

FASSETT PARENT ORGANIZATION CONSTITUTION

ARTICLE I

SECTION 1

The name of the organization shall be the Fasset Parent Organization (FPO).

SECTION 2

The purpose of this organization shall be to promote educational facilities, harmonious relations and general well being of the children, staff and parents of Fasset Junior High School (FJHS) in the Oregon City School District. All activities are done for charitable and educational purposes related to Fasset Junior High School.

This organization is organized exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Upon winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and or scientific purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code.

ARTICLE II

SECTION 1

The membership of the FPO shall consist of parents with children in the school or parents who had children in the school previously, or/and other persons who are interested in the activities of FJHS.

Requirements of membership, and the responsibilities of a member of the FPO:

- A. BE PRESENT. An active member must have attended two meetings prior to the April Meeting, or served on at least one committee during the current year in order to vote on the upcoming nominations of the officers. (Exception to the requirements can be changed by a majority of vote of the officers, due to family illness, schooling, and/or employment.)

- B. BE COURTEOUS. Allow the meeting to proceed in an orderly and timely fashion. Allow others to voice their opinion knowing that they will be heard as you were. Be quiet when others are speaking. Turn off any cell phones during the meeting.
- C. BE INFORMATIVE. Contact the Secretary in the event of birth, sickness, or death pertaining to a student or staff member, or other person in conjunction with FJHS.
- D. BE ACTIVE. Everyone's opinion and vote counts. Participation in your child's education can and will make a difference.

ARTICLE III

SECTION 1

General Membership Meetings

Meetings are to be held monthly September through May at FJHS. The President and concurrence of the majority of the membership will determine specific dates and times.

SECTION 2

Executive meetings

The Executive Committee shall meet one week prior to the general membership meeting. The purpose of the meeting is to prepare the agenda and finalize formal reports. These officer meetings take place in person, via teleconference, online, Skype, etc.

ARTICLE IV

SECTION 1

Executive Committee

- A. The Officers of the FPO shall consist of the following:
 - 1. President
 - 2. Vice-president
 - 3. Secretary
 - 4. Treasurer

- B. Qualifications to hold office:
 - 1. Attendance at no less than four meetings, including the March meeting.
 - 2. Must currently have a child enrolled at FJHS or will have a child enrolled in the near future.
 - 3. Chaired or served on a committee during the school year. (See page 7 – chairperson requirements listed under service projects.)
 - 4. If a situation where an office becomes vacant during the first part of the school year, attendance of at least half of the FPO meetings is required and if possible have chaired on at least one committee.

- C. Terms of office:
 - 1. Each officer term is a 2-year commitment.
 - 2. All officers shall be held accountable to elected responsibilities and terms of oath taken at the installation of officers.

3. If any officer is suspected of not doing job requirements, that officer is to be subject to any grievance filed against them by active members. (See section 5, Removal from Office, Article IV.)

D. Time sensitive decisions:

By a majority vote:

1. Executive committee may make necessary decisions if matter cannot wait until next FPO meeting.
2. Executive committee can use FPO funds for an event that benefits the Fassett student body if matter cannot wait until next FPO meeting.
3. Executive committee can adjust a previously set budget for a FPO event if matter cannot wait until next FPO meeting.
4. Executive committee can use FPO funds to pay for general expenses that are not associated with an event if the matter cannot wait until next FPO meeting.

SECTION 2

Nominations and Voting (beginning 2016, elections will take place every 2 years)

At the February meeting, nominations for all officers will be held. Nominee applications must be submitted by the March meeting, and voting by paper ballot will be held during the April meeting. Ideally, two candidates will go up for election for each office. If only one candidate is available, that candidate will automatically be sworn in office at the May meeting, contingent to acceptance vote by general membership. The candidate with the majority of the votes will take office on the last day of school.

