

Extended Learning Program International Baccalaureate Program

WEST HIGH SCHOOL PARENT ORGANIZATION BYLAWS (Revised on April 5, 2006)

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ARTICLE I: Name and Nature of Organization

Section 1: The name of this organization is the Extended Learning Program/International Baccalaureate Program West High School Parent Organization

(The “West High ELP/IB Parent Organization”).

Section 2: The West High ELP/IB Parent Organization exists as an unincorporated association of its members.

These Bylaws shall constitute the articles of organization.

ARTICLE II: Organizational Policies

The following are the basic policies of this organization:

(a) The West High ELP/IB Parent Organization shall work with West High School and the Salt Lake City School District to provide quality education for academically able students and shall seek to participate in the decision-making process establishing policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

(b) The West High ELP/IB Parent Organization shall be noncommercial, nonsectarian, and nonpartisan.

(c) The West High ELP/IB Parent Organization is organized exclusively for educational purposes, including the making of distributions to organizations that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1954

(or the corresponding provisions of any future United States Internal Revenue Code).

(d) No part of the net earnings of the West High ELP/IB Parent Organization shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the West High ELP/IB Parent Organization shall be authorized and empowered to reimburse expenses and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the West High ELP/IB Parent Organization shall be the carrying on of propaganda or otherwise attempting to influence legislation.

(e) Notwithstanding any other provision of these Bylaws, the West High ELP/IB Parent Organization shall not carry on any activities not carried on (1) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Code) or (2) by an organization, contributions to which are tax deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Code).

(f) Upon the dissolution of the West High ELP/IB Parent Organization, the Steering Committee shall, after paying or making provision for the payment of all of the liabilities of the West High ELP/IB Parent Organization, dispose of all remaining assets of the association in a manner consistent with the purposes of the West High ELP/IB Parent Organization, or to such an entity or entities organized and operated exclusively for educational purposes as shall at the time qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Code). Any assets net of liabilities not so disposed of shall be disposed of by the Third Judicial District Court in and for Salt Lake County, exclusively for such purposes or to such entity or entities, as the Court shall determine, which are organized and operated exclusively for educational purposes.

(g) The name of the West High ELP/IB Parent Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the policies of the organization.

(h) The West High ELP/IB Parent Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the West High ELP/IB Parent Organization in such matters shall make no commitments that bind the West High ELP/IB Parent Organization without prior approval by the Steering Committee.

ARTICLE III: Members

Section 1: Membership is composed of parents or guardians of children enrolled in the Extended Learning Program and the International Baccalaureate Program at West High School, without regard to race, color, creed, religion, gender, or national origin.

Section 2: Two regular meetings of the members of the West High ELP/IB Parent Organization shall be held during the school year, one in connection with the beginning of the school year, and one during the spring. The times and dates of meetings shall be determined by the Steering Committee. Written notification must be given to the members seven days prior to each regular meeting. Important information not presented at the general meetings shall be given to parents through the West High ELP/IB newsletter or other written communication.

Section 3: Special meetings of the members may be called by the Chairperson or by the Steering Committee. Written notification must be given to the members fifteen days prior to any special meeting.

Section 4: A quorum for general and special meetings of members shall be ten members. If a quorum of members is not present, all issues on the agenda for that meeting maybe decided temporarily by the Steering Committee at the Steering Committee's next meeting; provided however, that any such temporary decision shall be voted on at the next general or special meeting at which a quorum of members is present.

Section 5: Each member family is encouraged to voluntarily contribute to the West High ELP/IB Parent Organization in accordance with Salt Lake City School District guidelines. Contributions are deposited with the Salt Lake Education Foundation and are tax deductible.

ARTICLE IV: Officers

The officers of the West High ELP/IB Parent Organization and their duties shall be as follows:

Section 1: The Chairperson. The Chairperson shall preside at all meetings of the organization and of the Steering Committee, shall perform such other duties as may be prescribed in these Bylaws or as may be assigned by the West High ELP/IB Parent Organization or by the Steering Committee, and shall coordinate the work of the officers and committees of the West High ELP/IB Parent Organization in order that the policies of the organization may be promoted.

Section 2: The Chair-elect. The Chair-elect shall act as an aide to the Chairperson, shall perform the duties of the Chairperson in the absence or disability of that officer to act, and shall serve as the next year's Chairperson.

Section 3: The Immediate Past Chairperson. The immediate past Chairperson shall be a voting member of the Steering Committee.

Section 4: The Community Council Representative. The Community Council Representative shall represent the West *High* ELP/IB Parent Organization and serve as liaison to the West High School Community Council.

Section 5: The Secretary. The Secretary shall record the minutes of all meetings of the organization and of the Steering Committee and shall perform such other duties as may be delegated to that person by the Steering Committee.

Section 6: The Treasurer. The Treasurer shall keep a full and accurate account of the organization's receipts and expenditures. The Treasurer shall deposit the organization's funds with the Salt Lake Education Foundation and shall oversee withdrawal of funds as needed. At each monthly Steering Committee meeting the treasurer shall present a financial statement which shall be included in the minutes, and shall make a full report at the regular spring meeting of the members. The Treasurer shall be responsible for the maintenance of the books of accounts and records.

