

Jefferson Elementary School Parent-Teacher Organization by-laws approved 9-20-05

Article I: Name

The name of this association shall be the Jefferson Elementary School Parent-Teacher Organization.

Article II: Organization

The JES/PTO is a locally constituted organization is not affiliated with any other local, state or national organization. The JES/PTO is organized exclusively for the educational purposes within the meaning of Section 501c(3) of the Internal Revenue Code

Article III: Purpose

The purposes of the JES/PTO are:

- a. To act as a liaison between parents, teachers and administrators on broad issues of educational interest at Jefferson Elementary School.
- b. To support the educational mission of JES through special events and programs as an adjunct to existing school efforts.
- c. To act as a clearinghouse for school and educational information that may be of interest to parents, teachers and administrators.

Article IV: Policies

- a. The organization shall be non-commercial, non-sectarian and nonpartisan.
- b. The name of the organization or any of its members in their official capacities shall not be used to endorse or promote a commercial concern.

- c. The organization shall not participate in any political campaign although it may from time to time participate in debate over legislative issues it deems important to its purposes.
- d. The organization shall work with teachers and administrators to help support a quality education for all children and shall offer input in the decision-making process of school policies, recognizing that the legal and final responsibility to make decisions is delegated to the systems board of education.
- e. No part of the income of the organization shall be used for the benefit of any its officers or members.
- f. The organization shall not become embroiled in issues or disputes involving individual students, parents, teachers or administrators.

Article V: Membership and Dues

- a. Membership in the JES/PTO is open to all parents and/or guardians of children attending JES and to all teachers and administrators of JES and the Jefferson City School System.
- b. Membership shall be made available without regard to race, color, creed or national origin.

Article VI: Officers/Elections

- a. The officers of the JES/PTO shall consist of a president, two vice-presidents, secretary and treasurer. These officers plus the top administrator of JES shall be the organization's board of directors. One of the vice-president positions shall be reserved for a teacher at JES.
- b. Elections of officers shall be held at the last general business meeting of the organization each school year. Terms shall run from June 1 through May 31.
- b. Nominations for officers may come from a committee of 5 members appointed by the current president or from the floor
- c. Any vacancy of any office shall be filled by a person elected by a majority of the board of directors.
- d. Nominations can be made by any member of the JES PTO provided the nominee is in agreement with his/her nomination (prior to vote).

Article VII: Duties of Officers

Section I. The president shall:

- a. preside at all meetings of the board and general membership meetings
- b. appoint committees for special projects of the PTO
- c. coordinate the work of the JES/PTO to achieve the goals of the organization

Section 2. The vice president parent volunteer shall:

- a. preside in place of the president's absence;
- b. do other duties as provided by the organization's board of directors.

Section 3. The vice president teacher volunteer shall:

- a. coordinate special school-related programs sponsored by the organization;
- b. do other duties as provided by the organization's board of directors.

Section 4. The secretary shall:

- a. record and maintain the minutes of all meetings of the board
- b. maintain the organization's membership list
- c. do other duties as provided by the organization's board of directors.

Section 5. The treasurer shall:

- a. have custody of all funds of the organization;
- b. keep a full and accurate account of all receipts and expenditures;

- c. make disbursements as authorized by the organizations board of directors;
- d. checks must be signed by two persons, the treasurer, president and/or vice-president for amounts over \$250.00 all checks under this amount are authorized by a single signature.
- e. present a financial report at each meeting of the associations board of directors
- f. present an annual financial report at the first general membership meeting of the school year and financial status report at each general meeting that follows for the current PTO year.
- g. Ensure that the finances of the PTO are audited at the end of the PTO/school year term prior to the installation of the slate of officers for the following PTO/school year.

Section 6. The JES Administrator shall:

- a. act in an advisory role where school policy and procedure is involved
- b. Provide facilities for events as needed on school grounds
- c. Provide a school request list to the Boards on behalf of the JES staff within the first 30 days of new term to allow for budgeting and adequate fundraiser planning on the part of the board

Article VIII. Duties of the Board of Directors

Section 1: The board of directors shall:

- a. transact business on behalf of the organization;
- b. plan work and organize committee to carry out the goals of the organization;
- c. oversee all budget functions as deemed necessary and approve expenditures for the organization
- d. set a schedule for regular and special meetings during the year provided however that the president may call special meetings in addition to those scheduled.

e. To do other such functions as deemed necessary to carry out the aims and objectives of the organization