school’s staff quarters and to review such rentals as and when necessary.  
To provide grant to the school where applicable.
7. To ensure that the buildings and grounds of the school are kept in good order.
8. To work closely with the Parents and Teachers Association for the betterment of the school.

### **DUTIES OF THE CHAIRMAN:**

1. The Chairman shall preside over all meetings of the Board of Governors at which he is present.
2. The Chairman shall also preside at the Annual General Meeting.

**DUTIES OF THE SECRETARY:**

1. The Secretary of the Board of Governors shall be The Secretary for the Rabi Council of Leaders. He shall have no voting power.
2. The Secretary shall be responsible to keep accurate records of the business of all Board of Governors meeting.
3. The Secretary shall undertake such correspondence on behalf of the school as the Board of Governors may request.
4. The Secretary shall act as the Manager of the school. In his capacity, he shall represent the Board of Governors and shall act in accordance with the decisions of the Board of Governors.

**DUTIES OF THE SCHOOL BURSAR:**

1. The Bursar shall be appointed by the Board of Governors but shall have no voting power.
2. The Bursar shall be responsible to maintain accurate records of all monies received and paid in the name of the school.
3. The Bursar shall present a financial statement to the Board of Governors at all Board meeting.
4. The Bursar shall present a financial statement for the previous year to the Annual General Meeting.

**MEETINGS OF THE BOARD OF GOVERNORS:**

1. The Board of Governors shall meet at least once a term, and/or as often as is necessary for the efficient running of the school.
2. The Secretary shall notify in writing all members of the Board of the Governors of the date, time and place of meetings of the Board of Governors at least seven days in advance.
3. In the absence of the Chairman, the members present may appoint an Acting Chairman who shall chair the meeting.
4. At least seven members of the Board of Governors must be present to form a quorum.

**FINANCE:**

The finance of the School will be provided by the Rabi Council of Leaders except where the school is eligible for government grants.

1. The Board of Governors shall be responsible to determine from time to time the fees to be charged for attendance at the school.
2. The Board of Governors, in consultation with the Principal, shall arrange for the proper receipt, and banking of all monies received by the school.
3. The Board of Governors shall establish and maintain two accounts with any appropriate Banks in Fiji for the purpose of handling the finances of the school. The accounts shall be:
  - (a). Building & Development Grant Account.
  - (b). Recurrent Account
4. All money received shall be receipted on the day it is received and shall be banked as soon as possible.
5. The signatories to the Bank account shall be any two of the Chairman, Secretary and Accountant (RCL).

6. The Accounts shall be audited annually by an Auditor appointed by the Board.
7. Such audited annual accounts shall be presented and approved at the Annual General Meeting with copies sent to the appropriate Ministries.

**DISTRIBUTION OF THE CONSTITUTION:**

A copy of this Constitution shall be provided to each member of the Board of Governors and any parent of the existing students who may show desire.

**ANNUAL GENERAL MEETING:**

- (a). The Rabi High School Annual General Meeting must be conducted before the end of June each year.
- (b). Members of the AGM shall be parents of the existing students, existing staff of the school and members of the Board of Governors.
- ©. Notice of the AGM together with the Agenda should be given to all members prior to the meeting date.
- (d). **Quorum** : At least 50 parents of the total number of parents is required for the AGM.
- (e). The Board of Governors reserves the right to conduct an AGM with members present, where on three (3) consecutive occasions an AGM had been called but a quorum had not been reached.
- (f). The AGM shall be held after the Meeting of the Board of Governors.

**CHANGING THE CONSTITUTION:**

1. Notice of the intended change is to be given in writing to the Secretary at least 14 days prior to the AGM at which the proposed change is to be considered.
2. Written notice over the proposed changes to the Constitution should be given to all members of the AGM at least 7 days prior to the AGM.
3. The Constitution shall only be changed if 51% of the members of the AGM present vote in favour of the change.
4. This constitution shall be reviewed provided the Board of Governors unanimously decide that a review needs to be conducted and submissions of the review are tabled at the next AGM.

.....

(Translation)

**TE TUA AE MAUNGATABU IBUKIN**  
**RABI HIGH SCHOOL**

**ARANA** : Ena aranaki te reirei ba te Rabi High School.

**BUKINA** : Ena karikirakea te rabakau nte kaua-rinan, kateimatoa raoiroin te kantaninga ae ena manena nakon te roro n rikirake.

