

Sherwood Elementary
Parent Staff Organization
2017 - 2018 BY-LAWS
(Approved Nov 6, 2017 PSO General Meeting)

ARTICLE I: Name The name of this association shall be Sherwood Parent-Staff Organization (PSO) as filed with the Internal Revenue Service on October 19, 1998.

ARTICLE II: OBJECTIVES

- Section 1: To promote and help improve the educational facilities for all Sherwood schoolchildren.
- Section 2: To promote better understanding and relations between parents, teachers, staff and students.
- Section 3: To cooperate to the fullest extent with those existing organizations devoted to promoting education in the Edmonds School District 15.
- Section 4: To promote the welfare of children and youth in school, home and community.
- Section 5: To receive gifts, endowments, devises and bequests, that will be used to carry out the purpose and objectives of this organization.
- Section 6: To carry on any activities necessary to achieve the objectives and purposes of this organization, including, but not limited to fundraising.
- Section 7: To build and promote a sense of community amongst all Sherwood families.

ARTICLE III: MEMBERSHIP AND DUES

- Section 1: Membership shall be open to any Sherwood Elementary parent, staff or student interested in helping to promote the purpose of the organization.
- Section 2: Membership to the PSO is free.
- Section 3: All members shall be invited to participate in the business of the Sherwood PSO, vote in elections and be elected to any office.
- Section 4: Membership shall run from September 1st thru August 31st each school year.

ARTICLE IV: OFFICERS AND ELECTIONS

- Section 1: The officers of this association shall be President, Vice-president, Secretary and Treasurer (or Co-Officers). Terms shall run for one year beginning September 1st – August 31st.
- Section 2: Nominations of prospective Board officers shall be solicited in February. Election of officers may be held as early as March, but not later than the last day of school. Newly elected officers are encouraged to shadow the outgoing officers of their elected board position whenever possible to ensure a smooth transition of responsibilities. Outgoing board officers are required to mentor the incoming elected board officers through the end of the term, August 31st.
- Section 3: Office elections shall be open to all members.
- Section 4: Executive Board shall consist of the elected officers.
- Section 5: Vacancies that may occur mid-term shall be filled by appointment of the Executive Board.
- Section 6: No officer shall serve more than two consecutive terms in the same office with the exception of the Treasurer and Fundraiser who shall serve no more than three consecutive terms.

ARTICLE V: MEETINGS

- Section 1: Meetings shall be open to all Sherwood Parents, staff and students.
- Section 2: The Executive Board shall transact necessary business as may be suggested to it. Recommendations to be considered by the Executive Board must be presented to the organization for action prior to scheduled meetings.
- Section 3: A quorum shall consist of the at least one President, and at least one Treasurer, and a majority of the remaining elected officers, plus any other members present at any given meeting.

ARTICLE VI: STANDING COMMITTEES

- Section 1: There shall be such standing committees appointed by the Executive Board as may be needed to promote the purpose and interest of the organization.
- Section 2: Committee chair-people shall keep electronic files or a notebook or summary of the activity to be passed on to the next chair person.

ARTICLE VII: TREASURER

Section 1: A proposed budget shall be prepared and presented by the Executive Board to the membership no later than the second General PSO meeting of the year and voted on at that meeting.

Section 2: The treasurer shall receive all monies for the organization, issuing receipts per written request with proper documentation, keeping record of and paying out, according to the adopted budget. Checks shall require two signatures, those being the Treasurer and the (Co) President/s. Two (or three) signatures shall appear on the signature card at the bank.

Section 3: The Treasurer shall pay all bills received up to the budgeted amount if received within a timely fashion prior to close of the fiscal year without board approval. Bills submitted late must get board approval. If the amount exceeds the approved budgeted amount, approval must be obtained from the Executive Board.

Section 4: The Treasurer's records shall be audited by the Auditing Committee or other designated auditor. Auditors cannot be an elected officer of the PSO Board during that financial year. Records must be submitted by August 31st and passed on to the incumbent Treasurer.

Section 5: A Federal tax return must be prepared and submitted as required by the Internal Revenue Service, prior to December 31st following the end of the fiscal year, ending August 31st.

ARTICLE VIII: AMENDMENTS

Section 1: The by-laws shall be regularly reviewed at the first or second general meeting of each school year.

Section 2: These bylaws may be amended at any regular meeting of the PSO by a majority vote, providing a quorum is present.