

# **IB Alliance, Inc (of Hillsborough High School)**

## **Bylaws**

**Approved in April 2019**

### **Article I**

#### Description of Bylaws

1. These are Bylaws of IB Alliance, Inc. a non-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.

### **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 IB students.
2. IB Alliance, Inc will foster communication and the 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, Open House, Teacher Appreciation Lunch, Teacher Wish List, IB Pinning Ceremony, Senior Banquet and Fundraising, Freshman Spaghetti Dinner, Swedish Student Lunch, offering a source for school Spirit Wear and promoting school spirit.
4. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, officers, or other private persons except that the Corporation shall be authorized to pay reasonable and board-approved compensation for services rendered for the purposes of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in, any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.
5. There are no employees of this Corporation. All board members serve on a volunteer, unpaid basis, and shall not be held personally liable for the corporation or its actions.

## **Article III**

### Membership and Voting

- 1) The members of IB Alliance, Inc can include:
  - a) Persons who pay annual dues and are in good standing and are:
    - i) a parent or guardian of a currently enrolled IB student at HHS
    - ii) a member of the IB faculty or staff at HHS
    - iii) an administrator at HHS
    - iv) a student currently enrolled or alumni of the HHS IB Program.

Each Membership, regardless of level, receives one vote per household.

- 2) The annual membership is valid from July 1 through June 30.
- 3) Membership dues will be due annually at a cost determined by board vote.
- 4) Membership fees will be determined by January 15<sup>th</sup> for the following school year.
- 5) The affirmative vote of a majority of members present and voting at any duly called General Membership or Board meeting at which a quorum is present shall be binding upon the members, unless provided for otherwise in the Bylaws.
- 6) The General Membership 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. Board meeting locations will be determined by the President.

## **Article IV**

### Meetings

1. General Membership meetings will be held at least two times per year. Ten (10) members of the Corporation shall constitute a quorum, and a simple majority of the members voting will pass any motion presented at the meeting. Notice of General Membership meetings will be given to the members of the Corporation at least 7 days prior to the meeting.
2. Board meetings will be held at least quarterly. These will be scheduled by the President or Vice president.
3. In specific cases, additional Board meetings may be needed for exceptional reasons. In this case, voting members will be given three days to vote by proxy or in person.
4. Guests and non-members may attend IB Alliance, Inc. General Membership meetings, but only members may vote on business. Guests must sign in if they attend a Board Meeting.
5. Any member of the Corporation who wishes to bring business before the board must inform the President at least 7 days in advance in writing to be added to the agenda to speak.
6. All meetings, including both General Membership and Board meetings, will be recorded and become part of the Corporation's record.

## Article V

### Board of Directors

1. The affairs of the Corporation shall be managed by an Executive Board, Class Representatives and committee chairs. Board meetings will be held a minimum of quarterly, or more frequently, if necessary, to complete the business of the Corporation.
2. The Executive board consists of the President, Vice-President, Treasurer, and Secretary, who are the officers of the Corporation.
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 four class representatives, Membership Chair, Volunteer Coordinator, and Communications Chair. These eleven positions are the **Board Members** of the Corporation and are the only voting positions at these meetings. Co-chair positions will designate one person to vote on business. If that person is not in attendance and has not submitted a proxy vote, the President will determine which chair will have voting rights for that meeting.
5. A minimum of six Board members are required to be present or by proxy in order to have a quorum for a Board meeting. An affirmative vote of a majority of board members present or voting by proxy is required to approve business.
6. Vacancies in the Board occurring between General Membership meetings of the members shall be filled by a vote of the Executive Board. In the event of a tie vote, the President will appoint a person to fill the vacancy.
7. The chairs of standing and special committees (per article IX) are welcome to attend board meetings to discuss their events but will not 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 Corporation shall be eligible to be Officers of the Corporation.
10. Board members 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 Board member can be reelected to fill a third-year term. Any Board position, other than Executive Board positions, may be shared, however each position will receive only one vote. Voting for the incoming Board members will occur by show of hands at the last General membership meeting of the fiscal year.
11. A Nomination Committee of 3 members will be led by the Vice President to identify new persons to fill potential vacant positions for the upcoming year. The Nomination Committee shall consist of the Vice President, 1 Board Member and 1 Member at large or additional Board Member. Nominees will be presented by the Committee at the last General Meeting of the year, and the slate of nominees will be voted on by the membership. Notice of vacant positions shall be given to the membership at least 30 days in advance of the last General Membership Meeting of the fiscal year.
12. Candidates for President or Vice President must have been an active member of the Board for a minimum of one year before seeking office unless there is no eligible candidate to fill

