

**BYLAWS OF THE LAKEWOOD HIGH SCHOOL
INTERNATIONAL BACCALAUREATE PARENTS' ASSOCIATION
(revised and adopted 2004)**

**ARTICLE I
Name and Mission**

1.1 Name. The name of the organization is the International Baccalaureate Parents Association (IBPA). The IPBA is affiliated with Lakewood High School (LHS), Jefferson County, Colorado.

1.2 Mission. The IBPA supports the students of Lakewood High School, their teachers, and their school by providing:

- A forum for sharing information and ideas about the International Baccalaureate (IB) program and its participants;
- A collective voice for IB interests and concerns;
- Financial support for academic enhancement programs, materials, and instructors;
- Opportunities for students, parents, and teachers to interact and share their experiences so as to provide a support system for IB students in pursuit of the high academic excellence that is the cornerstone of the IB program; and
- Volunteer support of IB program components.

**ARTICLE II
Membership**

2.1 Members. Association membership is open to any parents) who have a student enrolled in the International Baccalaureate Program at LHS and pays annual membership dues.

2.2 Meetings.

2.2.1 Membership Meetings. Membership meetings will normally be held monthly during the school year.

2.2.2 Annual Members Meeting. The annual members meeting, at which the election of the Board of Directors will take place, shall be held in April.

2.2.3 Special Meetings. The Chair may call special meetings, as necessary.

2.3 Notice. Notice of meetings will be provided in the newsletter, by email or on the website.

**ARTICLE III
Board of Directors**

3.1 Board Role and Size. The Board of Directors (Board) is the governing body for the IBPA and is comprised of the following officers:

- Chair
- Chair Elect
- Secretary
- Treasurer
- Fund Raising Chair

The Coordinator of the IB program is an ex-officio member of the Board.

3.2 Meetings. The Board shall normally meet monthly during the school year at an agreed upon time and place.

3.3 Board Elections. The Chair shall appoint a Nominating Committee by February to prepare a slate of nominees. The slate of nominees shall be presented to the members at the annual meeting. Newly elected Board members shall attend the May Board meeting.

3.4 Terms. Each officer is elected for a one-year term.

3.5 Quorum. A quorum will consist of at least three members at a meeting. At any meeting in which a quorum is present a majority shall be sufficient for any action to be approved.

3.6 Notice. Notice of Board meetings shall be provided to the Board one week prior to the meeting date, via email or telephone.

3.7 Duties of Officers.

- The Chair shall preside at all meetings of the members and of the Board of Directors. The Chair shall call all special meetings and appoint chairs of standing and ad hoc committees, is an ex-officio member of all committees and approves all communications of a general nature sent out in the name of the IBPA. The chair performs such other duties as directed by the Board.
- The Chair Elect shall perform the duties of the Chair if the Chair is absent or unable to perform the same. The Chair Elect shall succeed to the office of Chair at the end of the term of office and shall perform other duties as directed by the Board.
- The Secretary shall keep an accurate record of the proceedings of the members meetings and of the Board. The secretary shall conduct the correspondence of the IBPA and Board; shall collect and record all amendments to the bylaws and standing rules of the IBPA; shall be responsible for giving notice of the date and time of all special Board meetings.
- The Treasurer is the accountant of all funds of the IBPA. The treasurer shall report to the Board and membership at each meeting or when requested by the Board, shall keep an accurate record of deposits and expenditures, shall prepare a budget for Board approval, shall keep an accurate record of the membership for voting purposes, shall make the same available upon request to the Board and/or the nominating committee. The treasurer will maintain contact with the LHS bookkeeper and work with that person to provide accurate reports for the organization.
- The Fund Raising Chair shall coordinate, facilitate and oversee fundraising activities of the organization.

3.8 Vacancies. Board vacancies shall be filled by appointment by the Board for the remaining term of office.

3.9 Resignation and Termination. Resignation from the Board must be in writing and received by the Secretary. A Board member may be removed for any reason by a unanimous vote of the remaining Board members.

3.10 Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or three members of the Board. The Secretary shall provide notice by email or telephone one week in advance of the date of any special meeting.

ARTICLE IV

Committees

The Board may create committees as needed for the work of the Association. The following are Standing Committees.

- Fund Raising Committee
- Library Committee
- Membership Committee
- Newsletter committee
- Social Committee
- Staff Appreciation Committee

Standing Committees shall deliver a report of activities to the members on a monthly basis or when requested by the Board. Committee chairs are welcome and encouraged to attend Board meetings in a non-voting capacity.

ARTICLE V

Voting by Members

The normal decision process shall be through consensus with open discussion. Any member can request a vote at any time by making a motion at a member meeting. A simple majority of members present at the meeting is required for affirmation of such motion.

ARTICLE VI

Conflict of Interest

No part of the net earnings of the IBPA shall be used to benefit the officers or other private persons with the exception of scholarship monies awarded to individual students based on merit or need for IB related expenses.

ARTICLE VII

Amendments and Revisions

These bylaws maybe amended or revised by a simple majority at the Annual Members Meeting. Members need to be notified of proposed changes one month in advance by newsletter, email or on the website.

ARTICLE VIII

Dissolution

Upon the dissolution of the IBPA, the Board shall, after paying or making provisions for the payment of all the liabilities of the IBPA, give the remaining assets to the IB program at LHS or to the general fund at LHS.

