

Jefferson Middle School
Parent-Teacher Organization (JMS-PTO)
Bylaws

Article I. Name

The name of our organization is the Jefferson Middle School Parent-Teacher Organization (JMS-PTO)

Article II. Objective

The mission of the JMS-PTO is to promote and enhance the academic and physical learning environment of our students through democratic and collaborative processes. This organization will abide by all School Board and administrative policies and procedures as related to the Parent Organizations and Booster Clubs.

Article III. Policies

The JMS-PTO shall be independent of and not affiliated with any other school or public organization.

Article IV. Membership and Dues

- All parents/guardians of students attending Jefferson Middle School are automatically members of this organization for the year.
- All staff members of JMS are automatically members of this organization for the year.
- Although all parents, guardians and staff are automatically members of this organization, distribution of information such as agendas, minutes, etc. will be available on Jefferson Middle School website.
- Dues are neither required nor collected for membership.
- Only members of the JMS-PTO shall be eligible to hold office, to serve in appointed positions, or to participate in meetings.

Article V. Officers and Their Election

- Each officer shall be a parent or a guardian member of the JMS-PTO.
- Officers of this organization shall consist of a President, Vice-President, Treasurer and Secretary.
- Officers shall be elected by ballot at the April meeting.
- Newly elected officers shall attend the May and June meetings and assume official duties on July 1 for a period of one year.
- No member shall hold more than one office at a time and shall not be eligible to serve for more than two consecutive terms in the same office.
- The Vice President will replace the President should a vacancy occur. A person appointed by a majority vote shall fill a vacancy in any other office.
- Election meetings shall be publicized. Board positions will be announced in March for April elections.
- The principal or designee will serve as an ex-officio officer of the organization.

Article VI. Duties of Officers

- President: Responsible for directing the affairs of the organization. Duties are as follows:
 - Call the meetings to order
 - Follow the agenda set by the membership
 - State each motion clearly after it has been seconded before allowing discussion. Declare the result of each vote taken.
 - May sign checks, orders, etc.
- Vice President: May be called upon to temporarily assume the role of President and may sign checks.
- Treasurer: Responsible as the authorized custodian of the funds of the organization. Duties are as follows:
 - Provide a financial report to the membership at each monthly meeting.
 - Pay by check or debit card all bills authorized by the President or the Principal.
 - May sign checks, orders, etc.
 - Maintain the following records:
 - Checkbook
 - Bank statements
 - Itemized statements of bills paid
 - Accurate and detailed treasurer's book
 - Bonding documents of signatures from a licensed insurance company within 30 days of receiving \$2500
- Secretary: Responsible for recording the official documentation of the actions of the organization. Duties are as follows:
 - May create a JMS-PTO email distribution list based upon information received at registration as well as cumulative meeting attendance.
 - Record minutes from each meeting and send them to the JMS-PTO email distribution list. Minutes will be posted to the JMS school website.
 - Create an agenda (based on input from previous meetings in consultation with the other officers). Agenda for the meeting will be distributed in a robocall/email.

A President, Vice President, or Treasurer must be present at any fundraising event. The designated officer collects the money and deposits it in the bank. Any officer may chair a monthly meeting in the absence of the President and the Vice

Article VII. Meetings and Voting

Regular meetings shall be held monthly, advertised and scheduled at the previous meeting. The passing of a motion requires agreement by $\frac{2}{3}$ of the members present at the meeting. The meeting schedule will be flexible under circumstances such as a global pandemic or natural disasters.

Article VIII. Dissolution

In the event that this organization dissolves, any remaining funds shall be paid to the Activities Fund of Jefferson Middle School to be used to support field trips, instructional supplies, snacks during testing, and supplies for needy children through the counseling office.

Article IX. Amendments

These Bylaws may be amended by a $\frac{3}{4}$ vote of the members present, provided that the proposed amendment has been submitted in writing at the previous regular meeting.

Original Bylaws November 14, 2006

Amended March 11, 2021