the position. In that event, the Executive Board will vote to fill the position. All other positions are open to any person who meets the requirements for membership set forth in Article III.

13. The Nomination 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 year's Board will create and/or dissolve committees as needed.
14. Any Board member can be removed from office for failure to perform his/her duties, to include non-attendance, non-compliance with Bylaws or Board protocols, or misconduct, after reasonable notice, by a majority vote of the Executive Board. If a Board member cannot attend a meeting or scheduled event, the Board member must inform the President in advance and must submit their written report to the President in advance of any missed meetings. We count on volunteers to be present at meetings and appreciate regular attendance at both meetings and events.
15. In the event of a resignation of a Board member, the outgoing Board member may be allowed to continue to serve for a 30-day period to allow for transition, with the Board's approval.
16. All Board members must abide by the Corporation's Conflict of Interest Policy. The Conflict of Interest Policy must be signed by each Board member at or before the first Board meeting of the year. The Secretary shall keep records of all signed Conflict of Interest Policies.
17. All Board members are expected to attend the Open House and Freshman Spaghetti Dinner.
18. In the event of a vacancy at any position that cannot be filled, the Board will take over management of that position.

## Article VI

### 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 Corporation and shall coordinate the work of the officers and committees of the Corporation 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 Corporation.
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 Corporation, 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 Corporation. The Treasurer shall reconcile all accounts regularly and prepare monthly and annual financial statements as requested or required. He/she will keep any necessary tax records and file all required tax forms. The Treasurer shall follow and enforce all financial policies of the IB Alliance, Inc.

4. The **Secretary** shall keep minutes of the Board and General Membership meetings, will be custodian of the Corporation's records, and will prepare written communication as required by the Corporation. The Secretary is responsible for sending out the minutes from each Board meeting to all Board members within 15 days of the meeting.
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.

The duties for all board members are contained in Appendix A-Board Positions Description.

## **Article VII**

### Operations and Financial Policies

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 Corporation's books and records of accounts, minutes, and a record of members within 10 business days of receipt of the request by the Executive Board.
4. The authority to sign contracts is limited to the President, or the Vice President at the direction of, or in the absence of, the President.
5. The Corporation shall arrange an independent review of its financial records a minimum of every 3 years, and/or prior to the transition from one treasurer to another. An annual internal financial review shall be performed by a review committee of 4 Board members who are not signers on the bank account: the Freshman, Sophomore, and Junior Representatives plus one Executive Board member. The committee shall be chaired by the Executive board member who does not have bank signatory privileges.
6. Three signatures will be on file at the bank – these can be any three members from the Executive board, but must include the Treasurer.
7. The Corporation will normally maintain a checking account. It can have an operating reserve in another type of banking account if approved by the current officers.
8. Each year's budget shall be proposed and voted on at the first Board Meeting of the year, and the budget will be formally approved at the first General Membership Meeting of the fiscal year. Reserve funds may be used following the guidelines in Article II according to the decisions of the board. Standard reserve funds should be 10% of the total expenditures budgeted for the year.
9. All financial records of this Corporation shall be ready and available for review within 10 business days at the request of any of its members.
10. State and federal filing requirements will be completed annually, or as needed, by the treasurer.
11. The Treasurer and all board members shall act in accordance with the current *IB Alliance, Inc. Accounting/Money Handling Controls and General Procedures for All Board Members* document in Appendix C. This document can be amended by a majority vote of the

Executive Board.