**OIN TE KANTANINGA:**

Ana boto ni kantaninga te Rabi High School aikai:-

- a) Karikirakean te ataei nte marurung, nte wanawana, nte riai, nte mweraoi ao nte maeu n tamnei.
- b) Kaungan reian te aroaro ao te katei ni Banaba.
- c) Karikirakean aeka ni waaki n reirei ma rabakau nako iaon Rabi.

**ATAEI** : Ataein te reirei ena uki nakoia ataein Rabi ni kabane n reitaki ma atimakoro ake a uakaan, n akea te totoko ibukin te reeti, te aro ke te maane ke te aine ngaia.

**BIRIAKINAN TE REIREI:**

- (a). Te reirei ena makuri iaan te botaki ni babaire ae rineaki ae arana “Te Baba n Tararua”.
- (b). Te Baba n Tararua ae ena kaainaki irouia nakai:-
  - (i). Te Tia Babaire nte Kauntira ni Kairiri.
  - (ii). Waniman kain te Kauntira ni Kairiri iaon Rabi.
  - (iii). Te Mataniwi nte Reirei ke are e matanna.

**RINEAIA KAIN TE BABA N TARARUA:**

- (a). Naake atia n rineaki nte rinerine ae tabangaki ibukin te rabata ae te Kauntira ni Kairiri I Rabi, a atongaki naba bwa atia n rineaki ba kain te Baba n Tararua.
- (b). Antai are e Mataniwi nte Reirei, ea atongaki naba ba kain naba te Baba n Tararua.

**TIBANGAN TE BABA N TARARUA:**

1. Karikirakea ao man tararua te Reirei.
2. Ibuobuoki ma te Mataniwi ibukin kabutiraoan te reirei.
3. Ena tibangana kateirakeaia ke tao kabaneiaia taan tia reirei ake tiaki ana taan makuri te Tautaeka.
4. Ena kariai ni kabane itera ni maane ao man tararuai raoi mwin maane ibukin te reirei.
5. Ena wakin anga ni karekemane ibukin kateimatoan raoiroin te reirei.

6.
  - a) Ena bairea te karinan roo ibukia ataein te reirei nte aro ae e aki aitara ma ana kai ni baire te Botaki n reirei.
  - b) Ena bairea te rente ae tau ibukin kamanenan ana auti ni maeka te reirei ao man karaoiroa te tikera n rente aei man te tai teuana nakon teuana.
  - c) Ena karekea te mwane ni buoka nakon te reirei ngkana iai riaina.
7. Ena kateimatoai ana auti ao ana marae te reirei nakon raoiroia n taai nako.
8. Ena makuri n itabon ma aia botaki kaaro ao taan tia reirei (Parents & Teachers Association) ibukin karikirakean te reirei.

**TIBANGAN TE TIA BABAIRE:**

1. Te Tia Babaire ngaia ae ena kaira ana bowi ni kabane te Baba n Tararua are e iria.
2. Te Tia Babaire ngaia naba ae ena kaira ana Maungatabu te reirei ni katoa ririki.

**TIBANGAN TE TIA KOROBOKI:**

1. Te Tia Koroboki nte Baba n Tararua boni ngaia naba te Tia Koroboki iroun te Kauntira ni Kairiri iaon Rabi. Ena akea korakorana n anga nano nte bowi.
2. Te Tia Koroboki ena tararuai ao man kawakin mwin ni kabane ana bowi te Baba n Tararua.
3. Te Tia Koroboki ena itoman nte koroboki ibukin te reirei iaan ana kariai te Baba n Tararua.
4. Te Tia Koroboki ngaia naba ae ena Manatia ibukin te reirei. N tibangana aei ao e kona n tei ibukin te Baba n Tararua ao man karaoi kanoan ana babaire Te Baba n Tararua.

**TIBANGAN ANA TIA MANE TE REIREI:**

1. Te Tia Mane ena rineaki iroun te Baba n Tararua ao anakea naba korakorana n anga nano nte bowi.
2. Te Tia Mane e bukinaki ibukin tararuan raoi mwin mane aike a reke ao aika a nako ibukin te reirei.
3. Te Tia Mane ena taiborana rongorongon ana mane te reirei ni katoa ana bowi te Baba n Tararua.
4. Te Tia Mane ena taiborana mwin ana kareke mane ao kabane mane te reirei ibukin te ririki are e nako n tain ana Maungatabu te reirei ni katoa ririki.

