

ISLAND PACIFIC ACADEMY PARENTS AND TEACHERS ASSOCIATION BYLAWS

Revised October 21, 2022

ARTICLE I – NAME

The name of this organization shall be Island Pacific Academy Parents and Teachers Association hereinafter referred to as IPAPA. Its address shall be care of Island Pacific Academy, hereinafter referred to as IPA.

ARTICLE II – PURPOSE AND GOALS

Section 1. Purpose and Goals

The purpose and goals of IPAPA shall be:

- 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 IPA.
- c. Cooperate with IPA in carrying out its activities.
- d. Raise funds to support the purpose and goals of IPAPA and help IPA to fulfill its mission.
- e. Promote an interest in education and community welfare.

Section 2. Charitable Status

To the extent approved by IPA’s Board of Trustees, IPAPA shall qualify and operate under the umbrella of IPA’s charitable tax status (presently referred to as a 501(c)(3) organization). IPAPA shall take no action to jeopardize IPA’s charitable status and any such action shall be void. IPAPA is a subsidiary organization of IPA and does not operate independently of IPA.

Section 3. Actions

Actions may take the form of providing and co-supporting parent, faculty and staff 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. In addition to the transparency and collaborative mindsets of all IPA’s school community focused on the vision, mission and values of IPA.

ARTICLE III – POLICIES

IPAPA shall be non-profit, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the IPAPA nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work for the IPAPA.

ARTICLE IV – MEMBERSHIP

Section 1. Membership

All parents and guardians of IPA's students who are interested in the purpose for which IPAPA is organized and who are willing to subscribe to its bylaws shall be members.

Section 2. Funding

- a. IPAPA shall allocate funding for the following calendar year as part of its annual operational budget.
- b. Additional funds can be generated from various fundraising events scheduled throughout the school year.

ARTICLE V – IPAPA OFFICERS

Section 1. Composition

The elected IPAPA Officers shall be President, Vice President, Secretary, and Treasurer.

Section 2. Eligibility

- a. All officers shall be a parent or guardian of a student at IPA during their term of office.
- b. Additional funds can be generated from various fundraising events scheduled throughout the school year.
- c. IPAPA Officers shall be elected to the Board and hold one vote each at the regular monthly IPAPA Officer meetings.

Section 3. Nomination and Election

- a. Nominations for office shall be made by a nominating committee which shall be appointed by the Vice President prior to the annual election Spring General Membership meeting. The committee shall serve until the annual election meeting is completed.
- b. The report of the nominating committee shall be submitted by the Board to the general membership at least 10 days prior to the annual election meeting. Written notice of the nominations may be made by electronic delivery and may be made in conjunction with the meeting notice.
- c. 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 open position.
- d. 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 by voice vote.

Section 4. Length of Term

IPAPA Officers 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. Officers shall serve for a term to coincide with the IPA's fiscal year, currently July 1 to June 30.

Section 5. Vacancies

- 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.

Section 6. Duties and Responsibilities

General Duties of IPAPA Officers:

- a. Manage collaboratively 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 bylaws.
- d. Attend monthly meetings of the Board and actively participate in discussions, planning, and decision-making.
- e. Act as liaisons between Class Parent Representatives (CPRs), parents, faculty, administration, and staff by relaying relevant and timely IPAPA communications via Grade-Level Directors, Faculty Representatives, and directly.

The President shall be the chief elected officer of IPAPA and shall:

- a. Coordinate the work of officers and committees of the association in order that the objectives may be promoted.
- b. Schedule and preside at all meetings of the association and IPAPA Officers.
- c. Be an ex-officio, non-voting member of all committees except the nominating committee.
- d. Distribute to new board members all records, annual reports, committee reports, and bylaws.
- e. Together with the Treasurer, form a budget committee to devise a proposed annual budget to be presented by the IPAPA Officers.
- f. Co-sign checks in excess of \$500.00 for the association.
- g. Perform such other duties as may be presented to the membership in the fall following the President's term of office.
- h. At the invitation of the Board of Trustees, participate on the School's Board of Trustees as a Non-voting member.

