

# CAYMAN INTERNATIONAL SCHOOL



CAYMAN INTERNATIONAL SCHOOL  
CONNECT | INSPIRE | SERVE

# FAMILY SCHOOL ASSOCIATION CHARTER

*Updated May 2024*

## **A Brief Background**

This CIS Family School Association (“FSA”) charter is intended to formalize a parent teacher association at Cayman International School (“CIS”). CIS has a long history of an active parent body, both in formal and informal capacities - which our families, school and students greatly appreciate. The volunteer work of the parent body over CIS’ history is an integral part of the school’s success - yesterday, today and tomorrow.

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## Cayman International School Mission (CIS) and Community Principles

### CIS Mission

CIS' mission is to Connect / Inspire / Serve.

### CIS Community Principles

- **Kindness** - We value kindness. Our kindness is illustrated in all our interactions: with our own children, with others' children, with families, with staff, and with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.
- **Partnership** - We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger; it makes student learning richer by connecting stakeholders in exciting and innovative ways.
- **Sustainability** - We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources and our environmental stewardship is essential in keeping it viable and healthy for generations to come.
- **Good Intent** - We assume good intent. We trust that members of our community have what is best for one another at heart. We engage diverse perspectives with empathy and open-mindedness. We aim to be our best selves in all that we do.

### Cayman International School Family School Association (FSA) Vision

The FSA's vision is to have a well-rounded community where all its members feel welcome and are comfortable sharing their ideas in order for our children to thrive!

### Primary Objective of the FSA

By doing so, our Primary Objective is building a strong community by fostering partnerships between home and school, to enhance the experience for CIS students, staff, and parents. It shall serve all sections of the school through volunteering, (Early Childhood, Elementary, Middle, and High School) recognizing that each section may have different needs.

## Objectives of FSA

- To reinforce the Mission and Community Principles of CIS.
- To help and support the link between the home and the school.
- To support CIS families by promoting positive communication between the school, families, and students.
- To create opportunities to meet other families and teachers, share ideas, concerns, and experiences.
- To create opportunities for discussion in order to enhance the spirit of common understanding and collaboration.

***The FSA is not a forum for direct complaints against either an individual CIS staff, student, or CIS family. Nor shall it have the authority to institute changes in the internal organization and operation of the school and its programming.***

## FSA Membership

All parents and guardians of CIS students, as well as CIS staff members, are members of the FSA and are encouraged to attend Ordinary and Annual General Meetings and take part in FSA events.

## FSA Executive Committee

The FSA will have an Executive Committee responsible for carrying out the aims and objectives of the FSA. The Executive Committee comprises the following volunteer roles: President, Vice-President, Secretary, and Treasurer. All members of the FSA Executive Committee will be volunteers and will neither be compensated nor required to take on personal liability.

## Election of the FSA Executive Committee

All members of the Executive Committee shall share qualities such as dedication, impartiality, and enthusiasm.

The election of the Executive Committee will take place in June of each academic year:

- President and Vice-President are to be elected for a minimum, but not limited to, a two-year period. All other positions on the Executive Committee are for a minimum of one year with the possibility to be reelected
- Members of the Executive Committee should be elected by a show of hands at the FSA Annual General Meeting.
- All members of the FSA are welcome to put their name forward for election provided they have a child currently enrolled at CIS for one school year.

- If a member of the Executive Committee fails to attend regular meetings and does not play an active role in any of the activities of the FSA, the Executive Committee reserves the right to ask the member to step down.

## Duties of the officers of the Executive Committee

- **President** - The President shall preside at all meetings of the FSA and of the Executive Committee and shall assume overall responsibility for the functioning of the FSA. It shall also be the duty of the President to prepare a report on the past year's activities for presentation at the Annual General Meeting.
- **Vice-President** -The Vice-President shall, in the absence of the President, perform the duties of the President and/or such duties as the Executive Committee may from time to time prescribe. In addition, they shall be responsible for maintaining and publishing an event diary and working with other committee members to ensure events are adequately planned, budgeted for, and run smoothly in all aspects.
- **Secretary** - The Secretary shall keep a record of all FSA meetings and the Executive Committee meetings, notify members of meetings, arrange notices and advertising through the media, and perform duties as may be directed by the Executive Committee. In addition, they shall be responsible for effective communication of the works of the committee through the regular school channels (website, weekly current, notice board in the school administration office).
- **Treasurer** - The Treasurer shall keep a record of the financial standing of the FSA, keep and maintain a complete record of the financial transactions of the FSA, present a statement of the accounts to the Executive Committee and to other meetings of the FSA at such intervals as may be decided by the Executive Committee.

