

Jensen Parent-Teacher Organization

Article I: Name

The name of this organization is the Jensen Parent-Teacher Organization (P.T.O.). It is a local unit without relationship to any other organization.

Article II: Articles of Organization

The organization exists as an unincorporated organization of its' members. The "Articles of Organization" comprise these by-laws and any amendments thereto.

Article III: Objectives

Objectives of this organization are as follows:

1. To bring into closer relation the home and the school so that parents and teachers may cooperate in the development of children.
2. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, intellectual, social, and emotional development.
3. To assist in the development of better standards for children in the home, school, and the community.
4. To provide family activities related to school which will enhance community living and the School curriculum.

Article IV: Basic Policies

The following are basic policies of this organization:

1. This organization shall cooperate with the Urbandale school system and support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.
2. The association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
3. The name of this organization or names of any member in an official capacity of this organization shall not be used in any connection with any commercial concern for any purpose not related to the objectives of this organization.
4. Persons representing this organization may, with the approval of the Executive Committee, cooperate with any organization for the betterment of the objectives of this organization.

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5. In the event of dissolution of this organization, its' assets shall be turned over to the Jensen Activity Fund for proper use as long as there is no conflict with any regulations.

Article V: Membership

Any individual who is a parent or legal guardian of a child who is a student at Jensen School or a member of the Jensen professional staff automatically becomes a member of the Jensen P.T.O. through participation in the P.T.O.'s activities. Any individual who is a parent or legal guardian of a student at Jensen is eligible to serve as a PTO officer or chairperson for an activity or event.

Article VI: Officers and Elections

Officers of this organization shall consist of a president, a vice-president, a past president, a secretary, and a treasurer. There will be an election of a president, vice-president, secretary and a treasurer by May 1st of each year. The secretary position can be held by a teacher. If only one person is nominated for any office, it shall be in order that the president cast the elective ballot of the organization for the nominee. Officers will assume the official duties on July 1, and shall serve for a term of one year. A person may not serve more than two (2) consecutive terms in the same office. There can be co-officers. However, any member of the Executive Committee shall not be married, significant other or roommates. If an officer does not fulfill his or her term the remaining officers shall appoint a new officer within 25 days by unanimous vote to complete said term.

Article VII: Duties of Officers

Section 1. The president shall preside at all meetings of this organization and of the executive committee; shall perform such duties as may be prescribed in these by-laws; and shall coordinate the work of the officers and committees in order to promote the objectives of this organization.

Section 2. The vice-president shall act as an aide to the president and shall perform the duties of the president in his absence. He or She will work closely with the homeroom chairperson to coordinate homeroom parent representatives plus informing them of their duties for all special activities.

Section 3. The secretary shall record the minutes of all regular meetings and executive sessions of the board. He or She also performs other duties as assigned by the president.

Section 4. The treasurer shall have custody of all the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the organization or the Executive Committee. The president is authorized to approve expenditures of \$25.00 or less between Executive Committee meetings. The treasurer shall present a financial statement when requested by the Executive Committee and shall make a full report at monthly meetings. The treasurer's accounts will be examined annually, before July 1, by an auditor, if approved by PTO, or an auditing committee of not less than three members, who are satisfied that the treasurer's records and monthly reports are accurate, shall sign a statement of that fact. The auditor *or* auditing committee shall be appointed by the Executive Committee. The PTO can request an audit of treasurer's records and reports at a PTO meeting. In the event a treasurer does not complete his or her term the treasurer's records are to be turned over to the vice-president or secretary, who do not have signing abilities. Checks may be prepared by them and signed by the president to pay appropriate bills. The president will not take over the records of the treasurer while serving as president. The Executive Committee shall appoint an audit committee of not less than three members, who will examine the records and monthly reports within 20 days and shall sign a statement of that fact.

Section 5. The past-president shall assist the elected officers in fulfilling their new role.

Section 6. Shall provide instructions to members handling cash affairs to have cash activities verified and signed by 2 members of the P.T.O.; whom shall not be married, significant other, or roommates. All cash activities exceeding \$100 shall be taken immediately to the bank for deposit, including night depository. Shall take appropriate steps to ensure the safety of the cash.

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Section 7. Shall not allow "cash withdrawals" from P.T.O. financial accounts.

Section 8. Shall limit cash drawers starting amount to minimum amount. Documentation verifying such shall be signed by treasurer or president and member responsible for cash drawer.

Section 9. Shall ensure treasurer or president make deposit ticket and bag available for depository purposes when they