



JAGUAR PARENT GROUP BYLAWS

The structure of the organization will be based upon the bylaws.

ARTICLE I - NAME

The name of this organization shall be known as Jaguar Parent Group, Inc. [JPG]

ARTICLE II - MISSION/OBJECTIVE

Jaguar Parent Group, Inc.'s mission is to support, nurture and enhance the educational process at Thomas Jefferson Middle School (TJMS). JPG is a volunteer organization dedicated to providing classroom support, enrichment opportunities, and extracurricular events for the children and families at Thomas Jefferson Middle School (TJMS). JPG acts as a sounding board in offering thoughts, opinions and ideas about school to the administration, teachers, parents and community through meetings, informational flyers, and school and community activities. It also financially supports the school by raising funds and providing resources to enrich the educational environment.

ARTICLE III - MEMBERSHIP

Section 3.1 Eligibility/Qualifications. Membership is granted to any parent or guardian of a child currently enrolled at TJMS. Administrators are liaisons without voting rights.

Section 3.2 Termination of Membership. The board reserves the right to call a vote of the general membership to resolve any conflict of interest with the group's mission statement or improper member action. The members of JPG may suspend or expel a member by a majority vote of those present at any regularly scheduled meeting.

Section 3.3 Dues. Dues are not required for membership. There are no written contracts for membership.

Section 3.4 Voting Rights. Each parent or guardian of a child currently enrolled at TJMS is granted one vote.

Section 3.5 Resignations and Removal. Resignations are effective upon receipt by any officer of written notification of resignation. Members of the JPG with a majority vote may remove any officer when said officer contradicts the mission of the JPG as deemed by the members.

ARTICLE IV - OFFICERS

Section 4.1 Officers. The officers shall be President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Public Relations Coordinator.

Duties of the officers:

The President:

- Serve as leader of the organization.
- Preside over meetings of the organization.
- Prepare agendas for each meeting.
- Listed on bank signature card to potentially co-sign all checks.
- Communicate with Principal and officers on a regular basis.

The Vice President:

- Assume the duties of the President in his/her absence.
- Coordinate fundraising activities.
- Review bank statements monthly.
- Review all financial records annually with the Financial Review Committee.
- Check JPG mailbox biweekly.

The Treasurer:

- Manage all financial business.
- Be listed on the bank signature card and co-sign all checks.
- Accurately account for all money income and expenses.
- Provide a written monthly financial report at scheduled meetings.
- Provide a profit and loss statement at the May meeting.
- Make bank statements and all other records available annually for review by the Financial Review Committee and upon request.

The Secretary:

- Keep an accurate record of the proceedings of all the meetings of the organization.
- Maintain accurate meeting attendance records.
- Maintain the official records of the organization, including agendas, minutes, and financial reports and fund raising reports and provide a written copy at meetings and upon request.
- Provide a copy of the minutes to the school secretary in a timely manner.
- Co-sign all checks, withdrawals and deposits with another officer listed on the bank signature card.
- Review bank statements monthly.
- Review all financial records annually with the Financial Review Committee.

The Volunteer Coordinator:

- Maintain an accurate volunteer list.
- Setup and organize event committees as needed.
- Review all financial records annually with the Financial Review Committee.

The Public Relations Coordinator:

- Act as School Community Liaison for the Parent Group.
- Coordinate publicity for all events of the Parent Group.
- Coordinate information that needs to appear in press releases.
- Provide a monthly update for the school newsletter.
- Maintain the JPG information board.
- Review all financial records annually with the Financial Review Committee.

Section 4.2 Elections by Nomination. Nominations will be accepted in April and May. Elections will be held at the regular monthly May meeting. At the close of the May meeting the new officers will begin their term.

Section 4.3 Elections and Terms. The members present will elect the officers. Terms of office will be for a two-year period with a two term (four year) limit for each position. Elections will be alternating years for President/Secretary (in even years) and Vice President/Treasurer (in odd years) to ensure continuity.

