

Chairman: Mr Raman Sehgal

**Application for membership to
Heliopolis Society for the Cultural and Social Care of
English Speaking Foreigners**

New Cairo British International School (NCBIS) is the sole operating activity of the Heliopolis Society for the Cultural and Social Care of English Speaking Foreigners – known as the ‘Society’.

The Society is an independent, non-profit making, non-governmental organization established under the auspices of the Egyptian Ministry of Social Affairs. As a non-profit organization the only income for the school is generated from fees and this is all used for the provision of educational resources, services, staffing and campus developments that benefit the students.

1. It is important to note that only children of Society members may be enrolled as students at NCBIS. If the parents of a child seeking enrolment at the school are not already Society members, it is critical that at least one of the child’s parents submit the Society registration form at the same time as applying for a place for their child.
2. As a matter of course we encourage both parents to be Society members as membership entitles individuals to attend, speak at and vote at Society meetings, as well as stand for the Board of Directors. As such we have enclosed membership forms for both parents to fill in.
3. There is a nominal annual fee for Society membership which is included in the child’s school fees each year.
4. However, Society membership will not be processed, nor will fees be charged until such time that the child is offered a guaranteed place at NCBIS.

Society Meetings

The main meeting of the Society is the Annual General Meeting (AGM), which is usually held in November or December each year. At this meeting the membership receives the Society’s annual report, the auditor’s report and it elects the Board members. New Board members are elected at this meeting if required.

The Society membership elects the Directors for a fixed term each year. The Directors in turn elect their officers (Chairman, Vice-Chair, Treasurer and Secretary).

The processing of applications normally takes a maximum of two weeks (during term times)

1. The completed form/s with copy of passport for foreigners (work permit/residents visa) and copy of ID for Egyptian nationals are to be submitted to the school Registrar.
2. The form/s are forwarded to the Finance Manager to add the Society fee of LE120 for the first year, and LE 60 for subsequent years (per membership) to your child's school invoice.
3. Society Membership forms are forwarded to the Board of Directors for signature by the Chairman.
4. The Society Membership forms are then passed to the school's Society Representative for registration with the Ministry of Social Affairs. A membership number is then allocated to the applicant.
5. A qualifying period of six months has to elapse after application to qualify for attendance and voting rights at Society meetings.
6. Any Society member seeking election to the Board of Directors must be a holder of a university degree and be able to furnish evidence of this at the time of standing for nomination.

Reviewed: 17th November 2008