

Cayman Prep and High School

Leading the Way.... Excellence in Action



CAYMAN PREP AND HIGH SCHOOL
PARENT TEACHER ASSOCIATION
CONSTITUTION

*Education is a partnership and we require parental involvement.
The CPHS Parent Teacher Association (PTA) is the backbone of parental involvement in our school.
We need **your** help and participation.*



Cayman Prep and High School Mission

Cayman Prep and High School provides a stimulating learning environment, firmly rooted in Christian principles, in which our students become critical, creative thinkers, responsible citizens and life-long learners in an ever -changing world.

Parent Teacher Association Vision

It is the vision of the PTA for parents and teachers to work closely to fulfill their joint responsibility to develop the potential of their child/children's spiritual, intellectual, emotional and physical growth.

Primary Objective of the Association

To positively engage with the school community to provide the best educational experience possible whilst at Cayman Prep and High School and thus allow our children to reach their full spiritual, intellectual, emotional and physical potential.

1. Name of the Association

The name of the Association is The Cayman Prep and High School Parent Teacher Association.



2. Office of the Association

The office will be situated at Cayman Prep and High School, P.O. Box 10013, Smith Road, George Town, Grand Cayman, KY1-1001, Cayman Islands or at such place in the Cayman Islands as shall be notified.

3. Objectives of the Association

The objectives for which the Association is established are as follows:

- a) To afford opportunity for regular contact between parents and teachers, inter-alia, to exchange ideas for the good of the school and pupils.
- b) To help both teachers and parents to recognise the significant part they play in furthering the purpose and in maintaining the standard of the school.
- c) To help in the development of the children by providing a link between the home and the school.
- d) To develop social contacts between parents and between parents and teachers; to provide opportunities for discussion on matters concerning the instruction, guidance, upbringing and discipline of pupils so that there may be better understanding of each other's problems.
- e) To help parents understand the educational system and aims and objectives of the school.
- f) To co-operate with similar bodies for the promotion of the general welfare of the youth in the community.
- g) To help the school by raising funds to be used for such purposes as the Association considers appropriate.
- h) To maintain relations with the School Board in the interests of the general welfare of the school.
- i) To use the facilities of the news media or make representations to the appropriate authorities, to air views on matters affecting the welfare of the school, teachers, parents and children.
- j) Generally to promote the welfare of the school.
- k) To receive and hold such assets as the Executive Committee may in its absolute discretion determine.



4. Membership

- a) Full membership, that is members with the right to vote, shall be open to the teachers of the school and to all parents and legal guardians, provided they have contributed the required P.T.A. levy. Others interested in the welfare of the school may become members without voting rights subject to the prior approval of the Executive Committee.
- b) A general meeting may elect Honorary Members, who shall not be subject to an annual membership fee.

5. Executive Committee

- a) There shall be an Executive Committee of the Association responsible for the carrying out the aims and objects of the Association.
- b) The Executive Committee shall consist of:
 - i) Six elected parent member officers serving in the capacities of
 - President
 - Vice-President/Events Officer
 - Secretary/Communications Officer
 - Treasurer
 - Two (2) Board of Governor Officers;
 - ii) not less than three and not more than eight elected ordinary parent members;
 - iii) one teacher from each of the Primary and High Schools, who shall be appointed by the Director;
 - iv) the Principals of each of the Primary and High Schools, who shall serve ex-officio; and
 - v) the Director of the school, who shall serve ex-officio and without voting rights
- c) Officers shall be elected to their offices by a show of hands or secret ballot at the first full Executive Committee Meeting following the Annual General Meeting.
- d) In the event that any of the positions of President, Vice-President, Secretary, Treasurer or Board of Governor Officer become vacant between Annual General Meetings for any reason, the Executive Committee shall seek and appoint an appropriate replacement as soon as practical.