Section 4.4 Vacancies. In the event of a vacancy the officers shall make an appointment to fill that vacancy for the remainder of that term. Should a vacancy occur in the office of the President, the Vice-President shall immediately assume that office for the rest of that term.

ARTICLE V - VOTING

Section 5.1 Officer/Election Voting. Votes will be cast at the May meeting and members must attend the meeting to vote. Members in attendance at the May meeting will appoint two members to tally the votes. The nominee with the most votes will be elected to the office.

Section 5.2 Non-Officer/Election Voting. An email vote can be cast, when a quorum was not present at the regular meeting, when the question remains the same from meeting to email, when the mailing list is complete and accurate and finally when secrecy is not needed. Majority rule of email votes returned is required for passing of any budgetary motion. Voting results will be announced by a follow up email. Voting responses will be kept until the first regular JPG meeting of the following school year.

ARTICLE VI - MEETINGS

Section 6.1 Regular Meetings. Meetings will be held monthly from September through November and then January through May. The standing meeting day may be changed at the discretion of the President and Principal of TJMS. Any changes will be communicated through the TJMS daily announcements.

Section 6.2 Special Meetings. Special meetings may be called at the discretion of the President or Principal of TJMS. All meetings are open.

Section 6.3 Quorum. A quorum at any JPG meeting shall be a minimum of 5 parents and or legal guardians in addition to the officers of the organization. A quorum shall be sufficient to transact all business and enact any measures.

ARTICLE VII - COMMITTEES

Section 7.1 Committee Formation. The officers shall establish committees of members that should be composed of at least three people. An officer may serve as a liaison for the committee. The officers appoint committee Coordinators or an individual may volunteer to take the lead position and may then be approved by the officers. The Chairperson is to organize any additional committee meetings as necessary. Committees are formed for various events, fundraisers, or JPG business and will be formed at regularly scheduled meetings. Any committee financially supported by JPG must give a monthly written report of activities when active, to the members at regular monthly meetings. Fund raising committees must present documented fund raising results at the regular meeting following the fundraising event.

Section 7.2 Additional/Temporary Committee. If the board so determines to add a committee it may be a temporary committee for a maximum of one year.

Section 7.3 Appreciation Committee. Will be formed to organize and carry out appreciation activities during agreed upon times throughout the year, under the supervision of the Board of Directors.

Section 7.4 Book Fair Committee. Will organize the fall and spring book fairs. Committee will be responsible for managing the ordering, decorating, and money for the events.

Section 7.5 Family Outreach Committee. Will help organize family events that the members incorporate throughout the year.

Section 7.6 Financial Review Committee. Will be formed and comprised of a Vice President, at least one officer not listed on the bank signature card, and one or two other members of the JPG to complete an audit of the financial business of the JPG. This committee will review the accounts and records of the JPG annually after the fiscal year has ended and prior to the first general meeting. This committee will present a formal report to the Board and general membership at the first general meeting.

Section 7.7 Fundraising Committee. Will organize and oversee fundraisers the group votes to hold. Treasurer will coordinate collection of funds.

Section 7.8 SCRIP Committee. This committee shall operate with a separate bank account. At no time can a cosigner on the SCRIP bank account be a cosigner on the general bank account.

ARTICLE VIII - FINANCIAL ADMINISTRATION

Section 8.1 Fiscal Year. The fiscal year of the organization shall be July 1 through June 30.

Section 8.2 Financial Business. The Treasurer of the JPG will oversee all financial matters. The Treasurer will prepare monthly income and expense statements, and will oversee the bank accounts. The President will review the Treasurer's Report each month and compare it to the bank statement from Port Washington State Bank.

A committee will be formed and comprised of a Vice President, at least one officer not listed on the bank signature card, and one or two other members of the JPG to complete an audit of the financial business of the JPG. This committee will review the accounts and records of the JPG annually after the fiscal year has ended and prior to the first general meeting. This committee will present a formal report to the Board and general membership at the first general meeting. Upon discovery of major financial discrepancies, the documentation will be turned over to the administration and the proper authorities. The Board will hire an independent accountant to perform a full audit upon discovery of discrepancies in the financial records during the annual review by the Financial Review Committee.