The Vice President shall:

- a. Act as assistant to the President.
- b. Schedule meetings of the Executive Committee.
- c. Appoint Chairs of Committees and Grade-Level Directors, subject to ratification by the IPAPA Officers.
- d. Perform the duties of the President in the absence or disability of that office to act.

The Secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the association and the IPAPA Officers, and make copies available upon request. Electronic records will be kept in Google Drive for at least five years.
- 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 bylaws and standing rules.
- e. Conduct all necessary correspondence of the association upon authorization of the President and IPAPA Officers.
- f. Schedule all meetings and relay information of upcoming meetings to pertinent parties.
- g. Perform such other duties as may be delegated to the Secretary.

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. Electronic records will be kept in IPAPA Google Drive for at least five years.
- c. Disburse funds in accordance with the approval of the executive board.
- d. Provide a financial report at every meeting and as requested by members of the board.
- e. Present a full financial report to the executive committee at the end of the fiscal year.

Section 7. Meetings

Meetings of the IPAPA Officers shall be called by the President.

Section 8. Quorum

A quorum shall be three members of the IPAPA Officers.

Section 9. Voting

Each member of the IPAPA Officers shall have one vote.

Section 10. Removal

Any IPAPA Officer 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 IPAPA discussions, becomes unreasonably uncooperative, and/or prevents other IPAPA Officers from effectively performing their duties can be removed from position by no less than two-thirds affirmative vote of the IPAPA Officers, when the best interests of IPAPA or IPA shall be served thereby.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of the IPAPA Officers, the Grade-Level Directors, and Faculty Representatives that have been elected/and or appointed at the Spring General membership meeting.

Grade-Level Directors:

- a. 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:
 - 1. Lower Elementary Division (Kindergarten - Grade 2)
 - 2. Upper Elementary Division (Grades 3 - 5)
 - 3. Middle School (Grades 6-8)
 - 4. Lower Upper School Division (Freshman/Sophomore)
 - 5. Upper School Division (Junior/Senior)
- b. 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.
- c. Communicate with the respective Class Parent Representatives for all matters pertaining to responsible grade levels.

Faculty Representatives:

- a. There will be two Faculty Representative Positions designated by the Head of IPA or designated representative, to serve on the IPAPA Board.
- b. The Faculty Representatives must be a current IPA teacher in good standing.
- c. The appointed representatives will report back to his or her division's teacher/staff any pertinent information during IPAPA Board Meetings and provide feedback to the Executive Committee on any division related matters.
- d. The term of office for this role will have a term of one year.
- e. There will be one representative per division:
 - 1. Elementary Division Representative (Grades K - 5)
 - 2. Secondary Division Representative (Grades 6 - 12)

Section 2. Duties and Responsibilities

The **Executive Committee** shall:

- a. Operate in a manner that is consistent with the goals and purpose of IPAPA and the vision, mission, and values of IPA.
- b. Have management, authority, and final dispositions of all the affairs of IPAPA, particularly with reference to the property and/or funds belonging to IPAPA.
- c. Authorize expenditures in accordance with Article X, Section 3.
- d. Review the slated recommendations of the Nominating Committee.
- e. Review and approve the proposed schedule of IPAPA events for the coming school year.

Section 3. Meetings

Meetings of the Executive Committee shall be as called by the Vice President.

Section 4. Quorum

A quorum shall be six members of the Executive Committee.

Section 5. Voting

Each member of the Executive Committee shall have one vote.

Section 6. Removal

Any Executive Committee 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 IPAPA discussions, becomes unreasonably uncooperative, and/or prevents other Executive Committee Members from effectively performing their duties can be removed from position by no less than three-fourths affirmative vote of the IPAPA Officers, when the best interests of IPAPA or IPA shall be served thereby.