12. For all temporarily restricted and unrestricted funds, money will return to the general IB Alliance, Inc. treasury if funds are not used during the current fiscal year, and usage of any remaining funds will be determined at the first Board meeting of the following fiscal year.

## **Article VIII**

### Rules of Order

1. Parliamentary procedure shall govern proceedings of the Corporation in accordance with Robert's Rules of Order.

## **Article IX**

### Standing and Special Committees

1. Committee chairperson and other standing positions within the organization include those listed in Appendix A - Board Positions Descriptions.

## **Article X**

### Amendments or Revisions to Bylaws

1. Amendments to the bylaws may be made via a Bylaws Review Committee made up of at least three board members. The Bylaws Review Committee shall present the revisions at a Board Meeting for approval by majority vote. If the Bylaws are approved by the Board, the bylaws will be presented at the next General Membership meeting. These bylaws may be amended by a majority vote of the members present and voting at a regularly scheduled General Membership Meeting, at which a quorum shall be present, after notice of the proposed amendment shall have been given.
2. Notice of the proposed amendment shall be given to the membership not less than seven (7) full days prior to the meeting.
3. The Secretary shall, in the notice of the meeting, incorporate the terms of the amendment.
4. The bylaws should be reviewed by a Bylaws Review committee at least every 3 years, or more often as needed.

## **Article XI**

### Dissolution

1. Upon the dissolution of this Corporation, after paying or adequately providing for the debts and obligations of the Corporation, the Executive Board shall distribute the remaining assets to the Hillsborough High School Alumni Association, assuming that organization has a current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

# **IB Alliance, Inc. Bylaws**

## **Appendix A- Board Positions Descriptions**

### **Executive Board**

#### **President**

- Serves as Chair of the Board and presides at meetings
- Manages overall objectives and strategies of IB Alliance (Including fundraising objectives, community building events, educational events, etc.).
- Serves As Ex Officio member of all committees except Nomination
- Ensures the Corporation has continuity plans in place for backups and access to data, social media tools, passwords, and Corporation software
- Welcome Address at Summer Parent meeting, Teacher Data Lunch, Open House, and Spaghetti Dinner. Introduce Mr. Atul at AB Scholarship Award Ceremony

#### **Vice President**

- Lead meeting in President's absence;
- Chairs the Nomination Committee
- Performs duties asked by President
- Posts on social media, or designates an Executive Board member to do this
- Website Coordination, or designates a Board member to do this

#### **Treasurer**

- Collaborate with the IB Alliance Executive Board to generate the annual IB Alliance Budget
- Prepare the annual corporate reports on Sunbiz and State of Florida Department of Revenue and tax return
- Pay Bills and reimbursements as required
- Make deposits and enter sales transactions in Quickbooks
- Perform monthly bank reconciliation and transfer funds from Paypal on a regular basis
- Oversee ongoing Alliance finances
- Prepare monthly report for each board meeting
- Ensure adherence to approved IB Alliance budget
- Utilizes QuickBooks and Microsoft Excel in maintaining financial records and expenditures for the Corporation

#### **Secretary**

- Attends all meetings and records minutes; sends meeting minutes to President or Vice President for review within 10 days of meeting and forwards approved meeting minutes to Board within 15 days of each meeting
- Forwards pertinent information to the Board
- Obtains meeting reports from Alliance Board prior to all meetings, if needed. Prepares meeting agenda
- Duties asked by President
- Prepare Board Member roster and provide to all Board members by first Board meeting

-All Executive Board Members are expected to attend the Open House and Spaghetti Dinner.  
-At least one Executive Board Member should attend all other IB Alliance events.

