

IMPACT BYLAWS

Revised and Adopted
On 04-02-2019

For the 04-02 Revision:

- Change school name to “United”
- Add grandparents to the membership & eligibility to serve on Board (3.1b, 4.2, 4.5c)

ARTICLE 1-NAME

1.1 Name of Organization

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

ARTICLE 2-PURPOSE AND POLICIES

2.1 General Purpose

The purpose of IMPACT is to support the education of students at United Christian Academy (hereafter referred to as UCA or UC Academy interchangeably) by

- a) fostering positive friendships among school families,
- b) facilitating joyful volunteerism in the school, and
- c) conducting fundraising activities for which profits will 1) finance IMPACT functions and 2) be donated to UCA to be used as agreed upon by the Executive Board of IMPACT and the Superintendent of UCA.

2.2 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. School administration may intercede, correct, or stop any IMPACT activities that are not in harmony with UCA. IMPACT may be dissolved at the recommendation of the Superintendent and a vote of the Board of Trustees. Should such dissolution occur, IMPACT shall relinquish all records, funds, and property to UC Academy.
- 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 3-MEMBERSHIP & STRUCTURE

3.1 Membership

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

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

3.2 Organizational Structure

IMPACT shall be comprised of an Executive Board, a General Board, and the general membership. The *Executive Board* shall be a self-perpetuating board that governs and directs all IMPACT activities. The *General Board* shall be comprised of those appointed by the Executive Board to chair positions and/or to committees necessary to carry out the the functions of IMPACT. The *general membership* is comprised of all members as outlined in article 3.1. Both the General Board and the general membership operate under the authority of the Executive Board.

ARTICLE 4-EXECUTIVE BOARD

4.1 Authority of the Executive Board

The Executive Board shall have authority to plan and implement IMPACT events, transact business, create and enforce standing rules and policies, appoint committees, prepare and manage an operational budget, and prepare reports and recommendations to the general membership and/or to school administration.

4.2 Composition of the Executive Board

The Executive Board shall be comprised of nine voting members, selected from the parents/guardians/grandparents of UC Academy students. At least two of the members shall be parents/guardians/grandparents of Elementary students, at least two shall be parents/guardians/grandparents of Junior High students, and at least two shall be parents/guardians/grandparents of High School students.

The Superintendent and the School Board of Trustee's representative shall also serve on the Executive Board as ex-officio, non-voting members. The Board of Trustee's 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.

4.3 Selection of Executive Board Members

School administration shall nominate candidates to serve on the Executive Board. A majority vote of current Executive Board Members is needed to ratify new members.

4.4 Terms of Executive Board Members

Terms of office for an Executive Board Member shall be three years, from June 1 of the first year to May 31 of the last year.

To ensure continuity, terms of service for voting executive board members shall be assigned so that one third of the terms shall end each academic year:

Board Positions	Terms
1, 2, 3	2016-2017; 2017-2020; 2020-2023
4, 5, 6	2016-2018; 2018-2021; 2021-2024
7, 8, 9	2016-2019; 2019-2022; 2022-2025

4.5 Termination of Service

Membership on the Executive Board shall end immediately when one of the following occurs:

- a) the board member completes a term of service and does not wish to renew,
- b) a member submits a letter of resignation,
- c) the board member's last child graduates or dis-enrolls from UC Academy,
- d) a 2/3 vote of removal by the Executive Board, or
- e) an official letter of removal from the Superintendent of UC Academy.

4.6 Executive Board Meetings

The IMPACT Executive Board shall meet at least six times each academic year, and at least two of the meetings must be open to the General Board and the general membership. The Executive Board shall set all meeting dates and direct all meetings. Special meetings of the Executive Board may be called by the president or by the written request of three or more members.

Each member of the Executive Board shall receive no less than five days' notification of a meeting and be given a written agenda no less than two days prior to the meeting. The general board and membership shall be likewise notified if the meeting is open to them.

4.7 Voting

A quorum consisting of a simple majority of Executive Board members 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 board members present. Voting will take place only on issues properly documented in the meeting agenda.

4.8 Non-Performance of Duties

A board member shall tender his/her resignation if he/she is no longer in agreement with the philosophy or position of UCA or IMPACT, or the the board member can longer be actively involved with IMPACT. When an Executive Board member 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 in accordance with article 4.3.

ARTICLE 5-OFFICERS OF THE EXECUTIVE BOARD

5.1 Selection of Board Officers

The Executive Board shall elect its officers annually. Any member may be nominated, and the nominee receiving the most votes is thus elected. The superintendent (or designee) shall preside over the election of board officers.

5.2 Term of Board Officers

The term of board officers is one academic year, from June 1 to May 31. There are no term limits.

