

**THE BYLAWS
Of The Lake Forest Academy Parents Association**

**ARTICLE I
NAME**

The name of this organization is The Lake Forest Academy Parents Association (LFA PA), herein sometimes referred to as LFA/the Academy and the Association, respectively.

**ARTICLE II
PURPOSE**

The purpose of the Association is to advance the mission of the Academy working with the Director of Parent Relations and Giving to promote the education and welfare of its students and to unite our efforts with the entire Academy family; to facilitate and enhance communication within the parent community and between parents and the faculty, administration, and trustees of the Academy; and to facilitate parent involvement in social, educational and fundraising activities.

**ARTICLE III
MEMBERSHIP**

The membership of the Association shall be limited to the parents/guardians of students attending the Academy and to parents of students who have graduated from the Academy. Parents/guardians of students attending the Academy become members of the Association automatically when their children are enrolled.

**ARTICLE IV
OFFICERS**

Section 1. PERSONNEL

The officers shall consist of President, President-Elect, Vice President-Communications, Vice President-Programs, Vice President-Student Life and Recording Secretary.

Section 2. TERMS OF OFFICE

Each officer shall hold office for a one-year term or until the successor in office shall be duly elected. No officer shall hold the same position for more than two consecutive years, unless approved by the Executive Committee.

Section 3. **DUTIES AND POWERS**

A. President

The President shall be the chief executive officer of the Association. It shall be the President's duty to preside over the meetings of the Association and the Board. The President shall be an ex officio member of all committees and, with the approval of the Board, shall create special or ad hoc committees as needed. The President, with the approval of the Board, shall appoint members to fulfill unexpired officers' terms.

The President of the LFA Parents Association shall attend the Board of Trustee meetings and is invited to report to the trustees at each meeting. These reports should be used to raise issues of concern to the parents and be a vehicle for a clear dialogue between the Parents Association and the Board of Trustees. The President shall perform all acts incident to the office of President.

B. President-Elect

The President-Elect shall assist the President and shall assume the duties of the office of President in the event that the President is unable to perform such duties. Upon completion of the term of office, the President-Elect shall become the President. The President-Elect shall also be the Chair of the Bylaws Committee.

C. Vice President-Communications

The Vice President-Communications shall assist the President and shall assume the duties of the office of President in the event that the President and President-Elect are unable to perform such duties. The Vice President-Communications shall also be the Membership Communication Chair.

D. Vice President-Programs

The Vice President-Programs shall assist the President.

The Vice President-Programs shall also be the Program Chair.

The Vice President-Programs shall also serve as Chair of the Class Parent Representative Committee.

E. Vice President-Student Life

The Vice President-Student Life shall assist the President.

The Vice President-Student Life shall also be the Student Life Chair.

F. Recording Secretary

The Recording Secretary shall keep the minutes of the meetings of the Association and the Board and shall keep a permanent record of the Bylaws, Robert's Rules of Order and any Standing Rules which may be adopted by the Association.

ARTICLE V **MEETINGS AND QUORUMS**

Section 1. **ANNUAL MEETING**

The Annual Meeting of the Board shall be held at the regularly scheduled meeting in

May, subject to change at the discretion of the Board. The new Board shall assume its duties at the close of this meeting.

Section 2. **ASSOCIATION MEETINGS**

There shall be two or more general meetings of the Association, scheduled at the discretion of the Board.

Section 3. **BOARD MEETINGS**

The Board of the Association shall meet monthly from September to May with the exception of December and March. However, at the discretion of the President, additional or alternative meetings may be scheduled. The following subcommittee chairs shall attend the scheduled Executive Board meeting associated with the noted month: Gala, historically in January and April; and Nominating, historically in, January, February and April.

Section 4. **SPECIAL MEETINGS**

Special meetings of the Board or Association may be called by the President or by the Board provided that notice has been given to each member five days prior to that meeting.

Section 5. **QUORUMS**

A majority of Board members shall constitute a quorum for the transaction of all business of the Board.

