



Family Engagement Association Bylaws

*Adopted January 2020
(edited October 2020)*

Article I: Name

Section 1. The name of the organization shall be the Girard College Family Engagement Association (GCFEA).

Article II: Mission

Section 1. The Family Engagement Association seeks to partner with Girard College leadership for the purpose of supporting the education of students and the execution of programs and initiatives. The Association also promotes communication between various constituencies within the school community. It does so by providing support for school functions and off-campus trips, sponsoring community-building events, offering opportunities for parent education, expressing appreciation to faculty and staff, and conducting selected and approved fundraisers. The money raised by Family Engagement Association fundraisers supports parent/guardian educational opportunities and classroom or section enhancements requested by academic and residential faculty or proposed by Family Engagement Association members.

Section 2. Any event or project sponsored by the Family Engagement Association shall be subject to the prior approval of the President or President's designee.

Section 3. Any fundraising activity initiated by the Family Engagement Association must have prior approval by the President's Office and the Girard College Office of Advancement. It must also be in alignment with the Girard College Strategic Plan and in accordance with the Girard College Gift Acceptance Policy.

Article III: Membership

Section 1. Every parent or legal guardian of a student enrolled at Girard College can be a member of the Family Engagement Association.

Section 2. All members shall be entitled to vote at any business meeting of the Family Engagement Association.

Article IV: Executive Positions

Section 1. The Family Engagement Association leadership shall comprise the following Executive positions: FEA Chair, Vice Chair, Secretary, Elementary/Middle School (E/MS) Coordinator, High School Coordinator and Treasurer. The term of each position begins July 1 and ends June 30 with the expectation of a one-year commitment with an option to continue. These leadership positions are appointed at the discretion of each of the outgoing Executive Committee members and with the approval of the President or President's designee. Nominations for these positions shall be brought forth to the President's Office by April 15 for approval. The President or President's designee must approve any and all renewal of terms.

- a) FEA Chair shall oversee the planning of all FEA events, coordinate volunteers for FEA fundraisers, and serve as the liaison between the FEA and the Girard College Administrative staff. FEA Chair shall work closely with the President or President's designee to enhance the school community.
- b) Vice Chair shall assist the Chair in the overall planning of FEA meetings and events.
- c) Secretary will keep the notes of all FEA meetings, having them approved by the FEA Chair and the President or President's designee before being made public within the Girard College community. The Secretary will also be responsible for coordinating communication between the FEA officers or event volunteers and the community, utilizing the weekly school event notification process to include, school-wide emails, signage on campus, or other means.
- d) E/MS and High School Coordinators will be selected in May from the pool of incoming and returning Parents for the upcoming year. The selection will be made by this same pool by consensus, rather than being appointed by the members of the FEA Executive Committee. The role of the School Coordinator will be to act as liaison between the faculty of the respective school and FEA parents/guardians, ensuring that whatever volunteer help is needed for School non-FEA events is communicated and organized by FEA volunteer parents/guardians.
- e) Treasurer shall work with school administration to ensure the Family Engagement Association checking account is kept up to date, all invoices are paid promptly, and that all deposits are made in a timely manner. Treasurer shall keep track of Family Engagement Association funds and make transfers to the School Support Fund on a schedule to be determined by Girard executive staff. Treasurer shall report on FEA finances at no fewer than three FEA meetings during the school year. Such report shall include comparison of actual to budgeted financial status of the FEA.

Article V: Meetings

Section 1. The Family Engagement Association will hold its annual meeting during the spring quarter. The meeting shall be announced during each of the two weeks prior in the Weekly News, as well as one all-school communication. Facilitated by the FEA Chair, the Annual Meeting shall include a review of the Family Engagement Association's financial statements, and an evaluation of parent participation and activities. An organizational meeting shall be held in September and called by the FEA Chair. Other meetings may be held as needed.

Article VI: Finances

Section 1. The fiscal year of the Family Engagement Association shall be July 1 to June 30.

Section 2. All funds raised must be used to fund initiatives developed in partnership with the school and approved in advance by the President or President's designee. These include, but are not limited to, parent/guardian education events, program/curricular or facilities enhancements, and gifts to faculty and staff. Any funds remaining in the Family Engagement Association account at the end of one fiscal year are automatically carried over to the following year.

Article VII: Bylaw Changes

Section 1. These bylaws may be altered or amended by the Family Engagement Association at the organizational meeting in the fall or at the annual meeting in the spring. The Family Engagement Association may adopt, repeal, and create new bylaws by two-thirds vote of those present. Any alteration, amendment, or new bylaws shall be subject to the approval of the President and the Board of Trustees or its designee.