



POLSKA MACIERZ SZKOLNA

POLISH EDUCATIONAL SOCIETY

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Admission procedures for prospective members and membership rules at the Polish Educational Society CIO *Charity registered in England and Wales no 1159980*

The Polish Educational Society membership is open to:

- Polish supplementary schools operating in the United Kingdom
- Individuals above the age of 18 or organisations other than schools who share the PES' statutory mission and objectives

And who fulfilled the requirements of the registration procedure.

I Polish Educational Society Registration Procedure

I. Polish Supplementary Schools

Polish Supplementary Schools ought to fill out the **Application Form for Schools** and post it together with a complete set of school documents to our office address. The required documents are:

- **statute** (or a different founding document)
- **school rules** (an agreement signed by the parents of children attending the school)
- **documents relating to the safety of children at school** (for example: *safeguarding policy and procedure, child protection policy and procedure, safer recruitment policy*)

Please enclose the proof of payment of the PES membership fees for the current school year (see Section 3).

After receiving the full set of documents together with the proof of payment and after their approval, the school will be added to our data bases and to all PES contact lists. School's info will be also added to the list of schools currently registered with PES which is published on our website. The school will receive an e-mail confirming the registration.

The PES reserves the right to refuse acceptance of a member in accordance with section 9.1.2 of the Statute.

2. Individual Members and Organisations other than Polish Supplementary Schools

The individual or the organisation's representative should fill out the **Application Form for individuals/other organisations** and post it to our office address.

Please enclose the proof of payment of the PES membership fees for the current school year (see Section 3).

After receiving the application form together with the proof of payment and after its approval, the individual/other organisation will be added to our data bases and to all PES contact lists. The prospective member will receive an e-mail confirming the registration.

The PES reserves the right to refuse acceptance of a member in accordance with section 9.1.2 of the Statute.

II Polish Educational Society Membership Rules

I. Honorary Members

Trustees may invite individuals or organisations to become an honorary membership on conditions determined by the trustees. An honorary membership is granted for an indefinite period. Honorary members have the same rights and obligations as other members with the exception that they cannot become trustees and do not hold a right to vote. Honorary members are not required to pay membership fees.

2. Members Ex Officio

All trustees, as long as they exercise their function, are also members of the organisation with the same rights and obligations as other members.

3. Membership Fees

3.1 The PES membership fee is annual and applies for a school year: September - August. If a new member is registered during the summer holiday period, the fee will cover the following school year.

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3.2 The membership fees for all members are determined by the PES Trustees on annual basis and are being communicated in correspondence to all the registered members and on the PES website no later than on the 20th of July of the preceding school year.

3.3 Membership fee payment method

There are 3 ways to pay for the membership:

- Bank transfer to the PES bank account. After the transfer, it is obligatory to send us a transfer confirmation;
- Cheque payable to: The Polish Educational Society CIO and posted to the PES office;
- In cash, personally at the PES office

3.4 Payment deadline

The membership fee is to be paid by the end of December of each school year (eg. the fee for the year 2015/2016 has to be paid by the end of December 2015).

3.4 In the event that a member has not paid the membership fee, the PES will send a written reminder. In the absence of a written reply, the PES reserves the right to remove the member from the members list.

I. Provision of Up-To-Date Information and Contact Person

The Polish Educational Society provides support to Polish supplementary schools. In order for this activity to be carried out, it is essential for schools to ensure that the PES holds up to date information about schools.

Schools are required to provide regular current information by filling out the annual informational survey by the end of November of each school year. Should any of the school's information change during the school year, it is obligatory to inform the PES about the change as soon as possible. This applies, in particular, to the changes in the school management boards and changes regarding the **Persons responsible for contact with the PES**.

The PES regularly sends out information about current projects, changes in legislation and similar to its members. Communication is sent by e-mail and is sent to one person, whose e-mail was designated as the contact e-mail in the application form. This person, hereinafter referred to as **Contact Person** is responsible for forwarding received information to the appropriate people within the school / organisation.

The change of the school's Contact Person shall be reported in writing by the current contact person, giving the name and the function of the new Contact Person at the school and the appropriate phone number, e-mail and postal address.

1. Cessation of Membership

Trustees of the PES have the power to remove a member from the list of members in accordance with section 9.4 of the Statute.

In the period between the motion to remove a member and the final decision, the Trustees have the right to suspend membership.

A member who has been convicted of a crime is automatically and immediately removed from the members list.

Trustees have the right to suspend the membership in the case of a member's criminal proceedings.

2. PES Member Resignation

In order to be removed from the PES members list, a written notice is required.

The termination will take place within 28 days. In the case of Polish supplementary schools, the notice must be given by the person authorised to represent the school.

In case of membership cancellation during the school year for which the membership fee has already been paid, the fee is not refundable.

The membership will terminate automatically when the school or organisation ceases to exist.

1. Members' Rights and Obligations

7.1 Rights

The PES members have the right to:

- regularly receive information from the Polish Educational Society about events organised by the PES and its partners
- receive regular information on issues relevant to the functioning of Polish supplementary schools, about the Polish education abroad and Polish language teaching in the United Kingdom
- participate in the events organised by the PES and addressed to its members
- publication of information about the school on the PES website and on the list of schools registered with the PES
- publications on the PES website, after agreeing on the content, regarding:
 - school's job vacancies
 - info about interesting events organised by the school
- apply for decorations awarded by the PES by the merit of supporting the Polish education abroad
- include information about the PES membership in their materials and to apply for the PES patronage over school events

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- vote at the annual General Meetings (except the Honorary Members)
- and to take advantage of all other services offered to the members

Participation in most of the events organised by the PES for its members is associated with only a modest booking charge.

In order to participate in the events, members must follow application procedures communicated in each case by the office of PES, as well as pay an appropriate fee, in accordance with the price-list published by the PES in September of each school year.

Priority in awarding places for events addressed to member school staff and students is given to members which are schools.

7.2 Obligations

Members have the following obligations:

- to participate in the Annual General Meeting
- to respect and promote the Organisation's good name and a worthy representation of its objectives and interests
- loyalty and confidentiality with regards to the Organisation's internal affairs
- to regularly pay the membership fee
- to provide the current and accurate information required in the application form (all members) and in the informative surveys (schools)
- if possible, to support the PES' activities (for example, the PES Bookshop)