

JAMM HOME AND SCHOOL CLUB BY-LAWS

ARTICLE I: GENERAL

Section 1. Name: This organization is an unincorporated non-profit association, as defined under Section 21000 et Seq. of the California Corporation Code, and shall be known as the “Jackson Academy of Math and Music (or JAMM) Home and School Club”.

Section 2. Purpose: To promote the school’s general welfare and to foster cooperation and communication between the home, school and community of Jackson Academy of Math and Music.

To achieve its goals, the organization may conduct (in conjunction with and with approval from school administration) fundraising activities, assemblies, social events, fairs, and other similar or related activities, in a safe manner. Monies raised will be assigned to items or services that would be of benefit to the students, faculty, and community in general at Jackson Academy of Math and Music (JAMM).

Section 3. Limitations: The Home and School Club shall observe all local, state and federal laws which apply to a non-profit charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code. No individual member shall derive profit from any operation of the organization.

The organization shall be non-profit, non-partisan and non-sectarian and shall abide by all applicable requirements of local, state, and federal law.

The organization shall not attempt to direct the educational activities of the school or fund, service, or support activities outside the scope and purpose authorized by these by-laws.

The organization shall cooperate and regularly communicate with school faculty and administration in order to enhance school activities. Except as otherwise provided in these bylaws, only those services or materials that will serve the students and faculty in general, either by grade-level or school-wide, shall be supplied by the organization.

All fundraisers must support the goals of the JAMM Home and School Club. All Proposals for fundraisers must be approved by the Executive Board.

The Home and School Club shall have all fundraising activities and school-wide written communications approved by the principal.

Pursuant to IRS regulations for tax-exempt organizations, no part of the activities of this organization shall consist of any political activities such as lobbying or otherwise attempting to influence legislation. This organization shall not participate or intervene in any political campaign, including the publishing or distribution of statements on behalf of any candidate for public office. However, the Home and School Club may share nonpartisan information.

ARTICLE II MEMBERSHIP

Section 1. Eligibility: Parents and /or legal guardians of children enrolled and attending the school, and members of the school administration, faculty and staff shall be considered members in the Home and School Club.

Section 2. Voting: In any proceeding which voting by members is called for, each member in good standing shall be entitled to cast one (1) vote.

ARTICLE III: MEETINGS

Section 1. Executive Board Planning Meeting: The first meeting of the Executive Board shall take place before the first HSC General Meeting of the school during, generally in July or August, on a date designated by the Executive Board. Other planning meetings will take place throughout the school year as deemed necessary by the HSC Executive Board

Section 2. General Meetings: The first general meeting shall take place during the first trimester of the school year, generally in the month of September. The annual budget will be presented, discussed and voted upon at this meeting. Planned activities for the school year will also be presented and discussed at this meeting. Other HSC General Meetings will take place during the year, generally once per month and will be posted in accordance with current Jackson Academy of Math and Music communication protocol

Section 3. Quorums: At any general meeting, two-thirds, including the Executive Board, in attendance shall constitute a quorum.

At any executive board meeting, a quorum shall consist of no less than two-thirds (2/3) of the Executive Board members. No business shall be conducted until a quorum is established.

ARTICLE IV: ELECTION OF OFFICERS

Section 1. Procedure: Nomination forms will be distributed to parents and staff in the last trimester of the school year, generally in the month of March. After assembly of nominations, ballots will be distributed to parents and staff, generally in the month of April. Members of the Executive Board will be officially elected at a HSC General Meeting, generally in the month of May.

Section 2. Elections: The newly appointed officers shall take their respective offices at the end of the last Executive Board meeting when all official business for that meeting is finished. The outgoing board may remain in an advisory capacity until the convening of the first General Meeting of the next school year.

