



JOURNEY PARENT ORGANIZATION BYLAWS

MISSION STATEMENT

Journey Parent Organization connects students, parents, and resources to develop partnerships and events throughout the community, unifying the efforts of our innovative fundraising and volunteering opportunities designed to aid and benefit the upkeep of the facility, promote growth of the Journey Education campus, and enrich our children's learning experience.

ARTICLE I – NAME

The name of this organization shall be the “Journey Parent Organization”. Hereafter referred to as the “JPO”

ARTICLE II – PURPOSE

The JPO shall support the School's philosophy, programs and activities for the benefit of all students. It shall facilitate communication and parent education as well as encourage and coordinate volunteerism. The JPO which is comprised of parents and administrators, shall foster a spirit of inclusion, partnership, community, and cooperation.

ARTICLE III - MEMBERSHIP AND DUES

Section 1. Members. Members of the JPO consist of all parents who have children attending Journey Education. Members shall have equal voting privileges.

Section 2. Dues. Members will be assessed dues of \$15 at the beginning of each school year. This membership fee is part of the Journey fellowship and enrolls each family. Membership fees collected by the Journey Education office and paid to the JPO. These funds will go to training such as Executive board training or whole school parent training.

ARTICLE IV - OFFICERS

Section 1. Executive Board. The following members of the JPO shall be members of the Executive Board: The President, the Vice President, the Treasurer; the Secretary and a member of the Journey Administration.

Section 2. Executive Board Members' Duties

- A. **President.** The President shall preside at all JPO meetings. The President shall have general and active management of the affairs of the JPO, shall see that all decisions and resolutions of the JPO are carried into effect; and shall have the general duties and powers of supervision on the management customarily vested in the office of President of an association. In addition, the President shall report to the Journey Education Board at the August board meeting on fundraisers, budgets, and projects. The President works closely with the Journey Administration and the Treasurer and is ultimately responsible for the spending and distribution of funds. The President works closely with the fundraising chairman in supporting fundraisers.

- B. **Vice President.** The Vice President shall perform all the duties of the President in his or her absence or inability to act. The Vice President shall encourage parents to participate in the JPO and works closely with the Activities Chairman.
- C. **Treasurer.** The school shall have custody of the funds of the JPO. The Treasurer shall keep an accounting of the funds through the management of the receipts and disbursements and give a current report at each monthly JPO meeting. The Treasurer shall be a member of the Executive Committee and shall perform such duties as may be deemed necessary by the Executive Committee or the President.
- D. **Secretary.** The Secretary shall attend and act as secretary for all JPO meetings and shall record all votes taken at any such meeting; shall take and transcribe minutes of the proceedings of any such meetings and send them to the general JPO membership within 3 school days; shall maintain a record of all correspondence and proceedings of the JPO in a book to be kept for this purpose; shall ensure that proper notice is given of all meetings of the members of the JPO and Executive Committee; and shall perform such other duties as may be deemed necessary by the Executive Committee or the President.
- E. **Journey Administrator.** A member of the Journey Administration will work closely with the President in helping to determine the needs of the school and to advise. The Administrator will support the President in his or her duties by helping with duties and involving the staff when needed. At times more than one administrator may be involved in decision making, but the Administration shall only count as one vote when applicable.

Section 3. Subcommittees and Duties

- A. **Subcommittees.** The JPO shall have the following subcommittees: activities, fundraising, facilities, and nominating. Each subcommittee will have a chairman elected by the executive committee that heads each subcommittee.
- B. **Subcommittee Chair.** Subcommittee chairpersons report directly to and are supported by the executive committee
- C. **Fundraising Committee.** The fundraising committee shall consist of a chairperson and a minimum of two additional volunteer members as well as the JPO President. The Fundraising Committee will head, organize, promote, and carry out a minimum of 3 fundraisers per year in order to promote the mission of the JPO. The chairperson will present goals for each fundraiser and conduct committee meetings to carry out these goals. The fundraising chairperson shall report progress and organization at each monthly JPO meeting.
- D. **Activities and Student Enrichment Committee.** The Activities Committee shall consist of a chairperson and a minimum of two additional volunteer members as well as the JPO Vice President. The activities committee shall organize and lead enriching activities and traditions. The goal is to promote memories and educational value for Journey students and families in order to promote the mission of the JPO. The Activities Chairman will council with Administration and staff to determine specific needs and ideas. In addition, the activities chairman

will conduct meetings in order to implement yearly student activities and opportunities.