ARTICLE VI **BOARD**

The affairs of the Association shall be managed by its Board.

Section 1. **VOTING MEMBERS**

With the exception of the Academy Fund Chairs and the Administrative Staff Representative, all members of the Board, who are duly nominated and elected, shall be voting members of the Board. Each Board member shall serve for a one-year term. No Board Member shall hold the same position for more than two consecutive years unless approved by the Executive Committee.

Section 2. **NON-VOTING MEMBERS**

Academy Fund Chairs and the Administrative Staff Representative shall be members of the Board without the power to vote and shall not be counted as members of the Board for the purpose of determining a quorum. Each non-voting Board member shall serve for a one year term.

ARTICLE VII **COMMITTEES**

Section 1. **EXECUTIVE COMMITTEE**

The Officers of the Board shall constitute the Executive Committee. This committee shall have all the powers of the Board between the meetings of the Board. Any actions taken by this committee shall be ratified at the next regularly scheduled Board meeting.

Section 2. **STANDING COMMITTEES**

Standing Committees are engaged in activities that are permanent in the operation of the Association. Chairs of the Standing Committees shall be slated by the Nominating Committee and duly elected. Members of the Standing Committees shall be appointed by the elected Chairs unless otherwise specified in these Bylaws.

A. Terms of Chairmanship

The Standing Committee Chairs shall be elected to the Board for a one-year term.

B. Composition

Membership on all Standing Committees shall be at the discretion of each respective Chair except for the Nominating Committee members who are elected.

1. Nominating Committee

The Nominating Committee is the first of nine Standing Committees of the Board. The Nominating Committee Chair shall submit for the Board's approval, at or before its January meeting, a slate of no less than four and no greater than six members that is representative of the Association's membership and those who have consented to serve on the Nominating Committee. In addition to the aforementioned members, it shall include the President in a nonvoting advisory capacity. It shall not include the President-Elect but may include other Board members. The Nominating Committee Chair and members shall serve until the close of the annual meeting in May. The Nominating Committee Chair is a voting member of the Board.

2. Class Parent Representative Committee

The Class Parent Representative Committee is the second of nine Standing Committees of the Board. The Vice President-Programs serves as its Chair. It comprises eight (8) Class Parent Representatives (2 for each class of current students at the Academy). Class Parent Representatives organize and host parent gatherings (Class Coffees or Evening Out) for their class year. Lake Forest Academy Advancement Office may choose to host the events at their discretion. When requested, they contact their class parents to announce school programs, share school news, and encourage participation in events. Class Parent Representatives are voting members of the Board.

3. Boarding Parent Representative Committee

The Boarding Parent Representative Committee is the third of nine Standing Committees of the Board. One (1) boarding parent serves as Chair. The Chair acts as a liaison between the Parents Association and boarding parents, and informs the officers and Board of issues affecting boarding families. The Boarding Parent Representative is a voting member of the Board.

4. Alumni Parent Representative Committee

The Alumni Parent Representative Committee is the fourth of nine Standing Committees of the Board. One (1) parent of an Academy graduate shall serve as the Alumni Parent Representative to the Board. This individual will provide a perspective to the tradition and a longer-term vision for the role of

parents in the LFA community. In addition, this representative will advise the Board as to how alumni parents can be involved in the LFA community. The Alumni Parent Representative is a voting member of the Board.

5. Parent Ambassador Committee

The Parent Ambassador Committee is the fifth of nine Standing Committees of the Board. It comprises a Chair and Co-Chair who serve staggered two-year terms and volunteer parents who serve as parent ambassadors to new families (USA and Canada) for the following school year. The Chair and Co-Chair assist the Vice President-Communications, as necessary. They act as hosts at the New Parent Orientation, Opening Day Picnic, Class Coffees, and Parents Weekend, and assist parents with the transition into the LFA parent community. The Chair and Co-Chair are voting members of the Board.

