

# **CAPE FEAR ACADEMY FAMILY PARTNERSHIP**

## **BYLAWS**

### **Article I NAME**

The name of this organization will be The Cape Fear Academy Family Partnership, referred to hereafter as the “FP.”

### **Article II PURPOSE**

Section 1 The purpose of the FP will be:

A. To enrich and enhance the educational opportunities of the students at Cape Fear Academy by creating and maintaining an organization in which parents, grandparents, alumni and friends may offer their time and talent to support the school’s academic, social, fine arts, and athletic objectives.

B. To support the Head of School in upholding the mission of the school:

*Cape Fear Academy is a learning community committed to discovering and developing individual potential, preparing each student for success in college and life.*

### **Article III MEMBERSHIP**

Section 1 Membership in the FP will be open to all parents, grandparents, alumni and friends of Cape Fear Academy.

### **Article IV STEERING COMMITTEE**

Section 1 The governing body of the CFA FP will be called the Steering Committee. This group will be composed of 11 volunteer leadership positions to include the President, Vice President of Communications, Vice President of Development, Vice President of Finance and Operations, Admissions Liaison, Arts Liaison, Athletics Liaison, Grounds Liaison, Lower School Liaison, Middle School Liaison, Upper School Liaison and the Assistant Director of Advancement for Development and Volunteer Engagement, who will be a non-voting member. Each member will have one vote. Each Steering Committee member, along with the Advancement Team, is responsible for recruiting other volunteers under their jurisdiction.

Section 2 All actions of the Steering Committee will be in accordance with the mission, the policies, and the procedures of the Academy as interpreted by the Head of School and/or the direct action of the CFA Board of Trustees.

Section 3 The Steering Committee will be responsible for the general management of the activities of the FP.

Section 4 Regular meetings of the FP Steering Committee will be held at least four times during the school year. The President will be responsible for notifying members of the dates of these meetings. Other meetings may be called at the discretion of the President provided members are notified at least one week in advance.

Section 5 Quorum and Voting: A simple majority of the members of the Steering Committee will constitute a quorum and each member will have one vote. You must have quorum in order to take a vote. Simple majority rules. The FP President will only vote in the instance of a tie.

## **Article V STEERING COMMITTEE MEMBERS**

Section 1 Number and Title – President, Vice President of Development, Vice President of Finance and Operations, Admissions Liaison, Arts Liaison, Athletics Liaison, Grounds Liaison, Lower School Liaison, Middle School Liaison, Upper School Liaison. Their principal duties are as follows:

a. **The President** will preside at all meetings of the FP. The President will make appointments of special committees as deemed necessary. This person will be the primary point of contact with the Head of School and the CFA Board of Trustees.

b. **The Vice President for Finance & Operations** will preside in the absence of the President. Their duties will consist of maintaining the financial books of the FP by keeping a full and accurate account of receipts and expenditures, will approve disbursement of funds by the CFA Business Office as directed by the Steering Committee, will present a financial statement at every meeting of the FP and at other times fiscal year, will prepare a financial end-of-year statement for presentation to the FP Steering Committee. The VP of Finance and Operations, along with the FP Steering Committee, is responsible for drawing up the annual budget of the FP.

c. **Vice President of Development** will provide volunteer support and oversee and manage Chairs for 50/50 Raffle, Biennial Auction and Gala, Biennial Porch Party, and Mini Grants.

d. **Admissions Liaison** will serve as the liaison between the parents and the Admissions Team, provide volunteer support, and manage Chairs of Open Houses, Feeder School Outreach, Welcome and Assimilation Activities and Prospect Follow-Up.

e. **Grounds Liaison** will oversee the planting of pots/annuals around campus and the fall/spring family campus beautification days.

f. **Arts Liaison** will provide volunteer support to curricular and extracurricular activities promoting the arts at the Academy, manage Chairs for Band, Choral, Drama, and Visual Arts Committees. They will work with the Directors of Drama, Band, Chorus, and Art.

g. **Athletics Liaison** will provide volunteer support to the activities of the Athletic Department and the individual student athletes, and manage Chairs of Concessions, Adopt an Athlete, Athletic Gate Admissions, Homecoming, Spirit Store, and Team Liaisons.

h. **Lower, Middle, and Upper School Division Liaisons** will serve as a liaison between the Steering Committee, the School Division Directors, and Grade Parents to facilitate parent support of the teachers. They will assist in the identification of grade parent candidates in conjunction with the Assistant Director of Advancement.

i. A staff member from the Advancement Division will record minutes of all FP meetings on behalf of the Vice President for Communications. The Vice President for Communications will then carry on all necessary correspondence on behalf of this association.

