

**BECHUANALAND PROTECTORATE GOVERNMENT
NOTICE.**

The following Rules applicable to European Schools in the Bechuanaland Protectorate, approved by the Resident Commissioner, are hereby published for general information.

C. L. O'B. DUTTON,
Government Secretary.

Mafeking, 18th November, 1929.

**RULES PRESCRIBING THE CONSTITUTION, POWERS,
AND DUTIES OF COMMITTEES FOR EUROPEAN
SCHOOLS IN THE BECHUANALAND PROTECTORATE.**

(1) Every white person over 21 years of age living within the Protectorate shall be qualified for election (or nomination) to a committee for the district within which he or she resides and to vote in such elections unless he or she (1) is an alien, (2) has been punished for an offence for which hard labour has been imposed, (3) has been declared a person of unsound mind; provided that the Resident Commissioner may subdivide a magisterial district into separate School Committee areas for the purpose of these rules, and these rules shall thereupon apply to each such committee as if it were a committee for the whole magisterial district with the exception that only such voters qualified in terms of this rule as reside within the area for which such committee is to be elected may vote for or be elected to such committee.

(2) Election shall be by a majority of votes cast by those qualified to vote in the district and shall take place in the manner prescribed hereunder:—

- (a) On the 1st December in each year the magistrate shall call for nominations to be received by him not later than 11 a.m. on the 15th December, nominations shall be signed by at least five persons qualified to vote in the district and by the person nominated as evidence of his or acceptance.
- (b) In the event of not more than six persons being thus nominated, the magistrate shall declare them duly elected and summon them to the first meeting of the committee to be held during January.
- (c) In the event of more than six persons being nominated, the magistrate shall immediately issue typed voting papers to all persons qualified to vote together with a franked envelope bearing the word "Committee" on the left top corner and addressed to himself and with a request that the voting papers should be posted so as to reach him by 11 a.m. on the 31st December, or if that day be a Sunday, by 11 a.m. on the preceding day. On that day (the 30th or 31st December as the case may be) he will count the votes and declare the six persons who receive the largest number of votes duly elected and summon them to the first meeting of the committee to be held during January.
- (d) In the event of the count of votes not resulting in the election of six persons by reason of an equal number of votes being cast for more than one person, the latter persons shall draw lots to decide who shall be elected as members of the committee.
- (e) No person shall place upon any voting paper any mark or writing whereby a person who gives his vote on that voting paper may be identified.
- (f) The magistrate will invite a delegate from each school area to be present at the opening of the votes cast, in order that they may assist in the scrutiny of such votes. Should there be no delegate present at the opening of the votes the magistrate shall call upon two officials to be present as scrutineers.

(3) The magistrate for the district shall be the chairman of the committee.

(4) The committee should consist of at least five members, including the chairman and may not consist of more than seven members. Three members shall form a quorum. The chairman shall exercise a casting vote only.

(5) The committee shall meet at least four times in the year. Once in each of the following months: (a) January, (b) March, (c) August, (d) November. Date of the first meeting to be fixed by the chairman, and other dates fixed at that meeting.

(6) At each meeting of the committee, the minutes of the previous meeting must be read and signed. *Full* minutes of all committee meetings are to be kept in a book known as the "Minute Book," and three copies of the minutes of each meeting are to be forwarded within seven days of the meeting to His Honour the Resident Commissioner through the resident magistrate of the district in his official capacity.

(7) At the committee meeting held in January each year, there shall be elected a secretary and treasurer—the office being combined. The secretary shall serve written notices to each member of the committee ten days before the date of a meeting.

(8) No teacher shall be a member of the committee.

(9) Special meetings of the committee can be called at any time by the chairman or by the written requisition of any two members of the committee. Also, any six parents having children at school, may by means of a joint petition to the chairman call for a special committee meeting, and such meeting shall be held within seventeen days of the petition being received.

(10) Any member of the committee who shall absent himself (with or without cause) from two consecutive committee meetings without leave of absence first obtained from the chairman automatically ceases to be a member of the committee, and another member of committee shall thereupon be (nominated or) elected by the committee.

(11) All communications shall be through the secretary.

The Duties of the Committee shall be—

- (1) To bring to the notice of His Honour the Resident Commissioner any matter which concerns the welfare and efficiency of the school.
- (2) To take steps to see that the school buildings and premises are kept in good order and repair.
- (3) To appoint teachers, provided the appointment of the teacher has first been approved by the Inspector of Education, and also to dismiss or discharge teachers, provided the approval of the Resident Commissioner has first been obtained.
- (4) To pay teachers and to enter into contracts with them as regards salary, etc., provided the contract has been approved by the Inspector of Education.
- (5) To see that the Government grant is properly expended.
- (6) The treasurer shall keep full accounts of the income and expenditure of the committee in respect of each twelve months ending the 31st March, and in keeping the accounts shall follow the instructions of the Inspector of Education as to the manner in which the accounts are to be kept.
- (7) The accounts shall be available for inspection and audit by any officer of the Administration at any time.
- (8) In March each year, a proper balance-sheet showing the financial position and signed by the chairman and treasurer shall be submitted to the Resident Commissioner through the resident magistrate of the district.

- (9) For every amount paid out for books, labour, etc., a receipt must be obtained and for each amount received a proper receipt must be given—this rule to be invariable.
- (10) The committee shall decide the scale of fees to be paid, and shall have power to exclude from school any pupil whose fees are two months in arrears. They shall also have power to sue for fees not paid.
- (11) Any member of a committee shall have the right to enter the school in respect of which such committee is constituted, provided he does not interfere with the work that is being carried on therein.
- (12) Teachers are responsible to the Inspector of Education, and to him only, for everything connected with the carrying out of their professional duties. School committees must not interfere in professional matters.
- (13) Principals of schools shall receive notice of, and may, at the discretion of the committee, be summoned to any meeting of a School Committee, but shall not vote thereat. A principal shall retire from the meeting if it is desired that he do so.
- (14) European aided schools are for the children of European parents, and the committee shall have the right to refuse admission to any child whom they do not think it is in the interests of the school to admit.
- (15) It shall not be within the power of the committee to alter the School Calendar, but any recommendations in that behalf may be submitted to the Resident Commissioner in their minutes.
- (16) In the case of an outbreak of sickness amongst the pupils the secretary shall notify the medical officer of the district, and the medical officer will decide whether or not, and for how long, the school shall be closed.
- (17) The committee shall be responsible for the proper equipment of the school and for keeping the building in proper repair, and the premises in a satisfactory state.
- (18) The matter of lending the building for other than education purposes shall be within the power of the committee.
- (19) The Inspector of Education will be solely responsible for the code used in the schools and for all examinations. He will also state what textbooks are required, but it shall be the duty of the committee to see that the pupils are properly equipped with books, etc., and that copies of the calendar and the code are possessed by the school.
- (20) The committee should be responsible for the obtaining of suitable accommodation and board for teachers when first taking up an appointment, but the payment for same must of course be made by the teacher concerned.
- (21) The committee shall see that religious instruction is taught in every school, due regard being had to the religious views of the parents concerned.