

**Resurrection Lutheran School  
Parent School Organization (PSO) Bylaws**

**2-2012**

**Article I: Purpose**

The objectives of the Resurrection Lutheran School PSO are:

- To promote the scholastic, artistic, and spiritual education of our children;
- To offer ideas and opportunities for enriching the education of our children beyond the boundaries of the conventional classroom;
- To facilitate communication and cooperation between the parents, teachers, administration and School Board of Resurrection Lutheran School;
- To provide Resurrection Lutheran School with intellectual, organizational and financial resources for the support of its educational mission, and
- To at all times assist Resurrection Lutheran School in providing the highest quality education possible so that all of our children have the genuine opportunity to realize the full potential of the abilities endowed in them by God.

**Article II: Basic Policies**

The following are basic policies of the Resurrection Lutheran School PSO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall comply with Board policy and the Parent Handbook.
- c. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated to the School Board.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons.

**Article III: Membership and Dues**

**Section 1.** Every member of the PSO is entitled to all benefits of such membership.

**Section 2.** Membership in the PSO shall be made available to all parents, teachers, and administrators.

**Section 3.** This PSO shall conduct an annual enrollment of members, but may admit persons into membership at any time.

**Section 4.** Only members of the organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

**Article IV: Officers and Their Election**

**Section 1.** Each officer shall be a member of this PSO.

**Section 2. Nominating Committee**

- a. There shall be a nominating committee composed of at least 3 PSO members. A Past President shall serve as the chairperson. If a Past President cannot serve or it is deemed inappropriate that they serve, then an officer appointed by the board shall serve. The chairperson shall recruit at least 2 other members to serve on the nominating committee as well.
- b. The nominating committee shall nominate an eligible person for each office to be filled and will report its nominees at the regular membership meeting of the organization in April at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. Neither the president nor the principal shall be a member of the Nominating committee.

### **Section 3. Officers and Their Election**

- a. The officers of this organization shall consist of a president, vice president, a secretary and a treasurer.
- b. Officers shall be elected at a regular meeting of the general membership of the organization in the month of May. If there is one nominee for an office, election may be by voice vote. However, if there is more than one nominee for any office, election for that office must be by ballot.
- c. An officer shall assume his/her official duties on June 1<sup>st</sup> and shall serve for a term of 1 year or until his/her successor is elected.
- d. A person may serve only two consecutive terms in the same office.

### **Section 4. Vacancies**

A vacancy occurring in any office, other than the Presidency, shall be filled for the unexpired term by a person elected by a majority vote at the next scheduled PSO meeting. Five (5) days notice of such election must be given. In case a vacancy occurs in the office of president, the vice president automatically accepts this vacancy for the remainder of his/her term, no election necessary. An election will then be held, however, to fill the position of Vice President for the remainder of the year, five (5) days notice given.

## **Article V: Duties of Officers**

**Section 1. President:** The president shall preside at all meetings of the PSO and the executive board at which he may be present; shall perform such other duties as may be prescribed in these bylaws or assigned to him by the organization or by the executive board; shall be a member ex officio of all committees except the nominating committee; and shall coordinate the work of the officers and committees of the organization in order that the Objectives may be promoted.

**Section 2. Vice President:** The vice president shall act as aid to the president and shall perform the duties of the president in the absence or inability of that officer to serve. The Vice-President will automatically accept a vacancy in the President office for the remainder of his/her term, no election necessary.

**Section 3. Secretary:** The secretary shall record the minutes of all meetings of the organization and of the executive board, have a current copy of the bylaws, maintain a membership list, and shall perform such other delegated duties as may be assigned.

### **Section 4. Treasurer:**

- a. All monies collected by the organization as dues, raised in activities, received as contribution, or otherwise acquired belong to the organization to promote and implement a program of services,

projects and other activities approved, adopted and directed by the membership of the organization. Any line item budgeted monies not spent within a given school year, with the exception of appropriated funds, shall go back into the organization's general funds to be budgeted for the following school year.