## Ex-Officio Members

The FSA encourages representation from all school levels, staff members, and interested bodies. Representation is encouraged by the appointment of ex-officio members to represent different segments of CIS during Ordinary and Annual Meetings. These ex-officio members will be voted in at the Annual Meeting by a show of hands or by proxy. The ex-officio members will be organized as follows:

- 2 EC family representatives
- 2 ES family representatives
- 2 MS family representatives
- 2 HS family representatives
- Up to 3 representatives with specific portfolio, for example, uniforms, room parent, international day, special events

- Up to one staff representative from each of the EC, ES, MS, and HS
- The Director of CIS or their designate, may serve in an ex-officio capacity without voting rights.

A condition of being appointed as an ex-officio member will be the obligation to commit to attend Ordinary and Annual Meetings.

## Meetings of the FSA

### **Types of meetings**

There are three types of meetings: (1) FSA Executive Committee Meetings, (2) Ordinary Meetings, and (3) Annual Meetings.

### **FSA Executive Committee Meetings**

Decisions with respect to the FSA will be made by the FSA Executive Committee during Executive Committee meetings. All decisions will be made by a majority vote, with each member of the FSA Executive Committee having one vote. The President shall have the deciding vote which shall be used only in the event of a tie.

The FSA Executive Committee will report to the FSA in Ordinary and Annual General Meetings.

## Ordinary Meetings

- The FSA will have 5 Ordinary Meetings per year (September, November, January, March, and June), on the second Tuesday of the month.
- The location of the meetings will be on the CIS campus.
- These meetings, which are open to all FSA members, are to discuss FSA plans, hold elections, learn more about the school, and share feedback. The agenda and previous meeting's minutes should be sent/published the Friday before a meeting.
- Ex-officio members will be encouraged to attend the 5 meetings.
- A quorum for Ordinary Meetings will be at least twice the number of FSA Executive Committee member These people will be asked to attend each Ordinary meetings in person or online. If a quorum is not present at an Ordinary Meeting, the FSA Executive Committee may continue the meeting however no resolution may be voted on.
- If the FSA Executive Committee puts forward a resolution for vote during the Ordinary Meeting, that resolution will be decided by a simple majority of those members present at such meeting, whether in person or by proxy.

## Annual General Meetings

The Annual General Meeting ("AGM") will be held to review the past year and vote on a new FSA Executive Committee members. The number of attendees at the AGM will be 13 people: 4 Ex Co members, 8 representatives (2 for each school) and the CIS director (or someone from

leadership team). The AGM date and location will be published 20 days before the meeting. An Executive Committee meeting will be held 1 week before the AGM to prepare for it.

Voting during Ordinary Meetings and Annual General Meetings will be completed by a "show of hands". Members of the FSA will be allowed to authorize another member to vote on their behalf by proxy (sent by email to the [fsa@cis.ky](mailto:fsa@cis.ky) 24 hours prior to the meeting). The FSA Executive Committee will have the power to create rules and procedures for the acceptance and use of proxies; provided it should notify members of such rules in advance. The FSA Executive Committee will have the power to reject any proxy that it reasonably determines is unclear.

## FSA Finance and Banking

- The FSA will not be run to be a profit-making enterprise.
- The FSA will strive to organize 1 or 2 major school events per year. Surplus from these events will be used to sustain the FSA and may be used for experiences, that are approved in conjunction with the school, that benefit the students of CIS whilst ensuring a minimum reserve for the sustainability of the FSA. FSA funds will not be used towards school equipment or facilities.
- It is important to note that the primary objective of the FSA is community building.
- The financial year-end of FSA shall be 30 June.

***A copy of this constitution is made available to any member of the FSA upon their request.***