ARTICLE V: EXECUTIVE BOARD:

Section 1. The Executive Board shall consist of the following elected officer in accordance with the procedures defined in Article IV of these by-laws and shall serve for a term of one (1) year:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Assistant Treasurer
- F. Fundraising Coordinator (Formally Ways and Means Coordinator)
- G. Publicity Coordinator
- H. Hospitality Coordinator

Section 2. Duties of Officers

- A. President:** Shall serve as the chief officer of the organization and shall preside over all HSC General or Executive Board meetings. The President shall, with the aid, advice and counsel of the Executive Board, appoint chairpersons to all standing and special committees, assign responsibilities to and assist in coordination of the activities of all operating committees. The President shall act as the official representative of the organization, shall execute such warrants as are necessary to conduct the business of the organization, and perform such other duties as are required under these bylaws. The President shall review and sign the Treasurer's reports monthly
- B. Vice-President:** In the absence or disability of the President, preside over the Home & School Club meetings. Assist the President as needed. If the President can no longer perform the responsibilities of the office, the Vice-President shall assume those duties until an election can be held.
- C. Secretary:** Shall record the minutes and proceedings of all meetings of the membership or Executive Board and report on said records as requested at each General Meeting. Sign along with the President and Treasurer any checks needed to conduct the business of this organization.
- D. Treasurer:** The Treasurer shall receive and deposit all monies on behalf of the organization with a financial institution approved by the Executive Board. The Treasurer shall maintain accurate and current financial records including details of all transactions, and shall prepare and present monthly finance reports to the Executive Board and membership, and shall prepare, present and file on behalf of the organization any tax forms that may be required from time to time.

- E. Assistant Treasurer: Shall assist the treasurer in the duties as designated under Treasurer.
- F. Fundraising Coordinator (Formerly Ways and Means Coordinator): Overseas all fundraising efforts of HSC. Serves as liaison between the Executive Board and the various fundraising committees.
- G. Publicity Coordinator: In cooperation with Executive HSC Board and the Principal, generate positive publicity and increase public awareness for JAMM in the community. Actively communicate with local news agencies, community publications and online community entities about the school, and our events (i.e. written articles, letters to the editor, press releases, advertisement for said events, photos, etc.). Coordinate marketing of advertising space and school sponsorships to local businesses. Communicate within school community to parents about events, news, and objectives as needed. Coordinate with school website coordinator to post links, events and business sponsorships on school website.
- H. Hospitality Coordinator: In cooperation with the HSC Executive Board and Principal, the Hospitality Coordinator will organize and execute all non-fundraising events at JAMM. Past events have included, but are not limited to, Staff Appreciation Day, Donut Day, Faculty/Staff Trainings that take place on campus. They may also assist with the hospitality portion of JAMM fundraising events. If more than one individual is interested in this position, it may be shared or an election shall be held to name the Hospitality Coordinator.

Section 3. Terms of Office: All officers shall serve a term of one (1) year. An individual shall be limited to not more than two (3) consecutive terms in the same office. All officers are expected to attend all Home and School Club meetings. If any Executive Board member is no longer performing the duties of the office satisfactorily, the Executive Board can, with a two-thirds majority vote, place the officer on a thirty-day (30) probationary period. At the end of the probationary period, the Executive Board will reevaluate its position and make a final decision; to allow the officer to remain or to remove said officer from office, by a two-thirds majority vote.

Section 4. Succession: Should the office of the President be vacated permanently, the Vice-President shall assume the office of President. In the event of a permanent vacancy on the Executive Board, other than the President, these openings shall be filled for the remainder of the year by Executive Board appointment. Candidates from the previous spring elections, as well as any newly interested parent would be considered for appointment.

ARTICLE VI: FINANCES

Section 1. Accounting Period: The Fiscal Year of the organization shall begin on August 1 and shall close on July 31 of the following calendar year.

Section 2. Funds: All monies collected by the organization shall be placed into a FDIC insured account, owned by JAMM HSC.

All approved budget items are contingent upon sufficient monies raised by the current years fundraising activities. If insufficient monies are raised by a current fundraising activity, the pre-approved budget will need to be readdressed by the Executive Board.

All banking transactions much be entered into the established online computer program (currently QuickBooks) by an Executive Board member, generally the Treasurer or Assistant Treasurer. All bank accounts established with the JAMM Home and School Club must be audited at least once per year by an outside financial professional who has been pre-approved and voted upon by the Executive Board and by HSC general members at a general meeting.