SECTION 3

Responsibilities of Office

The individual responsibilities of the FPO offices include, but are not limited to, the following:

A. President

1. Presides at all the meetings and calls them to order at the appointed time.
2. Announce the business to be conducted during the meeting in the proper order.
3. Be a member of all committees, and act as coordinator of all affairs pertaining to the FPO or be sure that an alternate FPO officer or Sr. FPO member is serving on all committees.
4. Obtain permission from the proper authority for use of the school building for all functions. Also obtain a building permit if needed.
5. The President may also, if needed in the absence of the treasurer, write checks or make deposits if necessary, as the President's name is already on the checking account along with the Treasurer's.
6. Greet all parents as they arrive at FPO meetings.

B. Vice-President

1. Perform all duties of the President in the President's absence.
2. Fulfill the President's term in the event the current President must step down. A new Vice-President will be elected in this event by a majority vote.
3. Greet and introduce any speakers for the meeting.
4. Type up the agenda for the month's meeting.
5. Sends the agenda via email to the person in charge of the FJHS website.

C. Secretary

1. Keep minutes of all meetings and read them back to the membership at the next meeting for corrections or approval. Sends the approved minutes to the person in charge of the FJHS website.
2. Keep up-to-date attendance records for each meeting and up-to-date records of each member's involvement in the different committees.
3. In the absence of the President and Vice-President, shall seek nominations from the floor for acting President for the meeting.
4. Notify committee chairperson of their duties and list of volunteers up to two weeks prior to committee event.
5. Notify and remind members each month of the upcoming meetings.

E. Treasurer

1. Receive and deposit all monies within two business days of any event money is collected from.
 - a. All monies collected from an event must be verified in the presence of the Treasurer and the chairperson, a volunteer, or another officer. If the Treasurer, chairperson, and a volunteer are all present, all three can count. All monies collected to be taken by the Treasurer or an appointed officer (as long as they are bonded with the insurance company) to the bank for deposit. If the deposit cannot be made at that time, all monies are to be kept in the school office until a deposit can be made. (Exception: questionable amounts or checks needing to be returned. Money amounts or checks needing verification to be handled to the discretion of the chairperson and Treasurer, with notation made on committee report.)
2. Inaccurate payments to be held in the office until parent or payer pick it up.
3. A double signature on checks written for individual reimbursement is required.
4. A single signature on checks written to a business/corporation is permitted.
5. Any monies collected or reimbursed from receipts or other purchases for FPO should be counted and deposited or a check written within 7 business days. Treasurer may elect to have a witness double check him/her if they choose to and it is possible.
6. Keep financial records of all funds received and dispersed.
 - a. In the event of money being owed to the group, the following billing procedure is to be placed in effect.
 - i. First billing sent by regular mail after 10 days owed.
 - ii. After 30 days, if 50% not paid, billing sent by registered mail (certified mail charge added to bill).
 - iii. If full payment not made after 60 days of time debt is first owed, small claims case to be filed with Oregon Municipal Court.
7. Pay all bills owed by check in a timely manner and a yearly report to be completed before the September meeting by the outgoing Treasurer.
8. Financial records to be audited after May bank statement has been received.

9. Make a Treasurer's report at each monthly meeting of all transactions done in the previous month.
10. Obtain and set up cash boxes for required functions.
11. File taxes according to IRS guidelines.

SECTION 4

Vacancy of an Office

A formal resignation must be submitted in writing to the President or any other officer. The resignation shall be presented as the first item of business at the next meeting, and nominations for the vacated seat(s) will be held.

SECTION 5

Removal from office and appeals procedures

In the event that any officer be found not conducting their office according to the by-laws in any way that is to be found harmful to the proper running of the Parents Group shall be so obligated to resign.

Grievance Procedure

1. A written letter from any Parents Group member (active) needs to be given to any officer to be addressed at the next executive meeting.
2. A grievance that expresses a concern as to the way an officer is or is not performing their duties will be handled within the confines of the executive committee with a "warning" or removal issued if executive committee decides that this is necessary and a majority vote of a warning or removal is issued.
3. If officer agrees that they are guilty and resigns, that position is to be opened up to nominations and a vote to replace that officer will be conducted at the next Parents Group meeting without being tabled. The officer resigning will not be eligible to run for that or any office in the future.
4. If the officer feels they are innocent of grievance, it will then go to the general Parents Group meeting to be determined if any wrongdoing has occurred and if removal is necessary.
5. Any officer so removed has the right to appeal at the next regular meeting. The appeal cannot be tabled. A majority vote in favor of the appellant is required to reverse the removal vote.
6. Any validated grievances to be held permanently by President and Secretary confidentially and permanently.

