

# PARENT SUPPORT ORGANIZATION BYLAWS (SAMPLE)

## ARTICLE I – NAME, DESCRIPTION & PURPOSE

**Section 1: NAME** – The name of the organization shall be (the PSO’s official name). The (PSO’s official name) is located at (the school’s name and address).

**Section 2: DESCRIPTION** – The purposes of the organization include raising funds and purchasing personal property and services to be used by students and faculty of (Insert school name), providing volunteers for educational and extracurricular activities, engaging in other charitable, civic, or educational activities that will contribute to the public education of the community. The (PSO’s official name) is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code. *(If you are an informal non-profit, leave out the last sentence.)*

**Section 3: PURPOSE** – The purpose of the (PSO’s official name) is to enhance and support the educational experience at (our school), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at (our school) through volunteer and financial support.

## ARTICLE II – MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of (our school) students. There are no membership dues. Members have voting privileges, one vote per household.

## ARTICLE III – OFFICERS

**Section 1: EXECUTIVE BOARD** – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared.

**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year. Officers may hold the position for (insert number) of consecutive terms in the same office. Officers may serve on the Executive board in different positions for (insert number) of consecutive years.

**Section 3: QUALIFICATIONS** – Any (PSO’s official name) member in good standing may become an officer of the (PSO’s official name).

**Section 4: DUTIES** –

Executive Board – Develop the (PSO’s official name)’s annual budget, establish and oversee

committees to conduct the work of the (PSO's official name), establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than (insert amount).

President – Preside at General (PSO's official name) meetings and Executive Board meetings, serve as the official representative of the (PSO's official name), and retain all official records of the (PSO's official name).

Vice President – Oversee the committee system of the (PSO's official name), assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Executive Board meetings and all General (PSO's official name) meetings, prepare agendas for official (PSO's official name) meetings, hold historical records for the (PSO's official name). Manage communications and marketing for the (PSO's official name) including, but not limited to (PSO's official name) newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer – Serve as custodian of the (PSO's official name)'s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

**Section 5: BOARD MEETINGS** – The Executive Board shall meet (insert timeframe) during the school year, or at the discretion of the President.

**Section 6: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a (PSO's official name) member to fill the vacancy, for the remainder of the officer's term. If the President position is vacated, the Executive Board will appoint a member to fill the vacancy.

**Section 8: COMPENSATION** – No officer shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

#### **ARTICLE IV – CONFLICTS OF INTEREST**

**Section 1: EXISTENCE OF CONFLICT, DISCLOSURE** – A conflict of interest may exist when the direct, personal, financial or other interest(s) of any officer, staff member, or member competes or appears to compete with the interests of (PSO's official name). If any such conflict of interest arises, the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

**Section 2: NONPARTICIPATION IN VOTE** – The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from

the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

**Section 3: MINUTES OF MEETING** – The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

**Section 4: ANNUAL REVIEW** – A copy of this conflict of interest statement shall be furnished to each officer, employee and/or contractor who is presently serving (PSO's official name), or who hereafter becomes associated with (PSO's official name). This policy shall be reviewed annually for information and guidance of officers and new officers shall be advised of the policy upon undertaking the duties of their offices.

#### **ARTICLE V – MEETINGS**

**Section 1: GENERAL MEETINGS** – General (PSO's official name) meetings shall be held to conduct the business of the (PSO's official name). Meetings shall be held (set timeframe) during the school year or at the discretion of the Executive Board. There shall be at least one general annual meeting of the membership in (month) at which the officers are elected.

**Section 2: VOTING** – Each member in attendance at a (PSO's official name) meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. If the meeting is held virtually, a roll call vote will be taken and recorded.

**Section 3: QUORUM** – (Insert number) members of the (PSO's official name) present and voting constitute quorum for the purpose of voting.

#### **ARTICLE VI – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** – The fiscal year of the (PSO's official name) begins July 1 and ends June 30 of the following year.

**Section 2: BANKING** – All funds shall be kept in a checking account in the name of (PSO's official name), requiring two signatures of the Executive Board and held at a local financial institution.

**Section 3: REPORTING** – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The financial reports are public record and must be made available to all members of (PSO's official name). The (PSO's official name) shall arrange an independent review of its financial records each year.

**Section 3: ENDING BALANCE** – The organization shall leave a minimum of (insert amount) in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** – Contract signing authority is limited to the President or the President’s designee.

**ARTICLE VII – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any (PSO’s official name) member. Amendments presented at a (PSO’s official name) meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the Bylaws.

**ARTICLE VIII – DISSOLUTION**

In the event of dissolution of the (PSO’s official name), any funds remaining shall be donated to (our school).

**ARTICLE IX – PARLIAMENTARY AUTHORITY**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

**CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting secretary of the (PSO’s official name) and these Bylaws constitute the organization’s Bylaws. The Bylaws were duly adopted at a meeting of the PSO’s official name) held on \_\_\_\_\_, 20XX

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Secretary of the PSO