ARTICLE VII – EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the IPAPA Officers, the Head of IPA and/or appointed representative, the Director of Advancement and/or appointed representative, and the Director of Finance.

Section 2. Duties and Responsibilities

The **Executive Board** shall:

- a. Operate in a manner that is consistent with the goals and purpose of IPAPA and the vision, mission, and values of IPA.
- b. Have management, authority, and final dispositions of all the affairs of IPAPA, particularly with reference to the property and/or funds belonging to IPAPA.
- c. Authorize expenditures in accordance with Article X, Section 3.
- d. Review the slated recommendations of the Nominating Committee.
- e. Review and approve the proposed schedule of IPAPA events for the coming school year.

Section 3. Meetings

Meetings of the Executive Board shall be as called by the Head of IPA, or designated representative.

Section 4. Quorum

A quorum shall be three members of the Executive Board. These members shall be a mixture of IPAPA Officers and IPA Staff listed above, in Article VII, Section 1.

Section 5. Voting

Each member of the Executive Board shall have one vote.

Section 6. Event Cancellation

The Head of IPA, in consultation with the IPAPA President, shall make the final decision when an event needs to be canceled.

ARTICLE VIII – MEETINGS OF IPAPA

Section 1. Frequency

- a. Monthly Executive Committee Meetings shall be held at a regularly scheduled time and place. All are welcome to attend and participate in the "Question and Answer" portion but shall have no vote. Executive Committee Meetings require no special notice to the general membership.
- b. General Membership meetings shall be held at least twice during the IPA year as called by the IPAPA Officers, once in the spring and once in the fall. Typically, the meetings are held in May and September.
 1. Fall General Membership meeting shall serve as the forum for review and approval of revisions to Bylaws (if any), and a preview of upcoming IPAPA events.
 2. Spring General Membership meeting shall serve as the forum for the annual election of the IPAPA Officers.
- c. The IPAPA Officers shall have the power to call special general membership meetings at any time with proper notice, as set forth in Section 2.

Section 2. Notice

Notice of General Membership meetings shall be in writing to the members and well publicized, by the Secretary and/or Coordinator(s), at least ten days in advance of the scheduled meeting. Notice by electronic delivery is acceptable.

Section 3. Decision Making

- a. Decisions shall be made by a majority vote of those present, unless otherwise required in these Policies and Procedures.
- b. Motions: The Board may act on motions outside of regularly scheduled meetings 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 IX – STANDING COMMITTEES AND COORDINATORS

Section 1. Appointment

The President designates the Vice President to appoint chairperson(s) and coordinators for all committees for the following IPA year. Chairperson(s) and coordinator positions may be re-appointed by the President with support of the IPAPA.

Section 2. Nominating Committee

- a. **Composition.** The Nominating Committee shall consist of a chairperson and four members, appointed by the Vice President. The Nominating Committee must have representative parents from more than a single grade and at least one parent representative with a child in Elementary and one with a child in Secondary school.
- b. **Duties and Responsibilities.** The Nominating Committee shall widely advertise and solicit applications for open officer positions from the IPAPA general members no later than 45 days prior to the general membership meeting in May. The Nominating Committee shall recommend

to the IPAPA Officers a single slate of all approved candidates no later than 30 days prior to the general membership meeting in May.

- c. **Guidelines for Candidate Selection.** All deliberations of the Nominating Committee shall be kept confidential, except that the Nominating Committee may consult with the Vice President in the consideration of candidates for officer positions. Consideration may be given to a person's prior involvement with IPA, prior experience with IPAPA business, and/or prior related experience.

Section 3. Bylaws Committee

- a. **Composition.** The Bylaws Committee shall consist of a chairperson and four members, appointed by the Vice-President. The composition of the Bylaws Committee must represent parents from more than a single grade.
- b. **Duties and Responsibilities.** The Bylaws Committee shall recommend to the IPAPA Officers to update, amend, and/or add to current bylaws to ensure relevance and adherence to IPA goals no later than 30 days prior to the fall general membership meeting.

