

IB Alliance, Inc (of Hillsborough High School)

Bylaws

Approved in March 2017

Article I

Definition of By-laws

1. These are Bylaws of IB Alliance, Inc. a not for profit corporation organized under the Laws of the State of Florida. The association exists as an incorporated association of its members. This Corporation supports the International Baccalaureate (IB) Magnet Program of Hillsborough High School (HHS) in Tampa, FL.
2. The meeting place of IB Alliance, Inc can be at Hillsborough High School or local public buildings that adequately support the type of meeting and attendance expected. The current year executive board or chairperson will be responsible for reserving the space for each meeting or event.
3. Membership fees will be determined by the approved current year budget.

Article II

Purpose

1. IB Alliance (the Corporation) is organized exclusively for charitable and educational purposes in support of the instructional needs of IB teachers and students.
2. IB Alliance, Inc will foster communication and participation of parents in the IB educational experience as provided under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. This Corporation will create and implement plans for parent education meetings, student recognition ceremonies, grade level activities, and other events. Annual activities supported by this corporation may include, but are not limited to, Incoming Freshman Team building, Open House, Teacher Appreciation Lunch, Teacher Wish List, IB Pinning Ceremony, Senior Banquet and Fundraising, Freshman Spaghetti Dinner, Swedish Student Lunch, providing Spirit Wear and promoting school spirit.
4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers or other private persons except that the organization shall be authorized to pay board-approved compensation for services rendered for the purposes of the Corporation.

Article III

Membership and Voting

1. The members of IB Alliance, Inc can include:
 - a) Person who is a parent or guardian of a currently enrolled IB student at HHS
 - b) Each member of the IB Faculty or staff at HHS
 - c) Each administrator at HHS
 - d) Student currently enrolled or alumni of the HHS IB Program.
2. Membership dues will be due annually at the cost determined by each annual budget.
3. The affirmative vote of a majority of members present and voting at any duly called business meeting at which a quorum is present shall be binding upon the members, unless provided for otherwise in the By-laws.

Article IV

Board of Officers

1. The affairs of the corporation shall be managed by an Executive Board, class representatives and committee chairs. Business meetings will be held quarterly or more frequently if necessary to complete the business of this group.
2. The Executive board is the President, Vice-President, Treasurer, and Secretary.
3. Class Representatives will include Freshman Representative (Rep), Sophomore Rep, Junior Rep, and Senior Rep.
4. Voting positions on the board will include the Executive Board, all 4 class representatives, Membership Chair, Volunteer Coordinator, and Teacher Appreciation chair. These eleven positions are the **officers** of the organization and are the only voting positions at these meetings. Co-chair positions will designate one person to vote on business.
5. At least six officers are required to be present in order to have a quorum for a board meeting. An affirmative vote of a majority of officers present is required to approve business.
6. Vacancies in the board occurring between General Membership meetings of the members shall be filled by appointment of the Executive board.
7. Committee chairs are welcome to attend board business meetings to discuss their events but will not be allowed to vote on business.
8. An organizational meeting of the newly elected board shall be held prior to the first General Membership meeting of the year.
9. Only members of the organization shall be eligible to be officers of the organization.
10. Officers shall be elected annually and may serve no more than two consecutive terms in the same position. If there is no one to fill that position that officer can be reelected to fill a third-year term. Any officer position may be shared. Voting for the incoming board of officers will occur by show of hands at the last General membership meeting of the year.

11. A nomination committee will be led by the Vice President to identify new persons to fill potential vacant positions for the upcoming year. Nominees will be presented by the committee at the election meeting, along with any additional nominations from the floor.
12. Candidates for a voting position must have been an active member for a minimum of one year before seeking office with the exception of the incoming Freshman Rep.
13. The nominating committee will also present candidates for committee chair positions which act in an advisory capacity. Committees are subject to change based on the needs and activities of this organization. The officers of each board will create and/or dissolve committees as needed.
14. Any officer unable to fulfill his or her duties or removed from office due to misconduct can be replaced by the Executive Board.
15. In the event of a resignation of an officer, the outgoing officer may be allowed to continue to serve for a 30-day period to allow for transition with the Board's approval.

