

Johnnycake Corners Parent Teacher Organization (JCEPTO)

Constitution and By-laws

Pending Approval

ARTICLE I: NAME

The name of this organization is Johnnycake Corners Parent Teacher Organization.

ARTICLE II: ARTICLES OF ORGANIZATION

The group exists as an unincorporated group of its members governed by these by-laws.

The organization's purpose is exclusively charitable and educational, under Section 501(c) (3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to members, trustees, officers, or other private persons, except that organization shall be authorized empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth here of.

No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of and candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by and organization exempt from Federal Income Tax under Section 501 (c)(3) of the Code, or by an organization contributions to which are deductible under Section 170(c)(2) of the Code.

Upon dissolution of the organization, the officers shall, after paying or making provision for the payment of all the liabilities of the association, dispose of the remaining assets of the organization to such organizations organized and operated exclusively for charitable or educational purposes which at the time qualify as exempt organizations under Section 501 (c)(3) of the Code.

ARTICLE III: OBJECTIVES

Section 1: The objectives of the group are:

- A. To promote the welfare of our children in all aspects of community life.
- B. To raise the standards of home life.
- C. To secure adequate policies for the care and protection of our children.
- D. To bring into closer relationship the home and the school.
- E. To develop united efforts between educators and the general public that will secure the highest advantages in physical, mental, social and spiritual education for our children.

Section 2:

The objectives of this group are promoted through an educational program directed toward parents, teachers, and the general public, and are governed and qualified by the Articles of Organization and the basic policies set forth in Article I

ARTICLE IV: BASIC POLICIES

- A. The group shall be noncommercial and nonsectarian, and nonpartisan.
- B. The name of the group or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the group.
- C. The group shall cooperate with the schools to support the improvement of education in ways that will

not interfere with the administration of the schools, and shall not seek to control their policies, but may make recommendations through the proper channels.

D. The group may cooperate with other organizations and agencies concerned with child welfare.

ARTICLE V: MEMBERSHIP

Every parent or guardian of a child attending Johnnycake Corners Elementary School in grades kindergarten through five and the teachers of JCES are considered members of this organization. No membership fee is required. Only members have voting privileges; however, anyone in the community who is interested may attend the meetings.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1:

A. The officers of this group shall consist of the Principal (or designee), Assistant-Principal, President, Vice-President, Recording Secretary, Treasurer, Reporter, Corresponding Secretary, Scrip Officers, and other Assistants as deemed necessary by the President.

If all afore-mentioned positions cannot be filled, the existing officers shall take on the additional duties. Furthermore, Co-Presidents may be elected in lieu of a President and Vice President.

B. Officers shall be elected, by the whole, annually in the Spring Quarter and shall assume their official duties at the end of the school year. This is with the exception of the Treasurer, who serves for the fiscal year (August 1 to July 31). The term of office is one year.

C. A person shall not be eligible to serve more than two consecutive terms in the same office. The only exception is the Webmaster, who may serve unlimited terms.

Section 2:

There shall be a nominating committee composed of four members: Two members from the sustaining board (see Article VIII) and two from the membership. This committee shall propose a slate of candidates by the beginning of spring quarter, and shall fill and vacancies that occur throughout the school year.

Section 3:

A vacancy occurring in any office shall be filled by a member elected by the Sustaining Board.

ARTICLE VII: DUTIES OF OFFICERS

Section 1:

The President shall preside at all JCEPTO meetings; be an ex-officio member of all committees except nominating; perform other duties deemed necessary.

Section 2:

The Vice-president shall perform the duties of the President in his/her absence, and perform other duties the President deems necessary.

Section 3:

The Recording Secretary shall record the minutes of all the meetings of the JCEPTO; oversee the compilation and distribution of information for the membership.

Section 4:

The Treasurer shall have custody of all funds of the JCEPTO; keep an accurate account of receipts and expenditures; make disbursements as authorized; present a financial report at every meeting. The Treasurer's

accounts shall be examined annually by an Audit Committee appointed by the sustaining board.

Section 5:

The Reporter shall inform the membership of upcoming events, meetings, and information that pertains to the JCEPTO through the news media, district and school publications.

Section 6:

The Corresponding Secretary shall handle all official correspondences and provide notices of PTO meeting to the membership.

Section 7:

The Scrip Officers shall have custody of the funds from the Scrip fundraiser, keep an accurate account of receipts and expenditures, make disbursements and report total sales and profits at each meeting.

Section 8:

All officers shall deliver to their successors all official material at the end of their term.

Section 9:

Three officers shall be designated as authorized signers for this group's checking account. This shall include three of the following: Treasurer, President or Vice President. Two signatures shall be required on all checks that are written on the JCEPTO general and SCRIP accounts in amounts greater than or equal to five-hundred dollars.

ARTICLE VIII: SUSTAINING BOARD AND ITS DUTIES

Section 1:

The Sustaining Board shall consist of the Principal, Assistant-Principal, elected officers, immediate past President, and chairmen of standing and special committee when deemed necessary by the President.

Section 2:

- A. Transact necessary business in the intervals between meetings of the Whole.
- B. Transact business referred to it by the Whole.
- C. Inform members of the Whole of the activities of the Sustaining Board.
- D. Appoint an Audit Committee to audit the Treasurer's accounts annually. The current Treasurer and/or Assistant Treasurer shall not be eligible to serve on this committee. (Refer to Appendix A. for audit Committee procedure)
- E. Authorize purchases.
- F. Approve creation of new standing committees.
- G. Oversee work of these standing committees.
- H. Abide by the District-wide PTO President's Council by-laws in the matters regarding funding for new elementary PTO's.

ARTICLE IX: MEETINGS

Section 1:

At least three meetings of the Whole shall be held during the school year.

Section 2:

Special meetings may be called by the Sustaining Board.

Section 3:

The Sustaining Board shall normally meet once each month during the school year or by special request of the

President.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1:

The power to form new standing and special committees and appoint their members rests with the Sustaining Board.

Section 2:

- A. The chairmen of the standing committees shall present a plan of work to the Sustaining Board.
- B. The chairmen of the standing committees shall present a written summary to include details involved in the planning and implementation of the committee's work. This is to be completed when the committee's work is finished and should be turned in to the Sustaining Board by the end of the Spring Quarter.

ARTICLE XI: FISCAL YEAR

The fiscal year of the JCEPTO shall begin August 1 and end July 31.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall govern the JCEPTO in cases in which they apply. The JCEPTO functions in an orderly fashion but does not adhere to strict parliamentary procedure.

ARTICLE XIII: AMENDMENTS

Section 1:

This constitution may be amended at any meeting of the Whole by a majority vote of the members present, provided notice of proposed amendment has been given two-weeks prior.

Section 2:

A committee may be appointed to review and/or propose amendments to this constitution only by majority vote at a meeting of the Sustaining Board.

Section 3:

This constitution shall be presented to the association at least once every four years for revision.

ARTICLE XIV: FINANCIAL PROCEDURES

The JCEPTO general account and the SCRIP account shall be reconciled monthly by a person who is not authorized to deposit or withdraw on that account. Such person shall be appointed by the Sustaining Board. The Treasurer and SCRIPT officer shall prepare and submit for review and signature a monthly report including, but not limited to, a copy of their reconciliation report, appropriate ledger sheet and bank statement.