

**BYLAWS
OF THE
INSPIRED FAMILIES ASSOCIATION**

Article I—Name, Location and Purpose

Section 1: Name

The name of the organization shall be Inspired Families Association (hereinafter “IFA”).

Section 2: Location

Inspired Families Association is located at the Inspired Teaching School, 200 Douglas Street, NE, Washington, DC 20002.

Section 3: Purpose

Inspired Families Association is a non-profit corporation and will be operated exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations which qualify as exempt organizations within the meaning of 501(c)(3) of the Internal Revenue Code, or to the corresponding section of any future federal tax code.

Inspired Families Association is organized to support the education of children at the Inspired Teaching Demonstration Public Charter School. We will promote the school’s mission by fostering collaboration between families and staff through the following: (1) raising and expending funds to meet needs of the school; (2) sponsoring events that develop and maintain community relationships within and near the school; (3) supporting student recruitment efforts; (4) providing support to teachers through fundraising, organizing, and volunteering; (5) supporting school and family social interactions; and (6) providing an open forum for sharing information that impacts students and families.

Article II – General Policies

Section 1:

No part of the net earnings of Inspired Families Association shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Inspired Families Association may pay reasonable compensation for services rendered or expenses incurred and to make payments and distributions consistent with the purpose of the Inspired Families Association.

Section 2:

No substantial part of the activities of the Inspired Families Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the IFA shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. The Inspired Families Association shall not devote more than an insubstantial part of its activities to attempting to influence legislation.

Section 3:

Notwithstanding any other provision of these Bylaws, the Inspired Families Association shall not take any action not permitted by section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

Article III—Members

Section 1: Eligibility for Membership in the Inspired Families Association

Voting membership in the Inspired Families Association is open to any parent, guardian, or other adult who is the primary caregiver for a current student at the Inspired Teaching School.

Section 2: Membership Dues

Dues, if any, will be established on an annual basis by the Board of Directors.

Article IV—Board of Directors and Officers

Section 1: General Powers of the Board of Directors

The business and affairs of the organization shall be managed by or under the direction of the Board of Directors, which may exercise all such powers of the organization and do all such lawful acts and things as are not prohibited by statute or by the Articles of Incorporation or these Bylaws. The members of the Board of Directors receive no compensation other than reimbursement of expenses.

Section 2: Membership of the Board of Directors

The number of members of the Board of Directors shall be nine. The Board of Directors shall consist of the four officers of the corporation and at five at-large directors.

Section 3: Officers

The officers shall be a president, vice president, secretary, and treasurer. No person shall hold more than one office concurrently.

A. President

The president shall preside over all meetings of the Inspired Families Association, including general IFA meetings and meetings of the Board of Directors. The president shall be the chair of the Board of Directors, serve as the primary contact for the principal and executive director of the Inspired Teaching School, represent the IFA at external meetings, and coordinate the work of all officers and committees so that the purpose of the organization is served. The President may sign any contracts or other instruments that the Board has authorized to be executed.

B. Vice President

The vice president shall work with the president to carry out his or her duties and shall carry out the president's duties in his or her absence.

C. Secretary

The secretary shall keep all records of the Inspired Families Association, including taking and recording minutes, working with the president to prepare meeting agendas, handling correspondence, and sending meeting notices as required. The secretary shall keep and maintain the corporate records of the Inspired Families Association as required by law.

D. Treasurer

The treasurer shall have charge of all funds of the Inspired Families Association. He or she shall receive all funds payable to the IFA, keep an accurate record of receipts and expenditures, and pay out funds for expenditures approved by the Board of Directors. He or she will present a financial statement at every Board and general IFA meeting and will make a final report at the end of the school year. He or she will also ensure that all required federal and District financial filings (i.e., IRS Form 990) are filed in a timely manner each year.

Section 4: Voting Rights of the Members of the Board of Directors

The voting members of the Board of Directors shall consist of the four officers and five at-large directors.

Section 5: Term of Office

Each officer's or director's term of office shall be for one year, from July 1 to June 30. Members of the Board of Directors and Officers may serve no more than five consecutive terms.

