

Jennings Parent Organization

Bylaws

ARTICLE I: NAME

The name of this organization shall be the Jennings Parent Organization (JPO).

ARTICLE II: PURPOSE

1. To promote the welfare of the students and enrich their educational experience.
2. To promote school-parent relations through informative meetings pertaining to common school related interests and through social school-related activities.
3. To provide channels of communication between parents and school.
4. To create a more cooperative understanding between parents, administration, faculty, and students.

ARTICLE III: MEMBERSHIP

All parents and/or guardians of all students enrolled as well as faculty and staff of Jennings Elementary School are considered members regardless of age, race, creed, religion, gender or marital status.

ARTICLE IV: POLICIES

Section 1. This organization as an unbiased group shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. This organization shall not participate in any political campaign on behalf of or against any candidate for public office.

Section 3. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the peoples to the Board of Education.

Section 4. This organization may cooperate with other organizations active in child welfare, such as conference groups or coordinating councils; however, individuals representing the JPO shall make no commitment that would bind this organization.

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Section 5. Robert's Rules of Order Newly Revised (current edition) shall be the parliamentary authority for all matters of procedure not specifically covered by these laws.

ARTICLE V: MEETINGS OF MEMBERS

Section 1. During the school year at least THREE (3) general membership meetings of the organization shall be held at dates designated by the Vice President in conjunction with the President. The purpose of the general meetings shall be to discuss matters which are in the common interest of the members and to suggest a course of action to be taken by the Board.

A member shall have the right to bring a grievance before the Board. That member has the right to request that that portion of the meeting be closed.

Meetings of the membership (general meetings) and Board meetings will be announced on the school calendar in the fall. Any changes in this schedule or the addition of any special meetings will be posted within ten days of the first scheduled meeting. Any changes after the first meeting needs to be posted within three days of any subsequent meeting. Forty-eight hour posted notice must be given when a special meeting is called. Sub-committee meetings do not need to post their meetings.

Members who have concerns or requests that they would like added to a meeting's agenda must give written notice to a Board member by the first of the month of each scheduled meeting. The Board will attempt to accommodate the requests as time permits.

Section 2. The Board of Officers has the right to call a closed session of the executive board following a regularly scheduled meeting.

ARTICLE VI: QUORUM

A majority of the total number of Board members at a Board meeting and a majority of the general membership present any general meeting shall constitute a quorum for the transaction of business at any properly announced meeting of the organization.

ARTICLE VII: ACTION WITHOUT A QUORUM OR WITHOUT A MEETING

Any action required to be taken at a meeting of the organization, or committee thereof, may be taken without a quorum present or without a meeting if consent in writing setting forth the action to be taken is provided in writing by a majority of the Board.

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ARTICLE VIII: VOTING

Section 1. Members in Good Standing. A member in good standing is one who supports the objectives of the Organization. Each member in good standing present at a general meeting is entitled to one vote.

Section 2. Amendments - The constitution and by-laws may be amended by a two-thirds (2/3) vote of all members present at any properly announced meeting of the members. Every spring the by-laws shall be reviewed for possible revisions.

Section 3. Dissolution - The organization reserves the right to dissolve at any time upon the three fourths (3/4) vote of all members present at any properly announced meeting of the members. A proposal to dissolve must be presented at one meeting and then voted upon at a second meeting held within 60 days of when the initial proposal is made. Any remaining assets, after payment of all expenses, are disbursed at the discretion of the board upon dissolution.

ARTICLE IX: MONEYS

Section 1. Budget - The organization's proposed budget is to be developed by the President, Treasurer, and one other board member and shall be presented at the first Board meeting of the school year. The proposed budget will allow each committee a budgeted amount to be spent at the discretion of that committee. Overages must be approved by the Board.

Section 2. Accounts and Access - Treasurer, and TWO other board member shall register on a savings and checking account with two of the three signatures required for transactions.

Section 3. Money Requests - An expense report is required with all money requests. Expense reports are available from the Treasurer and from the lower elementary school office.

Section 4. Money Collection - A money collection report is required when turning in any money. Collection reports are available from the Treasurer and from the lower elementary school office. All collection forms turned in must have initials and signatures of two people that have counted the money.

