Inwood Academy for Leadership Family Council Bylaws

Article I – Name

The name of the Association shall be Inwood Academy for Leadership Family Council and hereafter referred to as **the Council.**

Article II Objectives

The objectives of the Council include but are not limited to**:**

- Develop parental leadership and develop the capacity for greater involvement.
- Promote and encourage parental involvement at all levels.
- Provide opportunities and training for parents to participate in school governance and decision-making.
- Provide support and resources to the school for the benefit and educational growth of children.
- Develop a cooperative working relationship between parents and our school staff.

Article III: Mission

The efforts of the Council are

- Promote higher literacy rates among students.
- Increase rates of access to secondary education among young people
- Increase attendance rates among students.
- Reduce dropout rates among young people.

Article IV: Policies

Section 1: The Council will be educational and implemented through leadership committees, projects, and events.

Section 2: The Council promotes the core values of Inwood Academy: Honesty, Integrity, Responsibility, Consideration, and Moderation. These are traits that help people of integrity to care, give back, and lead.

Membership

A. Eligibility

A parent of a student currently on the register of IAL is automatically a member of the Council. A list of designated persons shall be on file with the parent association Executive Board. The Principal shall maintain the list. The period of designation shall be announced one month prior to voting at the beginning of the year and must be renewed each year.

The term parent is defined as any person in a parental or custodial relationship to the student, which includes the following.

i. Birth parent
ii. Adoptive parent
iii. Foster parent
iv. Stepparent

v. Legally appointed guardian
vi. Person(s) in parental relation[1]

B. Voting Privileges

1. Every parent of a student currently enrolled at IAL shall be entitled to a single vote during any meeting.

Article V – Officers

A. Titles

1. The mandatory officers of the Council are: Representative before the School Board of Directors, president and secretary
2. Chair of Leadership Committees: Special Education, College and Career Readiness, Advocacy and Community Service, Celebrations and ENL
3. Non-mandatory officers: Charters Council Representative, Class Representative and Treasurer

B. Term and Term Limits

The term of office shall be no more than 12 months except for the Representative before the School Board of Directors. A candidate who has served in a position for the maximum number of 2 terms allowed may be elected to the position for an additional term if there is no other interested and willing candidate to fill the position.

C. Duties of Officers

President or Co-President: The duties of the President of the Council are, among others, the following:

a. Preside over the meetings of the Family Council
b. Participate in the WhatsApp forums to be aware of the leadership committees
c. Ex officio member of all committees, except the nominating committee.
d. Appoint the chairman of the leadership committees with the approval of the board of directors.
e. Encourage meaningful participation in all activities at school and for parents.
f. Provide opportunities for the training of its members in leadership issues.
g. Delegate responsibilities to the members of the Council, as necessary.
h. Meet regularly with the representative to the Board of Directors.
i. Plan the agenda for general meetings.
j. Advocate for the needs of the school's parents and students

Optional - Vice President:

a. Assist the president in all his functions.
b. If there is a vacancy in the office of president, the vice president will take office

Secretary: The duties of the secretary shall include but are not limited to the following:

a. Be aware of what families are sharing in WhatsApp meetings and forums

b. Share school information with other families
c. Make sure new families are included in everything
d. Prepare and read the minutes at the Family Council meetings.
e. Distribute copies of the minutes for review and approval by members in general.
f. Maintain Council records
g. Incorporate all amendments to the bylaws.
h. Verify that signed copies of the bylaws with the latest amendments are on file in the principal's office
i. It could oversee reviewing, maintaining and responding to all correspondence addressed to the Council; and
j. Support the delivery process of the Council's files in June

Treasurer: The duties of the Council treasurer, among others, the following:

a. Responsible for all financial affairs of the Council.
b. Keep current records of all fundraising ideas and expense requests
c. Draft and present a written report of all transactions at the board of directors and general membership meetings (including income, expenses, and beginning and ending balance for the reported period).
d. Prepare the annual and interim financial reports of the Council.
e. Make all accounting files available to members, if requested and in the event of an audit.
f. Support the process of delivering the Council files to the Incoming board

D. Election of Officers

1. Employees of IAL may not serve as members of the executive board. This restriction applies equally to employees who have a child currently attending the school.

2. Nominating Committee

The Nominating Committee solicits nominations from general members, and other individuals may also submit their interest in writing to be candidates for office. In addition to collecting written nominations, the Nominating Committee may also accept nominations from those present at the general meeting prior to the closing of nominations.

Whenever possible, notifications should be translated into the languages spoken by the school parents. The Nominating Committee is also responsible for conducting the voting session.

