

JFGPSO By-Laws

By-Laws of the JFG Parent School Organization

I – REVISIONS OF BY-LAWS

The revisions of these JGF School By-Laws are enacted this March 8, 2023. These By-Laws shall stand in effect until future revisions are voted upon and enacted.

II – NAME

The name of this organization is the **Jessie F George School HomeSchool Organization - HSO**, also known as the JFG Parent School Organization or George School PSO and herein referred to as **JFGPSO**.

III – QUORUM

A quorum consists of the number of dues-paying JFGPSO members at any meeting when a vote is held. A notice announcing a JFGPSO meeting must be sent to the George School Community prior to the meeting where there will be a vote. A quorum among the Board of Directors consists of the entire board.

IV – MISSION AND OBJECTIVES

The mission of the JFGPSO is to enhance the Kindergarten through Fifth Grade educational experience of JFG School students by achieving the following objective:

1. Sponsor educational enrichment programs and social events financed by fundraising and annual dues.
2. Provide George School students and staff with the financial support toward the purchase of classroom or school supplies and/or equipment.
3. Provide the opportunity for parental involvement and enhanced communication between parents and school staff.

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V – POLICIES

1. This organization is non-commercial, non-sectarian, non-partisan, and unbiased. No commercial enterprise and no candidate shall be endorsed by it.
2. The programs of the organization are designed to directly benefit the students and the school staff, and are developed through PSO meetings, committees and fundraising events.
3. The organization and its individual members have the opportunity to offer constructive suggestions that promote the interests of the students and school to the Principal or to the Board of Education.
4. Any revisions of these By-Laws will be distributed to all PSO members and voted on at the following PSO meeting. A notice will be distributed in advance to announce the upcoming meeting and vote.

VI – MEMBERSHIP AND DUES

1. Membership of this organization is open to parents, guardians, teachers, and administrators of JFG School.
2. Dues for membership in the JFG PSO are determined at the last PSO meeting of the school year or during the summer. The dues are per family or school staff member, subject to change as agreed upon by the quorum of the Board of Directors.
3. An annual enrollment of members is conducted during the summer and at Back-to-School Night. Additional members will be accepted at any time.

VII – VOTING AND ELECTIONS

1. PSO members will vote on issues present at PSO meeting, including but not limited to spending decisions above \$1,000, (with the exception of cultural enrichment) election of new board members, approval of By-Laws, and other similar decisions in which the Board of Directors requests the input of the PSO community.
2. Each family or school staff member is entitled to “one vote”. A family or school staff member is entitled to vote only if PSO dues have been paid for the current school year.
3. If there is a circumstance of joint custody of a student, each parent/guardian will be permitted to vote if both parties have paid dues for the current school year.

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4. A memo announcing the anticipated end of year open Board of Director positions will be distributed to all families at JFG school no later than March 31st. Nominations and/or self-nominations for Board of Director positions should be submitted to the President in writing, with a description of qualifications, by April 30th. A Nominating Committee composed of the current Board of Directors and selected parents and teachers will also nominate individual candidates as needed to fill the open positions. The individuals who have accepted nominations will be entered on a slate of candidates, which will be voted on at the May PSO meeting or a special meeting to be announced by the President. A notice will be sent to announce the vote two weeks prior to the voting date.
5. All voting will be conducted in person at the announced time and location, unless the Board of Directors choose to make absentee ballots available. Absentee ballots must be signed by dues-paying members of the PSO or they will not be accepted as valid. Absentee ballots must be received no later than the day of the election.
6. Employees of Jessie F. George School and Board of Education members are not eligible to serve on the PSO Board of Directors. Except for the Jessie F. George School principal who will hold the honorary, non-voting position of 2nd Vice-President.

VIII – THE PSO BOARD OF DIRECTORS

Mission Statement:

In the spirit of teamwork and mutual respect, the PSO Board of Directors will work together to achieve the objectives of the PSO. The Board of Directors will hold regularly scheduled meetings where open communications and consensus building are encouraged and supported.

The Board of Directors shall consist of 5 voting members and 1 non-voting member:

1. President
2. 1st Vice President
3. 2nd Vice-President (The school Principal shall hold this Honorary, non-voting position)
4. Secretary
5. Treasurer
6. Events Coordinator

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Members of the Board of Directors will vote on issues affecting the activities and direction of the PSO, including but not limited to policy decisions, procedural protocol, spending amounts up to \$1,000 and other decisions that do not necessitate input from the PSO membership at large. These votes will take place at the monthly Board of Directors meetings.