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ARTICLE X: PROGRAMS

Programs sponsored and supported by the organization are subject to change at the discretion of the Board.

ARTICLE XI: EXECUTIVE BOARD

The board is the main decision-making body of the organization. The voting officers of this organization shall be the Vice President, Secretary, Treasurer, and Trustees. The Board will also have up to five (5) Trustees. Each officer shall be entitled to one vote. The President shall vote only to break a tie. Each officer shall be elected to hold office for a period of one school year. Other officers may be added as deemed necessary by a vote of the Board. The Board shall meet with the newly elected officers and shall turn over all materials to succeeding officers by September.

ARTICLE XII: OFFICERS AND ELECTIONS

Section 1. Election of Officers - Officers shall be elected by ballot at the first general meeting of the new school year.

Section 2. Duties of Officers - All officers except for the President have voting privileges while in attendance at Board meetings and meetings of the membership. All officers and committee chairs shall keep records of the year's activities and make recommendations for the following year. All officers are expected to attend all Board meetings as well as meetings of the membership.

Section 3. Officer Responsibilities

A. President

- a. Shall prepare the agenda and preside at Board and general meetings.
- b. Shall set the time and date as well as secure suitable quarters for the monthly Board meetings.
- c. Shall balance monthly accounts with the Treasurer.
- d. Shall be an ex-officio member of all committees.
- e. Shall serve as a liaison between the organization, school, and parents.

B. Vice President

- a. Shall work closely with the President and assume his/her duties when necessary.
- b. Shall organize the three annual membership meetings by arranging the program, food, child care, etc.

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- c. Shall organize the nomination and election of Executive Board positions each fall.
- C. Secretary
 - a. Shall prepare and keep minutes of the Board meetings and meetings of the membership. Minutes shall show members present and absent, decisions made, roll call votes and, if appropriate, the purpose for which a closed session was called. Shall distribute these proposed minutes to Board members and publicly post them within eight business days after the meeting is held. Shall make the approved minutes available to the public within five business days after the meeting at which they are approved in accordance with the Open Meeting Act.
 - b. Shall be responsible for giving notice of meetings as mandated by the Open Meeting Act or bylaws.
 - c. Shall keep a list of names, addresses, e-mail addresses if available, and phone numbers of Board members.
 - d. Shall take attendance at meetings.
 - e. Shall be responsible for JPO correspondence and publicity including the maintenance of the JPO bulletin boards.
 - f. Shall perform other duties as delegated by the President.
- D. Treasurer
 - a. Shall pay all authorized bills.
 - b. Shall keep an itemized ledger of all receipts and disbursements and present a monthly report of the members.
 - c. Shall open a savings and checking account with two board members.
 - d. Shall balance monthly the accounts with the President.
 - e. Shall participate in the preparation of an estimated budget for the following year.
 - f. Shall be prepared to give a status of the budget report upon the request of the President.
 - g. Shall present books for an annual audit at the end of the fiscal year.
 - h. Shall perform other duties as delegated by the President.

ARTICLE XIII: RESIGNATION/REMOVAL OF OFFICERS

Any Board member may resign at any time. Such resignation is to be made in writing and is to take effect immediately without acceptance. In the event that a Board member does not meet the responsibilities of their position, that Board member may be asked to resign. Misfeasance (any wrong done), malfeasance (doing evil or harm), or disability shall constitute cause for removal of an officer. A vacancy occurring due to removal or resignation in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board members. In case of a vacancy in the office of President, the Vice President shall serve as President for the duration of the current term.

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ARTICLE XIV: JPO TRUSTEE RESPONSIBILITIES

The follow are general trustee responsibilities. They will be amended, agreed upon, and roles volunteered for at the September meeting:

1. Fall fundraiser
2. Spirit wear
3. Color run
4. Box tops
5. Staff appreciations
6. Student improvement team meetings
7. School board meetings
8. Daddy daughter
9. Mother son
10. Facebook
11. Bulletin board
12. Open house
13. Star student
14. School Skate
15. Mom 2 Mom sale
16. STEM nights
17. Movie nights