

Policies and Procedures

International Baccalaureate Parents Association of Wichita High School East, Wichita, Kansas

Approved by Membership - March 7, 2024

Article 1: NAME/MISSION

The name of this organization is the International Baccalaureate Parents Association of Wichita High School East, Wichita, Kansas (hereafter referred to as East IBPA). East IBPA is a parent group operating under USD 259 - Wichita. Because we utilize the EIN for USD 259 - Wichita, we are not an autonomous entity.

The mission of East IBPA is to:

- A. Promote the interests of the students enrolled in the Wichita East International Baccalaureate Programme (East IB) by remaining informed about the East IB program goals, objectives and activities.
- B. Offer advice to ensure the program's quality.
- C. Secure financial support and parent involvement to benefit the students, faculty, and staff of East IB.
- D. Serve as a point of contact for parents and/or guardians of East IB students.

Article 2: MEMBERSHIP

Section 1: Eligibility

- A. Membership shall include all parents and/or guardians of students enrolled in the Wichita High School East IB program. The Past President is considered a member even if he/she no longer has a child in the East IB Program.
- B. There are no membership dues.
- C. Members have voting privileges.
- D. Membership shall also include the IB Administrator, and may include members of the East IB leadership team who shall be non-voting members.
- E. Other supporters of the East IB Program may attend the meetings as guests.

Section 2: Voting

- A. All members of East IBPA are eligible to vote, with the exception of the IB Administrator and the East IB Leadership team.
- B. A simple majority of members present shall be required to pass any proposed matters at East IBPA meetings.
- C. Voting at hybrid meetings shall occur in two parts. Members in person will vote, followed by members joining the meeting virtually. The final result shall be the combined total of both counts.
- D. Proxy voting is not permitted.

Article 3: MEETINGS

Section 1: General Membership Meetings

- A. The membership at large shall meet at least four times during the school year at times and locations to be determined by the Board of Directors.
- B. Meetings may be held in person, virtually, or hybrid.

Section 2: Board of Directors Meetings

- A. The Board of Directors shall meet monthly from August until May of each year.
 - a. Any East IBPA member may attend
- B. Meetings may be held in person, virtually, or hybrid.
- C. The Executive Board reserves the right to withdraw to executive session.

Article 4: OFFICERS

Section 1: Board of Directors

The Board of Directors will direct this organization and shall:

- A. Consist of a President, Vice-President, Secretary, Treasurer, Parent Representatives from each grade level, the Past President, as many as four Members at Large, and the IB Administrator.
- B. Hold annual elections for officers.
- C. Receive no compensation for serving as a member of the Board of Directors.
- D. Have the option to discuss and take action upon any other item of IBPA business that may come before them.

Section 2: Duties

President: The President shall

- A. Be the chief executive officer of the organization.
- B. Preside at all meetings at which he/she is present, including meetings of the Board of Directors.
- C. 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.
- D. Be the official spokesperson for East IBPA and may delegate any other member to speak on behalf of the East IBPA.
- E. Have access to any and all East IBPA records.

Vice President: The Vice President shall

- A. Act in place of the President during the absence or unavailability of the President and have the full power of the office of President at those times.
- B. By confirmation of the Board of Directors, serve as the President of the Board of Directors in the year following his/her term as Vice-President. This is in order to provide for a planned leadership succession.

Secretary: The Secretary shall

- A. Keep the minutes of all meetings, and furnish copies of the same to the Board of Directors and the East IB Administrator.
- B. Keep records in designated files.
- C. Provide minutes to be available on the East IBPA webpage.

Treasurer: The Treasurer shall

- A. Collect and disburse or oversee disbursement of funds as directed by the Board of Directors, subject to provisions as may be made from time to time.
- B. Keep proper records of accounts thereof. These records will be kept in designated files, and will be accessible at all times to the President.
- C. Give a report relating to the financial status of the organization at East IBPA meetings.
- D. Communicate with the East High bookkeeper to obtain necessary financial information.

Grade level Representative - The Grade level Representatives shall serve as a liaison of that class to the Board of Directors.

- A. 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.

Members at Large - The Members at Large shall represent the general interests of the membership of the East IBPA to the Board of Directors.

Section 3: Election of Officers

- A. An election shall be held every spring for any vacant position(s) on 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 of Directors or is no longer a member of the East IBPA.
- B. The election shall take place at a meeting of the membership for which notice of the election has been given. Nominations will be taken from the floor and the candidates with the most votes will be elected. The freshman class parent representative(s) will be elected annually at the beginning of each school year along with any open board positions.
- C. The President, upon the recommendation of the Board of Directors or its designated Committee, shall have the authority to fill a vacancy created by the death, resignation, or refusal to act of any elected member of the Board of Directors or created by a resolution of the Board of Directors which increases the total number of the Board of Directors.
- D. Any Board of Directors member may resign upon filing a written resignation with the East IBPA Secretary. Such resignation shall become effective when so filed unless some other effective date is set forth in the resignation.
- E. Should the Board of Directors determine that the actions of any Board member may require discipline, up to and including removal from their elected position, the appropriate actions shall be determined in consultation with the IB Administrator and Building Principal.
- F. Any Board of Directors member who fails to attend three consecutive regular meetings of the Board of Directors may be considered a resigned member of the Board of Directors.

Article 5: EXECUTIVE BOARD

The Executive Board shall

- A. Consist of the President, Vice-President, Secretary, and Treasurer.
- B. Establish the East IBPA meeting schedule and agenda.
- C. Have the option to discuss and take action upon any other item of IBPA business that may come before them.

Article 6: COMMITTEES

- A. The Board of Directors may create standing and/or ad hoc committees with such powers and duties as the Board may determine necessary.
- B. Standing and/or ad hoc committee meetings shall be held as determined by the chair of the committee or the President of the Board.
- C. Committee members may be members of the Board of Directors or other interested individuals. The President of the Board of Directors 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 of Directors.
- D. Additional members of the committees may include, from time to time, non East IBPA members appointed by the President for such term and purpose as prescribed by the President, and as determined by the President may be given voting rights on business for that committee.

Article 7: FINANCES

Tax-deductible contributions may be made to the East IBPA, in care of Wichita High School East, at any time during the year.

Article 8: AMENDMENTS

These Policies and Procedures should be reviewed every three years and may be amended at any time by a simple majority of the membership present at any meeting of the East IBPA. The notice of such meeting shall include the proposed amendments.

Article 9: PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall be the parliamentary guide for all matters of procedure not specifically covered by the Policies and Procedures adopted by the East IBPA.