Section 4. Budget Committee

- a. **Composition.** The Budget Committee shall consist of the President who shall be the chairperson, the Vice president, the Treasurer and such committee members as the Vice-President deems appropriate.
- b. **Duties and Responsibilities.**
 - 1. Prior to the first general membership meeting, the Budget Committee shall review the current year's proposed budget and recommend appropriate revisions.
 - 2. Prior to the final general membership meeting of the IPA year, the Budget Committee shall review and approve a proposed budget for the coming year.
 - 3. The Budget Committee shall monitor income and expenditures for the year's events.

Section 5. Social Activities Coordinator(s)

The Social Activities Coordinator(s) shall plan and, subsequent to the approval of the IPAPA Officers, execute a minimum of one social activity during the IPA year and perform other duties as may be required by the IPAPA Officers. The emphasis of the social activities program is to foster a sense of community by offering community social events and sponsoring on campus family-friendly events.

Section 6. Volunteer Coordinator(s)

The Volunteer Coordinator shall work in connection with all other committee coordinators to ensure a healthy staffing of volunteers to support IPAPA events. The Volunteer Coordinator will attend various school and IPAPA events (New Parent Orientation, Back-to-School Night, IPAPA Socials, etc.) to meet parents and encourage volunteer involvement. The Volunteer Coordinator is responsible for working with the Advancement Team to maintain the Google Parent Information Form on IPAPA website and for keeping a current list of parent volunteers.

Section 7. Faculty and Staff Appreciation Coordinator(s)

Faculty and Staff Appreciation Coordinator(s) shall be responsible for coordinating, planning, and supporting F&S events such as the appreciation breakfast and other activities that benefit faculty and staff.

Section 8. Student Recognition Coordinator(s)

Student Recognition Coordinator(s) shall be responsible for coordinating, planning, and supporting IPAPA’s Student Recognition awards program. Duties involve soliciting nominations from Teachers, Classroom Parent Representatives, and Grade Level Directors, managing selection, and coordinating formal recognition.

Section 9. Other Committees and Coordinator Positions

The IPAPA Officers shall create such other committees and coordinator positions as necessary.

ARTICLE X – FISCAL POLICIES

Section 1. Fiscal Year

The fiscal year shall be consistent with the IPA’s, beginning on July 1 and ending on June 30.

Section 2. Budget

The Budget Committee shall submit the budget for the following school year, to the general membership for approval at the spring general membership meeting.

Section 3. Accounts

- a. The books and accounts of IPAPA shall be kept in accordance with generally accepted accounting principles as established by the Federal Accounting Standards Advisory Board and shall be audited annually by IPA Director of Finance, or designated representative, at the end of the fiscal year in conjunction with the audit of IPA.
- b. The IPAPA Officers shall authorize only the Treasurer to approve disbursements for expenditures that were previously budgeted or approved by the IPAPA Officers and/or general membership. In the absence of the Treasurer, The President, or in absence of the President, a quorum of the IPAPA Officers shall be authorized to approve disbursements.
- c. Expenditures in excess of \$500 not previously budgeted must be authorized by a majority vote of the IPAPA Officers.
- d. The IPAPA Officers, at its discretion, may propose a monetary donation to IPA. The proposal must be presented to and approved by the General Membership at the spring membership meeting.

Section 4. Fiscal Responsibility.

As a guideline, IPAPA should maintain a cash balance of approximately 1 years’ worth of budget as a reserve against any potential financial hardship or unforeseen expense. There will be times when the cash balance drops below this amount when needed for responsible significant expenditures and times where the cash balance significantly exceeds this amount as well.

ARTICLE XI – AMENDMENTS

Amendments to these by-laws may be made by simple majority vote of those IPAPA members present at the fall general membership meeting, provided that the proposed amendment(s) have been sent in writing to the members and well-publicized at least 10 days in advance of the scheduled meeting.

AS AMENDED - October 21, 2022