Among the duties of the Nominating Committee are:

a. canvassing the membership for eligible candidates.
b. preparing and distributing all notices of any meeting pertaining to the election process.
c. preparing ballots, attendance sheets, a ballot box, tally sheets and all other materials pertaining to the election.
d. verifying the eligibility of all interested candidates prior to the election.
e. scheduling the election at a time that ensures maximum participation.
f. ensuring that only eligible members receive a ballot for voting.
g. ensuring that the election is certified by the principal or designee immediately following the election.

If a nominating committee cannot be formed, the Council must proceed with an expedited election – a single meeting where all nominations are taken from the floor for all offices immediately prior to the election.

3. **Notices**
   Whenever possible, notifications and agendas should be available in English and translated into the languages spoken by the school parents. The date of distribution must appear on all notifications. After the deadline for candidacies is closed, the notification to the assembly in which the elections will be held must include all the candidates in alphabetical order by last name, according to the position for which they are nominated.

4. **Contested Elections**
   When there is only one candidate per office, members can vote by unified motion to accept that candidate. The result of the motion must be recorded in the minutes.

5. **Vacancies:**
   Vacancies must be filled by succession or by urgent election. A position becomes vacant when an official resigns or is fired. Officials who wish to resign from their positions once the election has been certified must send the resignation in writing to the secretary and immediately submit all documentation from the Council.
   a. When a position cannot be filled by the succession of the official occupying the position immediately below in rank, an urgent vote must be held to fill the vacancy.
   b. The officer may choose to remain in his current position and not assume the highest position in rank.
   c. In the event the secretary resigns, he / she must transfer the records to the president.

6. **Uncontested Elections**
   Where there is only one candidate for any office, the membership may vote to accept that candidate by a single motion. The result of the motion is to be reflected in the minutes.

7. **Officer Vacancies**
   Officer vacancies must be filled by succession or by an expedited election. A vacancy occurs when an officer resigns or is removed from the position. Officers who wish to resign their positions once an election has been certified must submit their written resignation to the recording secretary and immediately turn over all Association records.

   a. When an office cannot be filled through succession, by the next highest-ranking officer, an expedited election must be held to fill the vacancy.
   b. An officer may choose to retain their current position and not assume the higher-ranking office.
   c. In the event of the resignation of the secretary, he/she must transfer records to the president or co-presidents.

8. **Expedited Election Process:**
   Expedited elections shall be held to fill vacancies in the event the office cannot be filled through succession of the next highest-ranking officers as listed in the order of succession. The executive board shall be responsible for announcing vacancies and distributing written notice of the expedited election. All nominations must be taken

from the floor, immediately prior to the election. If the election is contested, written ballots must be used in accordance with Section 5a of these bylaws.

E. Disciplinary Action

1. ***Grounds for Removal from Office***:
   a. Any officer who fails to fulfill the duties of office as outlined in these bylaws, Article IV, Section C.
   b. Any officer who accrues 3 consecutive unexcused absences from executive board or general membership meetings.
   c. Any officer who poses a threat to the safety and well order of the Association or larger school community.
   d. Any officer who exercises behavior unbefitting the office as determined by the general membership.
   e. Any officer who commits a violation of the law may be removed from office by the recommendation of the investigatory entity.
2. ***Officer Removal***:
   Association officers may be removed for unsatisfactory performance by recommendation of the executive board or a motion from a member and two thirds vote of the membership.[9]
   a. Removal Process
      i. The motion to remove an officer and the vote on removal must not occur during the same meeting.
      ii. Once a motion or recommendation has been made to remove an officer, a review committee should be formed. This committee will gather information and provide the Association with a recommendation in writing, within 30 days of the motion to remove an officer.
      iii. The vote on a motion to remove an officer will take place at the next general membership meeting, after the review committee's written recommendation has been completed.
      iv. The meeting notice must include the vote on removal.
      v. The content of the motion and the result of the vote must be included in the minutes and submitted to and filed with the principal

Article VI – Executive Board

A. Composition -The board of directors must be composed of the officers of the Council, as listed here: President, Secretary and Treasurer (optional). Officers must participate in all meetings of the board of directors.

B. Meetings - The board must meet monthly, from September to June, first Friday of each month at 8AM and every other Friday after, unless said dates correspond to a civic or religious holiday, in which case the meeting will be held the following Friday.

C. Voting - Each member of the board of directors must have one vote.

D. Quorum - Three members of the board of directors constitute a Quorum, which allows the official activities to be carried out.

