

**Crossroads Academy
Crossroads Academy Parent Association (CAPA)
DRAFT Policies and Procedures**

1. NAME

The name of the Association shall be the Crossroads Academy Parent Association (hereinafter called "CAPA").

2. MISSION/PURPOSE

CAPA operates as a volunteer parent group associated with Crossroads Academy's status as a 501(c)(3) nonprofit. CAPA exists to enhance the sense of community at Crossroads Academy by providing opportunities for parents and caregivers of students to support and participate in ongoing school activities. CAPA organizes the energy and talent of Crossroads Academy's parent body to facilitate this sense of community and enrich the lives of students and teachers. CAPA sponsors social events, shows appreciation for faculty and staff, and supports the teaching and administrative staff in meeting the goals of the school as established by the Board of Trustees and the Head of the School.

- A. Any event or project sponsored by CAPA shall be subject to the prior approval of the Head of the School, must align with the Crossroads Academy Strategic Plan and be in accordance with the Crossroads Academy Gift Acceptance Policy.

3. MEMBERSHIP AND PARTICIPATION

All parents and legal guardians of students are automatically members of CAPA Membership. All members will be encouraged to volunteer in assisting CAPA with school-related activities. All members shall be entitled to vote at all CAPA business meetings.

4. LEADERSHIP

A. Executive Committee (EC)

- 1. The Executive Committee shall be the primary decision-making and planning unit for CAPA. The EC consists of a Chair, Secretary, Treasurer, Volunteer Coordinator, and Event Coordinator. The EC will work closely with, and provide support to, the Head of School, who will be an ex-officio member of this committee.

2. The EC shall approve an annual budget for the expenditures of all CAPA funds and may amend the same by a simple majority vote. The Chair(s) may amend the budget by 10% or \$100, whichever amount is smaller, in an individual line item. These amendments must be reported to the Treasurer and subsequently to the EC at the meeting immediately following such an action.
3. The term of office for officers, chairpersons or coordinators of standing committees shall be from the first of July through the thirtieth of June.
4. The EC shall adopt Robert's Rules of Order to guide its conduct of meetings, as modified by the incoming Chair(s) and explained at the first meeting of the school year.

B. Powers and Duties of the Executive Committee

1. **Chair:** The primary powers and duties of the Chair(s) are:
 - a. To act as the spokesperson for the CAPA
 - b. To preside over all EC meetings
 - c. To supervise the functions of EC and non-EC officers.
 - d. To coordinate the content of the agenda of each EC meeting
 - e. To maintain communication with the Head of School
 - f. To maintain communication with the Chair of the Crossroads Academy Board of Trustees

If there is a Co-Chair structure, the Co-Chairs will determine the allocation of responsibilities.

2. **Secretary:** The primary powers and duties of the Secretary are:
 - a. To record, distribute, and file minutes of all meetings
 - b. To keep files of all CAPA committee reports and meeting handouts
 - c. To maintain a database of all families, new and returning
 - d. To keep the CAPA newsletter current and accurate
 - e. To serve in the role of marketing and public relations on behalf of CAPA
 - f. Inform families and community members of CAPA's role and how they can become more involved

- i. Organize the annual “Welcome to Crossroads Academy” packet on behalf of the CAPA.
- ii. Updated calendar after consulting with Head of School and administrative personnel

3. **Treasurer:** The primary powers and duties of the Treasurer are:

- a. To maintain all financial records of the CAPA
- b. To receive a record of financial transactions made on behalf of CAPA
- c. To present a statement of account at every meeting of CAPA and at other times when requested to do so by the EC

4. **Volunteer Coordinator:** The primary powers and duties of the Volunteer Coordinator are:

- a. To recruit, lead and train Room Parents
- b. To provide Room Parents with a roster of all families in their class and emergency phone numbers
- c. To maintain a database of parent volunteers for school events and holiday celebrations at school.
- d. To organize an end-of-year appreciation event for volunteers.

5. **Event Coordinator:** The primary powers and duties of the Event Coordinator are:

- a. To plan and execute CAPA events with the help of volunteers.

C. **Committees**

Committees shall be formed or disbanded by the CAPA EC, as deemed necessary to carry out CAPA’s purpose. Appointments of the chairs of all CAPA Committees shall be made by vote at the spring business meeting by all CAPA members.

D. **Nomination, Vacancies and Removal**

1. **Nominations:**

- a. Candidates for the officer positions of the CAPA EC will be solicited from the community via school-wide notice and voted on at the CAPA Spring business meeting by all community members.

2. Vacancy:

- a. When vacancies occur on the EC with less than one year remaining in the term, successors will be selected by the Chair on behalf of the Executive Committee in consultation with the Head of School and the Chair(s).
- b. If a vacancy occurs in the office of the Chair, the Co-Chair (if there is one) shall immediately assume the office. If there is no co-chair, then the remaining members of the EC will nominate and select a chair for the remaining term.
- c. A person may serve more than one term with the following restrictions: after serving one term, a person may serve a second consecutive term, after which the person may not serve again for three years.

3. Removal:

Any EC member may be removed for cause by a two-thirds vote of the entire EC. In the event the Secretary is unable to record the vote, the Chair shall record the vote.

E. Non-Executive Committee Chairs

The following chair positions do not serve on the EC. These positions are nominated by the parents and selected by the Recruiting Chair: Committee members for events as needed or anticipated, room parents.

5. FUNDRAISING, FUNDS AND BUDGET

The school is a single entity for audit purposes. All funds supporting CAPA will be a part of the Crossroads Academy budget. CAPA will not hold a separate bank account. The school's business office will administer and track all incoming and outgoing monies, and share that information with the Treasurer. The Treasurer will submit a monthly financial report to CAPA and the Crossroads Academy business manager reflecting income and expenses of all projects of CAPA. The Treasurer will regularly assess the Budget.

6. MEETINGS

A. Meetings

1. CAPA EC meetings will be scheduled monthly. The CAPA Chair(s) will set meeting dates and times, and will call each meeting to order and preside over its deliberations. If there is a Co-Chair structure in place, the Co-Chairs will decide who will facilitate the meeting in advance. The CAPA Chair/Co-Chair(s) may call special meetings at their discretion.

2. The Head of School shall attend CAPA EC meetings.
3. CAPA will hold at least three business meetings in a fiscal year: the Fall organizational meeting, the mid-year meeting, and the Annual CAPA meeting held in May or June. All CAPA meetings shall be announced during each of the two weeks prior in the Crossroads Academy Weekly Newsletter (Weekly).
 - a. Each business meeting shall include a review of CAPA's financial statements for the current year and other agenda items as needed as approved by the Head of School.

B. Quorum

A quorum for a meeting is the presence in person of at least half of the non-ex-officio EC members.

C. Voting

There must be a quorum of at least half of the non-ex-officio EC members to vote. Proxy votes will be considered toward the consideration of quorum. At the Chair(s)'s discretion, special votes may take place outside of meetings via email or other forms of communication, such voting requiring a quorum of at least half of the non-ex-officio EC members.

D. Proxy Voting

Members must be present at a meeting to vote, or submit a written proxy in advance. Any such proxy must be given to the Secretary prior to the vote and is valid only for the meeting stipulated in the proxy.

7. AMENDMENTS TO THE POLICIES

Any proposal to amend these Policies and Procedures must be (i) submitted in writing at a CAPA EC meeting, (ii) approved by a majority vote of the CAPA EC members, and (iii) approved by the Head of School.

This DRAFT document was amended and approved by the Crossroads Academy Parent Association Executive Committee in July 2021 and modified in February of 2022.