6. Ambassador to International Students Committee

The Ambassador to International Students Committee is the sixth of nine Standing Committees of the Board. It comprises a Chair and a Co-Chair who serve staggered two-year terms, and volunteer parent ambassadors to international (non-Canadian) students. The Chair and Co-Chair act as a liaison between the designated faculty member and the committee to organize cultural experiences for first year international students and assist in the transition to American culture. The Chair and Co-Chair of the Ambassador to International Students Committee are voting members of the Board.

7. Athletic Liaison Committee

The Athletic Liaison Committee is the seventh of nine Standing Committees of the Board providing support of LFA athletics liaising with the LFA Director of Athletics. The purpose of this committee is to enrich athletic experiences of LFA students and encourage the participation of all parents in LFA athletics by designating Team Parents, communicating information from the Athletic Department and sports team Coaches to student athlete parents.. The Chair of the Athletic Liaison Committee is historically approved by Darrin Madeley, Dean of Athletics, and is a voting member of the Board.

8. Fine Arts Liaison Committee

The Fine Arts Liaison Committee is the eighth of nine Standing Committees of the Board. The Parents Association provides support for LFA Fine Arts through this committee, which functions as a liaison with the LFA Fine Arts Department Chair. The purpose of this committee is to enrich fine arts experiences of LFA students and encourage the participation of parents in the fine arts at LFA through activities such as organizing event receptions, producing playbills/concert programs for events, supplying concert snacks, etc. The Chair of the Fine Arts Liaison Committee is a voting member of the Board.

9. International Parent Representative Committee

The International Parent Representative Committee is the ninth of nine Standing Committees of the Board. One (1) international parent serves as the Chair. The Chair acts as a liaison between the Parents Association and the international parents, encourages engagement and inclusion of international

families in the LFA community, and informs the officers and Board of issues affecting international families. The International Parent Representative is a voting member of the Board.

Section 3. **SUBCOMMITTEES**

Subcommittees engage in certain activities during a particular time span during the Association year. Subcommittee Chairs shall be listed by the Nominating Committee for approval by the Board. These Chairs shall be voting members of the Board.

A. Terms of Chairmanship

The Subcommittee Chairs shall be approved by the Board for a one-year term and shall not hold the same position for more than two consecutive years, unless approved by the Executive Committee.

The following Subcommittee Chairs shall attend the scheduled Executive Board meeting associated with the noted month: Gala, historically in January and April; and Nominating, historically in February and April.

B. Composition

Membership on all subcommittees shall be at the discretion of each respective Chair.

Subcommittees include:

- Community Outreach (Chair and Co-Chair) two year staggered term
- Hospitality
- Volunteer
- Spring Gala (2 Chairs)
- Faculty/Staff Appreciation Event (Chair and Co-Chair)
- Parent Resources

Section 4. **SPECIAL COMMITTEES**

As needs arise, special or ad hoc committees shall be appointed by the President with the approval of the Board, which shall designate the committees' powers.

ARTICLE VIII **NOMINATIONS AND ELECTIONS**

At or before the January Board meeting, no less than five and no more than six members shall volunteer to serve on the Nominating Committee. The Nominating Committee shall present to the Board a slate for all Officers and Standing Committee Chairs by March 15th or before the start of LFA Spring Break, whichever date occurs first. This slate shall be voted on and approved by the Board at or before the April Board Meeting. Officers, all Committee Chairs and Subcommittee Chairs shall take office at the close of the Annual Meeting/Old Board New Board Luncheon in May. The duties of the Nominating Committee are concluded at the close of the Annual Meeting.

ARTICLE IX **FINANCES**

Section 1. FISCAL YEAR

The fiscal year shall correspond with the Lake Forest Academy's fiscal year, July 1 through June 30.

Section 2. CONTRACTS

Any and all contracts between the Association and any outside vendor must be signed by the Business Office at Lake Forest Academy.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised shall be the authority for all matters of procedure not specifically covered in these Bylaws.

**ARTICLE XI
AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Board, provided that a full text of the proposed amendment has been sent to each member seven days prior to that meeting.

Proposed Amendments may also be amended by a two-thirds vote of board members via email, provided that a full text of the proposed amendment has been sent to each member via email.