- e) Board of Governor Officers shall be appointed by the Executive Committee for the purposes of serving as representatives of the Association to the Board of Governors, subject to the Board's approval. Any parent members of the Association who wishes to be considered for the position as a Board of Governor Officer must contact the President and the Director prior to the first full Executive Committee Meeting following the Annual General Meeting. Neither of the two individuals chosen should be full-time teachers or first year parents at the school, save and except where the Executive Committee considers that either or both of them are knowledgeable in the working of the school, or a previous school, or possess skills and abilities, which in their opinion would be of significant value to the other members of the Board. Board of Governor Officers must make best efforts to attend all Board meetings, and each officer is required to report to the Executive Committee once per term on the non-confidential business of the Board.
- f) Executive Committee members will serve for a minimum period of one year, but are eligible for re-election or re-appointment.
- g) With effect from school year 2019/20 Executive Committee Officer member positions shall be for a maximum period of three years save and except for in special circumstances where the Executive Committee considers it would be in the best interest of the working of the school to allow for an extension period of no more than one additional year.
- h) The Executive Committee may appoint special committees to deal with fundraising and/or other events and/or projects as may be approved by the Executive Committee from time to time.
- i) The full activities of the Executive Committee shall be reported to the Association at the Annual General Meeting and at such other times and by such other means as the Executive Committee deems appropriate.

6. Duties of the Officers of the Executive Committee

- a) **President:** The President shall preside at all meetings of the Association and of the Executive Committee and shall assume overall responsibility for the functioning of the Association. It shall also be the duty of the President to prepare a report on the past year's activities for presentation to the Annual General Meeting.
- b) **Vice-President/Events Officer:** The Vice-President shall, in the absence or disability of the President, perform the duties of the President and/or such other duties as the Executive Committee may from time to time prescribe. In addition they shall be responsible for maintaining and publishing an events diary and working with other committee members to ensure events are adequately planned, budgeted for and run smoothly in all



aspects.

c) Secretary/Communications Officer: The Secretary, or appointed nominee/assistant (as may be the case from time to time), shall keep a record of all meetings of the Association and the Executive Committee; keep a list of all voting members of the Association; notify the P.T.A. body of meetings; arrange notices and advertising through the media; and perform such other duties as may be directed by the Executive Committee. In addition they shall be responsible for ensuring the effective communication of the works of the Committee through regular school channels.

d) Treasurer: The Treasurer shall keep a record of the financial standing of the Association; shall have custody of all funds and assets of the Association; keep and maintain a full and complete record of all financial transactions of the Association; and present a Statement of Accounts to the Executive Committee and to other meetings of the Association at such intervals as may be decided by the Executive Committee.

7. Meetings of the Association

a) There shall be an Annual General Meeting of the Association to be held in September of each school year, at which time:

i) reports of the President and Treasurer and any other officer of the Executive Committee shall be presented; and

ii) the parent members of the Executive Committee who shall serve shall be elected or re-elected.

b) The AGM is to be followed by a meeting of the newly elected members of the Executive Committee to fix a date for the first full meeting of the Executive Committee.

c) Additional ordinary meetings of the Association shall be held as the Executive Committee in its discretion may determine.

d) Notice of all meetings of the Association shall be given to members by e-mail and shall be posted on the school website at least five business days before the date of the meeting.

e) If at any meeting the President or Vice-President is not present within fifteen minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.



8. Executive Committee Meetings

- a) The Executive Committee shall meet twice per term whilst the school is in session, or at any other time as determined by the Committee.
- b) At the first full Executive Committee Meeting following the AGM:
 - i) the Committee shall review the objects of the Association ensuring the short, medium and long term goals remain the vision of the Association; and
 - ii) the Committee shall appoint the officer members of the Executive Committee.

9. Quorum

- a) The quorum necessary for the transaction of the business of the Executive Committee shall be **50%** of the Executive Committee.
- b) The quorum for ordinary meetings of the Association shall consist of at least twelve (12) members of the Association.
- c) Decisions of the Executive Committee, and decisions of the ordinary meetings of the Association, shall be reached when necessary by a simple majority of those members present and voting.
- d) The President or other person presiding at a meeting of the Executive Committee and the Association shall have both an original vote and a casting vote when there is equal division on the matter.

10. Financial Year

The financial year-end of the Association shall be 31st August.

