

IMPACT BYLAWS

ARTICLE I-NAME

Individuals Making Partnerships and Coming Together

1. Name of Organization

The name of this organization shall be IMPACT at UCA, a parent teacher organization, hereafter referred to as IMPACT.

ARTICLE II-PURPOSE AND POLICIES

1. General Purpose

The purpose of IMPACT is to support the education of students at Upland Christian Schools, Inc., dba Upland Christian Academy (hereafter referred to as UCA or UC Academy interchangeably) by

- a) fostering positive relationships among the administration, teachers, staff, and families through community building activities, volunteerism, and effective communication.
- b) coordinating and conducting fundraising activities for which profits will be donated to UCA to be used as agreed upon by the Executive Board of IMPACT and the Superintendent of UCA.

2. Basic Policies

The basic policies of IMPACT are as follows

- a) IMPACT shall not be a policy setting body and shall be subject to the supervision of the Superintendent and the Board of Trustees of UCA.
- b) Activities of IMPACT are subject to approval of the UCA Superintendent. If any activities of IMPACT are not in harmony with UCA, IMPACT may be dissolved at the recommendation of the Superintendent by a vote of the Board of Trustees. Should such dissolution occur, IMPACT shall relinquish all records, funds, and property to UCA.
- c) No board member of IMPACT shall use any information garnered in the course of executing the responsibilities of their position for any purpose outside the scope of IMPACT activities.

ARTICLE III-MEMBERSHIP

1. Membership

All members of IMPACT are expected to model a Christ-like attitude in all activities and events and to comply with purposes and policies of IMPACT. Membership in IMPACT shall extend to:

- a) parents/guardians of students enrolled at UCA
- b) school administration, teachers and staff
- c) members of the Board of Trustees of UCA

ARTICLE IV-OFFICERS AND ELECTIONS

1. Organizational Structure

IMPACT shall be comprised of an Executive Board, a General Board, and the general membership. The Executive Board shall include the following *elected* positions:

- a) President
- b) Vice President of Hospitality
- c) Vice President of Ways and Means
- d) Secretary
- e) Treasurer

The Superintendent and the Board of Trustees representative shall also serve on the Executive Board as ex-officio, non-voting members. The Board of Trustees representative shall only vote in the event of a tie. The Superintendent shall reserve the right to appoint a designee to serve in his/her place. The General Board shall be comprised of those appointed by the Executive Board to chair positions and to any committees necessary to carry out the purposes of IMPACT. The general membership is comprised of all members as outlined in Article III.

2. Nominations

Nominations of elected positions shall be made by a nominating committee consisting of the incumbent Executive Board. The report of the nominating committee shall be presented to the IMPACT general membership no less than seven days prior to the election.

3. Elections

Elections of the Executive Board shall be held by ballot at the last general meeting of the school year. Notification of the meeting shall be available to the membership no less than 7 days prior to the meeting date. Officers will be elected by a simple majority vote of the general membership. If any office remains unfilled after the election, it shall be considered a vacant office to be filled by the Executive Board elect. The Executive Board will also appoint any chairpersons and committees deemed necessary to conduct IMPACT activities. The appointees will be known as the General Board.

4. Terms

Term of office for elected and appointed positions is one year from July 1 to June 30. Consecutive terms for any single *elected* position is limited to three years. A vacancy occurring in any office of the Executive Board shall be filled for the unexpired term by a person selected by the Executive Board. Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books, and other material pertaining to the office and shall return to the treasurer, without delay, all funds belonging to IMPACT.

5. Duties

The duties of the Executive Board shall be to transact business between meetings in preparation of the general meetings, create standing rules and policies, appoint committees, prepare and submit a budget to the General Board, prepare a calendar of events, approve routine bills, and prepare reports and recommendations to the membership. The General Board will have direct oversight over IMPACT events and will have voting rights over matters brought by the Executive Board, such as approval of the budget. The general membership will aid in the carrying out of the events and activities of IMPACT and will vote only in the election of the Executive Board.

ARTICLE V-DUTIES OF OFFICERS

1. President

The president shall:

- a) Coordinate the work of the Executive Board and chairpersons of IMPACT in order that the purposes and policies as outlined in Article II are fulfilled.
- b) Preside at all regular and special meetings of IMPACT and the Executive Board
- c) Have general supervision of all special events
- d) Obtain consent from prospective candidates to have their names submitted for consideration to fill a vacancy.
- e) Appoint chairpersons of standing committees and special committees, subject to ratification of the Executive Board.
- f) Submit a written report of activities, goals, and projects for the upcoming year to the General Board. Report should be submitted no later than October.
- g) Prepare an agenda for each meeting
- h) Be well informed of the school's needs and work closely with the Superintendent or his/her designee.
- i) File annual reports obtained from all IMPACT officers and all committee chairpersons in the area designated for the maintenance of all permanent IMPACT records

2. Vice President of Hospitality

The Vice President of Hospitality shall:

- a) Have general supervision of all hospitality events
- b) Attend all Executive Board meetings and general membership meetings.
- c) Present at the general membership meetings a verbal report of the status of current and upcoming events and make known volunteer opportunities for such events.

