

**IMPACT
BYLAWS
&
POLICIES**

Revised and Adopted on 12/13/19

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 parental participation 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.
- d) serving as the advisory voice of the parents to the UCA administration.

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 by 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 purposes and policies of IMPACT. Membership in IMPACT shall extend to:

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

3.2 Organizational Structure

IMPACT shall be comprised the general membership as outlined in 3.1 and the IMPACT Board. The *IMPACT Board* shall be a self-perpetuating board that governs and directs all IMPACT activities.

ARTICLE 4-IMPACT BOARD

4.1 Authority of the Board

The IMPACT 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 Board

The IMPACT Board shall be comprised of seven (7) to fifteen (15) voting members, selected from the IMPACT general membership. 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 an appointed representative from the School Board shall also serve as ex-officio, non-voting members of the IMPACT Board. The Superintendent shall reserve the right to appoint a designee to serve in his/her place. The School Board Representative shall only vote in the event of a tie. If the Representative is not available, then the Superintendent (or designee) shall vote to as a tie-breaker.

4.3 Selection of Executive Board Members

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

4.4 Terms of Board Members

Terms of an IMPACT Board Member shall be for one calendar year, commencing on the date of the successful vote of ratification. Terms are renewed only if:

- 1) the Superintendent invites the Board member to serve another term,
- 2) the Board member accepts the invitation, AND
- 3) the IMPACT Board ratifies the renewal by at least a 2/3 vote.

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) the board 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 IMPACT Board, or
- e) an official letter of removal from the Superintendent of UC Academy.

4.6 Board Meetings

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

Each member of the IMPACT 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 membership shall be likewise notified if the meeting is open to them.

4.7 Voting

A quorum consisting of a simple majority of IMPACT 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 can no longer actively support IMPACT. When an IMPACT Board member fails to attend three consecutive meetings without being excused by the President, or is not fulfilling his/her obligations according to these Bylaws, the IMPACT 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 IMPACT BOARD

5.1 Selection of Board Officers

The IMPACT 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.

The general pattern for succession for the office of President shall be as follow:

- a) After the Vice-President completes his/her one-year term, he/she becomes the President the following year.
- b) After the President completes his/her one-year term, he/she becomes the President Emeritus the following year.
- c) After the President Emeritus completes his/her one-year term, he/she comes off the Board, unless his/her Board membership is renewed according to 4.4.

5.3 Offices of the Board

Prior to each election, the IMPACT 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 IMPACT Board in order that the purposes and policies as outlined in Article 2 are fulfilled.
- b) Prepare meeting agendas and preside over IMPACT Board 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 President Emeritus, responsible to

- a) Provide encouragement, support, and mentoring to the president as needed.
- b) Help represent IMPACT in the capacity as a diplomat (honorary president).
- c) Complete other tasks as assigned by the president.

5.3.4 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.

5.3.5 Secretary, responsible to

- a) Keep and communicate meeting minutes and records.
- b) Provide copies of minutes and treasurer's reports to the IMPACT 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 Board and general membership meetings.
- f) Complete other duties as assigned by the president.

5.3.6 Hospitality Coordinator, responsible to

- a) Plan and obtain IMPACT Board approval of hospitality events for the school year.
- b) Recruit and provide general supervision of volunteers at IMPACT hospitality events.
- c) Attend all 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 Fundraising Coordinator, responsible to

- a) Plan and obtain IMPACT Board approval of fundraising activities for the school year.
- b) Recruit and provide general supervision of volunteers at fundraising events.
- c) Attend all 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.

5.3.8 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 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.
Note: the Room Parent Coordinator must be an Elementary parent

5.3.9 New Family Ambassador, responsible to

- a) Welcome and assist all new families (K-12) get affiliated with UCA and IMPACT.
- b) Introduce new families to administration and staff.
- c) Plan one on one time with new parents.
- d) Help new families get involved with UCA/IMPACT activities.
- e) Attend all Board meetings and general membership meetings.

5.3.10 Booster Club Liaison, responsible to

- a) Maintain membership in good standing with Booster
- b) Provide communication/coordination between Booster Club and IMPACT
- c) Attend all Board and general meetings

ARTICLE 6-FUNDRAISING

6.1 Fundraising

The IMPACT Board will prepare a calendar of fundraising events for the school year. All proposed IMPACT fundraising events shall be brought to Administration for approval and coordination with other school activities. 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.

6.2 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 20% must be brought to the attention of the IMPACT Board. All disbursements for athletics will be made in accordance with CIF regulations. Upon dissolution of IMPACT, funds must be used to pay any outstanding bills and the remainder spent for the benefit of the school or given directly to the school.

ARTICLE 7-BYLAWS

7.1 Compliance to Bylaws

All business conducted by IMPACT shall be in accordance with these Bylaws. Each officer of the IMPACT 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 membership for inspection and review.

7.1 Amendments

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