Any and all Bylaw amendments approved by the Board shall then be subsequently ratified by a two-thirds vote of the Association parent body present at the next regular Association meeting.

PA BOARD ROLES AND RESPONSIBILITIES

President

LFA PA President shall preside at all Parents Association Board meetings, Executive Board meetings, and general parents membership meetings; develop agendas for all these meetings; assure that all business of the Board, Executive committee, standing committees, subcommittees and special committees is conducted according to the requirements of the Parents Association Bylaws; appoint special committees of parents as needed; coordinate work of Parents Association officers and committees; attend Nominating Committee meetings in an advisory capacity; serve as parent liaison with Lake Forest Academy, interacting with Trustees, Head of School, members of the Deans Council and other Academy personnel, as required; maintain complete records and files for the next President. Executive committee member. The President is a voting member of the Board. One year term.

President-Elect

Assist the President as necessary; meet with the President, other Board members and committees to become familiar with the office of President and the interaction between the Parents Association and the school; preside at Board meetings in the absence of the President; maintain Bylaws; may not participate in the Nominating Committee; take office of President the following academic year. Maintain complete records and files for the next President-Elect. Executive committee member, The President-Elect is a voting member of the Board. Two-year commitment first year as PA President-Elect and second year as PA President.

Vice President-Communications

Assist the President as necessary; assume duties of the President when the President and President-Elect are unable to perform them; provide content for the Parents Association section of the weekly parent E-Newsletter and other PA-related communications to parents; prepare the PA President's summer welcome letter for new families; coordinate Parents Association summer mailing to all LFA families. Maintain complete records and files for the next Vice President-Communications. Executive committee member. The Vice President-Communications is a voting member of the Board. One year term.

Vice President-Programs

Assist the President as necessary; serve as Chair of the Class Parent Representatives Committee and assist, when necessary, Parent Ambassador Program, International Student Ambassador Program and Faculty & Staff Appreciation Event. Maintain complete records and files for the next Vice President-Programs. Executive committee member. The Vice President-Programs is a voting member of the Board. One year term.

Vice President-Student Life

Assist the President as necessary, work with the Dean of Students office and members of the Student Life Committee to implement activities and programs to enhance the quality of student life. Examples of previous activities include: coordinating volunteers for a school-sponsored lunch for each of the classes, organizing and hosting a treat day for the last week of classes in December and organizing and hosting a Pre-Prom party for the students. Maintain complete records and files for the next Vice-President-Student Life. Executive committee member. The Vice President-Student Life is a voting member of the Board. One year term.

Recording Secretary

Record minutes of the Parents Association Board meetings; maintain informal notes from Executive Board meeting minutes to serve as information for officers in case questions arise after discussions; distribute Parents Association Board meeting minutes to all board members in advance of meetings for review and comment before meeting minutes are presented for acceptance at the following board meeting; keep permanent record of Parents Association Bylaws, Robert's Rules of Order, standing rules, if applicable, (as of 1/2022 no standing rules exist) and meeting minutes. Receiving a list of all Faculty and Staff birthdates, the Recording Secretary selects, writes, and mails birthday cards for Faculty and Staff during the year. LFA does not provide funding for birthday cards. As an Executive committee member, the Recording Secretary is a voting member of the Board. One year term.

Standing Committees

Nominating Chair

The Nominating Committee is the first of nine Standing Committees of the Board. The Nominating Committee Chair shall slate no less than five and no more than six members for the Nominating Committee and present this slate to the Board at or before the January meeting; execute Parents Association Board nominating process and present full slate of Board members on or before March 15th; maintain file of nominating forms to assist President in filling vacancies that occur during the course of the year. Maintain complete records and files for the next Chair. The Nominating Chair is a voting member of the Board. One year term.

