



OPERATING PROTOCOLS
for the
FAMILY SCHOOL ALLIANCE
of the
CHINESE AMERICAN INTERNATIONAL SCHOOL (CAIS)
as adopted by the FSA Board in October 2014

Introduction

The success of our School is dependent on the strength of our community. A strong alliance between CAIS families, the faculty and staff, and the Board of Trustees is key to this strength. The CAIS Family School Alliance (“FSA”) serves as a formal channel for community involvement in meaningful volunteer activities that support the mission, values and programs of the School and strengthen the community.

The FSA, the faculty and staff, and the Board of Trustees each form a leg in tripod supporting the education of our children. The Board looks after the long-term viability of the school, sets long-term strategy and ensures that the school adheres to its mission. The faculty and staff take responsibility for curricular, co-curricular and operational decisions as well as the day-to day working of the school. The FSA cooperates with and supports the faculty and staff through service and community building.

The following Operating Protocols lay out the specific means by which the CAIS FSA fulfills this important responsibility.

OPERATING PROTOCOLS

I. NAME

The name of the organization shall be the Chinese American International School Family School Alliance (“CAIS FSA”).

II. MISSION

The CAIS FSA supports the School’s mission, values and programs through volunteer service, community building, and events.

III. STRUCTURE

- A. The FSA is a voluntary auxiliary organization of CAIS. FSA shall work cooperatively with and in support of the School faculty and staff.
- B. The designated liaison between the FSA and the School is the Head of School, who serves as the first point of contact between the FSA and the faculty and staff.
- C. To facilitate access and communication with the administration, the Head of School will appoint another School Administrator as a second point of contact.
- D. As an auxiliary organization of the School, the FSA may act on its own behalf in connection with events that fall within the FSA’s purview as described in these operating protocols but may not otherwise act independently as a representative of the school.
- E. Any changes to the FSA operating protocols must be advanced by the FSA Executive Committee, ratified by a 2/3-majority vote of the full FSA Board, and, at the discretion of the FSA Executive Committee, approved by the CAIS Board of Trustees.

IV. MEMBERSHIP

A. General Membership

- 1. All parents and guardians of students presently attending CAIS, as well as all administrators, faculty, staff and members of the school’s Board of Trustees, are automatically members of the CAIS FSA and are welcome to attend all meetings of the FSA Board.
- 2. General members do not have a vote.

B. FSA Board

The CAIS FSA Board is comprised of:

- 1. FSA Officers (4 votes)
- 2. Grade Liaisons (1 vote per grade, Pre-K – 8)
- 3. Event and Activity Chairs (1 vote per Event/Activity)
- 4. Chair of Parents Association for Early Childhood Education (PAECE) or designated proxy (1 vote)
- 5. Coordinator(s) of Room Parent Program (RPP) or designated proxy (1 vote)
- 6. Head of School (1 vote- ex officio)
- 7. Administration Representative (1 vote- ex officio to be appointed by Head of School)

C. FSA Board in Detail

1. FSA Officers

a) FSA Officers include the following:

- 1) Chair/Co-Chairs (1 vote even when there are Co-Chairs)
- 2) Vice Chair (1 vote)
- 3) Secretary (1 vote)
- 4) Treasurer (1 vote)

b) All Officers are members of the FSA Executive Committee and voting members of the FSA Board. As such, they are expected to attend all Executive Committee meetings and all Board meetings.

c) The term for all officers is one year. All Officers may serve up to three terms.

d) Responsibilities of each FSA Officer are as follows:

1) Chair/Co-Chairs

- a. Overall responsibility for the operation of the FSA at all levels.
- b. Plans the agenda, schedules and chairs both FSA Board meetings and Executive Committee meetings.
- c. Consults with Event and Activity Chairs so as to provide them with any support they need.
- d. Assists the Treasurer with creating the annual budget.
- e. Reviews and approves FSA Board meeting minutes prepared by the Secretary, and submits them to the school communications department for publication and archiving.
- f. Maintains a good working relationship, through periodic meetings and regular communication, with the Coordinator(s) of the Room Parent Program (RPP), so as to ensure coordination between RPP and FSA events and activities.
- g. Oversees all FSA communications with school administration, faculty, staff, Board of Trustees and parents and guardians.
- h. Meets monthly with the Head of School.
- i. Attends general sessions of Board of Trustees meetings as a guest of the Board.
- j. Presents an annual report to the General Membership of FSA and Board of Trustees no later than May 30. (See Section IX, C for detail.)

