

Urban Academy Parent Support Group

On Wednesday, January 21, 2004, the Board of Directors of Urban Academy called into existence the "Urban Academy Parent Support Group (PSG)". The PSG will follow the rules described in the attached "Bylaws of the Urban Academy Parent Support Group".

Bylaws of the

Urban Academy Parent Support Group

Effective Date

The effective date of these bylaws is January 21, 2004.

Definition

The Urban Academy PSG is a body (as described below under the Membership section) whose purpose is to raise funds for non-core-curricular expenses of Urban Academy; ie., art supplies, music or sports equipment, field trips.

Membership

The members of the Urban Academy PSG may be from the following groups and will be either voting or non-voting members, as specified:

Voting Members

- parents / guardians of students registered at Urban Academy

Non-voting Members

- administration and staff (teaching and non-teaching) of Urban Academy
- members of the school community who are not parents / guardians of students currently enrolled in the school

At no time shall the PSG have more non-voting members than voting members.

Bylaws of the

Urban Academy Parent Support Group

Structure

The Urban Academy PSG will have the following officers:

- Chair
- Secretary
- Treasurer

The PSG will open a bank account at the same financial institution at which Urban Academy holds its account. This account must have at least 2 signing officers and 2 signatures must be required to release any funds from the account.

All funds raised by the PSG must be deposited into this account. All expenses paid by the PSG must be paid directly from this account. The PSG must maintain concise records of all financial transactions.

The treasurer of the PSG will work with the treasurer of the Board of Directors to coordinate the issuing of charitable donation receipts for any charitable donations made to the PSG.

The PSG shall prepare a financial report at the end of the school year and forward it to the Board of Directors of Urban Academy.

Meetings

The PSG shall coordinate meetings as it sees fit, but at least 4 times per year. One meeting must be held in September of each year for the purpose of electing its officers.

The meetings will be conducted efficiently with fairness to the members present.

Executive meetings (between the officers) may be held any time or place as deemed necessary, in order to carry on business between general meetings.

Meetings shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

If procedural problems arise on an issue, the most recent edition of the Robert's Rules of Order shall be used to resolve the issue.

Bylaws of the

Urban Academy Parent Support Group

Approval of the Board

The PSG must receive prior approval from the Board of Directors of Urban Academy on all aspects of fund-raising projects; ie. the type of fund-raising to be used, the source of any donations to be received (other than donations from individual persons), all correspondence or notices to be distributed by the PSG.

Right to Revise the Urban Academy PSG Bylaws

The Board of Directors of Urban Academy may, at any time, amend the bylaws of the Urban Academy PSG.

Right to Terminate the Urban Academy PSG

The Board of Directors of Urban Academy may, at any time, terminate the existence of the Urban Academy PSG.

After payment of all debts and costs of dissolution, the assets and remaining funds of the PSG shall be distributed to the Urban Academy School.