## **Voting Board Members**

### **9<sup>th</sup> Grade Rep – 1 Voting Member**

Coordinate hospitality table for the Prospective Student Information Night (Fall), Assist with incoming Freshman Spaghetti Dinner (Spring), Liaison to Freshman families.

### **10<sup>th</sup> Grade Rep – 1 Voting Member**

Junior IB Pinning Ceremony (Fall), Assist with incoming Freshman Spaghetti Dinner (Spring), Coordinate Swedish Student Luncheon (Spring), Advise and Share Information with 9<sup>th</sup> Grade Rep

### **11<sup>th</sup> Grade Rep – 1 Voting Member**

Coordinate Diploma Ceremony for last year's Graduates (Dec.), Assist with Incoming Freshman Spaghetti Dinner (Spring), Coordinate with Mascot Universe regarding HHS spirit wear and merchandise (Bi-monthly), Advise and Share Information with 10<sup>th</sup> Grade Rep

### **12<sup>th</sup> Grade Rep and Senior Banquet Chair – 1 Voting Member**

Plan Senior Banquet, prepare a monthly budget report for the Treasurer and a monthly report to the Board, Organize IB testing Senior Class snacks and 1-day Lunch, Coordinate Senior Picnic, Organize Senior LeFluer Lock in, Communications for all Senior Events, Plan Spaghetti Dinner fundraiser, Advise and Share Information with 11<sup>th</sup> Grade Rep

### **Membership Chair -1 Voting Member**

Promote the sale of membership to all grade levels and attend all events where prospective members attend, such as Incoming Freshman Parent Meeting (Summer), Open house, parent meetings, Spaghetti Dinner, etc. Keep accurate record count of memberships and incentive inventory items, and coordinate delivery and fulfill incentive membership items in a timely manner. Turn in all funds collected to Treasurer and compare records for accuracy.

### **Volunteer Chair- 1 Voting Member**

Send out SignUp Genius to coordinate volunteer, food, and supply needs for special events. Attend Incoming Freshman Parent Meeting (Summer), Open House, and Spaghetti Dinner to encourage parent involvement with the program Provide recognition for volunteer contributions and organize the End of the Year Volunteer Appreciation Event. Verify count on supply of items in storage closet to determine what is needed to be purchased or donated for events.

### **Communication Chair - -1 Voting Member**

Send communication emails using My School Anywhere. Send communication and E-Blasts on behalf of IB Alliance and HHS. Communication duties as requested by President and AP for IB Curriculum. Coordinate with Class Representatives and other Board members to send out information on upcoming events and committees.

## **Committee Chairs and Standing Positions (Non-Voting)**

### **Teacher and Staff Events Chair**

Organizes Teacher Welcome Breakfast prior to the first day of school, Winter Teacher Luncheon, and Teacher Appreciation Event. Works closely with Volunteer Chair.

### **Assistant Communications Chair**

Prepare and send out newsletters, assist Communications Chairperson

### **Teacher Wish List Coordinator**

- Contact HHS IB teachers to advertise this service before school starts (summer)
- Verify budget with treasurer and get approval from Board
- Communicate with Assistant Principal about possible teacher needs
- Share updates on website and at IB Alliance meetings
- Order Teacher Wish List Items in conjunction with Treasurer per approved budget, fulfill orders and deliver to teachers

## Appendix B – Description of Standard Events

### Events (Dates to be coordinated with IB Office, Subject to Change):

1. **IB Data Day – Lunch for IB Teachers and IB Staff (August)**

Coordinate menu based on budget, set up room and clean up after luncheon

2. **School wide Breakfast for all HHS teachers and staff (Start of school year)**

Coordinate Sign-up Genius to get volunteers, supplies and food for grab and go breakfast

3. **Open House and First Day Information (August)**

President and entire board should be present to welcome new and returning students and families. President speaks at the Freshman parent meeting. Senior Banquet committee chair and members, Membership Chair, Teacher Wish List, and Volunteer Chair have their own tables. All other board members except the 9<sup>th</sup> Grade Rep. work the Hospitality table to help greet families and answer questions. President should request tables from IB Office in advance.

