

ISLAND PACIFIC ACADEMY PARENTS AND TEACHERS ASSOCIATION BY LAWS

ARTICLE – NAMES

The name of this organization shall be Island Pacific Academy Parents and Teachers Association (IPAPA).

ARTICLE II – OBJECTIVES

Section 2.01

IPAPA is a non-profit organization formed to:

- (a) Instill and achieve a sense of community among parents, faculty, administration, students, trustees and staff by cooperating in varied capacities to enrich the lives of the children of Island Pacific Academy.
- (b) Guide parents to a better understanding of the aims, policies, and philosophy of Island Pacific Academy.

Section 2.02

Actions in support of these objectives may take in the form of providing parent education opportunities, coordinating volunteer support for the school, conducting friend-raising and fund-raising activities in support of the goals and needs of the school, and similar support functions.

The successful realization of these objectives depends on the participation and cooperation of every parent.

ARTICLE III – MEMBERSHIP AND DUES

Section 3.01

Any parent, guardian or immediate relative of an enrolled student automatically becomes a member of IPAPA with a signed enrollment contract.

Section 3.02

- (a) Each active board member shall have voting privileges one vote per member family in attendance.
- (b) Each Faculty Representative shall have one vote per division at all meetings.

ARTICLE IV – MEETINGS

Section 4.01

Monthly Board Meetings: shall be held at a regularly scheduled time and place. All are welcome to attend and participate in the "Parent Forum" portion but shall have no vote. Board meetings require no special notice to the general membership.

Section 4.02

General Membership Meetings: shall be held semi-annually in the Fall and Spring. The membership shall be notified at least 3 days prior to general membership meetings.

- (a) Quorum: A simple majority of the Board shall constitute a quorum for monthly meetings. Eleven current members in addition to a simple majority of the Board shall constitute a quorum for the transaction of business at a general membership meeting.
- (b) Fall General Membership meeting: shall serve as the forum for review and approval of revisions to By-laws (if any), and a preview of upcoming IPAPA events.
- (c) Spring General Membership meeting: shall serve as the forum for the annual election of the Board of Directors.

Section 4.03

Motions: the Board may act on motions outside of regularly scheduled meeting by polling the Board members via email, telephone, or personal contact to pass said motion. In a vote taken outside of a regularly scheduled meeting where open debate takes place, all board members must vote.

ARTICLE V – ELECTIONS

Section 5.01

Nominations for office shall be made by a nominating committee which shall be appointed prior to the annual election Spring General Membership meeting. The committee shall serve until the annual election meeting is completed.

Section 5.02

The report of the nominating committee shall be submitted by the Board to the general membership at least on monthly prior to the annual election meeting.

Section 5.03

Only those persons who are eligible by their membership in good standing and who have signified their consent to serve if elected shall be nominated for an option position.

Section 5.04

Election shall be held by ballot at the Spring General Membership meeting. If there is but one candidate for any office, the ballot for that office may be dispensed with and the election held voice vote.

ARTICLE VI – THE BOARD

Section 6.01

Composition of the Board: shall include the Executive Offices of the Board, Grade Level Directors and Faculty Representative that have been elected/and or appointed at the Spring General membership meeting.

Section 6.02

Each office/director must be a current member of IPAPA.

Section 6.03

Each Board member may hold only one position. Each family may be represented only once per term.

Section 6.04

Executive offices of IPAPA shall be elected to the Board and hold one vote each at the regular monthly

IPAPA board members.

Section 6.05

Offices shall serve a 2 year term. To ensure continuity, the Board shall be staggered as follows: The President and Secretary shall be elected in odd-numbered years and the Vice-President and Treasurer shall be elected in even-numbered years.

Section 6.06

Grade-Level Directors:

Five (5) elected grade-level directors will serve as members-at-large on the Board and will hold one vote each at the regularly monthly Board meetings. Directors must be a parent or **guardian of a student** within the respective grade division to represent that group as follows:

- LOWER ELEMENTARY DIVISION (JUNIOR KINDERGARTEN - GRADE 2)
- UPPER ELEMENTARY DIVISION (GRADE 3-5)
- MIDDLE SCHOOL GRADES (6-8)
- LOWER UPPER SCHOOL DIVISION (FRESHMAN/SOPHOMORE)
- UPPER UPPER SCHOOL DIVISION (JUNIOR/SENIOR)

Term of office: duty elected grade-level directors shall assume their duties on July 1st. Terms of office run from July 1st to June 30th the following year for grade-level directors.

Section 6.07

Faculty Representatives

There will be two Faculty Representative positions designated to serve on the IPAPA Board.