- E. **Facilities Committee.** The Facilities Committee shall consist of a chairperson and a member of the Journey Education Administration. The Facilities Chairman will work closely with the JPO, staff, and the Journey administration to determine facility needs, and plan goals for improvement in order to promote the mission of the JPO. The facilities chairperson shall report ideas, progress, and organization at each JPO meeting.
- F. **The Nominating Committee.** The Nominating Committee shall consist of: a Chairperson, who is an active JPO member and who is appointed by the executive committee, the current JPO President, a member of the Journey administration, 2 members of the Journey faculty who have shown interest in participating on the committee, one parent or guardian representative who is recommended first by the teacher from lower grammar (K/1st), middle grammar (2nd/3rd), upper grammar (4th/5th), and senior grammar (6th/7th/8th). The Nominating Committee shall consist of a total of 9 people. If fewer people are involved the Nominating Committee must remain an odd number in order to avoid a tie and be no fewer than 5 persons. The Nominating chairman will be appointed by a majority vote from the executive committee.

Section 4. Elections

- A. **Nominations.** The Nominating Committee shall present a report at the April JPO meeting regarding the elections and begin accepting nominations from all members of the JPO (active and inactive) by notifying the Journey parent community and setting up a nomination ballot. The Nominating Committee will obtain consent of each nominee to serve if elected.
- B. **Voting.** If more than one name is nominated and wishes to serve in an executive position, the Nomination Committee will vote via ballot on the names for each executive position before the May monthly meeting. The Nominating Chairman will count the ballots in a private setting with the committee. The names of the new executive committee will be announced at the May JPO meeting once all positions have been voted on and nominees have accepted.
- D. **Transition Meeting.** The executive board, including all outgoing and incoming offices, shall meet no later than one week following the announcement of the new executive board to create an orderly transition of each officer's responsibilities. The new JPO executive board will be presented at the end of the year awards ceremony.

Section 5. Vacancy. If the President is unable to fulfill his or her term, the Vice-President shall assume the President's position. The executive committee shall then appoint a new Vice-President. If any other executive member is unable to fulfill his or her term, the president shall appoint a successor from among the active JPO members.

Section 6. Terms. Officers are elected for one year at a time, beginning June 1 and ending May 31 of the following year. Officers are encouraged to serve for a minimum of 2 consecutive terms in the same office, however officers, must be nominated and voted in each year. Officers have to be nominated and elected by the nomination committee

each year. Each person elected shall hold only one office at a time but are encouraged to serve on the fundraising committee each year.

Section 7. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote at a duly called regular meeting

ARTICLE V - MEETINGS

Section 1. Executive Meetings. Meetings of the Executive Committee of the JPO shall be determined by the President and/or Journey Administrator. A quorum for the Executive Committee for the JPO shall consist of a simple majority of the members.

Section 2. JPO Meetings. Meetings of the JPO shall be determined by the Executive Committee. JPO meetings include all meetings where the entire membership is notified. These JPO meetings may include speakers, general business, planning, training, and information. A quorum for the JPO meetings shall consist of a simple majority.

ARTICLE VI - FINANCES

Section 1. Fiscal Year. The fiscal year of the JPO begins July 1 and ends June 30 of the following year.

Section 2. Banking. All funds shall be kept in an insured checking account in the name of Educational Resource Center dba Journey Parent Organization dba JPO and held at a financial institution. The JPO President along with a member of the Journey Administration shall be the signers on the account. All bank records may be examined by any member of the JPO upon request.

Section 3. Reporting. The treasurer shall keep accurate records of any disbursements, income, and bank account information. All financial activity shall be recorded in a QuickBooks account set up specifically for the JPO. The treasurer shall reconcile the accounts monthly and report all financial activity at each JPO meeting. The JPO shall arrange an independent review of its financials each year.

Section 4. Budget. A budget of projected annual revenues and expenses shall be developed and approved by the Executive Committee of the JPO and submitted to the Journey Board of Directors for review and approval. The budget will then be presented at the first JPO meeting of the school year. A written guideline will be created allocating the funds generated by the current year's fundraising.

Section 5. Ending Balance. The organization shall leave a minimum of \$5,000 in the treasury at the end of each fiscal year.

Section 6. Handling Expenses

- A. **General Reimbursements.** Funds expended within approved budgeted amounts and paid for personally by a member may be reimbursed by the JPO treasurer with proper receipt documentation within 30 days.
- B. **Debit Card Purchases.** The JPO provides a debit card to the JPO President, a member of the Administration, and one approved JPO purchaser. All purchases made with this card must be accompanied by a receipt given to the treasurer within 10 days of purchase. The purpose of the expense shall be noted on each receipt.

Section 7. Expenditure Authority

- A. **Payments.** Upon approval of the annual budget by the general membership, the Executive Board is authorized to make expenditures in accordance with the budget without further approval from the general membership.
- B. **Unbudgeted Expenditures.** The Executive Board shall be empowered to approve unbudgeted expenditures of no more than \$250. Unbudgeted expenditures in excess of \$250 shall require a majority of the executive board approval, with a majority vote.

ARTICLE VII - AMENDMENTS

These bylaws may be amended at any meeting of the JPO by two-thirds of the voting members present, provided that written notice of such proposed amendments have been sent to each member no less than one week in advance of such meeting.

ARTICLE VIII - MISCELLANEOUS

As with any organization in association with the school, the JPO falls under the auspices of the Journey Education Board of Directors.