11. Finance and Banking

- a) The funds of the Association shall be deposited at a Class “A” retail bank in Grand Cayman, Cayman Islands.
- b) All amounts drawn on the Association’s account must be approved by:
 - i) the President and the Treasurer; and
 - ii) either the Director or the school’s Business Manager.
- c) The funds of the Association will be monitored by the Treasurer in conjunction with and under the supervision of the school’s Business Manager, and as needed under the supervision of the Director, and audited



annually as a part of the school's accounts.

12. Honorary Auditor

An Honorary Auditor, not being a member of the Executive Committee, may be appointed annually at the Annual General Meeting. Such Auditor shall perform the duties of auditing the Association's books and accounts and shall prepare the Auditor's report for presentation at the Annual General Meeting.

13. Committees

- a) Special committees such that the Executive Committee may appoint from time to time may co-opt other persons who are not members of the Association. Such persons will not become members of the Association or be granted any of the rights of membership by virtue of their co-option.
- b) Any special committee appointed must report its work regularly to the President who will in turn report to the Executive Committee.

14. No Legal Authority to Institute Change

The Association has no legal authority, express or implied, to institute changes in the internal organisation of the school. It can however make recommendations to the school or to the Board of Governors.

15. No Discussion of Individual Children

Problems relating to individual children shall not be discussed at any general meeting of the Association or any Executive Committee meeting.



16. Amendments to the Constitution

The provisions as herein contained may be amended in any form if two thirds of the members present and voting at an ordinary meeting agree, provided that written notice of such resolution and the intention to propose it have been submitted to the Secretary one week prior to the meeting and circulated to the members five business days prior to the meeting.

17. Executive Committee to Bind the Association

All acts done at or authorised at any of the meetings of the Executive Committee or of a committee of members shall be binding on the Association, save that any binding contracts and/or external financial commitments entered into on behalf of the Association shall be pre-approved by the President and the Director.

18. Indemnification

Every officer, agent and auditor of the Association for the time being and from time to time shall be indemnified out of the assets of the Association against any and all losses or liabilities incurred by them in the execution and discharge of the duties of their office, except in relation to claims, losses, or liabilities arising as a result of the negligence, fraud or wrongdoing of any of the members.

19. Code of Conduct

- a) All parent members, including advisory members, of the Executive Committee must agree to and sign the Code of Conduct attached as Appendix A as follows:
 - i) the Officers and members of the Executive Committee at the earliest opportunity available following the first full meeting of the Executive Committee; and
 - ii) Board of Governor Officers within seven days of their appointment.



b) Any breach or breaches of the Code of Conduct may result in the removal of a member from the Executive Committee, such removal to be determined by the President and Director, except if the member to be removed is the President in which case it shall be determined by the Director and the Vice-President.

20. Availability of this Constitution

A copy of this Constitution shall be made available to any member of the Association upon their request.

Dated this 26th day of September, 2019.

President

Director



Appendix A – Code of Conduct for parent Executive Committee Members

As a member of the Executive Committee:

1. I will take responsibility for determining, monitoring and keeping under review, the broad policies, plans and procedures to support the aims and objectives of the Association in order to safeguard the interests of the school, its students and the wider school community.
2. I acknowledge that the day-to-day management of the school and implementation of plans and policies of the governing body is the responsibility of the Director and other senior managers of the school.
3. I understand that I have no legal authority to act individually, make statements or express opinions on behalf of Cayman Prep and High School except when the governing body has given delegated authority to do so.
4. I will express my views openly within meetings but accept collective responsibility for all decisions.
5. I will strive to operate as part of a team in which positive support of and for the school and its staff is actively promoted.
6. I will follow procedures established by the school and issues shall be placed in writing to the Director or via the school complaints procedure.
7. I acknowledge that accepting office as a member of the Executive Committee involves a commitment of time and energy and will support the work of the governing body by reading paperwork, attending meetings regularly and accepting a fair share of responsibilities.
8. I will respect complete confidentiality of those items of confidential business that are decided from time to time that should remain confidential.

Dated this day of , 20 .

Executive Committee Member

Position

Director