Section 7: The Student Representatives. The Student Representatives shall represent students as members of the Steering Committee and shall serve as liaisons between the West High ELP/IB Parent Organization and the West High ELP/IB Students. There shall be one ELP/IB student representing each grade, 7th – 12th. The 9th, 10th, 11th, and 12th grade Student Representatives shall be selected in May by the West High ELP/IB Coordinator and the incoming Steering Committee Chair. The 8th Grade Student Representative shall be elected during the spring ELP student elections, and the 7th Grade Student Representative shall be selected the first month of classes.

Section 8: At the regular spring meeting of the members, the following officers shall be elected for the next school year: Chair-elect, Community Council Representative, Secretary, and Treasurer.

Section 9: Elections shall be under the direction of the Nominating Committee. The Nominating Committee shall consist of two parents elected by members for that purpose the previous year, the immediate past Chairperson, and another immediate past officer as designated by the Steering Committee. No member of the Nominating Committee shall be a current officer. The Nominating Committee shall nominate a slate of officers at the regular spring meeting of the members. Additional nominations may be made from the floor. Each officer shall be elected by majority vote of the members present. Upon completion of the election, the Nominating Committee shall be dissolved, and the members shall elect a new Nominating Committee for the following year by accepting nominations from the floor.

Section 10: All disbursements of up to \$100.00 which are consistent with the budget may be approved by the Chairperson and the Treasurer. All other disbursements shall be approved by the Steering Committee.

Section 11: All officers shall deliver to their successors all files no later than ten days following the end of the school year.

ARTICLE V: Steering Committee

Section 1: The Steering Committee shall consist of the officers of the West High ELP/IB Parent Organization, the chairpersons of subcommittees created by the Steering Committee, the ELP/IB Coordinator, and two faculty members representing the ELP/IB West High teachers, preferably one from ELP and one from IB.

Section 2: Except as otherwise specifically provided in these Bylaws, only members of the West High ELP/IB Parent Organization shall be eligible to serve in any elective or appointive position.

Section 3: The duties of the Steering Committee shall be as follows:

- (a) transact necessary business in the intervals between the meetings of the members and such other business as may be referred to it by the members;
- (b) create subcommittees and special committees and approve of their activities;
- (c) present a report at the regular meetings of the members;
- (d) review the financial statement presented by the Treasurer at each monthly meeting;
- (e) prepare a budget for the upcoming year, submit such budget to the members for review at the regular meeting at the beginning of the school year, and adopt such budget at the subsequent Steering Committee meeting;
- (f) amend the budget from time to time;
- (g) approve disbursements in excess of \$100.00 that are consistent with the budget and that are within the limits of the budget;
- (h) publish a newsletter at regular intervals;
- (i) keep members informed of actions taken by the steering Committee and of developments concerning West High School's ELP and IB Program; and
- (j) address concerns of members with respect to West High School's ELP and IB Program.

Section 4: The Steering Committee shall appoint subcommittees and special committees and their chairpersons. The Steering Committee shall oversee and approve the activities of all subcommittees and special committees. No subcommittee or special committee chairperson or member shall purport to represent the Steering Committee to any other person or organization without prior approval by the Steering Committee.

Section 5: The Treasurer's accounts shall be examined annually by selected individuals, not fewer than three, who are not members of the Steering Committee. They shall sign the report as a statement that the moneys spent by the Steering Committee were used for those expenditures approved by the Steering Committee, and

that the money spent was within the financial resources set forth by the Steering Committee for that year. The Treasurer must work with the Salt Lake City School District's Salt Lake Education Foundation employee to balance statements. A balanced statement, with moneys accounted for, is to be available and presented to the Steering Committee at any time. Note: Financial audits are not required of the Treasurer. All moneys are handled by the Salt Lake Education Foundation at the Salt Lake City School District offices. An independent audit is required of the Salt Lake City School District.

Section 6: The Financial Aid committee shall be a special committee to consider and to grant financial aid for laboratory fees and IB testing fees for eligible IB students. Applicants shall submit a fully completed Financial Aid Application to the IB Coordinator by the due date. Late financial aid applications will not be considered. The IB Coordinator shall review all applications, shall take all reasonable steps to preserve the confidentiality of the application and shall redact all information regarding the identity of the applicant and the parent/guardian. The special committee, made up of at least three parents of ELP/IB students who are not 11th or 12th grade students and a chairperson, shall evaluate these "blind" applications in the fall for the full school year, and shall grant or deny each application based on a percentage of requested fees as the special committee in its discretion sees fit. The special committee shall base its decision on the funds available, the demonstrated need of all applicants and the financial status of the West High ELP/IB Parent Organization. The decision of the special committee shall be final and non-appealable. The IB Coordinator shall give written notice the student applicant, parent and or guardian of the decisions made by this special committee.

Section 7: Regular meetings of the Steering Committee shall be held during the year, the times and dates to be fixed at its first meeting of the year. With three days prior notice, special meetings of the Steering Committee may be called by the Chairperson or by a majority of the Steering Committee. A majority of Steering Committee members shall constitute a quorum. No business of the Steering Committee shall be conducted without the presence of a quorum. A majority vote of the Steering Committee members present is required for any action to be taken by the Steering Committee. Members may attend any Steering Committee meeting although only voting members may vote. If the Steering Committee is considering financial support for an organization that is not entirely comprised of ELP/IB students, then a two-thirds majority vote is required.

ARTICLE VI: Amendments

These Bylaws may be amended by the Steering Committee's proposing one or more amendments to a meeting of the members of the West High ELP/IB Parent Organization. With approval of two-thirds of the members present, such amendment(s) shall be adopted.