E. Transfer of documents in June -The Council must keep the following documents for a minimum of 6 years: the statutes and the respective amendments, notifications of the meetings, agendas and minutes,

documentation of elections of officials other than through electoral ballots and financial records. The outgoing board of directors must ensure that they provide the incoming board with all records, including usernames, passwords, and all parent contact information. The transfer of files must take place at the school, in the presence of the principal, the next business day after the election. At least one meeting must be scheduled during the month of June for this purpose. Any member of the board of directors may request the assistance of the Presidents' Council during this process.

Article VII – General Membership Meetings

A. General Membership Meetings

1. General membership meetings of the Council shall be held monthly, September through June, on the first Thursday of the month at 12PM during the IAL News Bulletin, unless such date falls on a legal or religious holiday, in which case the meeting shall be held on the following or previous Thursday as determined by the executive board. Written notice of each membership meeting shall be distributed in languages spoken by parents at the school, whenever possible. Notice must be sent at least 10 calendar days prior to the scheduled meeting.
    a. All general membership meetings must be held in Council School or via ZOOM.
    b. Committee meetings may be held at locations convenient to the members but may not be held in private homes.
    c. All eligible members may attend and participate in general membership meetings.
    d. Non-members may only speak or otherwise participate if acknowledged by the presiding officer.

B. Order of Business

The order of business at meetings of the Association, unless changed by the executive board, shall be:

a. Call to Order
b. Reading and Approval of Minutes
c. President's Report
d. Treasurer's Report
e. Principal's Report
f. School Leadership Team Report
g. Committee Reports
h. Old Business
i. New Business
j. Adjournment

C. Quorum

A quorum of at least 8 Council members, including a minimum of 2 executive board members and 6 parent members, shall be required in order to conduct official Council business.

D. Minutes

Minutes of the previous meeting shall be available in written form approved at every general membership meeting. The minutes of any Council meeting must be made available to any member upon request.

E. Special Membership Meetings

A special membership meeting may be called to deal with a matter of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of 48 hours written notice to parents stating precisely what the topic of the meeting will be.

Upon receipt of a written request from IAL Council members, the president must call a special membership meeting within 5 calendar days of the request and provide 48 hours written notice to parents

Article VIII – Committees

A. Standing Committees

Membership: The responsibilities of the membership committee shall include but are not limited to:

a. Encourage parental involvement through recruitment and outreach.
b. Plan various activities and events for member participation.
c. Coordinate outreach efforts with the Director of Family and Community Engagement, whenever possible.
d. Keep the list of Council members updated

Budget: The responsibilities of the budget committee shall include but are not limited to:

1. Process

a. Ask the principal for a written consent to conduct a fundraiser during school hours or on school grounds.
b. Consign the funds to the school safe deposit box and make sure they are delivered to Alina.Ramirez@ialcs.org for her to deposit. Under no circumstances may the funds collected at events for this purpose be kept at the workplace or home of one of the members. At least 2 authorized members must bring the funds to Ms. Ramirez for consignment.
c. Keep documentation related to all transactions at the school (e.g., canceled checks, consignment receipts, Council minutes regarding financial transactions, etc.)

2. Amendments to the Budget:

The budget can be modified with the vote of the members of the Council in any ordinary meeting.

3. **Expenditures**
All expenditures not included in the budget at the time of its adoption must be approved by vote of the general membership.

4. **Emergency Expenditures**
The executive board is authorized to make an emergency expenditure not to exceed $300 with a two-thirds approval of the executive board. Emergency expenditures are appropriate for the following purposes:
Meeting refreshments or supplies. These expenditures shall be reported to the general membership at the next Council meeting in writing by the treasurer. The minutes of the meeting must reflect a vote taken by the Council to accept this action.

A. Financial Accounting

1. **Financial Report**
The treasurer shall prepare the Annual Council Financial Report by the June meeting, including all income, expenditures, and other transactions. These reports shall be presented and reviewed by general membership. Copies of these reports shall be provided to the principal.

2. **Record Keeping**
The treasurer is responsible for all Council funds and for keeping accurate records in a format consistent with these bylaws. The consignment vouchers must describe the source of the consigned funds. All persons involved in financial transactions must initial the consignment vouchers. All Council documentation including receipts and applications must be kept locked up on school premises.

Article IX - Amendments and Regular Review of Bylaws

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the members present, provided the amendment was presented in writing to the membership at the previous meeting and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these bylaws shall be conducted every 3 years. All provisions of these bylaws must conform to the Department of Education guidelines.

These bylaws, as set forth above, have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article IX, at the membership meeting held on August 26, 2025.