Section 8.3 Budget. The Treasurer and officers will prepare an annual budget for approval at the September meeting.

Section 8.4 Reimbursements. Any volunteer who needs reimbursement for an approved expenditure should forward a completed request for funds form and a copy of the receipt(s) with totals to the treasurer prior to the end of the fiscal year with checks written at the general meetings.

Section 8.5 Authority. The officers shall have the authority to approve expenditures of \$250 or less with a majority of the officers.

Any and all decisions will be recorded by the JPG secretary and published in the meeting minutes.

Section 8.6 Deposits and Withdrawals. All monies from a JPG sponsored event will be deposited within seven days of that event. All money to be deposited will be counted by two unrelated members or school personnel. If the deposit is not made the same day of the event, the money will be kept locked in the school office.

Section 8.7 Gifts and Compensation. The JPG is a volunteer organization and as such, no monetary compensation is allowed for any officer, coordinator, or volunteer. Gifts made to the JPG by another organization should be disclosed to all members at a monthly meeting and will be recorded in the meeting minutes.

The members may not vote to provide any monetary compensation to any member, officer, volunteer, Thomas Jefferson Middle School administrator or staff for services rendered or in recognition of service. Members may vote to provide non-monetary gifts (e.g., gift certificates) to recognize service by an officer, member, volunteer, Thomas Jefferson Middle School administrator or staff, or school district personnel, as long as the gift is worth no more than an approved amount as determined by the members of the JPG at a regularly scheduled meeting. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IX - Parliamentary Authority

Section 9.1 Rank of Rules. JPG Article of Incorporation reigns supreme.

Section 9.2 Robert's Rules. Robert's Rules of Order shall govern the conduct of all meetings.

ARTICLE X

LIABILITY AND INDEMNIFICATION OF OFFICERS AND MEMBERS

Section 10.1 - Liability of Officers and Members. No person shall be liable to the organization for any loss or damage suffered by it on account of any action taken or omitted to be taken by him/her in good faith as an officer or member at the request of the organization if such person (a) exercised and used the same degree of care and skill as an ordinary prudent person would have exercised or used under the circumstances, or (b) took or omitted to take such action in reliance upon advice of counsel for the organization or upon statements made or information furnished by officers or members of the organization which he/she had reasonable grounds to believe to be true. The foregoing shall not be exclusive of other rights and defenses to which he/she may be entitled as a matter of law.

Section 10.2 - Indemnification of Officers and Members. Every person who is or was an officer or member of the organization shall (together with heirs, executors, and administrators of such persons) be indemnified by the organization against all costs, damages and expenses asserted against, incurred by or imposed upon him/her in connection with or resulting from any claim, action, suit or proceeding, including criminal proceedings, to which he/she is made or threatened to be made a party by reason of his/her having been such officer or member. This shall be true except in relation to matters to which a recovery shall be had against him/her by reason of him/ her having been finally adjudged in such action, suit or proceeding to have been guilty of fraud in the performance of his duty as such officer or member. This indemnity shall include reimbursement of amounts and expenses incurred and aid in settling any such claim, action, suit or proceeding.

In case of a criminal action, suit or proceeding, a conviction or judgment shall not be deemed an adjudication that such officer or member is guilty of fraud in the performance of his/her duties, if such officer or member acted in good faith in what he/she considered to be the best interest of the organization and with no reasonable cause to believe that the action was illegal. The foregoing rights of indemnification shall be in addition to all rights which officers or member may be entitled as a matter of law.

ARTICLE XI - DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII- AMENDMENT

Recommendations to change or amend these bylaws may be made by an officer or any member of the JPG. Any changes made will go into effect when approved by a two-thirds vote of the members at a regular or special meeting of the organization provided the proposed amendment was stated in the future agenda items of the prior meeting agenda.

ARTICLE XIII - ADOPTION OF BYLAWS

Adopted March 18, 2014