Over the summer, the President writes a welcome letter to families to go home in the first day packet (provided to IB Office). Membership chair provides flyer to go home with first day packet. Senior Banquet Chair prepares Senior Class Information Packets.

4. **IB Pinning (Fall)**

IB Pinning Chair coordinates ordering pins and boxes for Junior students (if needed), recognizing their introduction to the official IB program. IB Pinning Chair purchases flowers for the teacher liaison who is coordinating the event and a decorative flower arrangement for the head table with the pins. Pinning Chair will coordinate with Volunteer Chair to get donations for teacher dinner and light refreshments for the students and families. Refreshments for the families are set up in the hallway outside of the auditorium. Chair needs to advise IB Assistant Principal of the need for 2 tables in advance.

5. **IB Prospective Student Information Night (Fall)**

Order a table for setup in hallway outside the auditorium in advance. IB Alliance purchases light refreshments (small water bottles and individually wrapped snacks) for prospective families. Setup table and welcome families 45 minutes prior to event. Need 3-4 volunteers.

6. **IB Diploma Breakfast (December)**

Get RSVP number for planning from IB Assistant Principal. Purchase continental breakfast food (muffins, danish, orange Juice, water) and paper supplies, if needed, based on approved budget. Have 2 volunteers to help bring the food in, set up in the library, and clean up. Set up should take place 1 hour before event begins. Use black or red butcher paper provided by the media center to cover tables in the far corner of the library to allow for student seating and set up buffet area for breakfast.

7. **IB Faculty Holiday Lunch (December)**

Confirm date and time with IB Assistant Principal. Set up library for buffet style lunch and seating areas. Cover tables with butcher paper provided in media center. Put out decorations from

supply closet. Volunteer Coordinator sends out a SignUp Genius for donated items. Need 1-2 meat main dishes, assortment of sides and salad, desserts, and drinks to feed approximately 35 people. Request volunteers to drop off food the morning of the event in advance. Make plans to store hot and cold food to keep at correct temperature. Clean up after luncheon.

#### 8. **Spaghetti Dinner (Spring)**

Typically, Senior Banquet has first option to run the Spaghetti Dinner and use the funds as a Senior fundraiser. If Senior Banquet does not choose to run the event by the end of October, the IB Alliance board will get volunteers to staff the event and retain the funds for general IB Alliance budget items.

The date is set by the school, and dinner tickets are added to the website to collect funds; pre-sale RSVP numbers will determine quantity of food to order. Dinner is ordered from ABC Pizza on Hillsborough and they deliver the food. Dinner consists of Spaghetti, salad, garlic bread and water. Other items can be added if desired by planning committee and if the budget allows. Volunteers provided by the event planner (typically the Senior Banquet committee) must staff the event and serve the food. Tables and any other setup needs must be requested through the IB Office or IB President at least 3 weeks in advance.

#### 9. **Swedish Student Luncheon (Spring)**

Date is determined close to the event based on ship schedule. IB Assistant Principal will advise date and time. Event coordinator will ask Volunteer Coordinator to get donations for food and desserts, which should consist of largely vegetarian items. Food is provided for the Swedish Students as well as the IB host students. Work closely with IB Assistant Principal to get accurate count and location for luncheon. This is an opportunity to show the Swedish students our American food culture, keeping in mind that the Swedish students are mostly vegetarian.

