

**Appendix B: PTA Bylaws**  
**BYLAWS FOR**  
**TRIPLE C SCHOOL**  
**PARENT-TEACHER ASSOCIATION**  
**(As of 29 August 2022)**

**PREAMBLE**

Triple C School is a Christian K-12 school in Grand Cayman that was established in 1941 on the American educational system by predecessor to Church of God Chapels, which remains the sole sponsoring agency of this school. Triple C stands for “creative, Christian character”, which early students at the school identified as being its intended core purpose and guiding virtues. The school is duly licensed under Education Act, 2016, registered as a non-profit organisation under Non-Profit Organisations Act (2020 Revision), and accredited by Association of Christian Schools International and by Southern Association of Colleges and Schools.

This Parent-Teacher Association is an auxiliary agency of Triple C School. These Bylaws have been adopted for this Association and shall replace any and all prior constitutions, bylaws and/or governance documents for this Association. Any changes to these Bylaws to be proposed by the PTA’s Executive Committee requires prior written approval by the School Board.

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**1. Definitions**

**1.1** In these Bylaws, if not inconsistent with the subject or the context:

“**Articles**” means the current amended articles of association for the School.

“**Association**” or “**PTA**” means this Parent-Teacher Association which is affiliated with the School and which shall be governed by the PTA Bylaws.

“**born again Christian**” means a person who has accepted Jesus the Christ as his or her personal Saviour and who testifies to this experience verbally and visibly.

“**Business Manager**” means the current Business Manager of the School.

“**CGC**” or “**Chapel Churches**” means the Church of God Chapels, which was formerly called the General Assembly of the Church of God in the Cayman Islands and which is duly registered as a not-for-profit company under the Companies Act.

“**CAO**” means the current Chief Administrative Officer of the School.

“**Executive Committee**” means the Executive Committee of the PTA as constituted pursuant to these Bylaws.

“**Elementary Principal**” means the current Elementary Principal of the School.

“**fiscal year**” or “**academic school year**” means the period commencing as of the first day of August and ending as of the last day of July in the following calendar year; provided the School Board may at any time resolve to establish a different period for this purpose.

“**Principals**” means the Elementary Principal and the Secondary Principal.

“**PTA Bylaws**” means these bylaws for the PTA and shall also include any amendment thereof that has been duly made pursuant to Article 8.3(m) of the Articles.

“**PTA Representative to the School Board**” means the PTA Representative elected annually pursuant to these Bylaws to be a member of the School Board pursuant to the Articles.

“**School**” or “**CCC**” means Triple C School, which (as sponsored by the CGC) has been incorporated as a not-for-profit company under the Act.

“**School Board**” means the School’s Board of Directors as constituted pursuant to the Articles.

“**Secondary Principal**” means the current Secondary Principal of the School.

“**Senior Administrative Team**” means the School’s administrative team (including the CAO, the Principals and the Business Manager) as constituted pursuant to the Articles,

“**Statutes**” means the Companies Act and every other law for the time being in force concerning companies and affecting the School and/or the Association.

“**term**” means a period of one (1) year.

“**written**” and “**in writing**” mean written or printed (or partly written and partly printed).

“**Zoom**” means the video communications technology of Zoom Video Communications, Inc. that may be used to facilitate and conduct a meeting with participation remotely over the internet.

## **2. Interpretation**

- 2.1** These Bylaws shall be subject to, governed by and interpreted and construed in accordance with the Statutes and other applicable laws of the Cayman Islands.
- 2.2** In the case of any material conflict between the terms, conditions or provisions of these Bylaws and any provision of the said laws, then the said Statutes and laws shall prevail.
- 2.3** In the case of any material conflict between the terms, conditions or provisions of these Bylaws and any provision of the Articles, then the Articles shall prevail.
- 2.4** The headings in these Bylaws are for the purposes of reference only and do not modify, alter, limit or affect its meaning.
- 2.5** All terms used in any one number, case or gender in these Bylaws shall be construed to include any other number, case or gender as the context may require; words importing persons shall be deemed to include corporations and vice versa as the context may require; and the singular shall be deemed to include the plural vice versa as the context may require.
- 2.6** All persons who were duly elected or duly appointed to or otherwise properly functioning in any office or position under the governing rules (whether formal or informal) of the Association in effect prior to these Bylaws being duly adopted shall continue to hold the corresponding office or position under and in accordance with these Bylaws until the first General Meeting of the Association during the current school year or until specifically dealt with by the Board, whichever is the sooner to occur. Any necessary interpretation or clarification thereof shall be provided by the Board.