The Faculty Representatives must be a current IPA teacher in good standing.

The appointed representatives will report back to his or her division's teacher/staff any pertinent information during IPAPA Board Meetings.

The term of office for this role will have a term of one year.

There will be one representative per division:

- PRIMARY DIVISION REPRESENTATIVE – JK-5
- SECONDARY DIVISION REPRESENTATIVE – 6-12

Section 6.08

Vacancy

- (a) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Board, notice of such election having been given. In the event a vacancy occurs in the office of the President, the Vice-President shall assume the duties of President.
- (b) If an office remains unfulfilled after election, it shall be considered a vacant office to be filled by the Board-elect.

ARTICLE VII - DUTIES OF THE OFFICERS AND THE BOARD

Section 7.01

General Duties of the Board:

- (a) Control the properties and funds of IPAPA.
- (b) Approve the operating budget and distribution of funds generated by fund-raising and any annual dues collected from parent and guardian members of the Association.
- (c) Administer the affairs of the Association on behalf of the members in a manner consistent with these by-laws.
- (d) Attend monthly meetings of the Board and actively participate in discussions, planning, and decision-making.
- (e) Act as liaisons among Class Parent Representatives (CPRs), parents, faculty, administration, and staff by relaying communications, not limited to comments and/or concerns from parents for Board consideration. Board members shall also ensure relevant IPAPA announcements and events are disseminated to the general membership through communication with CPRs and administration.
- (f) Communicate with teachers from respective Primary or Secondary Divisions.

Section 7.02

The President shall:

- (a) Coordinate the work of officers and committees of the association in order that the objectives may be promoted.
- (b) Preside at all meetings of the association and the Board of Directors.
- (c) Be an ex-officio, non-voting member of all committees except the nominating committee.
- (d) Appoint chairs of committees, subject to ratification by the Board of Directors.
- (e) Distribute to new board members all records, annual reports, committee reports and by-laws.
- (f) Together with the Treasurer, form a budget committee to devise a proposed annual budget to be presented by the Board of Directors.
- (g) Co-sign checks in excess of \$250.00 for the association.
- (h) Perform such other duties as may be presented to the membership in the fall following the President's term of office.

Section 7.03

The Vice-President shall:

- (a) Act as assistant to the President.
- (b) Perform the duties of the President in the absence or disability of that office to act.

Section 7.04

The Secretary shall:

- (a) Keep an accurate record of the proceedings of all meetings of the association and the Board of the Directors, and make copies available upon request.
- (b) Be prepared to refer to the minutes of previous meetings.
- (c) Prepare a list of all unfinished business for the use of the President.
- (d) Keep a current copy of the by-laws and standing rules.
- (e) Conduct all necessary correspondence of the association upon authorization of the President, Board of Directors.
- (f) Perform such other duties as may be delegated to the Secretary.

Section 7.05

The Treasurer shall:

- (a) Act as a member of the budget committee to devise an annual budget.
- (b) Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursement of the association.

Section 7.06

Removal from Office: Any Board member with two (2) or more unexcused absences in a term year who is derelict in their duties, engages in malfeasance, fails to maintain the confidentiality of sensitive Board discussions, becomes unreasonably uncooperative, and/or prevents other Board members from effectively performing their duties can be removed from the Board after appropriate due process.

ARTICLE VIII – COMMITTEES

Section 8.01

Community Service: includes area beautification, landscaping, litter pick-up around the campus and Kapolei Library area, (working with IPA's Interact Club), beach clean-up, or any project that will earn student community service hours.

Section 8.02 Hospitality: includes being present for New Student and New IPA Parent Orientation events, Open House etc. and providing or organizing refreshments.

- (a) Administration must make request in advance for refreshment support from IPAPA subject to approved vote by the Board.

Section 8.03

Faculty and Staff Appreciation: includes planning and supporting F&S events such as the appreciation breakfast and other activities that benefit faculty and staff.

Section 8.04

Special Events: include planning and organizing IPA community-building events, specifically the Fall Family Festival and the Spring Chili Cook-off etc.

Section 8.05

By-Laws: ad-hoc group to update, amend, and/or add to current by-laws to ensure relevance and adherence to IPA goals.

Section 8.06

Nominating: consists of 2-3 members from the Board community to submit a slate of candidates to IPAPA general membership at least 30 days prior to the Spring General membership election meeting.

ARTICLE IX – AMENDMENTS

Section 9.01

Amendments to these by-laws may be made simple majority vote of those IPAPA members present at a general membership meeting.

AS AMENDED - August 1, 2014