

HIGHCROFT RIDGE ELEMENTARY SCHOOL
PARENT STAFF ORGANIZATION BYLAWS
Updated April 2020

ARTICLE I: NAME

The name of this association shall be Highcroft Ridge Elementary School Parent Staff Organization (from now on referred to as the PSO).

ARTICLE II: ARTICLES OF ORGANIZATION

The PSO exists as an unincorporated association of its members. Its "articles of organization" comprise these bylaws as from time to time amended. These bylaws shall be considered the articles of association.

ARTICLE III: OBJECTIVES

The Objectives of the PSO are:

- To promote the welfare of our students in school, home, and community.
- To bring into closer relation the home, school, and the community, that parents and teachers may cooperate in the education of our students.
- To develop between educators and the general public a united effort to secure the best possible education of our students.
- To support staff and administration to teach each student, every

day. ARTICLE IV: PURPOSE

The PSO is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V: BASIC POLICIES

The following are basic policies of this PSO:

- The PSO shall be non-commercial, non-sectarian, non-partisan, non profit and autonomous.
- The name of the PSO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the PSO.
- To serve as a connecting link between the school and membership

and to develop projects, policies, and personnel to carry out the activities of the organization.

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- The PSO shall work with the school administration to uphold school policy, recognizing that the people have delegated the legal responsibility to make decisions to the Parkway Board of Education.
- The PSO may cooperate with other organizations and agencies concerned with child welfare.
- No persons representing the PSO in such matters shall make commitments that bind the PSO unless properly authorized by the President or PSO vote.
- No substantial part of the activities of the PSO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PSO 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. The PSO can participate in legislative activities for funding of the Parkway School District.
- No part of the net earnings of the PSO shall inure to the benefit of, or be distributed to, its members, officers, or other private persons except that the PSO shall be authorized and empowered to pay reasonable compensation of services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1:

The membership of the PSO shall consist of every parent who has at least one child attending Highcroft Ridge Elementary School and the entire faculty and staff of Highcroft Ridge Elementary School. There shall be no annual membership dues.

Section 2:

The membership year and the fiscal year will be July 1 to June 30.

ARTICLE VII: OFFICERS AND THEIR SELECTION

Section 1:

- a. The officers of this association shall be Co-Presidents, Secretary, and Treasurer. These officers shall be selected annually no later than a spring PSO meeting. Newly elected officers shall assume their official duties as of July 1.
- b. Current officers shall continue their official duties through June 30.
- c. A Co-President will be appointed to a one-year term and may serve a maximum

of two terms.

- d. The Treasurer and Secretary will each be appointed to a one-year term and do not have term limits.
- e. Current and newly elected officers will work together at the end of the year so that an easy transition will occur.

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- f. If 2 or more persons are interested in any one board position, a vote will happen by the May PSO Meeting. All PSO board vacancies shall be posted by April 1st. All interested persons must submit their name and position to the Co-Presidents by the April PSO meeting.

Section 2:

- a. The executive board shall fill vacancies in any office(s) by appointment. Should one of the Co-President seats become vacant, the remaining seat shall complete the unexpired term.

ARTICLE VIII: DUTIES OF THE OFFICERS AND COMMITTEE

CHAIRPERSON Section 1: Co-Presidents

- a. Preside at all meetings of the PSO and of the executive board; shall perform such other duties as assigned by the PSO.
- b. Partner with the Treasurer to create initial committee budgets, help to manage the budget, and be a signatory with access to the PSO bank account.
- c. Partner with the Principal and Assistant Principal to discuss the mission and purpose of the PSO organization.
- d. Perform other duties as may be assigned to him/her by the PSO organization or executive board.
- e. Shall be a member ex-officio of all committees, and shall coordinate the work of the officers and committees of the PSO.
- f. Manage community relations and events.

Section 2: Secretary

- a. The secretary shall record the minutes of all meetings of the PSO and the executive committee; shall keep on file the bylaws, a list of all committees and perform such other duties as may be delegated.
- b. The secretary shall send minutes to executive board for review prior to posting to the public.
- c. The secretary shall communicate upcoming meeting dates via email and social media, as well as, post minutes after executive board review to

social media and submit them to the Principal so they may be posted to the website.

Section 3: Treasurer

- a. Maintain custody of all the funds of the PSO; shall keep a full and accurate account of receipts and expenditures, and shall make disbursements as authorized by the Executive Board or by the PSO.

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- b. Maintain the budget process with the Co-Presidents. They shall file required Internal Revenue Service annual information returns on a timely basis. c. Present the Treasurer's report, at each PSO meeting, providing an accurate account of transactions on a monthly budget report. This should include the monthly income, monthly debits, starting bank balances and ending bank balances in their respective line items. This report should match monthly bank statements. d. Be present at all events that require acceptance of funds to the PSO and make an accurate accounting of that event.
- e. Make certain tax documents available for public inspection and provide copies to requesting individuals in compliance with section 6104 of the Internal Revenue Code. The documents include, but are not limited to, most recently filed annual information returns and documents concerning tax-exempt status.
- f. Per Parkway School District Fiscal Guidelines – Treasury should be audited yearly by someone other than the Treasurer; A second person should be at all events where funds are collected to confirm totals collected.

