

Bylaws of the Parent Scholar Organization (PSO)

Article I – Name

The name of this organization shall be the *Parent Scholar Organization (PSO)* of John Adams Academy, Lincoln Campus.

Article II – Purpose

The PSO is a volunteer-based organization that exists to support the mission, values, and activities of the school. It fosters collaboration between parents, staff, and students to enrich the educational experience through events, fundraising, service, and communication.

Article III – Membership

1. **Eligibility:** All parents or legal guardians of currently enrolled students are automatic members of the PSO.
 2. **Dues:** No membership dues shall be required.
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Article IV – Executive Board

Section 1 – Board Composition

The Executive Board shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Historian/Parliamentarian

Section 2 – General Duties of the Board

- Provide leadership and direction for the PSO.
 - Set meeting agendas, oversee committees, and approve expenditures.
 - Serve for a 3-year term, renewable by vote.
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Article V – Duties of Officers

President

- Preside over all general and board meetings.
- Serve as the primary liaison between the school administration and the PSO.
- Coordinate the work of the board and committees.
- Ensure adherence to these bylaws.

President Role

The President of the PSO Lincoln Executive Board is a voting member of the board and attends to all of the duties related to leading and managing the organization. The president also serves as Board Liaison to any Committee that she is assigned.

Responsibilities

1. Makes every effort to attend all PSO Lincoln General Meetings and Special Meetings
2. Agree to cooperate under the terms stated in the PSO Lincoln Board Procedures.
3. Maintain regular communication with academy admin
4. Maintains PSO email communications
5. Provides support and accountability to other board roles
6. Maintains PSO Lincoln Web page
7. Provides leadership by setting the vision of the organization and developing Committee Vision
8. Maintains all PSO Governing Documents by keeping them up to date and accurate for the current calendar year
9. Fulfills Board Liaison assignment

Vice President

- Assist the President and assume duties in their absence.
- Support coordination of events and oversee committees.
- Lead special projects as needed.

Vice President Role

The Vice President of the PSO Lincoln Executive Board is a voting member of the board and attends to all of the duties related to assisting the president in managing the board business. Her primary function is to provide oversight and insight to the Board Liaison and Committee Chair. This position is fitting for someone who has served at least one year in another Executive Board role, if possible. This role is a preparatory role for the role of President. The VP also serves as Board Liaison to any Committee that she is assigned.

Responsibilities

1. Make every effort to attend all PSO Lincoln General Meetings and Special Meetings
2. Agree to cooperate under the terms stated in the PSO Lincoln Board Procedures.
3. Works with President and any other relevant people to develop and update Committee Parameters each calendar year
4. Provide each Board Liaison with Committee Parameters, the Committee Chair Agreement, any records from the prior year that may be helpful
5. Ensure each Board Liaison has a clear understanding of the process to fulfill their duty to the Committee they are assigned.
6. Regularly check in with each board liaison to provide accountability.
7. Regularly check google drive for any missing committee documentation and follow up with support if needed.
8. Fulfills Board Liaison assignment

Secretary

- Maintain accurate minutes of all PSO meetings.
- Handle correspondence, emails, and document storage.
- Maintain a record of members in attendance.

Secretary Role

The secretary of the PSO Lincoln Executive Board is a voting member of the board and attends to all of the duties related to keeping a record of the general and special meetings. The secretary also serves as Board Liaison to any Committee that she is assigned.

Secretary Responsibilities

1. Makes every effort to attend all PSO Lincoln General Meetings and Special Meetings
2. Maintains a running account of upcoming agenda items
3. Creates Agenda for general and special board meetings by working with other board members and referring to running account she keeps
4. Takes Minutes for general and special board meetings
5. Sends Agenda to board members 7 days prior to upcoming meeting
6. Uploads agenda to website 7 days prior to meeting

7. Uploads minutes to website within 2 business days post meeting
8. Fulfills Board Liaison assignment

Treasurer

- Maintain accurate financial records.
- Collect and disburse funds upon board approval.
- Present a financial report at each meeting.
- Prepare an annual budget and year-end financial summary.

Treasurer Role

The treasurer of the PSO Lincoln Executive Board is a voting member of the board and attends to all of the duties related to managing the budget. The treasurer also serves as liaison to any Committee that she is assigned.

The treasurer of the PSO provides oversight and accountability in the finances of our organization. This oversight is primarily between the board liaison of the event, the chair of the committee, and the business tech on staff at the academy.