Article V

Duties of Officers

1. The **President** shall be the Chief Executive Officer of the Corporation and shall have the responsibility for the management of the business of the Corporation. The president shall preside at all meetings of the organization and shall coordinate the work of the officers and committees of the organization in order that the goals may be promoted. The President shall be ex-officio of all committees and be aware of all activities of this organization.
2. The **Vice President** shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to act.
3. The **Treasurer** shall have custody of all funds of the organization, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved budget or as otherwise directed and authorized by the organization. The Treasurer shall prepare monthly, quarterly, and/or annual financial statements as requested or required. He/she will keep any necessary tax records and filings.
 - a) Three signatures will be on file at the bank – these can be any three members from the Executive board.
 - b) The organization will normally maintain a checking account. It can have an operating reserve in another type of banking account if approved by the current officers.
 - c) Reserve funds may be used following guidelines in Article II according to the decisions of the board. Reserve funds should not exceed 50% of the current approved budget
 - d) All financial records of this organization shall be ready and available for review within 10 business days at the request of any of its members.
 - e) State and federal filing requirements will be done accordingly.

- f) The Treasurer may have the assistance of an Assistant Treasurer.
4. The **Secretary** shall keep minutes of the Board and General Membership meetings, will be custodian of the organization's records, and will prepare written communication as required by the Corporation.
5. Class Representatives may have specific events that they will be responsible for each year. They should bring grade level specific ideas and concerns to the board meetings.

Article VI

Meetings

1. General meetings will be held at least two times per year. Twenty-five (25) members of the organization shall constitute a quorum, and a simple majority of the members voting will pass any motion presented at the actual meeting or e-mail ballot.
2. Officer and board meetings will be held at least three times per year. These will be scheduled by the president or vice president.
3. In specific cases, additional officer meetings may be needed for exceptional reasons. In this case, voting members will be given three days to vote via e-mail, text, phone, or actual meeting, if necessary.
4. Guests and non-members may attend IB Alliance, Inc meetings.
5. All meetings will be recorded and become part of the organization's record.

Article VII

Operations

1. The fiscal year of the Corporation shall be from July 1 to June 30.
2. The Corporation shall keep correct and complete books and records of all accounts, the original and a copy of its Articles of Incorporation and Bylaws, including all amendments to date, and a complete membership registry.
3. Every member has the right to examine, for any reason or purpose, the organization's books and records of accounts, minutes, and a record of members within 10 business days.

Article VIII

Rules of Order

1. Parliamentary procedure shall govern proceedings of the Corporation.

Article IX

Standing and Special Committees

1. Committee chairperson and other standing positions within the organization may include:

- a) IB Pinning Chair
 - b) Inventory Manager
 - c) IB E-mail (Blast) Coordinator
 - d) Spaghetti Dinner Chair
 - e) Diploma Event Chair
 - f) Liaison to incoming Freshman families
 - g) Website Coordinator
 - h) Senior Banquet and Fundraising Chair
 - i) Swedish Student Luncheon Chair
 - j) Liaison to Alumni Association
 - k) Faculty Liaison
 - l) Teacher Wish List
 - m) Spirit Wear Chair
2. The IB Alliance board may create further committees or positions, as it deems necessary, in order to promote the goals of the organization.

Article X

Amendments or Revisions to Bylaws

1. These bylaws may be amended by a majority vote of the members present at a meeting regularly scheduled, at which a quorum shall be present, after notice of the proposed amendment shall have been given.
2. Notice of the amendment shall be given at the meeting preceding that at which voting is to take place, but not less than seven (7) full days prior thereto.
3. The secretary shall, in the notice of the meeting, incorporate the terms of the amendment.

Article XI

Dissolution

1. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the Executive Board shall distribute the remaining assets to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.