Members of the Board of Directors, at each individual's discretion, may choose an individual or committee to assist them in their position. The individual or committee will hold no vote on the Board of Directors and will not be a member of the Board of Directors. All official decisions and votes, on the items stated above, will be made by the voting members of the Board of Directors only.

IX – RESPONSIBILITIES OF THE PSO BOARD OF DIRECTORS

PRESIDENT:

1. Has general oversight responsibility for the activity of the PSO. Shares the responsibility for overseeing the PSO events with the 1st Vice President. At the beginning of the school year the President and the 1st Vice President agree on who has primary responsibility for which event, so that all events are accounted for and the workload is shared between President and Vice President.
2. Sets PSO goals for upcoming year with input for the PSO Board of Directors, the Principal and PSO membership.
3. Serves as liaison between Principal and PSO.
4. With the assistance of the other members of the Board of Directors, selects class parents and chair people for each PSO event for the upcoming year.
5. Plans the PSO calendar for the upcoming year, including PSO meetings, Back to School Night, and other major events.
6. Represents the PSO at Back to School Night.
7. Plans and facilitates PSO meetings and PSO Board of Directors meetings. If the President is unavailable to attend the meeting, the 1st Vice president assumes the President's responsibilities.
8. Reviews and approves PSO memos and communications to parents, prior to review by the Principal and distribution to the JFG School Community.
9. Maintains an organized file system of all on-going activities and programs for the year. This file system is provided to each subsequent president, including electronic files.
10. Attends Westwood Officers' Network (WON) meetings to stay abreast of other events in the Westwood school district and to communicate relevant JFG School activities to other district organizations.
11. With the Treasurer, serves as an additional signer on the JFG PSO bank account.
12. At the end of the Presidents three-year term, trains incoming President as needed to facilitate and effective turnover of responsibilities

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1st Vice-President:

1. Shares responsibility for overseeing PSO events with the President. At the beginning of the school year, the President and the 1st Vice President agree on who has primary responsibility for which events, so that all events are accounted for and the workload is shared between the President and 1st Vice President.
2. Assists the President in setting goals for the year, planning the PSO calendar. Selecting class parents and chair people, creating budget, and other duties as needed.
3. Assumes the Presidential responsibilities in the absences or resignation of the President.
4. Attends Westwood Officers' Network (WON) meetings to stay abreast of other events in the Westwood school district and to communicate relevant JFG School activities to other district organizations.
5. Attends monthly PSO meetings and reports on WON meetings.
6. Seeks input and feedback from committee chair people to stay abreast of committee progress.
7. Along with the secretary and events coordinator, maintains an inventory of materials in the PSO closet and keeps closets organized and adequately stocked.
8. Along with the Treasurer, serves as an additional signer on the JFG PSO bank account.
9. At the end of the 1st Vice President's three year term, trains the incoming Vice President as needed to facilitate an effective turnover of responsibilities.

2nd Vice-President (Principal)

1. Acts as liaison between the faculty, staff, and PSO Board of Directors and members.
2. Provides a monthly report at the PSO meetings.
3. Meets with PSO Board of Directors on a regular basis to enable open communication and preparation for upcoming PSO meetings.
4. Reviews and approves all PSO memos and communication prior to distribution to the JFG School Community.
5. Approves PSO events, dates, and the necessary resources requested by the event chair people (e.g., rooms, custodial support). The principal approves the end of year social event/fundraiser prior to booking the Fundraiser chair people.
6. Is a non-voting member of the Board of Directors.

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SECRETARY:

1. Prepares agenda for PSO meeting with the President and distributes it prior to the meeting. Distribution may be through school website, email, and/or paper-based communication. Provides paper copies of agenda at PSO meeting.
2. Takes minutes of the monthly PSO meetings and distributes through email and/or school website after the meeting. Obtains approval of the last month's minutes at each PSO meeting. Keeps an organized file system (preferably electronic) of the minutes from all PSO meetings. All minutes contain:
 - Date and time of meeting
 - Location of meeting
 - Board members in attendance; Board Members absent
 - Description of items discussed
 - Votes taken and results of votes
 - Time meeting was adjourned
3. Maintains yearly calendar of PSO events and provides upcoming month's calendar at monthly PSO meetings.
4. Makes copies and distributes meetings announcements and other PSO communications to the JFG School Community, as needed.
5. Along with the 1st Vice President and Events Coordinator, maintains inventory of material in the PSO closet and keeps the closet organized and adequately stocked.
6. Submits all correspondence to individuals as indicated by the President. Keeps records of all thank-you notes and other correspondence sent and received by the PSO.
7. Supports the President and 1st Vice President as needed.
8. At the end of the Secretary's three year term, trains incoming Secretary as needed to facilitate an effective turnover of responsibility.