2) Vice Chair

- a. Assists the Chair/Co-Chairs in all aspects of FSA management.
- b. Sits in for the Chair/Co-Chairs on all meetings if he/she/they is/are not in attendance.
- c. Ensures that all FSA and meeting protocols are followed.
- d. Keeps the FSA Board informed about impending Board vacancies, including Officer positions.
- e. Oversees all aspects of filling all Board vacancies.
- f. Oversees orientations for all new members and Officers.
- g. If the Chair/Co-Chair position is vacated mid-term, the Vice Chair assumes the position until the next election cycle.

IV Membership, C. FSA Board in Detail (continued)

3) Secretary

- a. Ensures that all FSA meetings, events and activities are entered on the school calendar, and serves as calendar coordinator.
- b. Takes minutes at FSA Board meetings.
- c. Submits minutes to the Chair/Co-Chairs within one week of meeting for approval prior to distribution.
- d. Maintains records of agendas and minutes from Board meetings.
- e. Maintains the FSA Board Directory.

4) Treasurer

- a. Creates an annual FSA budget with input from the Executive Committee and Event/Activity Chairs.
- b. Works with Event/Activity Chairs to ensure that all FSA events and activities remain within budget.
- c. Oversees all aspects of passive-revenue relationships (e.g., Amazon, e-Scrip, Sports Basement, etc).
- d. Works with School Business Office to ensure proper deposit of all FSA funds and to approve reimbursement for FSA expenses.
- e. Reports the status of accounts at each FSA Board meeting.

2. Grade Liaisons

- a) The primary responsibility of Grade Liaisons is the facilitation of communication between the FSA Board and the parents and guardians of the grades they represent, so as to build a strong school community and fulfill the FSA Mission.
- b) Grade Liaisons are voting members and attend all FSA Board meetings.
- c) There is no limit to how many Liaisons a grade may have, but there shall be only one vote per grade.
- d) In the event that a Grade Liaison also serves as an Event/Activity Chair, he/she shall have only one vote on the FSA Board.
- e) The roles and responsibilities of FSA Grade Liaisons include:
 - 1) Assuring regular 2-way communication between FSA Board and grade level parents about FSA events and activities, volunteer opportunities and ideas and suggestions from parents appropriate to the FSA mission.
 - 2) Formally introducing him/her/themselves to grade-level parents on an annual basis and providing them with contact information.
 - 3) Assisting the Executive Committee, Event and Activity Chairs, and the School administration in recruiting volunteers for appropriate activities.
 - 4) Facilitating communication with Room Parents when needed.
- f) There is no limit to the amount of time a person may serve as Grade Liaison, so long as he/she upholds these Operating Protocols and is a parent or guardian of a child currently enrolled in the school.

IV. Membership, C. FSA Board in Detail (continued)

3. Event and Activity Chairs

- a) Event and Activity Chairs are responsible for producing events and activities that further the FSA Mission of promoting volunteer service, building community throughout the school, and supporting the school's mission, values and programs.
- b) Event and Activity Chairs responsibilities include:
 - 1) Attend all FSA Board meetings and cast a vote when votes are held. (There shall be 1 vote per Event/Activity, even if there are Co-Chairs.)
 - 2) Provide updates on Event/Activity-related matters at monthly FSA Board meetings.
 - 3) Work closely with the Treasurer to develop and manage Event/Activity budget.
 - 4) Submit all Event/Activity communications and publicity materials to the Chair/Co-Chairs for distribution.
 - 5) Keep records of volunteers (names, assistance provided) for recognition purposes.
- c) Following is a list of FSA Events and Activities at the time these Operating Protocols were adopted:
 - Mid-Autumn Moon / Back to School Picnic
 - Camping Trip(s)
 - Holiday Faire
 - Chinese New Year Parade
 - Pre-K Kite Festival
 - New Parent Welcome
 - Volunteer Appreciation Breakfast
 - Teacher Appreciation Week
 - Ultra Arts / End of Year Picnic
 - Boutique
 - School Lunch
 - Lost & Found (with FAIS)
- d) Events and Activities may be added or dissolved following a 2/3 majority vote of the Board.

4. Chair of Parent Association for Early Childhood Education (PAECE)

- a) Serves as a member of the Executive Committee and attends all Executive Committee Meetings.
- b) Serves as a voting member of the FSA Board and attends all meetings.
- c) Responsible for assuring regular communication between PAECE and FSA, and for representing the interests of PAECE at the FSA.
- d) May designate a proxy to attend meetings and vote on his/her behalf.

5. Coordinator(s) of Room Parent Program (RPP)

- a) Serves as a voting member of the FSA Board and attends all meetings.
- b) Facilitates communication and coordination between the RPP and FSA.
- c) May designate a proxy to attend meetings and vote on his/her/their behalf.

