



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 \$25 for each child attending Journey Education 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 – Executive Board

Section 1. Members. The JPO shall be comprised of 5 board members, which consists of 4 parents and one Journey administrator.

Section 2. Executive Board Duties

- A. **Conduct monthly JPO meetings.** The executive board shall conduct monthly JPO meetings, following a basic agenda provided by the Administration member. All Journey parents are invited. At these meetings the members will review the JPO budget and financials and have discussions with committees to communicate needs.
- B. **Manage JPO financials.** The executive board shall create a budget for the JPO including fundraising goals and activity/event expenditures. The board shall review the financials at each monthly meeting and be the final vote on the

spending of funds. One member of the board shall be appointed to present the budget and the profit and loss report at each meeting. A member of the Journey administration will keep the books and balance accounts and answer to the JPO board about all JPO funds.

- C. **Provide Support to committees.** The executive board will meet with committees to review progress and get input on what help is necessary, support the committee leads, and assist in acquiring volunteers when needed.
- D. **Communicate with parents.** The executive board will welcome parents to the JPO and invite participation. Furthermore, the executive board will support the committees by encouraging parent participation.

Section 3. Committees and Duties:

A. Hot Lunch – Fundraiser

1. Committee chair leads shall consist of three members
2. See attached list of duties

B. Student Store - Fundraiser

1. Committee chair leads shall consist of two members
2. See attached list of duties

C. Fall Festival - Fundraiser

1. Committee chair leads shall consist of ten members with two as head and 8 as subcommittee members
2. See attached list of duties

D. Spring - Fundraiser

1. Committee chair leads shall consist of ten members with two as head and 8 as subcommittee members
2. See attached list of duties

E. Yearbook Ads - Fundraiser

1. Committee chair leads shall consist of two members
2. See attached list of duties

F. Special Events and lunches – Activities

1. Committee chair leads shall consist of four members
2. See attached list of duties
3. Special events and lunches include the following
 1. September: Grandparents Day
 2. October: pancake lunch
 3. November: Thanksgiving feast
 4. December: Christmas Student lunch
 5. February: Dad’s Breakfast
 6. March: Field Day lunch
 7. April: Earth Day
 8. May: Mom’s and Muffins

G. Fall and Spring performances – Activities

1. Committee chair leads shall consist of two members
2. See attached list of duties

H. Teacher Appreciation

1. Committee chair leads shall consist of two members
2. See attached list of duties

Section 4. Selecting Executive board and Committees

- A. **Executive Board.** The current year's executive board may elect to continue to serve. If a member is not available to serve the following year, the board will make recommendations for replacement and the administration will reach out to offer the position.
- B. **Committee selections.** The executive board, along with the Journey administration, will discuss possible committee member leads for each committee. The Journey executive board will reach out to prospective parents.

Section 5. Vacancy. If executive members are unable to fulfill his or her term, the executive board will vote to invite and replace the leaving member. If a committee member is unable to fulfill his or her term, the executive board will reach out to other parents to fill the role.

Section 6. Terms. Executive board members and committee leads will be determined at the end of the year and are encouraged to serve for at least 2 consecutive terms, or more, if possible.

Section 7. Removal from Board or Committee. Board members or committee leads can be removed from office with or without cause by a two-thirds vote at a duly called regular meeting of the executive board.

ARTICLE V - MEETINGS

Section 1. Executive Board Meetings. Meetings of the Executive Board of the JPO shall meet as needed either virtually or in person. Meeting at the beginning and end of the year is mandatory to determine and review the JPO budget. A quorum for the Executive board for the JPO shall consist of a simple majority of the members.

Section 2. JPO Meetings. Meetings of the JPO shall meet monthly. These JPO meetings shall include financial planning and planning with committee leads. All parents are encouraged to attend the monthly JPO meetings.

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. A debit card will be issued to the one committee member of the student store committee. A debit card will also be issued to the administration to be used when needed for JPO activities and fundraising expenses. Receipts shall be texted to a member of the administration and turned into the office for filing.

Section 3. Reporting. A member of the Journey administration 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 and maintained by the Journey administration. An appointed member of the executive board shall 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 \$10,000 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 executive board with proper receipt documentation within 30 days.
- B. **Debit Card Purchases.** The JPO provides a debit card to a member of the student store committee and a member of the Administration to be used for approved JPO purchases. All purchases made with this card must be accompanied by a receipt given to the Journey administration 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.