Class Parent Representatives

The Class Parents Representative Committee is the second of nine Standing Committees of the Board. The Vice President-Programs serves as the committee Chair. The committee comprises eight (8) Class Parent Representatives (2 for each class of current LFA students). They organize and host fall and spring parent gatherings (Class Coffees or Evening Out) for their class year. LFA may sponsor at least one gathering per class per school year to announce school programs, share school news, and encourage participation in events. Maintain complete records and files for the next Representatives. Class Parent Representatives are voting members of the Board. One year term.

Boarding Parent Representative Chair

The Boarding Parent Representative Committee is the third of nine Standing Committees of the Board. Chair acts as liaison between the Parents Association and boarding parents when parent communication is required. Inform the officers and Board of the issues affecting boarding families. Maintain complete records and files for the next Chair. The Boarding Parent Representative Chair is a voting member of the Board. One year term.

Alumni Parent Representative

The Alumni Parent Representative Committee is the fourth of nine Standing Committees of the Board. One parent of an LFA graduate shall serve as the Alumni Parent Representative to the Board. This individual will advise the board as to how alumni parents can be involved in the LFA community; serve as a liaison between the Parents Association and alumni parents; and coordinate Parents Association outreach efforts toward the alumni parent constituency. Maintain complete records and files for the next Representative. The Alumni Parent Representative is a voting member of the Board. One year term.

Parent Ambassadors Committee Chair and Co-Chair

The Parent Ambassadors Committee is the fifth of nine Standing Committees of the Board. It comprises a Chair and Co-Chair who each serve staggered, two-year terms. The Chairs work closely with the Dean of Admissions, Director of Parent Relations, President and President Elect to solicit Parent Ambassador volunteers and match new families with current families and conduct Parent Ambassador training sessions. The Chairs follow up with Ambassadors during the school year to maintain communication and share guidance when needed. They act as hosts at the New Parent Orientation, Opening Day Picnic, Class Coffees, and Parents Weekend, to assist parents with the transition into the LFA parent community. Maintain complete records and files for the next Chair and Co-Chair. The Parent Ambassador Chair and Co-Chair are voting members of the Board. Staggering two-year term.

Ambassador to International Students Chair and Co-Chair

The Ambassador to International Students Committee is the sixth of nine Standing Committees of the Board. It comprises a Chair and Co-Chair, who serve staggered, two-year terms, and current parent volunteers who serve as ambassadors to first year international (non-Canadian) students. The Chairs recruit international parent ambassadors and partner with the Director of Parent Relations or the designated faculty member to make proposed matches of international students with International Parent Ambassadors. The Chair and Co-Chair act as a liaison between the LFA designated faculty member and the committee to organize cultural experiences and assist in the transition to American culture. They support in the facilitation of important communications, serve as advocates for the needs of international students/ families and support the following LFA activities: Thanksgiving dinner organized by LFA and Sunday ice-cream. The Chair and Co Chair maintain complete records and files for the next Chair and Co-Chair. The Chair and Co-Chair of

the Ambassador to International Students Committee are voting members of the Board. Staggering two-year term.

Athletic Liaison Chair

The Athletic Liaison Committee is the seventh of nine Standing Committees of the Board. The Chair of this committee serves as the liaison between the Parents Association and the LFA Athletic Director. The purpose of this committee is to enrich athletic experiences of LFA students and encourage the participation of parents in LFA athletics by designating volunteer Team Parents, and communicating information from the Athletic Department to all parents via the LFA weekly e-newsletter. Under the direction of the Athletic Liaison Chair, Team Parents communicate with their team coach to provide support as accepted by the coach. Depending on the coach, this may include communicating via email with other parents on the team, providing roster cards to families and/or helping to organize an end of season celebration and senior recognition event. The Chair works with the LFA Athletic Director to help organize the end of the year LFA Athletic Banquet. He/she also maintains complete records and files for the next Chair. The Athletic Liaison Chair is a voting member of the Board. Two year term not to exceed three years, if requested by Dean of Athletics, Darrin Madeley.