IV. Membership, C. FSA Board in Detail (continued)

6. Head of School

- a) Serves as a member of the FSA Executive Committee and attends all Executive Committee meetings.
- b) Serves as a voting member of the FSA Board and attends all meetings.
- c) Serves as the first point of contact between the FSA and School administrators, faculty, staff and trustees.

7. Administration Representative (appointed by Head of School)

- a) Serves as a member of the FSA Executive Committee and attends all Executive Committee meetings.
- b) Serves as a voting member of the FSA Board and attends all meetings.
- c) Facilitates communication between the FSA Board and faculty, staff and other members of the administration.

V. EXECUTIVE COMMITTEE

A. The CAIS FSA Executive Committee is comprised of:

1. All FSA Officers (Chair/Co-Chairs, Vice Chair, Secretary, Treasurer)
2. Chair of PAECE (or designated proxy)
3. Head of School
4. Administration Representative

B. The Executive Committee is responsible for:

1. Setting the Agenda for FSA Board Meetings including items requiring a vote.
2. Taking action on urgent or emergency items that, in its opinion, cannot wait for the next FSA Board meeting. Any such decisions shall be discussed and ratified at the next scheduled FSA Board meeting.
3. Guiding the development of the annual budget and approving it prior to being voted on by the FSA Board.
4. Proposing amendments to these Operating Protocols.
5. Ensuring that the General Reference Manual and Administrative Calendar are complete, accurate and available to the General Membership.

VI. AD HOC COMMITTEES

A. The Executive Committee may from time to time appoint an ad hoc committee to address a certain issue.

1. Ad hoc committees may be added, deleted, or changed as deemed appropriate or necessary by the Executive Committee.
2. Ad hoc committees report directly to the Executive Committee.
3. Ad hoc committees do not have a vote at FSA Board meetings but may report to the Board at the request of the Executive Committee.
4. The addition, deletion or change of an ad hoc committee can be recommended by any member of the FSA Board but must be approved by the Executive Committee.

VII. NOMINATIONS AND ELECTIONS

A. In order to further the FSA's community building mission and promote volunteerism, FSA nominations and elections processes should be kept as friendly and noncompetitive as possible. Whenever there are two or more interested parties, parties should be encouraged to serve jointly.

B. FSA nominations and elections are to be managed by the FSA Vice Chair, who may recruit members of the FSA Board if needed for assistance or whenever the Vice Chair is at the end of his/her term or stepping down. It is the Vice Chair's responsibility to keep the FSA Board informed about upcoming vacancies, nominations and elections.

C. Following are the steps to be taken when there are vacancies on the FSA Board:

1. Submit information about vacancies/job descriptions to the Chair/Co-Chairs for distribution to parents and guardians and/or FSA Board.
2. Receive nominations and ensure that candidates understand the responsibilities of the positions they are considering.
3. Hold elections before the FSA Board (for Officers and Event/Activity Chairs) or individual grade parents/guardians as needed.
4. Conduct timely orientations for all new Officers and Board members.

D. Schedule:

1. Following is the basic schedule for filling **vacancies in Officer positions:**
Early March – Identify and publicize vacancies to the existing FSA Board.
March (all) – Recruit candidates, receive nominations, discuss responsibilities.
April FSA Meeting – Present candidates to the Board and hold a vote.
May – Conduct orientations for new Officers.
2. Following is the basic schedule for filling **vacancies in Event and Activity Chair positions:**
Early March – Identify and publicize vacancies to the parents and guardians.
March (all) – Recruit candidates, receive nominations, discuss responsibilities.
April FSA Meeting – Present candidates to the Board and hold a vote.
May – Conduct orientations for new Event and Activity Chairs.
3. Following is the basic schedule for filling vacancies in **Grade Liaison positions:**
Early September– Identify and publicize vacancies to parents and guardians.
September (all) – Recruit candidates, receive nominations, discuss responsibilities.
October – Present candidates to FSA Board and parents/guardians.
October-November – Conduct orientations for new Grade Liaisons.

VIII. OFF-CYCLE VACANCIES AND REMOVAL

A. FSA Officer vacancies occurring between elections shall be filled by a vote at an FSA Board meeting until they can be filled during the next election cycle. If the Chair/Co-Chairs position is vacated mid term, the Vice Chair assumes the position until the next election cycle and the Vice Chair position will be filled by a vote of the FSA Board.

VIII. Off-Cycle Vacancies (continued)

- B. Any elected FSA Officer, Event/Activity Chair or Grade Liaison with excessive unexcused absences in a school year, who is derelict in his/her duties, engages in malfeasance, fails to maintain the confidentiality of sensitive Board discussions, becomes unreasonably uncooperative, or prevents other Board members from effectively performing their duties can be removed by the Board by a two-thirds majority vote of all voting Board members.