## **3. Objects**

- 3.1** As an auxiliary agency of Triple C School, the Association shall have and shall pursue the following objects:

- 3.1.1 To create and maintain a productive and pleasant relationship between the parents and/or guardians of the students and the teachers of Triple C School, with the Senior Administrative Team and with the School Board;
- 3.1.2 To encourage parents, teachers and students to fundraise for the benefit and betterment of the School as a whole;
- 3.1.3 To provide an avenue for parents and teachers to engage in open dialogue for the benefit of the students and of the School as a whole;
- 3.1.4 To keep parents informed of activities and developments taking place at the School;
- 3.1.5 To assist with improvement projects for benefit of the School, including procuring equipment and supplies which will be of benefit to the teachers and students of the School; and
- 3.1.6 To provide such assistance to the School, teachers and students as may be requested from time to time.

#### **4. Membership**

- 4.1 Membership of the Association shall be open to all parents (or legal guardians) of students who are currently enrolled at the School and to all current teachers of the School. All such parents and teachers are deemed to be eligible to be members at large of this Association,
- 4.2 The Executive Committee and the CAO acting together shall prepare and update as needed a current register of the Association's membership during each academic school year.
- 4.3 Any member of the Association may (upon request and without charge) be supplied with a copy of these Bylaws.

#### **5. Elections**

- 5.1 In consultation with members of the Executive Committee from the previous year's academic year who have students currently enrolled at the School, the CAO shall convene a meeting of the current PTA membership as soon as is reasonably feasible at the start of each current academic year to elect members of a current PTA Executive Committee; provided, for transition from the 2021-2022 academic year to the 2022-2023 academic year, see Article 2.6 above.
- 5.2 Results of such shall be announced by the CAO before the end of such election meeting and shall also be notified by email or text message to all current members of the Association.

#### **6. Officers and Their Duties**

- 6.1 The Officers of this Association are President, Vice President, Secretary and Treasurer.
- 6.2 The duties of the President are as follows:
  - 6.2.1 To coordinate Executive Committee and General Meeting agendas and content;
  - 6.2.2 To act as chairperson at all Executive Committee Meetings and provides PTA updates at PTA General Meetings,
  - 6.2.3 To act as liaison between the Executive Committee and CCC's Senior Administrative Team and the School Body.
  - 6.2.4. To provide updates from time to time to CCC's Senior Administrative Team;
  - 6.2.5 To assist with the planning and execution of all PTA activities that generate income; and
  - 6.2.6 To provide leadership and support to the Executive Committee at all PTA events.
- 6.3 The duties of the Vice Presidents are as follows:
  - 6.3.1 To assist the President in coordinating Executive Committee and General Meeting agendas and content;
  - 6.3.2 To assist the President in liaising with CCC's Senior Administrative Team and with the School Body;
  - 6.3.3 To assist the President with the planning and execution of all PTA activities that generate income;
  - 6.3.4 To assist the President as requested in his or her role;
  - 6.3.5 To preside at PTA meetings in the absence of the President; and
  - 6.3.6 To provide leadership and support to the Executive Committee at all PTA events.

**6.4** The duties of the Secretary are as follows:

- 6.4.1** To attend to all PTA correspondence as required, including sending calendar invites and reminders for all PTA Executive Committee meetings;
- 6.4.2** To keep written records of all Executive Committee meetings and to provide copies of all minutes to the Executive Committee for approval; and
- 6.4.3** To assist with the planning and execution of all PTA activities that generate income.

**6.5** The duties of the Treasurer are as follows:

- 6.5.1** In conjunction with the School's Bursar and with the School's Business Manager, to maintain records of all monies held by the PTA;
- 6.5.2** To keep an accurate record of all receipts and expenditures of the PTA;
- 6.5.3** To report monthly in writing to the Executive Committee on the status of the PTA accounts, with a copy thereof being sent in a timely manner to the CAO and to the Business Manager; and
- 6.5.4** To assist the President and the Vice Presidents in liaising with the School's Bursar and with the Business Manager to obtain funds as authorised by the Executive Committee.

## **7. Executive Committee**

**7.1** The Association shall have the following members who shall serve as the Executive Committee of the Association for a period of one (1) academic school year: President; 1<sup>st</sup> Vice President; 2<sup>nd</sup> Vice President; Secretary; Treasurer; Event Coordinator (the number and designation of which shall be determined from time to time by the /executive /Committee); the Teacher Representative; the PTA Representative to the School Board; and an Ex-Officio Member.

**7.2** Voting members of the Executive Committee shall be President; 1<sup>st</sup> Vice President; 2<sup>nd</sup> Vice President; Secretary; and Treasurer.