5.3 Offices of the Board

Prior to each election, the Executive Board may establish officer positions (with written job descriptions) as it deems necessary to carry out their functions effectively. The offices of the board may include (but not limited to):

5.3.1 President, responsible to

- a) Coordinate the work of the Executive Board and chairpersons of IMPACT in order that the purposes and policies as outlined in Article 2 are fulfilled.
- b) Prepare meeting agendas and preside over IMPACT executive and general meetings.
- c) Have general supervision of all IMPACT events and activities.
- d) Appoint chairpersons of standing committees and special committees.
- e) Ensure appropriate communication of IMPACT goals, activities, and accomplishments to appropriate stakeholders.
- f) Be well informed of the school's needs and work closely with the Superintendent or his/her designee.

5.3.2 Vice-President, responsible to

- a) Assist the president in whatever ways are necessary to increase her/his effectiveness.
- b) Fill-in as president in her/his absence.
- c) Complete other tasks as assigned by the president.

5.3.3 Treasurer, responsible to

- a) Prepare, manage, and provide reports and updates of the operational budget.
- b) 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.

- c) 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.
- d) Ensure that all properly authorized financial obligations of IMPACT are paid in a timely manner.
- e) Prepare and mail a summary of all donations received by donors for tax purposes.
- f) Complete other duties as assigned by the president.

5.3.4 Secretary, responsible to

- a) Keep and communicate meeting minutes and records.
- b) Provide copies of minutes and treasurer's reports to the Executive Board.
- c) Conduct all necessary correspondence of IMPACT.
- d) Maintain a record of Servanthood hours to be submitted to the finance office.
- e) Attend all Executive Board and general membership meetings.
- f) Complete other duties as assigned by the president.

5.3.5 Hospitality Coordinator, responsible to

- a) Plan and obtain Executive Board approval of hospitality events for the school year.
- b) Recruit and provide general supervision of volunteers at IMPACT hospitality events.
- c) Attend all Executive Board meetings and general membership meetings.
- d) Present at the general membership a verbal report of the status of current and upcoming events and make known volunteer opportunities for such events.
- e) Complete other duties as assigned by the president.

5.3.6 Fundraising Coordinator, responsible to

- a) Plan and obtain Executive Board approval of fundraising activities for the school year.
- b) Recruit and provide general supervision of volunteers at fundraising events.
- c) Attend all Executive Board meetings and general membership meetings.
- d) Present at the general membership a verbal report of the status of current and upcoming events and make known volunteer opportunities for such events.
- e) Complete other duties as assigned by the president.

5.3.7 Room Parent Coordinator, responsible to

- a) Provide communication, coordination, and general supervision of room parents so that their activities are consistent with IMPACT objectives.
- b) Attend all Executive Board meetings and general membership meetings.
- c) Provide reports and opportunities for volunteers as called upon by the president.
- e) Complete other duties as assigned by the president.

ARTICLE 6-GENERAL BOARD

6.1 Appointment of the General Board

The president or the Executive Board, by majority vote, may appoint a committee and/or committee chair to fill a specific function assigned by the president or the Executive Board. If thus assigned, the chair and committee members shall be considered as members of the General Board.

Room parents and school level representatives, whether selected by teachers or IMPACT, are members of the General Board.

6.2 Authority and Accountability of the General Board

The General Board will have voting privileges and will vote on matters brought by the Executive Board. All General Board members are accountable to the Executive Board and shall provide reports and accountability to the Executive Board.

The General Board will have direct oversight over IMPACT events and activities as assigned to them. The general membership will aid in the carrying out of the events and activities of IMPACT.

6.3 Terms of the General Board

The term of office for the General Board shall be one year. The Executive Board may renew a person's term annually without limitations.

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.

6.4 General Meetings

The president will set a yearly calendar of general meetings in accordance with Article 4.6. The General Board and the general membership are encouraged to participate in these meetings.

The following rules shall apply to an IMPACT General Meeting:

- a) All IMPACT members may vote. However, only Executive or General Board members may make a motion.
- b) The motion passes with a simple majority.
- c) The Executive Board shall be responsible for conducting meetings and taking minutes.

ARTICLE 7-FUNDRAISING

7.1 Fundraising

The Executive Board will prepare a calendar of fundraising events for the school year. All proposed IMPACT fundraising events 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.

7.2 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 10% must be brought to the attention of the Executive Board. All disbursements for athletics will be made in accordance with CIF regulations. Upon dissolution of IMPACT, funds should be used to pay any outstanding bills and the remainder spent for the benefit of the school or given directly to the school.

ARTICLE 8-BYLAWS

8.1 Compliance to Bylaws

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. Upon request, the Secretary shall make available a copy of the Bylaws to the General Board and the general membership for inspection and review.

8.2 Amendments

Amendments to the Bylaws must be approved by Administration and adopted by two-thirds majority vote of the Executive Board.