**ANA BOWI TE BABA N TARARUA:**

1. Te Baba n Tararua e riai ni bowi teuana te tai ni makoron te reirei, ke ni maitina riki ae riai ibukin kabutiraoan te reirei.
2. Te Tia Koroboki ena kaongoia nte koroboki ni kabane kain te Baba n Tararua te bong, te tai, ao te tabo, are ena karaoaki iai te bowi n aki kee iaan itua te bong imain te tai ni bowi.
3. Ngkana akea te Tia Babaire, kain te bowi ake a roko a kona n rinea aia Tia Babaire ni bonomwi are ena kaira te bowi.
4. Itiman maitin kain te Baba n Tararua mai nano ae e kariaiakaki

## **TE MANE:**

Kamanemanean te reirei bon mairoun te Kauntira ni Kairiri iaon Rabi n aki irekereke ma ana mane ni buoka te Botaki n Reirei.

1. Te Baba n Tararua ena bairea te maiti n roo, man te tai teuana nakon teuana, ae ana kabaka ataei nte reirei.
2. Te Baba n Tararua, inanon ana reitaki ma Mataniwin te reirei, ena kateiraoa kawain butimaeen te mane, ao bangkenakina naba.
3. Te Baba n Tararua ena kauki uoua ana akaunti nte Bangke teuana iaon Biti ibukin tararuan ana mane te reirei. Akaunti aikai ana aranaki ba:-
  - (a). Building Development Grant Account
  - (b). Recurrent Account
4. Ni kabane mane ake a reke a riai ni butimaeaki ao man bangkenaki naba inanon te tai ae waekoa.
5. Taan tiaina nte bangke bon uoman mai ibuakoia te Tia Babaire, te Tia Koroboki ao ana Tia Mane te Kauntira ni Kairiri iaon Rabi.
6. Mwin ana karekemane ao kabane mane te reirei ana otetanaki ni katoa ririki iroun te Aoteta ae rinea te Baba n Tararua.
7. Te riboti iaon te mane are ea tia n aotetanaki ao ena tabekaki taekana n ana Maungatabu te reirei bwa ena kariaiakaki ao kaobin te riboti ana anganaki ana Botaki ni makuri te Tautaeaka ake a irekereke ma waakin te reirei.

## **TIBATIBAAN ANA TUA AE MAUNGATABU TE REIREI:**

Ena karekeaki nakoia ni kabane kain te Baba n Tararua ao nakoia na kaaro ake a reirei natia, ngkana a tangiria

## **MAUNGATABU:**

- a) Ana Maungatbu te reirei e riai ni karaoaki imain tokin te namakaina ae Tun ni katoa ririki.
- b) Kain te Maungatabu bon aia Karo ataei ake a reirei ngkai, n raonaki ma kain te Baba n Tararua, ao taan tia reirei..
- c) Te katanoata ibukin te Maungatabu, n raonaki ma kanoan te kaetieti, a riai n anganaki kain te Maungatabu imain te tai ni bowi.
- d) Ngkana e koro te maiti ae nimangaun (50) irouia Kaaro ao kain te Board ao ena riai ni waaki te bowi.
- e) Te Maungatabu ena karaoaki imain tian ana bowi te Baba n Tararua.

## **ONONO IAON ANA TUA AE MAUNGATABU TE REIREI:**

Taekan te onono e riai ni karokoaki nte koroboki iroun te Tia Koroboki n aki kerikaki iaan 14 te bong imain te Maungatabu are na rinanoaki iai te onono aei. Taekan te onono aei a riai n anganaki ni kabane kain te Maungatabu n aki kerikaki iaan 7 te bong imain te Maungatabu are ena rinanoaki iai te onono aei. Te Tua ae Maungatabu ena ti kona n oneaki ngkana 51% kain te Maungatabu aika a boutokoa te onono.

Te Tua ae Maungatabu aei e kona n rinanoaki ngkana e kariaia te Baba n Tararua ma itera ake a riai n rinanoaki ana taiboranaki nte Maungatabu ae na roko.