IX. MEETINGS

A. FSA Board Meetings

1. All parents and guardians of students presently attending CAIS, as well as all administrators, faculty, staff and members of the school's Board of Trustees are automatically members of the CAIS FSA and are welcome to attend all meetings of the FSA Board.
2. Board meetings will be held periodically, as scheduled by the Chair/Co-Chairs and published on the school calendar no later than the first day of the school year. There shall be a minimum of five FSA Board Meetings each school year.
3. Agendas shall be posted five days in advance of the meetings. Business transacted at any meeting of the FSA Board shall be limited to the items on the posted agenda.
4. Attendance is required of all voting members of the Board. (SEE SECTION IV, B for a list of voting members of the Board.)
5. A quorum shall consist of more than 50% of voting members.
6. All FSA agenda items to be voted on must be reviewed in advance by the Executive Committee. Items presented for a vote during an FSA Board meeting must be agreed upon by both the FSA Chair/Co-Chairs and the Head of the School in advance of the vote.
7. Votes taken during Board meetings require a simple majority of Board members present unless stated otherwise elsewhere in the Operating Protocols. A quorum must be present in order for a vote to be taken.
8. In the case of a tie vote on any issue, the Head of School will have 2 votes and cast the deciding vote.

B. FSA Executive Committee Meetings

FSA Executive Committee meetings will be held throughout the year, as scheduled by the Chair/Co-Chairs and communicated to the Executive Committee. Special meetings may be called by the Chair/Co-Chairs, who must make an earnest effort to accommodate the schedules of the Executive Committee members.

C. General Meeting/Annual Report to Families and the School

At the final FSA Board meeting of each school year, the Chair/Co-Chairs, in concert with the rest of the Board, shall present a report to the general membership (i.e., all parents, guardians, administrators, faculty members, staff and Board of Trustees) on the year's activities, accomplishments and the state of the budget. General Members shall be informed of the time and date of this meeting, as well as the fact that the FSA Annual Report will be delivered, well in advance of its occurrence.

X. FINANCES

A. Budget and Expenses

1. The Treasurer, in consultation with the Executive Committee and Event/Activity Chairs, shall develop an annual budget, which shall be presented for approval to the FSA Board no later than the second FSA Board meeting of each school year.
2. FSA operations and activities are funded through funds raised by the FSA. On occasion, following approval by the Head of School, the FSA may sponsor or co-sponsor an event or activity that may be partially or wholly funded by the school.
3. All FSA expenditures must be consistent with the missions of the School and the FSA. Net earnings from FSA fundraising activities in excess of operating costs shall be used for the benefit of the School for such purposes as the FSA Board determines in consultation with the Head of School based on the School's needs.

B. Banking and Financial Processes

1. All FSA funds shall be held in a dedicated account managed by the School's business office.
2. Deposits to this account shall be initiated by the FSA Treasurer, working through the business office.
3. Disbursements shall be approved by the relevant Event/Activity Chair and the FSA Treasurer, and must be within the FSA budget.
4. The FSA Treasurer shall follow all standard School business office procedures for requesting checks, providing receipts, etc.
5. Out-of-budget expenses must be approved by the FSA Chair, Head of School and business office.
6. Expenses larger than \$500.00 must be approved by FSA Chair, Head of School and business office.

XI. Amendments to the Operating Protocols

- A. Adoption of or amendments to these Operating Protocols must be reviewed and approved by Head of School and Executive Committee before being voted on by the FSA Board.
- B. The FSA Chair/Co-Chairs shall provide written notification of a proposed amendment, repeal, or modification to the FSA Board.
- C. The proposed amendment, repeal, or modification will be addressed at the first FSA Board meeting after such notification.
- D. A two-thirds majority of all seated FSA Board members is required to make any changes.
- E. Any amendment, repeal or other modification of these Operating Protocols must be in accordance with the bylaws of the school's Board of Trustees and must be in accordance with all policies of the School.
- F. At the discretion of the FSA Executive Committee, major changes to these Operating Protocols shall require approval by the school's Board of Trustees, to be requested after the amendments are approved by the FSA Board. The amendments will not go into effect until such approval is granted.
- G. An updated version of these Operating Protocols, including any accepted amendments, must always be readily available to any member of the FSA, for example through publication on the CAIS Website.

XII. CONFLICTS OF INTEREST

It is required that if a member has a personal interest in a matter to be discussed, the member will declare his/her interest in this matter prior to discussion and will withdraw from voting in the matter.