New officers and directors elected by the IFA membership will serve an initial period in a non-voting capacity, from the time the outcome of the elections are announced until July 1, with the expectation that they will familiarize themselves with their duties until their installation in office on July 1.

Section 6: Eligibility

To serve as an officer or director, an individual must be a parent, guardian, or other adult caring for a current student at the Inspired Teaching School.

Section 7: Elections

Officers and directors shall be chosen by election by a majority of the members voting in the annual election, which shall be held in the spring of each year. The members voting in any properly noticed annual election shall constitute a quorum.

- A. Members may vote in person at the election meeting or in advance of the meeting via online ballot (for example, via surveymonkey or a similar electronic balloting system). The instrument used to collect ballots must (1) allow only one vote per email address; (2) track which email addresses have voted and which have not; and (3) keep the votes of any individual member anonymous. Online voting must close before the annual election meeting, and only those members who did not vote online will be permitted to vote in person at the election meeting.
- B. The Board of Directors will notify all families of students in the Inspired Teaching School of the date and time of the annual election meeting and the dates during which online balloting will be permitted. The notice shall be sent via email to the email addresses in the school's records. In addition to the official notice, the Board of Directors shall make efforts to publicize the annual elections meeting via flyers, listservs, signs, and other methods of communication.

The official notice shall contain the following:

- (1) A statement that the purpose of the annual election is to elect officers and directors for the upcoming school year.
- (2) A list of vacant officer and director positions and instructions on how to submit names for candidacy.
- (3) A statement explaining the option to vote electronically and informing members of the dates of the online balloting option.

- (4) The date and time of the election meeting.
- C. The notice will be sent at least thirty but not more than sixty days prior to the meeting.
- D. Elections will be held in the month of April or May for the forthcoming school year.
- E. All IFA members shall be entitled to vote and the election shall be held by secret ballot. Election results will be determined by majority vote.
- F. Write-in candidates will be allowed for all positions. If a write-in candidate receives the highest number of votes for a position, the write-in candidate will be considered elected to the position only if he or she consents to serve.
- G. In the event of a tie, a runoff election will be held via online ballot only. The runoff will be held within 15 days after the election meeting.

Section 8: Transfer of Materials

All Officers and other members of the Board of Directors shall deliver to their successors all official materials not later than July 1, or 10 days after election of the successor if the office is vacated prior to July 1.

Section 9: Vacancies

- A. If there is an at-large director vacancy, the Board will identify and appoint a new director through consensus. The new director will serve the remainder of the unexpired term and will then be eligible for election to a full term at the next annual elections meeting.
- B. If there is an officer vacancy, the Board will identify and appoint a new officer through consensus. The new officer will serve the remainder of the unexpired term and will then be eligible for election to a full term at the next annual elections meeting.

Section 10: Resignation and Removal from Office

- A. An officer or at-large director may resign at any time. Such resignations shall be made in writing and shall take effect as of the time specified therein, or if no time is specified, at the time of its receipt by the President or Secretary.
- B. An officer can be removed from his/her position by a vote of the majority of the members of the Board of Directors. A director can be removed from his/her position in one of two ways: (1) by a vote of the majority of the members present at a properly noticed meeting of the IFA membership; or (2) by a majority of the members of the Board of Directors if the director is of unsound mind, has been convicted of a felony, has

been found by court order to have breached his/her duties as a director, or has missed more than two Board meetings without being excused.

Article V—Meetings

Section 1: Meetings of the Board of Directors

During the school year, the Board shall meet at least every other month at a time and place determined by the President with approval of the Board. Special meetings of the Board of Directors may be called by the President or at the written request of a majority of the directors.

Section 2: General Membership Meetings

At least four general membership meetings will be scheduled during the school year. These meetings are open to all families and staff of the Inspired Teaching School. Members will be notified of general meetings at least seven (7) calendar days in advance of each scheduled meeting. One general membership meeting will be designated as the annual election meeting and notice of that meeting will be delivered to the members as outlined in Article IV, Section 7 above.

