

BYLAWS OF THE RIVERVIEW INTERNATIONAL BACCALAUREATE PARENT ORGANIZATION (IBPO)

Mission Statement: The Riverview International Baccalaureate (IB) Parent Organization was founded to provide support and assistance to the International Baccalaureate Program of Riverview High School.

Section 1: Establishment of Riverview IB Parent Organization

The Riverview International Baccalaureate Parent Organization was established to provide support and assist the student International Baccalaureate Program of Riverview High School.

Section 2: IBPO Connection/Program Support

IBPO Connection/Program Support is open to all interested parents, staff, community members, or business partners. Annual program support contribution amounts shall be set by the Board and cover the period from August to the following August.

Section 3: Meetings

The Executive Board will hold monthly meetings to be attended by Executive Board Members and Board Committee Members. All general meetings will be open to the public and held at least quarterly during the school year. Committee Chairs will be expected to attend the general meetings as needed when reports are expected. Members will be notified of all general meetings, with a regular meeting time and place established by the IB Board each September.

Section 4: Board Positions and Responsibilities

Executive Board Members include President, Vice President, Secretary, and Treasurer. The President and Vice-President positions may have a co-person appointed. The executive board members will serve as committee chairperson as listed in the duties below. There are also up to 6 additional board seats available to the chairs of the Senior Banquet, Gear, 11th Grade Pinning Ceremony, and Teacher Appreciation Committees. Additional committees will be established by the Board as needed with chairs/co-chairs assigned.

President: Presides at meetings, prepares agendas, appoints committees, and is committee chair of Orientation, IB Information Night, and IB Registration Night.

Vice President: Serves as acting president when needed and is committee chair of Membership and Social Events.

Secretary: Keeps permanent records of meeting minutes, attendance, compiles a directory of members' contact details, and is committee chair of College Visits and IB Exams.

Treasurer: Assumes responsibility for all financial matters, keeps accurate records of funds, and is committee chair of IB Recognition.

Board Committees: Senior Banquet, 11th Grade Pinning Ceremony, Gear, and Teacher Appreciation. Each of these committees may have a chairperson or 2 co-chairs.

Expectations: All positions must attend and present updates at each Board meeting. Officers are permitted to excuse themselves from a maximum of two scheduled meetings per calendar year. Should an officer be absent from more than two meetings without an approved excuse, removal from office may be initiated by a majority vote of the Board.

The officers identified in these bylaws shall comprise the Executive Board of the Riverview I.B. Parent Organization. The Executive Board is authorized to conduct meetings and make decisions as long as a quorum is present.

Section 5: Financials

The Riverview High School Foundation (RHSF) holds and manages the funds for the Riverview High School IBPO under its 501(c)(3) nonprofit status. This arrangement was established to protect the funds of the IBPO and ensure compliance with nonprofit financial regulations, including use of nonprofit status when making purchases. Financial records are maintained using QuickBooks Online, with accrual accounting, monthly reports, and bi-annual audits by an independent CPA ensuring tax compliance, including filing 990 returns, and providing financial transparency. The RHSF Board confirms that funds are managed according to GAAP, with an inspection available upon request. RHSF manages the bank account named Riverview IBPO with authorized signatories, which are the RHSF Treasurer and at least one other member of the RHSF Board of Directors. The IBPO Treasurer will provide receipts to the RHSF Bookkeeper and follow nonprofit financial policies, with an RHSF credit card available for IBPO purchases. All funds are used solely for IBPO purposes and the IBPO board is responsible for their own Budget. The IBPO

Treasurer coordinates with the RHSF Bookkeeper for transactions, budget management, and receipt handling. RHSF will also provide a credit card in the treasurer of the IBPO's name to use as needed.

Section 6: Liaison to the Riverview High School Foundation

The President and Treasurer of the IBPO Executive Board shall serve as liaisons to the Riverview High School Foundation (RHSF). Either the President or Treasurer will be responsible for attending the monthly RHSF meetings to ensure proper reporting of IBPO funds, as outlined in Section 5 of these Bylaws. This attendance is necessary to maintain accurate financial oversight, transparency, and accountability regarding the management and allocation of IBPO funds in collaboration with RHSF. The Vice President may attend if either are unavailable.

Section 7: Elections and Amendments

Officers will serve one-year terms from May to the following May, with elections held annually. A nominating committee, consisting of two board members, will be appointed in February to identify and fill any vacant board seats. Officers may continue in their current roles with the approval of the Nominating Committee and unanimous board approval. To be eligible for nomination from the Executive Board, members must have served on at least one committee prior to their nomination.

The Bylaws may be amended by a majority vote of the general membership in attendance at a scheduled meeting.