Responsibilities

1. Make every effort to attend all PSO Lincoln General Meetings and Special Meetings
2. Agree to cooperate under the terms stated in the PSO Lincoln Board Procedures.
3. Maintain Yearly Budget, update 3 days prior to each General and Special Meeting
4. Keep record of the Expense Reimbursement Forms (ERF), Grant Applications, RAMP Cards, and Amazon orders in our Google Drive
5. Approve each expense and forward to Business Tech for Reimbursements or other disbursement.
6. Fulfills Board Liaison assignment

Historian/Parliamentarian

- Document PSO events through photos and summaries.
- Create monthly newsletter updates of the activities conducted by the PSO for NSD and the JAA general board to review..
- Ensure meetings and procedures follow Robert's Rules of Order.

Historian/Parliamentarian Role

The Historian/Parliamentarian of the PSO Lincoln Executive Board is a voting member of the board and attends to all of the duties related to keeping records for the organization. As parliamentarian, she provides accountability and organization support to the procedures of our organization. The historian also serves as Board Liaison to any Committee that she is assigned.

Responsibilities

1. Makes every effort to attend all PSO Lincoln General Meetings and Special Meetings
 2. Agree to cooperate under the terms stated in the PSO Lincoln Board Procedures.
 3. Maintains records of all PSO Committees in the google drive
 4. Provides accountability to Board Liaisons in keeping records related to each committee
 5. Provides information and support regarding the board procedures and maintains those records
 6. Provides quarterly updates of our activities to the Academy Board by emailing to PSO President 2 weeks prior to that Board meeting
 7. Fulfills Board Liaison assignment
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Article VI – Meetings

General (Open) Meetings

- Held quarterly during the academic year unless otherwise announced.
- Open to all PSO members.
- Meeting schedule to be published at the start of the school year.
- Quorum: 5 members, including at least two board officers.

Executive (Private) Board Meetings

- Held as needed and closed to general membership unless invited.
 - Used to discuss confidential matters or prepare for general meetings.
 - Decisions must be reported at the next open meeting.
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Article VII – Voting

1. **Eligibility:** Each PSO board member present at a meeting may cast one vote.
2. **Voting Method:** May be conducted by voice, show of hands, or ballot.
3. **Approval Requirement:** A simple majority of votes cast is required for decisions.
4. **Board Votes:** Officers may vote on organizational matters. In case of a tie, the President casts the deciding vote.
5. **Absentee/Electronic Voting:** May be allowed with prior board approval.

Key Principles of Robert's Rules of Order

1. **Majority Rule** – Decisions are made based on a majority vote while protecting the rights of the minority.

2. **Orderly Discussion** – Members must be recognized by the chair before speaking, ensuring a structured discussion.
3. **Equal Opportunity** – Every member has a right to participate in discussions and decision-making.
4. **One Thing at a Time** – Only one motion or item of business can be considered at a time.

Basic Meeting Structure Under Robert’s Rules

1. **Call to Order** – The meeting officially begins when the chairperson announces it.
2. **Approval of Minutes** – The board reviews and approves the record of the last meeting.
3. **Reports** – Committees and officers present updates.
4. **Unfinished Business** – Any unresolved issues from previous meetings are addressed.
5. **New Business** – New topics are introduced and discussed.
6. **Motions & Voting** – Members propose motions, discuss, and vote on decisions.
7. **Adjournment** – The meeting formally ends.

How Motions Work in Robert’s Rules

- **Making a Motion** – A member proposes an action: *“I move that we approve the budget.”*
- **Seconding the Motion** – Another member must support the motion: *“I second.”*
- **Discussion** – The motion is debated, with each member getting a chance to speak.
- **Amendments** – The motion can be modified before voting.
- **Voting** – The board votes on the motion (majority usually rules).

Common Voting Methods

- **Voice Vote** – Members say “aye” or “no.”
- **Show of Hands** – Members raise hands to indicate their vote.
- **Roll Call Vote** – Each member’s vote is recorded individually.
- **Ballot Vote** – Anonymous written votes.

Article VIII – Elections

1. **Nomination Process:** Conducted in [Month, e.g., April] with voting in [Month, e.g., May].
2. **Eligibility:** Any PSO member in good standing may be nominated.
3. **Term of Office:** Three academic years, with the option to serve consecutive terms if re-elected.
4. **Transition:** Outgoing officers shall support a smooth transition with documentation and meetings.

Article IX – Committees

1. **Formation:** Committees may be created by the board or membership vote.
2. **Leadership:** A chairperson will be appointed for each committee.
3. **Examples:** Fundraising, Events, Volunteer Coordination, Teacher Appreciation, etc.