Section 3: Special Meetings

Special meetings of the Board of Directors may be called by the president or any two directors. Special meetings of the membership may be called by at least ten percent of the general members submitting a written request to the secretary. Members must be notified of the special meeting at least seven (7) calendar days prior to the meeting.

Section 4: Quorum

A. Meetings of the Board of Directors. Half the number of directors plus one constitutes a quorum.

B. General Membership Meetings. The voting members present shall constitute a quorum in any properly noticed general meeting of the organization.

Article VI—Committees

Section 1: Membership of Committees

Committees may consist of directors as well as non-director members of the IFA. The president will approve a volunteer chair for each committee.

Section 2: Standing Committees

The organization will have the following standing committees: Social, Recruitment, Staff Appreciation, Spring Fundraising.

Section 3: Additional Committees

The Board may create additional committees as needed.

Article VII—Finances

Section 1: Budget

The Board shall approve a budget of anticipated revenues and expenditures for the school year at the first meeting each year of the newly elected directors and officers.

Section 2: Payment for expenses

The treasurer shall keep accurate records of any disbursements, income, and bank account information related to the business of the organization. The treasurer is authorized to generate payments for invoices and other expenses insofar as the payment does not exceed authorized budget amounts. Any expense that exceeds authorized budget amounts must be approved by the Board of Directors prior to payment.

Section 3: Checkwriting authority

The president and treasurer shall have checkwriting authority. The treasurer will ensure that all bank documents and signature cards are up-to-date.

Section 4: Financial Statements

The president and treasurer shall prepare monthly financial statements as well as a final financial statement during the last quarter of the school year. The treasurer shall provide access to the IFA bank statements to at least one other director, and that director will review the bank statements monthly.

Section 5: Tax Filings

The president and the treasurer will be responsible for filing annual federal and District tax forms.

Article VIII—Conflicts of Interest

Section 1: Disclosure of Interests

Any Director, Officer, employee, or committee member having a financial or other personal interest, including a conflicting fiduciary interest (due to status as an officer or director of another organization), in a transaction, contract or other matter presented to the Board of Directors or a committee thereof for authorization, approval, or ratification shall provide prompt,

full, and frank disclosure of such interest to the Board or committee prior to its acting on such contract or transaction.

Section 2: Evaluation of Conflict of Interest Matters

The body to which such disclosure is made (i.e., the Board or applicable committee) shall determine, by a majority vote, whether a conflict of interest (due to a personal financial or other interest, including any conflicting fiduciary interest) exists or can reasonably be construed to exist, which would reasonably be expected by an objective third party to affect the Director's ability to make an unbiased decision in the best interest of the IFA.

Section 3: Appropriate Action when a Conflict of Interest Is Determined to be Present

If a conflict of interest is deemed to exist, such person shall not vote on, or use his or her personal influence on, or be present for or participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to, such contract or transaction. Such person may be counted in determining the existence of a quorum at any meeting where the contract or transaction under discussion is being voted upon.

Section 4: Record in Minutes

The minutes of the meeting shall reflect the disclosure made of any conflict or potential conflict of interest, the vote thereon, and, where applicable, the abstention from voting, presence, and participation, and whether a quorum is present.

Section 5: Conflict of Interest and Other Policies

The Corporation shall also adopt policies from time to time regarding conflicts of interest, including requirements regarding disclosure of such interests.

Article IX—Dissolution

In the event of the dissolution of the IFA, its assets shall be distributed for one or more of the allowed purposes specified in Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future federal tax code.

Article X—Amendment of Bylaws

These bylaws may be amended by a two-thirds majority of the Directors present at any regular meeting or at any special meeting called for such purpose.

I, the undersigned Secretary of the Inspired Families Association, certify that these bylaws were duly adopted on March 26, 2015 by the Board of Directors of the Inspired Families Association.

A handwritten signature in blue ink, appearing to read 'Lucy Newton', is written over a horizontal line.

Lucy Newton, Secretary