All Tax filing must be prepared and filed by an outside tax financial professional who has been pre-approved and voted upon by the Executive Board and by HSC general members at a general meeting.

All monies collected from or for school functions can only be deposited in approved JAMM Home and School Club accounts. No money can ever be used for personal use.

JAMM Home and School Club members are welcome to view online financial records, bank statements, tax records and treasurers' reports with reasonable notice, keeping in mind that JAMM HSC is an all-volunteer organization. A request must be submitted to the Executive Board in writing, with a copy going to JAMM Principal.

All bank and tax correspondence must use the HSC address listed on our 501(c) (3) status. No HSC financial correspondence should go to private addresses.

During fundraising events, monies received must be collected and counted by at least 2 Executive Board approved individuals. A receipt should be made and signed by the two individuals who counted the money and verified by an Executive Board member.

If requested by the Principal, the Home and School Club shall handle finances for classroom, grade level (e.g. Science camp) and student council accounts.

Section 3. Disbursements: The Executive Board shall authorize payment of all bills and expenditures. Checks drawn against the organization's bank accounts must bear the signatures of two (2) JAMM HSC pre-approved signers. All check disbursements must be accompanied by a completed check request form, stating the reason for purchase, purchase limit and date of approval by the Executive Board.

Section 4. Reserve/Budget: The minimum sum of five thousand dollars (\$5,000.00) shall be in the treasury, as of August 1, for the following year. A budget proposal with recommendations from the outgoing HSC Executive Board and incoming Presidents and Treasurers (who shall meet prior to the opening of school) based on past expenditures will be presented to the general membership. The Treasurer will distribute the proposed budget to the general membership at the opening of the school year. The budget will be discussed, modified as appropriate and voted on by the general membership at the first general meeting of the school year, passed by a simple majority present.

Section 5. Financial Liability: Any fines assessed for tax filing errors shall be paid by the Home and School Club and will not be the sole and personal responsibility of the individual officers of the organization. Appropriate liability insurance shall be obtained yearly by the Executive Board.

ARTICLE VII: DISSOLUTION

Section 1. Dissolution: The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever insure to the benefit of any private persons.

Upon dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to one or more non-profit funds, foundations, or corporations which is organized exclusively for charitable purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code. The recipients of said residue shall be selected by the Executive Board.

ARTICLE VIII: PROCEDURE

Section 1. Parliamentary Authority: The current edition of Robert's Rules of Order shall be the final source of authority on all questions or parliamentary procedure when such rules are not inconsistent with these by-laws.

Section 2. Amendments: These by-laws may be amended or altered by vote of a majority of the members at any regular or special meeting, where a quorum has been established. Revisions or amendments to these by-laws shall become effective upon approval.

Policy Statement

Pursuant to Article I Section, 3 Limitations

It shall be the policy of this body that organized community fundraising programs that may divert funds and/or attention, or that may hinder cooperation and communication between the school and community will not be supported by the JAMM Home and School Club.

Furthermore, solicitation of funds by Booster Clubs or parent groups not sanctioned by the JAMM Home and School Club will not be supported, nor will the JAMM Home and School Club handle such funds. However, the Home and school Club will continue to welcome donations, which benefit individual classrooms or the JAMM community as a whole or by grade level.

Recognizing the fact that JAMM students and families constitute a captive market at our school, the JAMM Home and School Club shall exercise caution in the adoption of fundraising activities and consider the following criteria when approving any such project.

1. The frequency and timing of fundraisers should be considered when planning events.
2. Items offered for sale should observe standards of appropriate taste, safety and respect for the school learning climate.
3. If a fundraiser's products are marketed solely to the JAMM community, products shall respect the diversity of the student population and be within the affordability range of JAMM families.
4. The right to return items can be guaranteed if parents are not satisfied.
5. Overt conflict of interest should be avoided when selecting fundraising programs.
6. Any grade level fundraiser must be approved by the Executive Board and the JAMM Principal

The JAMM Home and School Club expects parents to supervise their child's safety and monitor the selling of products and the handling of money when participating in school fundraisers.