EISENHOWER PARENTS AND STAFF FOR STUDENTS ORGANIZATION (EPSSO) CONSTITUTION

ARTICLE I

SECTION1
Name
The name of the organization shall be the Eisenhower Parents and Staff for Students Organization (EPSSO).

SECTION 2
Mission Statement
The mission of the Eisenhower Parents and Staff for Students Organization is to unite parents and staff to work in a collaborative manner to enhance and maximize the academic and social opportunities of the children we serve.

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
Membership
The membership of the Eisenhower Parents and Staff for Students Organization shall consist of parents with children in the school, parents who had children in the school previously, parents who will have children enrolled at Eisenhower, or/and other persons who are interested in the activities of Eisenhower Intermediate School.

Requirements of membership. The responsibilities of a member of the Eisenhower Parents and Staff for Students Organization.

A. 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.
B. BE ACTIVE. Everyone's opinion and vote counts. Participation in your child's education can and will make a difference.

ARTICLE III

SECTION 1
Meetings

General Membership Meetings
Meetings are to be held monthly, as needed, September through May at Eisenhower Intermediate School. Specific dates and times will be published in the Eisenhower Intermediate School yearly calendar.

SECTION 2

Executive Board meetings
The Executive Board shall meet prior to the general membership meeting when deemed necessary. The purpose of the meeting is to prepare the agenda, finalize formal reports, and discuss the direction of the organization.

ARTICLE IV

SECTION 1
EPPSO Leadership

Executive Board

A. 2 Treasurers
B. Recording Secretary
C. Volunteers to serve on the Executive Committee
D. Minimum of one Executive Committee member per elementary school with a maximum of ten total Board members (including two treasurers and a recording secretary) with a minimum of three representatives from 5th and three representatives from 6th grade.

Qualification to be an Executive Board Member

A. Members should be parents with children in the school, parents who had children in the school previously, parents who will have children enrolled at Eisenhower, or/and other persons who are interested in the activities of Eisenhower Intermediate School.
B. Recommendation from current/previous Executive Board Members, Elementary Principals or other administrators.

Board Terms of Office

A. An Executive Board Member may not serve more than five consecutive years, unless openings exist.
B. If an Executive Board Member is suspected of not doing job requirements, that Board Member is to be subject to any grievance filed against them by active members. (See section 4, Removal from Office)

Qualification to be a Treasurer

A. Treasurers should be parents with children in the school, parents who had children in the school previously, parents who will have children enrolled at Eisenhower, or/and other persons who are interested in the activities of Eisenhower Intermediate School.
B. Recommendation from current/previous Executive Board Members, Elementary Principals or other administrators.

Treasurer Terms of Office

A. An Executive Board Member may not serve more than three consecutive years.
B. Treasurers shall be held accountable to elected responsibilities and terms of district and EPSSO adopted accounting practices.
C. If a Treasurer is suspected of not doing job requirements, that Treasurer is to be subject to any grievance filed against them by active members. (See section 4, Removal from Office)

Qualification to be Recording Secretary

A. The Recording Secretary should be parents with children in the school, parents who had children in the school previously, parents who will have children enrolled at Eisenhower, or/and other persons who are interested in the activities of Eisenhower Intermediate School.
B. Recommendation from current/previous Executive Board Members, Elementary Principals or other administrators.

Recording Secretary Terms of Office

A. The Secretary may not serve more than three consecutive years, unless voted upon by the Executive Board.
B. The Secretary shall be held accountable to elected responsibilities and terms of district and EPSSO adopted accounting practices.

SECTION 2

Nominations

A. Recommendations will be solicited from elementary principals and current Executive Board Members

SECTION 3

Responsibilities of Treasurers

The individual responsibilities of the Eisenhower Parents and Staff for Students Organization Treasurers include, but are not limited to, the following:

1. Preside, in conjunction with the building principal, at all the meetings and calls them to order at the appointed time.
2. Present the financial report.
3. Be a steward of the EPSSO finances.
4. Shall receive monies collected from an event and turn them into the building secretary for deposit in the EPSSO account. This shall be done within one business day unless extenuating circumstances occur. In the case of extenuating circumstances, mondy will be locked in the school safe.
    a. All monies collected from an event must be verified in the presence of the Treasurer and the chairperson, both Treasurers, ~~or~~ the Treasurer and a volunteer, or school secretary and a treasurer or volunteer. If the Treasurer, chairperson and a volunteer are all present, all three can count.
5. Inaccurate payments to be held in the office until parent or payer pick it up.
6. Any monies collected or reimbursed from receipts or other purchases for EPSSO should be counted and deposited or a check written within 7 business days.

7. Shall 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.
        1. First billing sent by regular mail after 10 days owed.
        2. After 30 days, if 50% not paid, billing sent by registered mail (certified mail charge added to bill.)
        3. If full payment not made after 60 days of time debt is first owed, small claims case to be filed with Oregon Municipal Court.

11. Make a Treasurer's report at each monthly meeting of all transactions done in the previous month.
12. Obtain and set up cash boxes for required functions.
13. Authorize individual usage of credit cards and/or open p.o.s.

SECTION 4

Removal from office and appeals procedures

In the event that any Executive Board Member or Treasurer be found not conducting their duties according to the by-laws in any way that is to be found harmful to the proper running of the Eisenhower Parents and Staff for Students Organization shall be so obligated to resign.

Grievance Procedure

a. A written letter from any EPSSO member (active) needs to be given to any Executive Board Member to be addressed at the next Board meeting.
b. A grievance that expresses a concern as to the way a Board Member or Treasurer is or is not performing their duties will be handled within the confines of the Executive Board with a "warning" or removal issued if Executive Board decides that this is necessary and a majority vote of a warning or removal is issued.
c. If Board Member or Treasurer 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 EPSSO meeting without being tabled. The officer resigning will not be eligible to run for that or any office in the future.
d. Any Board Member or Treasurer 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.
f. Any validated grievances to be held for five years in the Principal's office.

ARTICLE V

SECTION 1

Amendments to by-laws

The amendments to the Eisenhower Parents and Staff for Students Organization by-laws may be presented at any monthly meeting with action to be taken at the following meeting. Amendments will be presented completely, discussed and voted upon. A majority vote of the Executive Committee must be received in order to approve the stated amendment.

SECTION 2
Miscellaneous

Chairpersons
One of the basic tenets of the Eisenhower Parents and Staff for Students Organization is to maximize opportunities for our students. Chairpersons help this mission be met by coordinating activities related to a certain topic. Please see the last page for basic chairperson requirements. We will have committees for the events listed below and will add/subtract committees as seen fit through the Executive Committee:

Assemblies
Blood Drive
Book Fair
Courtyard Restoration
Fall Fundraiser
Field Day
Fundraiser Collection
Movie Nights
Recycling
Refreshments
Schedule Pick-up Volunteers and Other Volunteering Opportunities
Spirit Wear
Student Awards/Recognition
Teacher Appreciation
Veterans' Day

ARTICLE VI

Amendments Language
The bylaws of Eisenhower Intermediate School may be amended, or new bylaws may be adopted, by the Executive Board members at a meeting held for that purpose, by the affirmative vote of a majority of the board members present at a meeting at which a quorum of the board is present, provided that notice of the general nature or subject matter of the alteration or amendment shall have been given in the notice of the meeting or without a meeting, by the written consent of at least two-thirds of the board.

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