3. Vice President of Ways and Means

The Vice President of Ways and Means shall:

- a) Have general supervision of all fundraising events. All proposed projects are to be approved by the Executive Board.
- b) Attend all Executive Board meetings and general membership meetings.
- c) Present at the general membership a verbal report of the status of current and upcoming events and make known volunteer opportunities for such events.
- d) Assist the president and carry out the president's duties in his/her absence or inability to serve.

4. Secretary

The Secretary shall:

- a) Keep all statistical records and minutes of all regular and special meetings of IMPACT and the Executive Board.
- b) Provide copies of minutes and treasurer's reports to the Executive Board.
- c) Prepare a list of all unfinished business each month for the use of the president in preparation for next meeting's agenda.
- d) Keep a current copy of the Bylaws and standing rules.
- e) Conduct all necessary correspondence of IMPACT.
- f) Keep attendance at meetings.
- g) Maintain a record of Servanthood hours to be submitted to the finance office.
- h) Attend all Executive Board and general membership meetings.

5. Treasurer

The Treasurer shall:

- a) Keep an accurate record of receipts and disbursements in a ledger which is a permanent record, sufficient to establish the items of gross income, receipts and disbursements of IMPACT. Receipts, bank statements, invoices, contracts, and all related correspondence shall be filed and shall become a part of the permanent record.
- b) Receive all moneys for IMPACT, provide receipts therefore, and deposit them in an approved bank account held by UCA but specifically designated for IMPACT activities.
- c) Ensure that all properly authorized financial obligations of IMPACT are paid in a timely manner.
- d) Prepare and mail a summary of all donations received by donor for tax purposes.
- e) Keep the membership informed of expenditures as they relate to the budget adopted by IMPACT.
- f) Present a report at every meeting of the general membership and the Executive Board summarizing the current financial position of IMPACT.
- g) Prepare a budget to be presented at the first general meeting of the membership.

6. Executive Board Meetings

The Executive Board shall meet at least once a month during the school year and the date for these meetings shall be determined by the Executive Board. Each member of the board will receive no less than 7 days notification of a meeting. Special meetings of the Executive Board may be called by the president and must be called upon the written request of three or more members.

7. Voting

A quorum consisting of a simple majority of officers must be present in order to conduct a vote on any agenda item. Agenda items will pass with the approval of a simple majority of the officers present. Voting will take place only on issues properly documented in the meeting agenda.

8. Non Performance of Duties

An officer shall tender his/her resignation if he/she finds that he/she can no longer actively support IMPACT. When an officer fails to attend three consecutive meetings without adequate excuse, or is not fulfilling his/her obligations according to the bylaws, the Executive Board may, by a two-thirds vote, declare the office vacant and the vacancy will be filled by a person appointed by the Executive Board subject to the approval of the Administration.

ARTICLE VI-DUTIES OF APPOINTED CHAIRS/COMMITTEES (GENERAL BOARD)

1. Appointment

There shall be such committees created by the Executive Board as may be required to carry out the work of IMPACT. The chairpersons of standing committees shall be appointed by the president subject to the approval of the Executive Board and shall be known as the General Board.

2. Duties

The General Board will have voting privileges and will vote on matters brought by the Executive Board. The chairpersons of each committee shall present plans of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board. Annual reports shall be compiled by all chairpersons of committees and filed with the president and shall become the property of UCA.

3. Term

The term of office for chairpersons of committees shall be one year. Upon expiration of the term of office or in case of resignation or termination, each chairperson shall turn over to the president, without delay, all records, books, and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to IMPACT.

ARTICLE VII-GENERAL MEETINGS

The Executive Board will set the IMPACT calendar of general meetings in conjunction with the school calendar.

- a) There will be a minimum of five general meetings per school year.
- b) The annual budget shall be presented for approval at the first general meeting of the school year.
- c) Elections will be conducted at the last general meeting of the year and prior to the last day of school term.
- d) Making motions and voting is limited to the members of the General Board with the exception of the election of officers to the Executive Board. Election of officers will be voted upon by the General Board and the general membership.
- e) Voting will be conducted on agenda items only and will be passed by a simple majority of the General Board.

ARTICLE IX-FUNDRAISING

1. Fundraising

The Executive Board will prepare a calendar of fundraising events for the school year. All proposed fundraising events, excluding administratively conducted fundraisers, shall be brought to the Executive Board for approval. Proposed fundraising events:

- a) Must be consistent with the policies and principles of UCA.
- b) Must not be in significant conflict with previously calendared school events.
- c) Require approval of the Administration of UCA.
- d) Require a budget of estimated expenses and revenues.

2. Handling of Funds

All funds raised must be handled in accordance with UCA policy. Disbursements must have proper authorization per UCA policy and must be within budget for the given fundraiser. Budget variance of more than 5% must be brought to the attention of the Executive Board. Upon dissolution of the IMPACT, funds should be used to pay any outstanding bills and the remainder spent for the benefit of the school.

ARTICLE X-BYLAWS

1. Business

All business conducted by IMPACT shall be in accordance with these bylaws. Each officer of the Executive Board shall receive a copy of these bylaws at the beginning of their term in office and shall surrender them to the succeeding officer at the end of their term. The Secretary shall make available a copy of the bylaws to the General Board and the general membership for inspection and review.

2. Amendments

Amendments to the bylaws may be proposed by the Executive Board and brought to the General Board for a vote. Amendments to the bylaws are subject to Administration approval and will be passed by a two thirds majority vote.