

George L. Myers
Parent and Staff Organization

(PSO)

By-Laws

Adopted 2004
(updated Fall 2011)

George L. Myers Elementary PSO By-Laws

Article I

NAME

The name of and locations of this organization shall be the George L. Myers Parent and Staff Organization (PSO), Myers Elementary School, 3100 Willowdale Ave. Portage, IN 46368.

Article II

PURPOSE STATEMENT

The relationships within the Myers Elementary School Community, which include students, teachers, staff, parents, and patrons, are a vital influence on the success of our children's futures. Therefore, our purpose is to foster a sense of support, pride, and enthusiasm. Through fund-raising and family activities, we will promote positive school/community relationships that enhance our children's educational environment.

Article III

POLICIES

The policies will be developed through meetings, conferences, and committees and will not direct or control the administrative activities of the school.

Article IV

MEMBERSHIP

SECTION I.

The members will be staff and parents or guardians of students enrolled at Myers Elementary School. Membership in the organization will be provided free of charge.

SECTION II. Monetary Policy:

The PSO Board must approve all financial transactions. The PSO Board will determine disposition of funds not requiring general membership approval. Any expenditure over \$500.00 or fixed assets or enhancements, to exclude monies spent to further fund-raising projects, must be approved by a vote of the general membership.

SECTION III. Role at Regular Meetings:

Any general member is welcome to attend and provide input to the PSO Board.

SECTION IV. Voting Privileges:

Each active member will have one vote. Refer to SECTION I of MEMBERSHIP for the definition of an active member.

Article V

OFFICERS: ELECTIONS AND DUTIES

SECTION 1.

- A. The PSO Executive Board shall be composed of any combination of the following elected officers to minimally include a President, Vice President, Secretary, and Treasurer. Non-elected positions are the Teacher Representatives and Administrative Representatives. The Executive Board has the authority to assign and reassign specific jobs and duties as required.
- B. The offices of President and Secretary will be elected in April in those years ending with even numbers (0, 2, 4, 6, 8). The offices of Vice President and Treasurer will be elected in April in those years ending with odd numbers (1, 3, 5, 7, 9).
- C. Officers shall assume their duties on July 1st of the year of their election and shall serve for a term of not more than two years.
- D. A person shall be eligible to serve for two consecutive elected terms in the same office.

SECTION II. Duties:

President

- Preside at all meetings of the PSO and of the executive committee.
- Perform such other duties as assigned by the PSO.
- Member ex-officio of all committees except the nominating committee.
- Serve as an authorized signatory of all PSO checks.
- Submit PSO news to the monthly Myers Elementary School newsletter.
- At the end of their term communicate with and update incoming President.

Vice President

- Attend all PSO meetings.
- In the event the President is unable to attend meetings, the Vice President will preside over the meeting.
- Should the President be unable to complete his/her term, the Vice President would assume the office of the President in addition to any and all responsibilities.
- Coordinate communication amongst PSO members.

Secretary

- Attend all PSO meetings and record the official minutes.
- Distribute a summary of the minutes to any and all necessary members.
- In the event the President and Vice President are unable to attend a meeting, the Secretary will preside over the meeting.

Treasurer

- Attend all PSO meetings.
- Serve as an authorized signatory on all PSO accounts.
- Maintain accounts and present a financial statement at each PSO meeting.
- At the end of the current school year, the Treasurer will prepare and present a written annual financial report to the incoming board.
- Provide necessary information to Accountant prior to and no later than July 1st.

Committee Chairperson (Publication/Communication)

- Attend PSO meetings when able and needed.
- Coordinate volunteers (but not necessarily chair) the main school events/activities.

Duties of Administrative Representative

- Attend all PSO meetings.
- Act as advisor and liaison between staff and PSO.
- Serve as authorized signatory on all checks.
- Administrator will serve as non-voting member. The Administrator retains final approval or veto power of any function, if said function will interfere with policy and procedures and the best interest of Myers Elementary School.

Duties of Teacher Representative(s)

- Attend all PSO meetings.
- Act as advisor and liaison between staff and PSO.

SECTION III.

All Officers Shall:

- Perform duties as outlined above.
 - Decide on fund-raisers and services to be provided during the school year.
 - Decide upon chairperson(s) for the events and services sponsored by PSO.
- Each officer shall have one (1) vote.
- Approve the budget and routine bills for the year.
- Deliver all appropriate records, including Event Records to the Executive Board.

Article VI

EXECUTIVE BOARD

SECTION I:

The Executive Board shall consist of the current President, Vice President, Secretary, Treasurer, an Administrative Representative and one (1) or two (2) Teacher Representatives.

SECTION II:

The Executive Board may hold meetings at its own discretion if matters of importance must be addressed before the next scheduled PSO meeting.

SECTION III:

The duties of the Executive Board shall be to transact business between organizational meetings and other business as may be referred to the Executive Board by the organization. Their duties shall also include monitoring the activities of the ongoing committees.

SECTION IV:

Officers of the Executive Board have the privilege of introducing, seconding, or voting on motions before the membership.

SECTION V:

In the event that an officer should be unable to fulfill the term of office, the Executive Board shall appoint a member to fill out the remainder of the term.

SECTION VI:

In the event that an officer is not acting in the best interest of the children and the school, the Executive Board will handle the issue amongst the members of the Board, and if need be, appoint an individual to fill the remainder of the term.

Article VII

NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

SECTION I: Nomination

- The Executive Board will bring forth the nominations for the General Elections based on nominations from a general meeting prior to the elections.

SECTION II: Election

- All members of the PSO are eligible to vote during general meetings.
- Officers will be elected in April.
 - Balloting will take place at the April General Membership meetings.
 - PSO Board Members will count ballots, exclusive of those running for office.
 - A person approved by the President and Administrative Representative may fill vacancies on the Executive Board occurring during the year.
- The nominations will be for a position on the Executive Board. The Executive Board will assign and delegate officers after the election.

SECTION III: Installation

- The Executive Board will determine the date.
- Upon installation, the new officers will assume their duties.
- The new officers will meet prior to the last day of school.

Article VIII

BOARD MEETINGS

SECTION I.

Meetings of the PSO Board will be held monthly or as needed as designated by the Administrative Representative and/or Executive Board.

SECTION II.

The Executive Board, at their decision, will schedule General Membership Meetings.

SECTION III.

A three-fourths (3/4) majority of Executive Board members must be present to transact any business.

Article IX

MYERS PSO BANK ACCOUNTS AND MONIES

SECTION I.

All monies of the Myers Elementary PSO shall be deposited by the Treasurer in a Federal or State chartered bank or credit union approved by the Board. All monies will be counted and recorded by at least two (2) Executive Board members. The deposit will be made in a timely manner.

SECTION II.

The authorized signatures of the account shall be President, Administrative Representative, and Treasurer. Two (2) authorized signatures shall be required on all checks for accountability purposes and security of funds.

SECTION III.

The account shall be carried in the name of Myers Elementary School PSO.

SECTION IV.

The Executive Board will approve all expenses of the PSO.

Article X

AMENDMENTS TO THE BY-LAWS

SECTION I.

By-Laws may be amended at any General Membership meeting by a majority vote of the members present.

SECTION II.

These By-Laws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.