#### 10. **Teacher Appreciation Week (Spring)**

We host a lunch for IB teachers; IB Assistant Principal will let us know the date. Try to get a donation from Olive Garden for the main course and salad for the lunch to feed approx. 35 people (request this donation 3 months in advance). Volunteer Coordinator sends out SignUp Genius for dessert donations (and food donations if not received from Olive Garden) and 3 volunteers to help with set up and cleanup. Set up library for buffet style lunch and seating areas. Cover tables with butcher paper. Put out decorations from supply closet. Request volunteers to drop off food the morning of the event in advance. Clean up after luncheon. Typically, the event chair purchases small gifts for IB teachers and staff in accordance with budget.

#### 11. **Senior Banquet and other Senior Events**

- **Mandatory Senior Meeting:** Held in April, work with IB Assistant Principal and the school on all Senior events.
- **Senior Picnic:** A potluck, and Senior Banquet reserves the shelter space at Lowry Park. Senior Banquet coordinates food, sets up and cleans up.
- **Senior Lock-In at LeFleurs:** Work with school, students clean up after themselves when overnight is done. School Teacher Liaison handles this event. Assist as needed.

**Senior Banquet Requirements:** The Senior Banquet is a long-standing tradition for

celebrating the students' accomplishments and showing our gratitude to everyone who helped get our students to this milestone. Parents, students, teachers, and faculty are all invited, as well as special guests invited by IB Assistant Principal. The Senior Banquet Chair works closely with the school Principal and IB Assistant Principal in a partnership to ensure that the integrity of the event remains consistent with the school's vision and the traditions of the event. The school administration determines their guest speaker, all faculty speakers, and the program for the event. Prior to making the outline for the evening, the Banquet Chairs MUST work with the school to get approval for the evening's plans and schedule. The Senior Banquet is a partnership between the IB Alliance, Senior Banquet Chair and committee, and the IB Assistant Principal and HHS Principal, and it is imperative that all parties work together to preserve the traditions and integrity of the Banquet, as well as the reputation of the class, the IB Alliance, the IB Program, and the school.

Senior Banquet should fundraise and will cover the costs for any speakers or special guests they invite, plus at least one family member for each needy student based on the school's determination of financial need. The President will work with the IB Assistant Principal and advise the Senior Banquet Chair of any needy students. Food at contract cost (food cost and gratuities to venue staff) for students who are need-based (determined by IB Assistant Principal) will be paid for by the Alliance from the Student Assistance Costs budget. Teacher and school guests' (determined by Principal) food at contract cost will be paid for by the Alliance from the Faculty Appreciation budget, not to exceed \$25 per person. The Senior Banquet Committee must budget for all expenses outside of teacher and need-based student dinner costs, for example: banquet venue, dinner, decorations, gifts, etc. Tickets are typically sold to students and parents to help pay for the costs of the dinner in addition to fundraising. Senior Banquet works closely with the Executive Board, and the Executive Board has final approval for all expenditures as well as approving the Senior Banquet budget. All contracts for goods and services must be signed by the IB Alliance President in order to be valid. The Senior Banquet Chairperson provides a monthly report to the Board and Treasurer, including a current budget.

**12. In addition to the events above, the IB Alliance works in partnership with the school to provide support for certain events run by the school, such as, but not limited to:**

**Prospective Student Coffee/Q & A (Spring):** IB Assistant Principal runs the event, Alliance Board members are needed only for welcoming parents and helping serve food.

**Incoming Freshman Parent Information Meeting and Teambuilding (Summer):** Attended by Executive Board, 9<sup>th</sup> Grade Rep. (Greeting people only), Volunteer Chair, Membership Chair, and any other Board members who can attend. Mascot Universe needs a table; notify them in advance. IB Assistant Principal runs the meeting, President introduces Board. Senior Banquet can have a fundraising table. Board assists with setting up tables and meeting area. Teambuilding event is run by the YMCA.

**Freshman Academic Camp (Summer):** The school runs this event; IB Alliance assists as needed and may be asked to provide minimal financial or volunteer support for food or other items.

**Appendix C – IB Alliance, Inc. Accounting/Money Handling Controls and General Procedures for All Board Members**