Fine Arts Liaison (Chair)

The Fine Arts Liaison Committee is the eighth of nine Standing Committees of the Board. The Parents Association provides support of LFA Fine Arts through this committee, which functions as a liaison with the Fine Arts Department Chair. The Liaison communicates with the Fine Arts Department Chair and Faculty to assess any needs for scheduled Fine Arts events. The Fine Arts Liaison communicates with parents of participants to assist with the event as needed. The requests may include recruiting volunteers to provide snacks and/or meals for performers as requested by the Fine Arts Chair and Faculty responsible for the dress rehearsal(s) and performance(s), including choral, orchestral, drama, and the Winter Musical and exhibit openings. Maintain complete records and files for the next Chair. The Fine Arts Liaison is a voting member of the Board. One year term.

International Parent Representative Committee

The International Parent Representative Committee is the ninth of nine Standing Committees of the Board. One (1) international parent serves as Chair. The Chair acts as a liaison between the Parents Association and international parents, encourages engagement and inclusion of international families in the LFA community and informs the officers and Board of issues affecting international families. The International Parent Representative is a voting member of the Board. One year term.

Board Sub-Committee Positions

Community Outreach Parent Chair and Co-Chair

Two parents serve staggered two-year terms as Community Outreach Chairs with the primary goal of providing opportunities for community outreach, service and volunteerism for parents through the LFA Community. The Community Outreach Parent Chairs work closely with the Director of

Service Learning and the Director of Parent Relations to coordinate assistance from LFA parents in community outreach projects. The Chairs create and oversee appropriate parent committees to solicit donations to or involvement in the projects, both from within and outside the LFA community; organize donations (including receiving, sorting, packaging and loading); publicize outreach projects to the LFA parent body; and support the LFA Director of Communications in publicity efforts with the LFA community. Maintain complete records and files for the next Chair and Co- Chair. The Community Outreach Chair and Co-Chair are voting members of the Board. Staggering two year term.

Hospitality Chair

Assist the Vice President-Programs as necessary. Consult with the Director of Parent Relations and/or Director of Events to reserve meeting rooms and arrange refreshments for all Parents Association meetings and sponsored functions; welcome attendees; distribute/collect name tags at all Parents Association meetings and sponsored functions. Work with the President, Vice President-Programs and LFA catering staff to plan menus for PA sponsored events. Maintain complete records and files for the next Chair. The Hospitality Chair is a voting member of the Board. One year term..

Volunteer Chair

Develop volunteer sign-up forms based on needs identified by event committee chairs using online signup sites (e.g. signup.com). Volunteer Chair is the administrator of the PA online signup site. Supply volunteer form for PA summer mailing, and distribute forms on other occasions as necessary. Work with the Vice President-Communications to publicize volunteer opportunities as needed throughout the year. Compile volunteer names from completed forms and distribute them to committee chairs. Consider ways to solicit volunteers from other LFA community groups such as alumni parents or students and work with the Alumni Parent Representative and/or the Dean of Students as necessary. Maintain complete records and files for the next Chair. The Volunteer Chair is a voting member of the Board. One year of service.

Gala Co-Chairs

In consultation with the President, Director of Parent Relations, VP of Advancement and Trustee liaison: plan budget, theme and scope of event, form necessary committees and identify committee leaders; maintain complete records and files for next Chair and Co-Chair. The Spring Gala Co-Chairs are voting members of the Board. One year term.

Faculty & Staff Appreciation Event Chair and Co-Chair

Work in consultation with the Director of Parent Relations and Director of Events, to determine necessary committees, create themes, design electronic invitations, maintain budget, create a brief program, oversee event logistics, and work with the LFA catering staff to create a menu for the event. Committee members assist with decorations, flowers, gather/request donated gifts, create signage. Maintain complete records and files for the next Chair. A Co-Chair may be named; the Faculty & Staff Appreciation Event Chair and Co-Chair are voting members of the Board. One year term.

Parent Resources Representative

In consultation with the Vice President-Programs, work with the Director of Parent Relations and Dean of Students office to provide information on community resources available to the LFA Parents Association Board and LFA parents regarding the well being of students. Maintain complete records and files for the next Parent Resources Representative. The Parent Resources Representative is a voting member of the Board. Two year term.