



**IVY ACADEMIA**  
K-12 ENTREPRENEURIAL CHARTER SCHOOL

# Ivy Academia Entrepreneurial Charter School

## **iPLG Constitution and By- Laws**

### Article I – Name and Purpose

The name of the organization shall be the Ivy Academy Parent Leadership Group (iPLG) of Ivy Academia Entrepreneurial Charter School.

The Purpose of this organization is to promote and enhance the welfare and education of all students enrolled at Ivy Academia Entrepreneurial Charter School.

### Article II – Membership

Membership to iPLG is open to Ivy families and staff members. There is a yearly dues requirement of \$15 as stated in our Shared Support Agreement.

### Article III – Executive Board

The Executive Board shall consist of the following iPLG officers:

- President- K-12
- Vice-President- Sunny Brae
- Vice-President- De Soto
- Vice-President- Chatwsorth
- Treasurer
- Secretary
- Academics SB
- Academics DS
- Academics CH
- Family and Membership Chair
- Major Events Chair
- Technology Chair
- Athletics Chair

The Executive Board shall have all executive powers. The Executive Board members shall serve as acting and voting members of iPLG.

Duties of the Executive Board members are outlined in the Bylaws to the Constitution.

The positions on the Executive Board shall be filled by a general election of iPLG held annually.

No member of the Executive Board may hold more than one iPLG office or class office.

Executive Board members shall hold office for one school year.

#### Article IV- Elections

Each officer or board member will be a member of iPLG.

Officers shall be elected by majority vote of all iPLG members in good standing.

Newly elected officers will take office on July 1<sup>st</sup>.

#### Article V – Amendments

Amendments to this constitution may originate:

By the Executive Board

By Ivy's Board of Directors

By Ivy's Leadership Team

By petition by 10 percent of the iPLG body

By ballot

#### Article VI – Ratification

iPLG shall ratify this constitution and any subsequent amendments through a two-thirds vote of the council. The changes must then be submitted to Governing Office for oversight and financial review.

## **iPLG Bylaws of the Constitution**

### Article I –iPLG Executive Board

It shall be the duty and power of the iPLG Board to:

- Be the supreme legislative body of iPLG
- Propose and pass legislation that is considered important to the iPLG body
- Establish the annual iPLG body dues
- Spend iPLG monies
- Propose and pass amendments to the Constitution and Bylaws

Each member of the iPLG Executive Board shall be able to cast one vote in each voting situation.

### Article II – Executive Board Officers

The iPLG President shall have the following duties:

- Preside over all iPLG meetings
- Plan and prepare an agenda for the meetings
- Appoint all committee members and chairpersons
- Preside at all iPLG activities or authorize someone to do so in his/her place
- Vote in iPLG meetings only in cases where his/her vote would affect the result

The iPLG Vice-Presidents shall have the following duties:

- Alternate serving as the iPLG President if the president becomes unable to fulfill his/her duties either temporarily or permanently
- Coordinate all iPLG activities relating to students on their campuses
- Serve as co-chairperson of the Elections Committee and supervise all iPLG elections
- Alternate lead the flag salute at all iPLG meetings

The iPLG Treasurer shall have the following duties:

- Maintain complete and accurate record of all iPLG receipts and disbursements
- Prepare monthly reports for iPLG on the iPLG bank balances and receipts and

disbursements to date

Act as co-chair of the Fund-Raising Standing Committee and work with  
Community Liaison

Keep accurate profit and loss statements of all IPLG functions and assist classes  
and clubs in keeping accurate records

Supervise the preparation of the annual budget

The IPLG Secretary shall have the following duties:

Maintain accurate minutes of each iPLG meeting

Complete the minutes in the prescribed format by the next meeting of iPLG for  
distribution to all members

Carry out all necessary correspondence for iPLG

Record and distribute an agenda for each iPLG meeting

#### Article III- Committees

Executive Committee Chairpersons are part of the Executive Board

Non-executive Committee Chairpersons are not part of the Executive Board

Committees can be created by the Executive Board to meet changing needs of iPLG

Committee Chairperson will be appointed by the iPLG President

Each Committee Chairperson will submit plans of work to the Executive Board for  
approval

Committee Chairperson can be removed if not fulfilling requirements and  
commitment by  $\frac{3}{4}$  votes by the Executive Board

Special Project and/or Event Committees may be created by a  $\frac{3}{4}$  vote by the  
Executive Board.

The Events Chair shall have the following duties:

Serve as chairperson of the Activities Committee

Serve as co-chair of the Fund-Raising Standing Committee

The Publicity Chair shall have the following duties:

Communicate publicity needs to Community Liaison. Issue news releases to the  
press, radio and television stations

Responsible for iPLG's monthly contribution to the Puma Press

The Athletics Chair shall have the following duties:

Coordinate activities benefitting the Athletic Department

The Academics Chair shall have the following duty:

Coordinate certain activities on specific campuses.

The Elections Committee chair will have the following duties:

The IPLG Vice-President shall chair the Elections Committee

The purpose of the committee is to plan, organize, and supervise all student body elections

The Senior Class Committee chair will have the following duties:

Responsible for leading committee to plan and execute Senior related activities with Senior class students.

#### Article IV – Succession

If the IPLG President cannot fulfill his/her duties because of illness, physical disability or absence, the 2 IPLG Vice-Presidents shall assume and carry out the duties of the president until the President becomes able to resume the duties of his/her office.

If the President is permanently unable to fulfill his/her duties, the IPLG Executive Board and Committee Chairpersons will elect one of the Vice-Presidents as the IPLG President.

After the Vice-President, succession to the presidency shall be appointed by the vote of the entire membership of the Executive Board.

Only IPLG officers elected by the general student body shall succeed to the IPLG presidency.

Upon the permanent disabilities of any IPLG officer other than the President, the corresponding senior class officer shall assume the duties of that office.

Upon the permanent disability of any IPLG Commissioner, the IPLG President shall appoint the opposition runner to that position, if available, until the end of the current semester, when an election may be held.

#### Article V – Elections and Qualifications for Office

iPLG shall hold the annual election of Executive officers during the Spring

Semester. The voting shall take place by secret ballot.

#### Counting the Ballots:

The IPLG President and members of the Elections Committee shall count the ballots on the same day as the election is held. No candidate for office may participate in counting the ballots

The ballots shall be counted twice and the results compared. A third count is required if the results of the first and second count are not within one percent of each other

#### Article VI- Adoption

These bylaws may be adopted by a two-thirds vote of the Executive Board whereupon they shall go into effect immediately.

#### Article V – Finances

iPLG must approve all requests for expenditures of iPLG funds prior to any commitments.

iPLG must have a positive balance in its account before iPLG council may approve expenditure.

#### Article VI – Meeting Schedule

iPLG shall meet once a month and for special sessions, as called by the IPLG President.

A quorum consists of two-thirds of the Executive Board, e.g., 14 members in the standard case of 20 on the council.

The IPLG President shall conduct the meetings under Robert's Rules of Order.