Section 4:

- a. All committee chair-people shall perform all duties assigned to them by the Co Presidents and/or Executive Board, including submission of cash receipts and disbursements relating to each program.
- b. Only an Executive Board member may sign a contract that binds the PSO to any activity and only upon the approval of the Executive Committee.

Section 5:

All officers and committee chair people shall:

- a. Perform duties prescribed by the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- b. Deliver to their successors all official material including a final report, not later than thirty (30) days after their successors assume office.

ARTICLE IX: EXECUTIVE BOARD

Section 1:

The Executive Board shall consist of the Officers of the PSO, the Principal, and the Assistant Principal.

Section 2:

The duties of the Executive Board shall be:

- a. To transact necessary business of and for the PSO
- b. To approve work plans for the committees
- c. To report to the PSO membership
- d. To review and modify the proposed budget before the first general membership meeting of the year
- e. Monitor compliance with the financial budget throughout the

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year Section 3:

- a. Regular meetings of the Executive Board shall be held before PSO meetings during the school year.
- b. A majority of the Executive Board members shall constitute a quorum. c. Special meetings of the executive board may be called by the Co-Presidents or by a majority of its members.
- d. Members of the PSO who wish to address the board should contact the PSO Co Presidents one week before the scheduled meeting.
- e. On or before the first board meeting of the year, each officer shall be assigned to serve as a liaison and shall assist the identified standing or special committee chairs.

ARTICLE X: OPERATIONAL LIMITATIONS

Notwithstanding any other provision of these articles, the PSO shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code or by an association, 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 XI: Fiscal Policy

Section 1:

- a. Any PSO member may examine the PSO's account at a time established by the Executive Board.
- b. The Executive Board shall see that a budget is presented for approval at a meeting before the start of the academic year. The board shall have no power to make the PSO liable for any debt in an amount exceeding the cash assets of the PSO from the prior school year.
- c. The Executive Board, by majority vote at an Executive Board Meeting, can make any changes to any part of the budget to make sure our expenses do not exceed the income generated from the prior school year.
- d. Each chairperson has access to the budgeted funds for his/her committee during the current school year only for the budgeted amount listed on the monthly budget report. The Treasurer will disburse these funds provided the expense falls within the committee's budget and accompanied by a reimbursement form and receipt within 30 days of purchase.

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- e. A chairperson can request an increase in funds. Majority vote at an Executive Board meeting or majority vote at a general meeting can approve the increase.
- f. Ten percent of the funds raised during the school year shall be carried over to the next year and is considered a minimum amount that can be in the PSO bank account at the start of the year. The carry-over amount is calculated by taking 10% of all deposits from the prior school year.
- g. A budget for the next school year is required to be approved by majority vote at a PSO meeting before June 30th.
- h. Any outstanding debts or anticipated expenditures from the current school year should be included in the expected expenditures for the next school year's budget.
- i. The Co-Presidents have authority to approve major PSO expenses up to \$500 with the approval of the Treasurer only.
- j. The Executive Board can vote to approve a major PSO expense of up to \$1000 between regular meetings.

ARTICLE XII: GENERAL PSO MEETINGS

Section 1:

The Co-Presidents shall arrange and lead meetings of the PSO.

Section 2:

Seven members shall constitute a quorum for the transaction of business at regular meetings of the PSO. The Executive Board is included in this total and is allowed to make motions and vote on anything.

ARTICLE XIII: COMMITTEES

Section 1:

The Executive Board shall appoint committee chair people.

Section 2:

Committee work shall not be undertaken without the consent of the executive board. Section 3:

The Co-Presidents or the Executive Board may appoint special committees. Section 4:

The Co-Presidents or the overseeing officer shall be a member ex-officio of all committees and shall be notified of all meetings.

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ARTICLE XIV: PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XV: AMENDMENTS

Section 1:

- a. These bylaws may be amended at any regular meeting of the PSO by a two thirds vote of the members present and voting, provided that notice of the proposed amendments and changes have been given not less than two weeks before said meeting.
- b. A committee may be appointed to submit a revised set of bylaws by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements of adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XVI: DISSOLUTION OF ORGANIZATION

Upon dissolution of Highcroft Ridge PSO, the PSO, after paying or making provisions for the payment of all liabilities of the PSO, dispose of all assets of the PSO exclusively for the purposes of the PSO in such manner, or to such

organization or organizations organized and operated exclusively for educational purposes as shall at that time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future federal tax code, as the officers shall determine. Any such assets not so disposed of shall be disposed of by the proper court of St. Louis County, Missouri, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.