



MONTESSORI BY THE SEA PARENT TEACHERS GUILD

Guild Constitution

1. The name of the Guild is *The Montessori By The Sea Parents Teachers Guild*.
2. The office will be situated at The Montessori By The Sea ("School") 277 Prospect Point Road PO Box 11747 APO Grand Cayman, Cayman Islands, or at such place in the Cayman Islands as shall be notified.
3. The objects for which the Guild 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 the 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 pupils 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 Montessori philosophy, its educational system and the aims and objectives of the School.
 - f) To promote the development and furtherance of "Peace" according to the Montessori philosophy.
 - g) To help the School by raising funds to be used for such purposes as the Guild considers appropriate.
 - h) To maintain relations with the School's management in the interests of the general welfare of the School.

- i) To use the facilities of news media or make representations to the appropriate authorities, to air views on matters affecting the welfare of the School, teachers, parents, and pupils.
- 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.
- l) To co-operate with similar bodies for the promotion of the general welfare of the youth in the community.

4. Membership

Full membership, that is membership with the right to vote, shall be open to the Teachers of the School and, provided they have contributed the required Guild levy, to all parents and legal guardians, who shall be entitled to one vote per family, not per pupil at the School. Others interested in the welfare of the School may become members without voting rights and subject to the prior approval of the Executive Committee.

5. The Executive Committee

There shall be an Executive committee responsible for the carrying out of the aims and objects of the Guild.

The officers of the Executive Committee, who shall serve for one year, but are Eligible for re-election, shall be the Chairman, Vice-Chairman, Recording Secretary, Corresponding Secretary and Treasurer. No less than four and no more than six ordinary members of the Guild shall be elected at the Annual General Meeting of the Guild. One member of the management of the School shall serve ex officio on the Executive Committee. One teacher of the School, as nominated by management of the School, who shall serve for one year, but is eligible for re-election, shall serve on the Executive Committee. Neither the management representative nor the teacher who together form part of the Executive Committee shall at any time hold the offices of Chairman, Vice-Chairman or Treasurer.

Each member of the Executive Committee shall be entitled to one vote. In the event of a tie in votes, the Chairman shall have the casting vote.

In the event a Committee member misses three consecutive meetings, the Committee is required to reaffirm the member's position on the Committee which shall be done through a simple majority vote. If the Committee fails to affirm the member's active status, the member shall be removed from the Committee. A replacement Guild Member may be selected by the Committee to fill the remainder of the term. The

Committee may also choose a replacement to fill a seat left vacant through resignation or a departure of a Member from the school.

The full activities of the Executive Committee shall be reported to the ordinary meetings of the Guild.

6. Duties of the Officers of the Executive Committee

- a) *Chairman:* The Chairman shall preside at all the meetings of the Guild and of the Executive Committee and shall assume overall responsibility for the functioning of the Guild. It shall also be the duty of the Chairman to prepare the report of the past year's activities for presentation to the Annual General Meeting.
- b) *Vice-Chairman:* The Vice-Chairman shall, in the event of the absence or disability of the Chairman, perform the duties of the Chairman and/or such other duties as the Executive Committee may from time to time prescribe. If at any meeting the Chairman or the Vice-Chairman 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 Chairman of the meeting.
- c) *Recording Secretary:* The Recording Secretary shall keep a record of all meetings of the Guild and of the Executive Committee and shall keep a list of all the voting members of the Guild.
- d) *Corresponding Secretary:* The Corresponding Secretary shall notify the members of the meetings; arrange notices and advertising through the media; and perform such other duties as may be directed by the Executive Committee.
- e) *Treasurer:* The Treasurer shall keep a record of the financial standing of the Guild; shall have custody of all funds and assets of the Guild; shall keep and Maintain a full and complete record of all financial transactions of the Guild; shall prepare and submit to the Guild financial statements covering the year's transactions; and shall present a Statement of Accounts to the Executive Committee and to other meetings of the Guild at such intervals as may be decided by the Executive Committee.

7. Meeting of the Guild

- a) There shall be an Annual General meeting of the Guild to be held in September of each School year, at which time reports of the Chairman and Treasurer and any other officer of the Executive Committee shall be presented. A new Executive Committee and such other officers as may be deemed necessary shall be appointed.

- b) General Meetings of the Executive Committee shall be held monthly, whilst the School is in session, at a time to be determined by the Executive Committee.
- c) Ordinary Meetings of the Guild shall be held twice a year, in November and March, or at any other time determined by the Executive Committee.
- d) Notice of all meetings shall be given in writing by email to all members at least seven days before the date of the meeting.
- e) On the first AGM of the Guild, all parents with children at the School shall be entitled to attend and vote, regardless of whether or not they have yet paid the levy referred to in paragraph 4 above.

8. Quorum

Subject to the provisions of paragraph 15:-

- a) The quorum necessary for the transaction of the business of the Executive Committee shall be 3 members of the Committee.
- b) The quorum for the Ordinary Meetings of the Guild shall consist of at least twelve (12) members of the Guild.
- c) Decisions of the Executive Committee, and decisions of the Ordinary or Extraordinary Meetings of the Guild, shall be reached when necessary by a simple majority of those members present and voting.
- d) The Chairman or other person presiding at a meeting of the Executive Committee and the Guild shall have both an original vote and a casting vote when there is equal division on a matter.

9. Financial Year

The financial year-end of the Guild shall be the end of the school year (June).

10. Finance and Banking

The funds of the Guild shall be deposited at a Class “A” retail bank in Grand Cayman, Cayman Islands.

The signing authority of the Guild’s account shall be:

- >Any amount will require two (2) signatures of the officers of the Executive Committee.

11. 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 Guild's books and accounts and shall prepare the Auditor's report for presentation at the Annual General Meeting.
12. Committees
 - a) The Guild may appoint special committees to deal with matters within their competence.
 - b) Such special committees may co-opt, in an advisory capacity only, persons who are not members of the Guild.
 - c) Any special committee appointed must report its work and findings to the Executive Committee within a reasonable period of time.
13. The Guild has no legal authority, express or implied, to institute changes in the internal organization of the School. It can, however, make recommendations to the School's management.
14. Problems relating to individual pupils shall not be discussed at the Guild's Ordinary Meetings.
15. The provisions as herein contained may be amended in any form if two thirds of the members present and /or voting by email, at a Ordinary or Extraordinary meeting agree, provided that written notice of such resolution and the intention to propose it have been submitted to the Corresponding Secretary one week prior to the meeting and circulated to the members two days prior to the meeting.
16. All acts done at or authorised at any meetings of the Executive Committee or of a Committee of members shall be binding on the Guild. Every officer, agent and auditor of the guild for the time being and from time to time shall be indemnified out of the assets of the Guild 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 or wrongdoing of the member seeking an indemnity.
17. A copy of this constitution shall be available to any member of the Guild upon their request.

Chairman

Secretary