

Charter Establishing the Capitol Hill Day School Families in Partnership Association

The Board of Trustees hereby establishes the Capitol Hill Day School Families in Partnership Association ("FIPA") as an auxiliary organization of the School.

Mission

The FIPA builds community among parents through engagement with each other, the Board of Trustees and the School administration in support of the School's mission. The program provides an opportunity for parents to support each other as parents, organize faculty and staff appreciation efforts, and welcome new families to the Capitol Hill Day School community. All parents and guardians of currently enrolled students are members and are encouraged to take part in its activities.

Bylaws

The work of the FIPA shall be guided by its bylaws. The initial bylaws are established as part of this charter but may be amended by the FIPA as described within those bylaws.

Activities

The activities of the FIPA shall include:

1. Organizing volunteer activities and events that build bonds and enrich our school.
2. Leading efforts to show appreciation for teachers and staff.
3. Fostering engagement among parents, and between parents, the School, and the Board of Trustees.
4. Sponsoring community building and educational programs for parents.
5. Developing initiatives to improve diversity, equity, and inclusion within the school community while facilitating affinity group engagement.
6. Assisting the admissions office in engaging with prospective and admitted families.
7. Assisting the development office in School approved fundraising activities.

Membership

All parents and guardians of children enrolled in the Capitol Hill Day School shall be voting members of the FIPA.

Relationship with the Board of Trustees and School Administration

An officer of the FIPA, as described in its bylaws, will serve as an *ex officio* member of the Board of Trustees. The FIPA shall support, cooperate, and consult with the School Administration to ensure that its activities are consistent with the School's mission.

Financial Policies

The FIPA shall fund its activities through the collection of dues from members of the FIPA. The budget and all financial transactions of the FIPA shall be made in collaboration with the School's Chief Financial Officer.

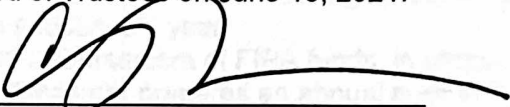
Launch Committee

The FIPA will initially be led by the Launch Committee, who will work with the Head of School and selected members of the Head's administrative team as the Head deems appropriate. The Launch Committee's membership shall include the following parents of children currently enrolled in the Capitol Hill Day School and recommended to serve in this capacity by the Parent Association Task Force:

- Felice Smith
- Helena Zyplikewycz
- JR Neuville
- Corinne Cannon
- Laurel Blatchford

The Launch Committee will transition leadership of the FIPA to a Leadership Committee properly elected in accordance with the Partnership in accordance with the bylaws by July 1, 2022.

This charter was approved by vote of the Board of Trustees on June 15, 2021.



Cristina Ashworth
Secretary of the Board of Trustees

Bylaws of the Capitol Hill Day School Families in Partnership Association

(as adopted by the Board of Trustees on June 15, 2021)

ARTICLE I – LEADERSHIP COMMITTEE

Section 1: Officers

The Leadership Committee will be made up of the officers of the FIPA (which shall include a President, Vice President, Treasurer, and Secretary) and the chairs of the standing committees.

Section 2: Powers and Duties of Officers

- (A) *The President* has overall responsibility and supervision of the affairs of the FIPA, presides at all meetings of the FIPA, and performs all duties usually incident to the office. The President serves as an *ex officio*, non-voting member of the School's Board of Trustees.
- (B) *The Vice President* shall assist the President. In the absence of the President, the Vice President discharges the duties of the President. Starting in the 2023 - 2024 school year, the Vice President shall also serve as the President Elect, meaning that the Vice President will serve as President in the subsequent year.
- (C) *The Treasurer* manages the receipt and disbursement of FIPA funds, in coordination with the School's Business Office. The Treasurer prepares an annual budget, to be approved by the Executive Committee, ensures the keeping of complete and accurate accounts, and reports annually to the membership.
- (D) *The Secretary* maintains FIPA records and materials. The Secretary is also responsible for serving as a liaison between the FIPA committees and the School's Director of Communications, and maintaining the calendar of events for the FIPA.

Section 3: Term of Office

- (A) *Length of Term*
For the 2022 - 2023 school year, the President and Vice President shall be elected to serve a one-year term. In all subsequent years, the Vice President shall be elected to serve a one-year term as Vice President, followed by a one-year term as the President. The Treasurer shall be elected to serve a two-year term. The Secretary shall be elected to serve a one-year term.
- (B) *Term Limit - President and Vice President*
No person may be elected to serve more than one consecutive term as President or Vice President.
- (C) *Term Limit - Other Officers*
All other officers may be elected for consecutive terms in the same position.
- (D) *Start and End of Year*
Once elected, the officers' terms shall begin on July 1 and end on June 30 of the year the term ends.

Section 4: Nomination and Election

- (A) *Nominating Committee*

The Nominating Committee includes the President, Vice President, another member of the Executive Committee, and a representative of the School Administration. The Vice President serves as chair of the Nominating Committee.

(B) Open Nominations

Each March, the Nominating Committee invites all members to nominate themselves or other individuals to serve as an officer position up for election.

(C) Preparation of Slate

The Nominating Committee reviews all nominations and proposes a slate of candidates for the Executive Committee. In so doing, the Nominating Committee seeks both to recognize demonstrated commitment to the FIPA and its purpose and to reflect the diversity of the school community.

