



Woodrow Wilson High School

International Baccalaureate Parent Organization

(IBPO)

Bylaws

I. Name

The name of the organization shall be the Woodrow Wilson High School International Baccalaureate Parent Organization (hereinafter referred to as the "IBPO").

II. Purpose

The purpose of the IBPO shall be to provide support and information for, and interaction between, parents, staff, and students of Woodrow Wilson High School involved with the International Baccalaureate program.

III. Membership

A. Eligibility. Any parent or guardian of a student enrolled in either the Pre-International Baccalaureate ("Pre-IB") program or the International Baccalaureate Diploma Program ("IB") at Woodrow Wilson High School is eligible to be an active member of the organization with full voting and other privileges.

B. Voting. Each active member shall be entitled to one vote in the affairs of the organization.

III. Dues

No dues shall be required for membership in the organization. Suggested annual dues shall be determined by the vote of the Executive Board, but no member shall be required to make any donation.

V. Meetings

A. Regular meetings. At least two meetings of the active members shall be held during the school year. The meeting dates for the entire year shall be published at the beginning of the school year.

B. Who may attend. Meetings shall be open to all members of the organization and to any interested members of the Woodrow Wilson High School Community.

C. Minutes. Minutes shall be kept at all meetings of the active members

D. Voting. The vote of a majority of the members present in person at the meeting shall be the act of the members.

VI. Officers and their Duties

A. Elected Officers. The elected officers of the organization shall be a president or co-presidents, a vice president, a secretary, a treasurer, and a hospitality chairperson, which shall collectively be known as the Executive Board. Other offices may be established and appointed by the active members of the organization.

B. President (or co-Presidents). The president shall be the chief officer of the organization and shall have the following duties:

1. To call and preside at all meetings of the organization;
2. To be an ex-officio member of all committees;
3. To work with the Executive Board to appoint chairpersons of standing and special committees;

4. To appoint special committees as deemed necessary; and
5. To sign checks drawn on the IBPO checking account for payment of expenditures authorized in the annual budget, or authorized by the Executive Board. The treasurer shall sign any check payable to the president.

C. Vice President. The vice president shall have the following duties:

1. To preside in the absence of the president;
2. To act as the parliamentarian; and
3. To assist the president and perform such tasks as designated by the president.

D. Secretary. The secretary shall have the following duties;

1. To record, transcribe and distribute the minutes of all IBPO and Executive Board meetings;
2. To maintain and keep current a copy of the Bylaws;
3. To handle all incoming and outgoing correspondence as needed by the organization; and
4. To perform such other duties as may be defined by the Executive Board.

E. Treasurer. The treasurer shall have the following duties:

penditures authorized in the annual budget, or authorized by the Executive Board. The president shall sign any check payable to the treasurer; and

1. To keep records of receipts and expenditures;
2. To submit a written budget for approval of the membership at the first meeting of active members after the start of school. Once the budget has been approved by the membership, the committee chair(s) have authority to spend amounts up to the budgeted limits. If expenditures exceed the line item budget, then the Executive Board must vote, by simple majority, to increase the budget. The president shall have authority to spend up to \$20 from a budget category without seeking the approval of the Executive Board;

3. To bring each request for funds from Pre-IB and IB teachers to the Executive Board. A 3/5 vote of the Executive Board will be required to fund a teacher request. The IB Coordinator will be consulted on all such Pre-IB and IB teacher requests. Total expenditures for enrichment activities, programs or materials submitted by Pre-IB and IB teachers shall vary each year based on available funds in the IB Student Activities line item in the budget;
4. To sign checks drawn on the IBPO checking account for payment of ex5. To prepare and present a written year-end report to the active members at the final meeting of the fiscal year.

F. Volunteer Coordinator The hospitality chairperson shall have the following duties:

1. Make contact with volunteers at the beginning of the year
2. Establish Committee heads
3. Check on the progress of each committee
4. Create Sign Up Lists for items to be donated (food, supplies) as necessary)

G. Webmaster. The Webmaster shall have the following duties:

1. Maintain a web site with information on joining, events, newsletters, Facebook feeds, invitations, etc., as requested by other Board Members in a timely manner..
2. Keep abreast of financial obligations created by Web Site and report to President and Treasurer these obligations.

H. Community Liaison The Community Liaison shall have the following duties:

1. Liaisoning with the Community.

VII. Election of Officers

- A.** The Executive Board shall be composed of the elected officers. The Executive Board shall be advised by the International Baccalaureate Coordinator of Woodrow Wilson High School
- B.** The Executive Board shall have administrative authority and responsibility to carry out the purpose of the IBPO.
- C.** The president and treasurer are authorized to open and manage a checking account for IBPO funds.
- D.** The Executive Board shall meet on the same day as the regular meetings of the membership, or additionally as needed.
- E.** Special meetings of the Executive Board may be called by the president with a two-day notice (email notice and voting by email is acceptable). The notice must state the objective of the meeting.
- F.** Minutes shall be kept at all meetings of the Executive Board.

VIII. Fiscal Year

The Fiscal Year shall begin on August 1 and end on July 31 of the following year.

IX. Amendments

- A. Review.** The Executive Board shall review these Bylaws of the IBPO each year.
- B. Procedure.** These Bylaws may be amended at any meeting of the active members by a majority vote of the active members and Executive Board members present and voting, provided that written notice of the proposed amendments shall be given thirty (30) days prior to the meeting.

X. Parliamentary Authority

The latest revision of Robert's Rules of Order shall be the authority on parliamentary law, except when in conflict with these Bylaws.