Committee Chair Role

A Committee Chair of PSO Lincoln is a vital member of the Parent Service Organization. This is a leadership role in which a person takes the lead on planning and delegating an event or series of events. These events have a stated vision with goals and parameters that they agree to embrace.

Responsibilities

1. Agree to cooperate under the terms stated in the Committee Chair Agreement
2. Plan and Execute Committee Vision

I agree to following these procedures:

- Make every effort to attend all PSO Lincoln General Meetings
- Conduct myself in a professional and friendly manner when representing our school community
- Adhere to PSO Board policy as it relates to my role (policies and procedures available online under JAA PSO tab)
- Embrace the Committee Vision by adhering to the stated goals and parameters for my event
- Use Google Drive folder as planning hub by uploading planning documents and notes (may simply provide link if other planning software is used)
- Submit Event Plan into your committee google folder for Executive Board Approval at least 4 weeks prior to event
- Submit Reimbursement Forms within 2 weeks after the event takes place
- Adhere to given budget (committee member may appeal to board for budget amendment as needed)
- Keep Board Liaison up to date (she may check in via text/call/email or just look at planning documents in order to update board)
- Strive to build community by delegating and including others in order to build strong relationships within my sphere of influence

Committee Vision

Each committee will have a Vision Document that states the goals and parameters of the committee.

These are developed the summer before the school year begins by the President with the help of advisors, namely, Tricia Nielsen, current administration, and the rest of the Executive Board with a special consideration of the general parent body preference as understood through conversations, PSO general meetings, and the end of year Feedback Forms.

The Committee Vision will state the goals and parameters set forth by the aforementioned advisors. The larger intent of serving the scholars by developing them into servant leaders will always be taken into consideration.

Goals

State the purpose of the event

State the community building value that can be accomplished through the event

Parameters

State the specifics guidelines given by NSD, administration, and PSO Executive Board (the PSO board will make every effort to refrain from inserting personal preference and focus on giving helpful operating parameters based on previous experience.

Elementary Events Committee Chair

The Parent Service Organization (PSO) honors our faculty and staff, in accordance with our mission to be servant leaders and build a culture of greatness. This involvement demonstrates how much we value their efforts to inspire and educate our children.

The purpose of the Elementary Events Committee is to organize and facilitate opportunities for elementary scholars and their families to make memories and build unity within our community. Such events may involve, but are not required or limited to, a Daddy-Daughter Dance, Mother-Son Event or other such activity. **Committee chairs will only be responsible for one elementary event, but may be asked to consult on other events during the year.**

Qualifications

- Friendly
- Organized
- Dependable

Responsibilities

- Recruiting volunteers and encouraging participation
- Communicating with the PSO Board and Administration in securing dates and locations

- Planning and implementing an annual dance or event
- Working with PSO Historian to archive details of implementation and execution of the event, to facilitate the training of future Chairs and assist them in fulfilling their role

Training

- Provided by former Elementary Events Committee Chair and VP of Elementary Events

Time Commitment

- General PSO Meetings: 2 hours, quarterly
- Planning and Preparation: Approximately 15-20 hours
- Length of one full school year

In assisting the Academy, we model and exemplify the principles and values of servant leadership to our children and community members. As volunteers, we provide meaningful service, thereby illustrating the vision and mission of John Adams Academy: "Restoring America's heritage by developing servant leaders who are the keepers and defenders of the principles of freedom for which our Founding Fathers pledged their lives, fortunes, and sacred honor".

Article X – Amendments

1. **Proposal:** Any member may propose an amendment in writing.
 2. **Approval:** Requires a 2/3 majority vote at a general meeting, with at least 10 days' notice to members.
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Article XI – Finances

1. **Spending Approval:** All expenditures must be pre-approved by the board.
2. **Transparency:** All financial records shall be open to PSO members upon request.
3. **Banking:** PSO funds shall be held in a separate account requiring at least two board member signatures for withdrawals.

Article XII - Communication Outside of Meetings

Interactions & Communication Between Meetings

7. **Professionalism & Respect** – Engage with fellow board members, staff, and volunteers in a respectful and professional manner at all times.
8. **Confidentiality** – Keep board discussions, especially sensitive matters, confidential and do not share private information.
9. **Avoid Side Discussions** – Do not make major board-related decisions outside of official meetings; discussions should be transparent and inclusive.
10. **Use Official Channels** – Communicate through designated board emails or messaging platforms to maintain clarity and record-keeping.
11. **No Personal Agendas** – Keep interactions focused on the board’s mission rather than personal interests or conflicts.
12. **Collaboration** – Work together to support board goals, providing constructive feedback and support when needed.
13. **Conflict Resolution** – Address disagreements professionally and seek mediation from leadership if needed.
14. **Social Media & Public Statements** – Refrain from speaking on behalf of the board unless authorized and avoid sharing sensitive information online.

