

KIPP Parent Association
(KPA)
Bylaws

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KIPP Parent Association (KPA)

Article I - The name of the organization

The name of the organization shall be the KIPP Baltimore Parent Association (KPA)

Article II – Mission

The KPA with the cooperation of the faculty and staff of KIPP Baltimore will maintain healthy boundaries and build relationships with each other and the KIPP Community. The KPA will focus on creating opportunities for family members to help outside of the classroom.

Article III – Membership and Dues

No dues requirements have been established by the executive board.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, vice secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office. Offices will be held for a period of two calendar school years and may be eligible for reelection three consecutive terms.

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President -** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

- c. **Secretary** - The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The Vice-Secretary shall assist the secretary and assume the responsibilities of the secretary in his or her absence.

- d. **Treasurer** - The treasurer shall receive funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.

Section 2. Eligibility - Individuals eligible for board positions as President, Vice President, Treasurer, and Secretary: Must have attended at least four (4) KPA meetings during any school calendar year. Eligible individuals must be a family member of a child whom they are a legal parent or guardian that attends KIPP Baltimore. Individuals must meet all guidelines outlined in the nomination process.

Section 3. Nominations and Elections - Elections will be held in May at the end of each term before the last meeting of the school year. A nominating committee will review the candidates for each office and present the slate at a meeting held one month prior to the election. Votes shall be cast verbally or electronically, if a slate is presented. If more than one person is running for an office, ballots will be used for voting..

Section 4. Terms of Office - Officers are elected for two years and may serve no more than three (3) consecutive terms in the same office. This will be effective during the current school year with its current board members.

Section 5. Removal from Office - Officers may be removed from office with cause by a two-thirds vote of those present (assuming a quorum of 8 including the president) at a regular

meeting where previous notice has been given, if they fail to attend 4 of the meetings during the school calendar year.

Section 6. Vacancies - If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. Members may be appointed if there are no nominees for election.

Article V – Meetings

Section 1. Regular Meetings - The regular meeting of the board shall be held every second Thursday of each month, this may be changed or altered by the board or its president when necessary. The general meeting of the KPA shall be held every second Thursday of each month, this may be changed or altered by the board or its president when necessary.

Section 2. Special Meetings - Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, phone call, email, text or other communication method.

Section 3. Annual Meeting - The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 4. Quorum - The quorum shall be 8 eligible board members (including the president) of the organization.

Section 5. Notification of Meetings - The secretary will notify the members of the meetings by School communication class Dojo or other notification utilized by the KIPP Baltimore Middle school. The Community Relations Personnel shall make notification by the KPA Facebook page and notify KIPP Baltimore to also notify parents by KIPP Baltimore Facebook page. All notifications should be made at least one week prior to the meeting and again on the day prior to the meeting.

Section 5. Board Meetings - Board meetings will be held every first Thursday to ensure that the KPA is operating efficiently. This will be effective until further notice by the president.

Article VI – Executive Board

Section 1. Membership - The KPA Executive Board shall consist of the current Board members. The Current President will be appointed as the board’s chairperson. The executive board shall be the governing authority of the KPA.

Section 2. Duties - The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership and **seek sponsors for the KPA**. The board shall be a governing board over all boards of the KIPP Baltimore KPA and shall be selected during the current calendar school year.

Section 3. Meeting Attendance - All members must sign the attendance sheet for each meeting to be considered by record in attendance.

Section 4. Quorum - Half the number of appointed board members plus one constitutes a quorum including the president.

Article VII – Committees

Section 1. Membership - Committees may consist of general members and board members, with the president acting as an ex officio member of all committees. (Other committees may be appointed by the president upon approval)

Section 2. Standing Committees - The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Family Events and Nominating committees.

Section 3. Additional Committees - The board collectively may appoint additional committees as needed.

Section 4. Fundraising Committee - KPA fundraising activities are carried out by a committee whose chairman is an appointed or elected member of the advisory board. The committee may include the treasurer, the publicity chairman, the room representative coordinator, faculty

member, the president (ex officio) and others appointed by the president. The major responsibility of the fundraising committee is to raise the amount needed to meet the proposed unit budget. KPA funds are raised and used for purposes approved by the association in advance of any fundraising event. The fund-raising chairperson is expected to attend the weekly board meeting and provide the necessary updates.

Section 5. Advisory Committee - Alumni members of Walbrook High school, faculty, staff and other subjects can be appointed by the KPA board by vote as Advisory board members. The Advisory board members voting rights are governed under eligible KPA membership rules and guidelines. Advisory board members may be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum of 8 including the president) at a regular meeting where previous notice has been given.

Section 6. Hospitality committee - The goal of the hospitality committee is to develop a spirit of friendliness among the members of the KPA and others who attend its meetings. The committee organizes the serving of refreshments for KPA meetings, staff appreciation lunches, and special school activities.

Section 7. Homeroom Ambassador committee- The homeroom representative coordinator is a chairman or officer on the KPA unit advisory board. The coordinator chairs a committee of representatives from each classroom or grade level in the school.

Section 8. Parent Involvement/Family Engagement Committee- The Parent Involvement/Family Engagement Committee addresses the very foundation of KPA by promoting the education, health, and safety for all children. The inherent goal of the committee is to strengthen, support, and sustain the involvement of parents in the lives of their children.

Section 9. The Elections Nominating Committee - This is the only KPA committee that is not appointed by the president. This committee is elected by the membership at least two months prior to the election of officers. This selection should exclude employees of KIPP Baltimore with the exception of the Community Site Specialist, or any member that would determine when to elect the committee and how many people to elect is outlined in your unit bylaws. Don't forget to elect alternates, in the event an elected committee member cannot attend a committee meeting.

Most units should be electing the nominating committee no later than January or February for the election of officers in March or early April.

The committee needs a balance of newer and more experienced KPA members, all of whom should be knowledgeable about KPA and who are:

- Aware of qualified potential nominees
- Familiar with the eligibility requirements and the qualifications necessary for the offices to be filled
- Willing and able to devote adequate time to the responsibilities involved and maintain confidentiality.

Nominating committee members should be:

- Elected on merit and ability.
- Willing to devote adequate time to the responsibilities involved.
- Knowledgeable regarding the eligibility requirements and the qualifications necessary for the offices to be filled as well as the responsibility of each office.
- Aware of the qualifications and abilities of potential nominees.
- Able to consider nominees.
- Able to use sound judgment and skill in evaluating nominees.
- Tactful, discreet with integrity.
- Able to keep all deliberations confidential.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws or any other special/ standing rules.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Voting rights

Any parent, guardian, or other adult with a student at the school may be a member and shall have voting rights. Members have one vote per household.

NAME PRINT

SIGNATURE

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Advisory Board Member: _____

Advisory Board Member: _____

Advisory Board Member: _____

Advisory Board Member: _____

Advisory Board Member: _____

Advisory Board Member: _____

**MARYLAND NOTARY ACKNOWLEDGEMENT
(INDIVIDUAL)**

State of Maryland

County of _____ (or City of Baltimore), to wit:

On this ____ day of _____, 20____, before me, the undersigned officer, personally appeared _____ [name of person(s) who make acknowledgement], known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purpose therein contained.

In witness whereof, I hereunto set my hand and official seal.

[Notary Seal]

[Signature of Notary Public]

[Printed Name of Notary Public]

My Commission Expires: _____