Section 2 Term of all Steering Committee members will be one year beginning June 1 through May 31, with the option for a one year renewal in the same position. There shall be an exception, if deemed necessary and approved by the Head of School, for a current member to stay in his/her role for an additional year. Following their tenure in a position, Steering Committee members are eligible to serve in another Steering Committee position for the duration described above

Section 3 The President of the FP will be identified in coordination with the outgoing President of the FP, the Director of Advancement, Leadership Team, and Board of Trustees Chair. This person will have actively served as a volunteer on campus for a minimum of two years before serving in this role.

Section 4 Steering Committee Members – Volunteers interested in serving on the Steering Committee can self-identify in the spring semester. Those interested in serving will have actively served as a volunteer on campus for a minimum of one year before serving on this committee. Selection for these positions will be made in coordination with the incoming President of the FP, the Director of Advancement, and the Leadership Team.

Section 5 Vacancy – In the event of a vacancy of the office of President, the Vice President of Finance & Operations will assume the role. Should there be any vacancies on the Steering Committee, the remaining committee members may appoint a volunteer to fill such vacancy for the remainder of the school year with the approval of the President of the FP and the Director of Advancement.

Section 6 Upon the expiration of the term of office or in case of resignation, each Steering Committee member will turn over to the President, without delay, all records, books, and other materials pertaining to the office, and will return to the Vice President for Finance & Operations, without delay, all funds pertaining to the office.

## **Article VI MEETINGS**

Section 1 All meetings of the FP will follow parliamentary procedure guidelines set forth in Robert's Rules of Order.

Section 2 FP business will be conducted during Steering Committee meetings which will be held no fewer than four times per year. These meetings are open to all. In addition to the four meetings, twice per year the Steering Committee will host events to recruit and orient new volunteers, as well as report on the annual budget of the organization and share its goals and progress for the year.

## **Article VII RESPONSIBILITY**

Section 1 The FP will be responsible to the CFA Board of Trustees through the Head of School.

Section 2 The FP President will present a report prior to the start of regularly scheduled meetings of the CFA Board of Trustees.

Section 4 The FP will encourage and promote volunteer involvement in school activities and philanthropy to the school.

Section 5 The FP will be available to the faculty and staff to share and promote ideas, special events, and school programs that enrich the educational opportunities at Cape Fear Academy.

Section 6 The FP will host and support events and programs that will build camaraderie and form stronger bonds amongst our parents, grandparents, alumni, faculty, staff and friends of Cape Fear Academy.

## **Article VIII FISCAL POLICIES**

Section 1 The FP will be noncommercial and nonprofit. The organization will operate under Cape Fear Academy's 501(c)3 designation as given by the Internal Revenue Service.

Section 2 The annual budget of the FP will be developed in advance of the first Board of Trustees meeting of the school year by the VP of Finance and Operations in conjunction with the Steering Committee, reviewed by the Head of School, Director of Finance and Operations, Director of Advancement, Assistant Director of Advancement, as part of the school's larger operating budget and statement of financial position.

Section 3 No part of the financial holdings of the FP will inure to the benefit of, or be distributable to its members, Steering Committee members, or other private person. The FP will be authorized to pay reasonable compensation for services rendered, and to make payments and distributions within the budget approved by the Head of School.

Section 4 Unspent funds in the FP annual budget will be made available to the next year's Steering Committee as they create the organization's annual budget.

#### **Article IX OTHER COMMITTEES**

Section 1 The President may establish ad hoc committees as may be necessary to handle the activities of the FP.

#### **Article X REVISIONS AND AMENDMENTS**

Section 1 All amendments proposed by the FP Steering Committee must be by a two-thirds affirmative vote of the entire committee, provided prior notice of the amendment(s) was given as required by these bylaws. These amendments will then be reviewed by the Head of School and presented for approval by the CFA Board of Trustees.

#### **Article XI REVIEW**

Section 1 The Bylaws will be reviewed by the Steering Committee every three years.