**7.3** Vacancies in the Executive Committee may be filled at any time by the Executive Committee.

**7.4** The Executive Committee shall have delegated unto it all functions and responsibilities of the PTA.

**7.5** Subject to these Bylaws, the Executive Committee may regulate its own practice and procedures as the members thereof from time to time see fit and has power to do everything reasonably incidental or conducive to carrying out its duties and functions pursuant to these Bylaws.

**7.6** The Executive Committee may decide to meet by Zoom.

**7.7** The President shall preside at all meetings of the Executive Committee and in his/her absence, the 1<sup>st</sup> Vice President shall preside. In the absence of the President and the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall preside.

**7.8** The Secretary shall give notification of all Executive Committee meetings and cause minutes to be kept of all such meetings.

**7.9** The duties of the Event Coordinators are as follows:

- 7.9.1** To determine with the Executive Committee the schedule of PTA events for each current academic school year;
- 7.9.2** To coordinate the planning and execution of all PTA activities that generate income; and
- 7.9.3** To ensure that all funds collected at PTA events are provided to the Treasurer or to the School Bursar in order to be promptly deposited into the PTA's bank account.

**7.10** The duties of PTA Representative to the School Board (who under the Articles is required to be a born again Christian) are as follows:

- 7.10.1** To act as the PTA liaison between the Executive Committee and the School Board;
- 7.10.2** To attend all School Board meetings and promptly to report back to the Executive Committee by email or the next meeting of the Executive Committee; and
- 7.10.3** To assist with the planning and execution of all PTA activities that generate income.

## **8. Other Committees**

**8.1** The Association may appoint, when necessary, special committees to deal with any matter.

**8.2** Any such committee appointed must report to the Association on its work and findings.

## **9. Meetings**

- 9.1** After the meeting pursuant to Article 5 above has been held and elected a current Executive Committee, that Executive Committee shall call an Annual General Meeting of all current members of the PTA close to the start of the current academic school year for the purpose of setting PTA priorities for that academic school year.
- 9.2** The current Executive Committee may from time to time call other General Meetings of all current AA membership for such purposes to meet at such times and in such places as the Executive Committee shall deem necessary or advisable. Such General Meetings may also be called by the President or at the request of at least six (6) current members at large of the PTA, who shall satisfy the President of a good reason for so doing.
- 9.3** The Executive Committee shall hold regular meetings as required from time to time, but in no event shall the meetings of the Executive Committee occur less frequently than bi-monthly.

## **10. Quorum**

- 10.1** Fifteen (15) members at large and two (2) Executive Committee members shall form a quorum at any general or special PTA meeting for business to be carried on.
- 10.2** Five (5) Executive Committee members shall form a quorum at any Executive Committee meeting, of which, at least two (2) members shall be voting members for business to be carried on.

## **11. Finance**

- 11.1** Every family with a student attending the School shall pay an annual fee to the PTA, currently C\$50.00. The PTA fee shall be payable by 1<sup>st</sup> August in each academic school year.
- 11.2** The finances of the PTA shall be lodged in a bank and withdrawals shall be made by the School as requested by the Executive Committee from time to time.
- 11.3** The Treasurer shall be entitled to receive an updated statement of account from the School.
- 11.4** The Treasurer shall provide an update on PTA finances at each Executive Committee meeting and at each Annual General Meeting.

## **12. Fundraising**

- 12.1** When conducting any fundraising activities pursuant to these Bylaws, the Executive Committee shall use all reasonable efforts to comply with all relevant provisions of the Statutes.

## **13. Accounts**

- 13.1** As and when required by any of the Statutes respecting books of record and/or financial reports for the PTA, maintaining records pertaining to the PTA and/or private data security, the Executive Committee shall use all reasonable efforts to comply with all relevant provisions of the Statutes.

## **14. Reports**

- 14.1** When making written reports pursuant to these Bylaws that are to be copied or delivered to any representatives of the School, the President or the PTA Secretary (as the case may be) shall address such report to the CAO, with copies to the Principals, to the Business Manager, to the current School Board Chairman and to the current School Board Secretary.

## **15. Amendment**

- 15.1** Pursuant to the Articles, the School Board is empowered to make changes to the PTA Bylaws; provided (when such changes are made by the School Board) the School's Secretary shall promptly notify the Executive Committee in writing.
- 15.2** With the prior written approval of the School Board and otherwise in compliance with the Articles, these Bylaws may also be amended pursuant to the vote of a two-thirds (2/3) majority of current members present at a General Meeting of the current PTA membership; provided (when requesting such approval) the PTA Representative to the School Board shall provide the School Board with a copy of the amendment being proposed by the Executive Committee for vote of the current members; and provided further that (when approved by such 2/3 vote) the PTA Secretary shall promptly so notify the School Board Secretary in writing.