- b. The treasurer shall have custody of the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and in accordance with the provisions in the annual budget adopted by the organization shall make disbursements as authorized by the President, executive committee/board, or the unit membership. Two persons, the treasurer and the president shall sign checks greater than \$500. One person, the treasurer or the president shall sign checks less than \$500. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive committee/board, and shall make a full report at the meeting at which new officers officially assume their duties.
- c. The treasurer's accounts shall be examined annually by an internal auditing committee of not less than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. The auditing committee shall be selected by the executive committee/board at least two weeks before the meeting at which new officers assume duties.
- d. The treasurer shall be responsible for filing any required tax forms within five (5) months following the end of the unit's fiscal year.

**Section 5. All officers shall:**

- a. Perform the duties outlined in the bylaws and those assigned by the executive committee/board or the organization.
- b. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other material pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.
- c. An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in case of fraud.

**Article VI: Executive Committee**

**Section 1.** The executive committee shall consist of the elected officers of this organization and the principal of the school or a representative appointed by him/her.

**Section 2.** The duties of the executive committee shall be to transact emergency business in the interval between executive board meetings.

**Section 3.** The majority of the executive committee shall constitute a quorum.

**Section 4.** Meetings of the executive committee shall be held as needed.

**Article VII: Executive Board**

**Section 1.**

- a. The executive board shall consist of the officers of the organization, the chairmen of standing committees, and the principal of the school or a representative appointed by him/her. The committee members of the organization shall select the chairmen of the standing committees. The immediate PSO Past President shall also serve on this Board in an advisory capacity thru the month of October for the current school year.
- b. The president may appoint a parliamentarian, subject to the approval of the officers of the organization.

**Section 2.** The duties of the executive board shall be: (a) to transact necessary business in the intervals between PSO meetings and such other business as may be referred to its organization; (b) to create standing and special committees; (c) to approve the plans of work of the standing committees; (d) to present a report at the regular meetings of the organization; (e) to select an internal auditing committee to audit the treasurer's accounts; (f) to prepare and submit to the organization for adoption a budget for the year; (g) to approve the bills are within the limits of the budget.

**Section 3.** Meetings of the executive board shall be held during the school year as needed. A majority of the executive board member shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board, 3 days notice being given.

#### **Article VIII: Meetings**

**Section 1.** Regular membership meetings of the organization shall be held during the months of August through May on the 1<sup>st</sup> Thursday of each month unless otherwise provided by the organization or by the executive board. Fourteen (14) days' notice must be given to change the date of a regular meeting.

**Section 2.** Special membership meetings may be called by the president or a majority of the executive board, 3 days notice having been given.

**Section 3.** The annual membership meeting of the organization shall be in August.

**Section 4.** Eight (8) members shall constitute a quorum for the transaction of business in any meeting of this association.

#### **Article IX: Committees**

**Section 1.** Only members of the association shall be eligible to serve in any elective or appointive positions.

**Section 2.** The executive board may create such standing committees as it may deem necessary to promote the Objectives and carry on the work of the organization. The term of each chairman shall be 1 year or until election of a successor.

**Section 3.** The chairman of each standing committee shall present a plan of work to the executive board for approval.

**Section 4.** No committee work shall be undertaken without the consent of the executive board.

**Section 5.** Special committees and their members shall be formed by the executive board as needed.

**Section 6.** The president shall be a member ex officio of all committees except the nominating committee.

#### **Article X: Fiscal Year**

The fiscal year of this organization shall begin on July 1 and end on the following June 30.

#### **Article XI: Amendments**

**Section 1.** These bylaws may be amended at any regular membership meeting of the organization by a two-third vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

---

We verify that these bylaws were adopted by the general membership of the organization at the meeting on \_\_\_\_\_ (date).

President \_\_\_\_\_

Vice President \_\_\_\_\_

History of Changes:

5/12/10 – At the PSO meeting, the Board decided to remove dues as a part of membership. After reading PTO Today articles and due to the fact that the small amount of income wasn't needed, we felt that it would be a positive thing and would be one less time that we were asking parents for money. In addition, we changed the bilaws so that all parents are members of the PSO.

2/2012 – The PSO changed Article IV, Section 2, section a. so that the nominating committee is a little easier.