NOTE: *If the above positions need to assume any position that is above them, the board shall seek out a new secretary by nomination and vote. This vote should take place at the following PSO meeting. If a Board Member does not wish to assume a position above them, a nomination and vote must take place in order to fill that position.*

TREASURER:

1. Maintains a monthly operating budget and projected cash flow.
2. Communicates PSO financial status to the Board of Directors on a monthly basis.
3. Presents the monthly financials at PSO meeting.
4. Collects membership dues from class parents and keeps accurate records of members in good-standing.
5. Keeps accurate records of monetary receipts and expenditures.
6. Deposits PSO monies to PSO bank account in a timely manner, in accordance with PSO Financial Procedures.
7. Disburses funds in a manner as authorized by the President. Writes checks to meet PSO's financial obligations.

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8. Collects and organizes receipts and proof of spending from teachers and PSO members that qualifies for reimbursement by the PSO.
9. Prepares a Financial summary for the previous year for review by the board in preparation for the new annual budget. Works with the board to compile upcoming year's budget.
10. Gathers and submits all financial information for the filing of the annual Form 990 to the IRS or to an outside accountant who will prepare and submit the annual filing. Currently Form 990 is due by the 15th day of the 5th month following the fiscal year-end.
11. At the end of the Treasure's three-year term, trains the incoming Treasurer as needed to facilitate an effective turnover of responsibilities.

EVENTS COORDINATOR

1. Identify requirements and expectations for each event.
2. Collaborate with chairpersons during the event planning process to ensure everything is in order.
3. Seeks input and feedback from the committee chair people to stay abreast of the committee progress.
4. Book venues, entertainers, photographers, assemblies speakers, etc. for events.
5. Conduct final inspections on the day of the event.
6. Along with the 1st Vice President and the Secretar, maintains an inventory of the materials in the PSO closet and keeps the closet organized and adequately stocked.
7. Assess an event's overall success and submit findings to the Executive Board.

X – TERMS OF OFFICE

The Official Term of Office for the PSO Board of Directors is a three-year term beginning on July 1st and ending on June 30th, three years later. Incoming Board Members will work with the incumbent Board for Directors as transitional period for the last month of the school year. All incoming members will preside at the last PSO meeting with the incumbent Board of Directors, but will hold no official vote until July 1st.

Note: *If at any time a member of the Board of Directors feels that he/she can no longer perform his/her duties, he/she will submit a written letter of resignation to the President and Principal. The Board of Directors will issue a notice of the open position on the Board to the JFG School Community, soliciting nominations or volunteers to fill the vacancy. The Board of Directors will vote on filling the vacancy.*

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XI – FISCAL YEAR

The Fiscal year of the organization runs from August 1 of each year to July 31 of the following year.

XII – COMMITTEE INFORMATION

Committee chair people are selected by the PSO Board of Directors for each PSO event and role. The chairperson reports to the Events Coordinator or the President on the status of the plan. The chair person presents a status of the event's plans at PSO meetings prior to the event. Each event will have a committee of helpers that will work under the direction of the chair people.

XIII – FINANCIAL PROCEDURES

The PSO Board of Directors and Committee chair people will follow an established procedure to handle cash receipts and disbursements.

XIV – PRINCIPAL INTERVENTION

If at any time a member of the Board of Directors is believed to be negligent in his/her duties, the majority vote of the rest of the Board of Directors may be brought to the school Principal. The school's Principal may at his/her discretion dismiss a Board Member from office, if agreed upon by the other members of the Board of Directors. If the Principal feels that he/she may require assistance from the school Superintendent, he/she may do so.

XV – Amendments

These by-laws may be reviewed and/or revised by the Board as necessary to meet the changing conditions in the school and community and brought to a vote of the majority present at any general meeting of the JFG PSO. The amendment(s)/changes must be submitted in writing to the general membership two weeks prior to the vote and presented at a previous general meeting.

XVI – Dissolution

Upon dissolution, after payment of all debts, remaining assets shall be distributed to any WRSD organization exempt under the provisions for Section 501(c)(3) of the United States Internal Revenue Code.