(D) Endorsement of the Head of School

The President and Vice President meet with the Head of School to review and obtain endorsement of the slate proposed by the Nominating Committee.

(E) Approval of Executive Committee

The Nominating Committee presents the slate, as endorsed by the Head of School, to the Executive Committee for approval. Adoption of the slate requires a 2/3 majority of the votes cast by the Executive Committee.

(F) Approval of Membership

All members are invited to vote on the slate electronically in May. Election of the slate requires a simple majority of the votes cast.

(G) Rejection of Slate

If the slate is voted down, the Nominating Committee proposes a new slate, and another electronic vote by the membership takes place.

(H) Eligibility

All members are eligible for office. Nominees should have a proven leadership record, an obvious interest in the School's welfare, have a sincere desire to work closely with school administration and be an active, positive advocate for the School.

Section 5: Resignation and Removal

(A) Resignation

An officer may resign at any time by filing a written resignation with the President.

(B) Removal

An officer may be removed by a 2/3 majority vote of the Executive Committee and with the approval of the Head of School. The officer proposed for removal must be provided with a written statement of the reason(s) for action at least ten days before a vote by the Executive Committee and must be given an opportunity to be heard by the Executive Committee before a vote is taken.

Section 6: Vacancies

(A) President

If the President is unable to complete his/her one-year term, the Vice President shall assume the position of President for the remainder of the year. If the Vice President chooses not to assume the position of President, the Executive Committee shall appoint a successor for the remainder of the year.

(B) Other Officer

If an officer other than the President is unable to complete their one-year term, the Executive Committee either appoints a successor for the remainder of the year or chooses to leave the position vacant until the next election.

(C) Eligibility for Additional Terms

A President or Vice President who completes the term of a predecessor is eligible for election to one additional one-year term in the same office.

ARTICLE II - STANDING COMMITTEES

Section 1: Committee Names and Purpose

- (A) Community Service:* Organizes and plans community service activities for School families as well as builds relationships with local non-profit organizations.
- (B) Diversity, Equity, and Inclusion:* Creates opportunities outside the classroom for parents to explore and discuss how issues of identity, diversity, equity, and inclusion shape our community.
- (C) Community Engagement:* Encourages parent participation and engagement within the community and leads parent efforts to demonstrate appreciation for the work of the School's faculty and staff.
- (D) School Ambassadors:* Supports the Director of Admissions at admission events and in welcoming new families to the School.
- (E) Fundraising:* Supports the School's Development Office by assisting with school-led fundraising efforts.

Section 2: Committee Chairs

The members of the committees will select a chair of the committee to serve on an annual basis. The chairs of each committee also serve as members of the Executive Committee.

Article III – AD HOC COMMITTEES

In coordination with the Head of School, the Executive Committee may establish additional committees when the need arises and may disband any ad hoc committee when the need for it no longer exists.

Article IV – CLASS REPRESENTATIVES

Section 1: Duties

Class Representatives plan off-campus activities for students and parents in each grade level, recruit volunteers for school events, coordinate teacher appreciation within the class and communicate important information within their class.

Section 2: Term of Service

Class Representatives are appointed to one-year terms and may serve up to three terms per class, preferably in non-consecutive years.

Section 3: Appointment Process

In May, the Executive Committee shall invite all parents of children currently enrolled in the School to nominate themselves or other individuals to serve as Class Representatives for the following year, reviews the nominations, and makes appointments. In appointing Class Representatives, the Executive Committee gives weight to the values of experience, turnover, and diversity.

Section 4: Vacancies

If a Class Representative is unable to complete their one-year term, the Executive Committee appoints a successor for the remainder of the year, unless the President chooses to leave the position vacant until the next school year.

ARTICLE V - MEETINGS AND VOTING

Section 1: Meetings

The FIPA shall hold four quarterly evening meetings per year, in the months of October, January, April, and July. The meetings are open to all members. The FIPA shall provide childcare for parents attending the meetings.

Section 2: Voting

To maximize opportunities for participation, all voting takes place electronically. Notice of any vote will be provided at least seven days prior to the vote, and voting will remain open for at least 72 hours. The number of members responding to an electronic ballot constitutes a quorum and actions brought to a vote pass by a simple majority of the votes cast, unless otherwise specified in these bylaws.

ARTICLE VI - FISCAL POLICIES

Section 1: Budget

The Executive Committee adopts a budget prior to the start of each fiscal year and approves any subsequent increases in individual budget categories or in the budget as a whole in excess of thresholds determined by the Executive Committee. The budget and any subsequent changes should be published electronically within seven days of adoption. The budget must be approved by both the business office and Board of Trustees at the April Board Meeting.

Section 2: Amount of Family Contribution

The Executive Committee sets the amount each family will be asked annually to contribute to support the activities of the FIPA. Changes in the amount of the contribution are subject to the approval by majority vote of a quorum of at least 20% of the parents of children currently enrolled in the School.

Section 3: Contribution Collection

The contribution will be collected through the TADS service used by the School's financial office for tuition and activity payments. Families can opt out of financially contributing to the FIPA by election within the TADS program.

Section 4: Financial Records

The FIPA's books are open for inspection by the membership.

Article VII Amendment

These bylaws may be amended by amended by a two-thirds majority vote of a 25% quorum of parents of children currently enrolled in the School.