

# The Swiss Group of International Schools (SGIS)

## Articles of the Organization

### 1. Mission

The Swiss Group of International Schools (SGIS) exists to support international schools in Switzerland and neighbouring countries in achieving their educational goals and to provide representation on issues of common interest.

### 2. Objectives

The Swiss Group of International Schools (SGIS) is a non-profit organization whose purpose is to:

- a) promote closer links among teachers, administrators, and students of its member schools;
- b) promote professional development for teachers and administrators;
- c) provide opportunities for arranging educational, cultural, and sporting activities among member schools;
- d) provide a forum for the sharing of educational resources;
- e) represent the concerns of international schools in Switzerland to local and federal authorities;
- f) cooperate and maintain professional contacts with other regional and international educational bodies and associations.

### 3. Activities

- a. Conferences/Workshops:  
Conferences and workshops shall be held regularly during each academic year.
- b. Sports:  
To promote inter-school sports competition at every level, the SGIS Sports Committee, composed of the member schools' Sports or Athletic Directors, shall be established. The SGIS Sports Committee shall recommend the appointment of one of its members as the SGIS Sports Coordinator to the Executive Committee.
- c. Standing Committees:  
To support and promote the purposes of the SGIS, Standing Committees may be created at the discretion of the Executive Committee.

- d. Annual General Meeting (AGM):  
The AGM shall be held in the fall of each year. 50% of the regular member schools shall constitute a quorum. Each regular school designates an official representative who may vote on its behalf. Members shall be notified in writing of the date, location, and agenda of the AGM not less than four weeks in advance.

The functions of the AGM are:

- election of the Executive Committee;
- approval of the Treasurer's Report;
- action on membership recommendations submitted by the Executive Committee;
- consideration of any other business.

Extraordinary general meetings may be called by the Executive Committee, or at the written request of at least 50% of the member schools. Notification requirements shall be the same as for ordinary Annual General Meetings.

#### **4. Membership**

- a. Membership to the SGIS is open to:
- international elementary, middle, and secondary schools within as well as outside Switzerland (Regular Membership);
  - organizations promoting international education (Associate Membership).

All schools applying for regular membership must demonstrate that they conform to the SGIS Criteria for Membership.

- b. At the discretion of the Executive Committee, Honorary Membership may be awarded to individuals who have served SGIS with distinction or to former teachers who take a continuing interest in SGIS matters.
- c. All applications for membership are reviewed and decided upon by the Executive Committee.
- d. The Executive Committee may suspend or terminate a school's membership in SGIS if the school fails to pay membership dues or if it no longer fulfils the criteria for membership as outlined in Article 4a.

#### **5. The Executive Committee**

- a) The Executive Committee shall consist of seven members elected to two-year terms. Executive Committee members shall not serve more than three consecutive terms of office. Co-opted Executive Committee members shall serve out the term of the member replaced.

- b) Executive Committee members shall be drawn from primary and secondary regular member schools and shall be generally representative of the regions in which member schools are located.
- c) Only one representative from any one member school shall be eligible on the Executive Committee. No more than two members of the Executive Committee may be drawn from member schools outside Switzerland.
- d) The Executive Committee shall be responsible for:
  - planning conferences, workshops, and other events which promote the purposes of the organization;
  - establishing an annual budget;
  - establishing membership dues;
  - admitting new schools and organizations to and terminating schools and organizations from membership in SGIS;
  - electing a Chair from its members;
  - appointing an Executive Secretary (see below 6);
  - appointing a Treasurer;
  - appointing the SGIS Sports Coordinator and all Standing Committee Chairs;
  - convening extraordinary general meetings as its discretion, or at the written request of a quorum of member schools (see above 3d);
  - replacing, by co-option, a committee member who resigns;
  - nominating candidates for election to the Executive Committee;
  - reporting on the activities of the organization at the SGIS AGM;
  - editing and publishing a regular newsletter and maintaining a website for the promulgation and exchange of professional information among member schools.

## **6. Secretary**

- a) The Executive Committee shall appoint a Secretary who is responsible for:
  - organizing and publicizing the professional activities of the SGIS (e.g. conferences, workshops, exchanges etc.) as determined by the Executive Committee;
  - acting as liaison with other regional and international educational bodies and associations;
  - recording the minutes of Executive Committee meetings.
- b) The Secretary shall be paid a stipend as determined by the Executive

Committee and shall be reimbursed for expenses incurred in the discharge of his/her responsibilities.

## **7. Nominations and Elections**

- a) Only administrative staff and faculty supported by the Heads of School of regular member schools are eligible for nomination to the Executive Committee.
- b) Candidates are nominated by the Executive Committee and brought to the attention of the membership in accordance with the provisions of Article 3d.
- c) Nominations may also be submitted by member schools, provided such nominations are received by the chair of the Executive Committee at least two weeks before the AGM.
- e) Nominations from the floor at the AGM shall not be accepted.
- f) Voting on the nominations shall be carried out by ballot with each member school's designated representative having a number of votes equal to the number of vacancies on the Executive Committee. Only one vote may be cast by a single school for any one candidate.
- g) Voting by mail shall be permitted, provided ballots are received by the chair of the Executive Committee at least two days before the AGM.
- h) Candidates polling a simple majority of votes cast shall be considered elected to the Executive Committee. In the event of a tie, a second ballot shall be held among the designated representatives present at the AGM.

## **8. Finances**

- a) The organization is supported financially by the membership dues established by the Executive Committee, by donations, and by subsidies granted by other educational bodies and associations.
- b) The fiscal year of the SGIS shall begin on July 1 and end on June 30 of the following year.
- c) Membership dues are payable by September 15 of each year.
- d) The liabilities of the organization are covered solely by the assets of the organization. No single member of the organization or its

Executive Committee may be held responsible for the liabilities of the organization.

## **9. Amendments**

- a) These articles may be amended at an AGM, provided a 2/3 majority of all regular member schools is obtained in support of the amendment.
- b) Amendments may be proposed by any member school or by the Executive Committee, provided they are received by the chair of the Executive Committee at least four weeks prior to the AGM.
- c) Amendment proposals received in accordance with 9b shall be circulated to the membership at least two weeks prior to the AGM.
- d) Voting on amendment proposals shall be by ballot, including postal ballot, at the AGM. Postal ballots must be received by the chair of the Executive Committee at least two days before the AGM.

## **10. Adoption Clause**

The Articles of the Organization of the Swiss Group of International Schools (SGIS) were adopted by the regular membership in September 1991, and supersede any and all other articles previously in effect.

June 30, 1991

Amended on March 4, 1995, Interlaken, and on March 15, 1997 Interlaken and at Rolle, Sept. 30, 2005.