

BYLAWS
OF
INTERNATIONAL BACCALAUREATE PARENTS ASSOCIATION
OF WICHITA HIGH SCHOOL EAST, WICHITA, KANSAS

Revised by Board: September 7, 2017
Approved by Membership: October 5, 2017

ARTICLE I - THE ORGANIZATION - MISSION

The name of this organization is the International Baccalaureate Parents Association of Wichita High School East, Wichita, Kansas.

The mission of this organization is:

1. To promote the interests of the students enrolled in the Wichita East International Baccalaureate Programme (hereafter referred to as IB) by remaining informed about the IB program goals, objectives and activities.
2. To offer advice to ensure the program's quality.
3. To secure financial support and parent voluntary involvement to benefit the students, faculty and staff in IB.

ARTICLE II - MEMBERSHIP

The voting membership includes all parents and/or guardians of students enrolled in the Wichita High School East LB. program. Other supporters of the program may be non-voting members.

ARTICLE III - BOARD OF DIRECTORS

The Board of Directors shall direct the organization.

The Board will consist of a President, Vice-President, a Secretary, Treasurer, a parent representative from each grade level, and as many as four members at large. The Board shall elect its officers annually. The I.B. Administrator and the Immediate Past President will be ex-officio members of the board.

The freshman class parent representative will be elected annually at the beginning of each school year. In an effort to promote new parent involvement, the Board of Directors may allow two freshman parents to serve as co-freshman parent representatives. When the next year's slate of officers is presented, one of the co-freshman parents should be moved into an at-large, vice-president, treasurer, or secretary role.

Elections shall be held every spring for the vacant at-large positions and for any other vacant positions on the Board not filled during the year by action of the Board of Directors. A position shall

become vacant whenever a member of the Board of Directors no longer wishes to serve on the Board or is no longer a member of the I.B. Parents association. The elections shall take place at a meeting of the membership for which notice of the elections has been given. Nominations will be taken from the floor and the candidates with the most votes will be elected.

No compensation will be paid for services as a member of the Board.

The President, upon the recommendation of Board designated Committee, shall have the authority to fill a vacancy on the Board created by the death, resignation, or refusal to act of any elected Trustee or created by resolution of the Board increasing the total number of the Board.

Any Board member may resign upon filing written resignation with the Secretary of the Board, and such resignation shall become effective when so filed unless some other effective date is set forth in the resignation.

Any Board member may be removed with or without cause from the Board by an affirmative vote of the majority of Board Members present at a meeting of the Board.

Any board member who fails to attend three consecutive regular meetings of the Board of Directors will automatically be considered as a resigned member of the Board.

The President, upon the recommendation of the Board or its designated Committee, shall have the authority to fill a vacancy on the Board created by the death, resignation, or refusal to act of any elected member of the Board or created by resolution of the Board increasing the total number of the Board.

The duties of the various officers, class parent representatives, and at-large representatives shall be as follows:

The President shall be the chief executive officer of the organization. The president shall be responsible for the active executive management of this organization. The President shall preside at all meetings at which he/she is present, including meetings of the Board. The President shall sign or countersign all instruments that require his/her signature and shall make such reports and perform such duties incident to the office as are required of him/her.

The Vice-President shall act in place of the President during the absence or unavailability of the President and shall have the full power of the office of President at those times. In order to provide for a planned leadership succession, the Vice-President shall, by conformation of the Board of Directors, shall serve as the President of the Board in the year following his/her term as Vice-President.

The Secretary shall have custody of IB Parents Association records, keep the minutes of all meetings, and furnish copies of the same to the Board and the LB. Administrator. These records will be kept in a designated notebook in the IB office at Wichita High School East.

The Treasurer shall collect and disburse or oversee disbursement of funds as directed by the Board, subject to provisions as may be made from time to time. The Treasurer shall keep proper records of accounts thereof. These records will be kept in a designated notebook in the IB office at Wichita High School East. The records, shall at all times, be open to inspection by each Board member. The Treasurer shall give a report relating to the financial status of the organization at each parent meeting.

Each class (grade level) parent representative shall serve as liaison of that class to the Board of Directors.

Each at-large representative shall represent the membership of the IB Parent Association to the Board of Directors.

The Board of Directors establishes the Board of Directors meeting schedule and agenda. The Board may also discuss and take action upon any other item of I.B. business that shall come before them.

ARTICLE IV - MEETINGS

The membership at large shall meet at least four times during the school year at times and locations to be determined by the Board. Special and ad hoc committee meetings shall be held as determined by the chair of the committee or the President of the Board.

The Board of Directors shall meet monthly from August until May of each year.

ARTICLE V- QUORUM

A simple majority of voting members present shall be required to pass any proposed matters at parents meetings.

A simple majority of voting members of the Board present shall be required to pass any proposed matters at the Board of Directors meetings.

Proxy voting is not permitted.

ARTICLE VI-COMMITTEES

The Board may create special and ad hoc committees with such powers and duties as the Board may determine necessary.

The Board may designate one or more ad hoc committees. Committee members may be members of the Board or other interested individuals. The President of the Board will appoint the chair of the committee. All ad hoc committees shall automatically terminate at the end of the school year unless specifically extended by the Board.

Additional members of the committees may include from time to time such non-Board members as may be appointed by the President for such term and purpose as prescribed by the President, including their voting or nonvoting capacity.

ARTICLE VII -PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matter of procedure not specifically covered by the Bylaws of the specific rules of procedure adopted by the LB. Parents Association.

ARTICLE VIII - FINANCES

Tax-deductible contributions may be made to the LB. Parents Association, care of Wichita High School East, at anytime during the year.

ARTICLE IX-AMENDMENTS

These bylaws may be amended by resolution passed by a simple majority of the membership present at any meeting of the I.B. Parents Association. The notice of such meeting shall include the proposed amendments.