ARTICLE V

SECTION 1

Amendments to by-laws

The amendments to the FPO by-laws may be presented at the November meeting. Amendments will be presented completely, discussed and voted on. A majority vote of the members present must be received in order to approve the stated amendment.

SECTION 2

Audit

The FPO fiscal year will run from June 1 to the last day of the school year. Five people are needed for this committee. Outgoing and incoming President, Outgoing and incoming treasurer, and a volunteer. (An additional volunteer(s) will be needed to round out the five if the same person is outgoing and incoming.) This will be done after the Treasurer has received the May bank statement or upon the resignation of the Treasurer. All books and records of the FPO may be inspected by the membership and/or school officials for any proper purpose at any reasonable time.

Deposits

Deposits into the FPO bank accounts may be done by any officer as long as they are bonded with the current insurance company. No monies are to be taken home. If a timely deposit cannot be made, money is to be left with the school secretary.

SECTION 3

Activities/Events

Basic chairperson requirements (also see last page.) Chairperson must attend meeting prior to “event” to sign up and receive list of volunteers and committee duties. Chairperson also must be present at next meeting after “event” to read or submit final committee report. See duties of Chairperson List under each service project committee. Chairperson may request change of spending caps for any “event”. Change is subject to majority vote of general membership. All events must be pre-approved by the building administrator(s).

1. Fundraisers

Fundraisers are to be decided upon by majority vote of the executive committee. All fundraisers utilizing a company will only have a contract for one year. Chairperson is to make necessary contacts. Confirmation of dates is to be made with the Parents Group Officers and the Principal. Distributions of flyers about the upcoming event are to be made to the students. Chairperson to be at school for the necessary arrangements of collecting orders/money (any money collected is to be given to Treasurer for deposit until total payments is due to the fundraising company), and when items come in that need to be passed out to the children. Give expense receipts, if any, to the Treasurer for reimbursement. If a decision needs to be made outside of the school year, a vote of the officers may be obtained.

2. Open House Reception

Parents Group will provide refreshments and supplies. Officers will coordinate with principal in May for upcoming open house regarding need for volunteers, supplies and refreshments.

3. Spirit Wear

Present to FPO the design to be used. Get or make up order forms to pass out to each student. Set date for order forms to be turned in. Collect forms and money and send to company. Prepare orders to be picked up by parents. Notify parents when they can pick up orders as soon as orders arrive. Give the Treasurer all monies collected and any expense receipts for reimbursements.

4. End of the year celebration

Theme and structure of event to be determined at January meeting. Chairperson to oversee all activities. Set the date with the Principal. Contact volunteers to be sub-committee chairpersons and oversee all sub-committees.

Various Committees: Advertising, Donations, Raffle, Volunteers, Prizes, Events, Games, T-Shirts, Snacks, Set-up/Clean-up, etc.

5. Teacher/Staff Appreciation Week

Chairperson will coordinate activities related to teacher/staff appreciation: volunteer coordination, activities, donations, etc. All activities must be coordinated with building principal.

6. Send-off Dance

Theme will be chosen by the 8th grade students. Various Committees: Advertising, Donations, Raffle, Volunteers, Prizes, Events, Games, T-Shirts, Snacks, Set-up/Clean-up, etc.

7. Craft Show (Fall and Spring)

FPO will coordinate concessions and student volunteers

8. Parent/Teacher Conference Dinner

FPO will provide dinner to teachers/staff prior to conference night(s).

Extended List of Requirements of Committee Chairpersons:

All committee chairpersons are required to make a full report within 7 days of their event to be submitted at the next regular meeting and also to be put on file for future reference.

All committee chairpersons are required to give the treasurer itemized accounts of all money spent.

All committee chairpersons are required to give accounting records of all people who worked to the Secretary.