Article XIII - Branding Guidelines

PRIMARY AND SECONDARY COLORS


One of the key elements in the development of an organization’s brand is the establishment of color identity to compliment logo and brand imagery. Color plays an important role in the John Adams Academy branding. The colors below are recommendations for various media.

A palette of primary and secondary colors has been developed, which comprise the “One Voice” color scheme. Consistent use of these colors will contribute to the cohesive and harmonious look of our brand identity across all relevant media.

PRIMARY COLORS

 <p>ACADEMY BLUE</p> <p>R: 26 G: 26 B: 32 C: 100 M: 84 Y: 30 K: 16 Pantone: 541 C HEX: #1A3E6F</p>	 <p>ACADEMY WHITE</p> <p>R: 0 G: 0 B: 0 C: 0 M: 0 Y: 0 K: 0 HEX: #FFFFFF</p>	 <p>ACADEMY RED</p> <p>R: 218 G: 41 B: 28 C: 6 M: 98 Y: 100 K: 1 Pantone: 485 C HEX: #D92D27</p>
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SECONDARY COLORS

 <p>ACADEMY</p>	 <p>ACADEMY</p>	 <p>ACADEMY</p>
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PRIMARY AND SECONDARY TYPEFACES

Every professional organization has official fonts that are designated for use in their communications. Every font has a different character and evokes its own sentiment from the reader. Just as the way we speak and write reflects on the quality and integrity of our organization, so too does the font we use.

Our typeface is bold, simple, and universal – it allows us to emphasize the importance of our vision and mission. Always use Book Antiqua. If Book Antiqua is not an option with your program, use Times New Roman.

PRIMARY TYPEFACE

BOOK ANTIQUA

REGULAR	ABCDEFGHIJKLM NOPQRSTUVWXYZabcdefghijklmnopqrstu- vwxyz1234567890!@#%&*()
ITALIC	<i>ABCDEFGHIJKLM NOPQRSTUVWXYZabcdefghijklmnopqrstu- vwxyz1234567890!@#%&*()</i>
BOLD	ABCDEFGHIJKLM NOPQRSTUVWXYZabcdefghijklmnopqr- stuvwxyz1234567890!@#%&*()
BOLD	ABCDEFGHIJKLM NOPQRSTUVWXYZabcdefghijklmnopqr- stuvwxyz1234567890!@#%&*()
ITALIC	<i>stuvwxyz1234567890!@#%&*()</i>

SECONDARY TYPEFACES

TIMES NEW ROMAN
REGULAR
ITALIC
BOLD
BOLD ITALIC

ADOBE GARAMOND PRO
Regular
Italic
Semibold
Semibold Italic
Bold
Bold Italic

ROBOTO
Regular
Italic
Thin
Thin Italic
Light
Light Italic
Medium
Medium Italic
Bold
Bold Italic
Black
Black Italic
Condensed
Condensed Italic
Condensed Light
Condensed Light Italic
Condensed Bold
Condensed Bold Italic

Article XIV – Board Liaisons

Board Liaison Role

The board liaison serves as a line of communication, oversight, and accountability for a PSO Committee and its Committee Chair. They provide communication by regularly checking in with the committee and reporting back to the executive board. They provide oversight by using discernment in giving guidance that helps maintain the culture of the academy while refraining from interjecting personal preference. They provide accountability by keeping track of compliance with board procedural guidelines- mainly making sure proper documentation and records are being kept.

Board Liaison Responsibilities

1. Initiates initial meeting with chair, goes over chair assignment, gets chair signature that signifies understanding commitment (need to create and name this document), gives relevant google drive access and instructs chair to keep a record of the meetings and the tasks assigned, also provides chair with Event Form and Reimbursement Form.
2. Withholds personal preferences and provides discerning guidance, therefore maintaining a governing role that allows for the Chair to take the lead in their role.
3. Supports Chair by providing oversight mainly by checking in and reviewing google drive notes.
4. Reports back to fellow board members with updates in a timely manner by notifying when files in Google drive have been updated
5. Attends committee event and helps alongside the committee in some measure