

EWPSO Organization Bylaws

ARTICLE I: ORGANIZATION

The name of this organization is the Edmonds-Woodway High School (“EWHS”) Parent Staff Organization (“PSO” and the “Organization”).

The PSO is governed by an Executive Board (“Board”) elected from among the members. The Board shall be made up of the following officers who share fiduciary responsibility for the PSO:

- President,
- President Elect or Administrative Assistant,
- Immediate Past President (as reasonably available),
- Secretary and
- Treasurer.

Other Board positions shall be designated by a vote of the membership. The Board shall be responsible for the following duties, including, but not limited to:

- conducting meetings of the PSO and reporting these in a timely manner to the membership;
- preparing the annual budget and presenting it to PSO members for approval; and,
- faithfully supporting the mission and bylaws of this Organization in the conduct of PSO business.

All members of the Edmonds-Woodway PSO community are welcome to serve on the Board, regardless of the class year of their students.

An individual may not serve more than one consecutive year as President. Under a special circumstance in which there is no President Elect, or the President Elect resigns prior to taking on the President position, the President may serve one additional term, if necessary.

Officer positions may be shared by two members if this is requested. The position itself is still eligible for only one vote, no matter how many people share it.

An individual may serve as Treasurer for a two-year term. By a vote of the general membership, the Treasurer term may be reviewed and extended annually.

ARTICLE II: PURPOSE

This Organization exists to provide financial support to EWHS students, academic departments, counselors, other professional staff and student clubs; and to strengthen community between parents, students, teachers, and staff.

The PSO will raise funds for items and activities which are not funded in full by Edmonds School District 15. All Items and activities funded must directly benefit the students and/or staff of EWHS.

The PSO is an association organized and operated exclusively for educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

ARTICLE III: MEMBERSHIP

PSO membership is generally comprised of legal guardians or parents of EWHS students and EWHS teachers and staff. Each household is equal to one vote. The membership is free. Other interested parties may become members by filling out the registration form.

ARTICLE IV: MEETINGS

Meetings will be held on the first Thursday of each month (unless otherwise notified) during the school year. Meeting dates shall be published in the school calendar and on the EWPSO website.

Other meetings may be called by the Board upon the agreement of three members of that Board. Efforts will be made to contact each Board member at least two days in advance for such meetings.

Meetings shall be conducted by an Officer of the Board. Should the presiding officer not be present at the meeting, s/he will be represented by officers in the following order: President Elect, Secretary, Treasurer.

ARTICLE V: VOTING

Members in attendance at a meeting are eligible to vote. Two Board Officers must be among those voting at each meeting. The presiding officer will verify that two Board Officers are present before voting occurs.

The vote to approve the annual proposed budget at the start of the academic year requires a two-thirds majority to pass. All other votes, including votes for the expenditure of money, will require a simple majority to pass. Should the need for a secret ballot be established, ballots will be immediately counted by two members appointed by the presiding officer at the conclusion of voting.

Voting by proxy or other means is specifically disallowed.

ARTICLE VI: COMMITTEES

Active committees will consist of a chairperson and members. A committee may be headed by co-chairs.

Each year the Board will draft a document listing active committees and their purpose.

The document will be filed by the secretary for historical reference.

ARTICLE VII: DISBURSEMENT OF FUNDS

Grant Allocation

Grant requests are submitted on-line, electronically to the President at least 72 hours in advance of the PSO meeting at which they are to be considered.

The President will assign a number and put it on the agenda for the next board meeting, and send it to the Treasurer. The Treasurer evaluates the grant request and determines how it will impact the budget, and whether there are funds available. The Treasurer distributes the request to all board members via email.

If there are questions from board members concerning a request, either the Treasurer or the President contacts the applicant for clarification or additional information.

The Treasurer or President contacts the applicant to give date of the next meeting and requests the applicant attend the meeting. The board discusses the grant via email before the next meeting in order to arrive at a recommendation for the members. The members present at the meeting vote on each grant.

Individual grant requests for \$350 and under may be approved via a simple majority email vote by Board members

Individual grant requests for \$500 and under may be approved or rejected by majority vote of the Board members present at the meeting

A simple majority vote of all members present is required for the approval and distribution of funds for grant requests over \$500.

Results of the Board's deliberations will be reported to the full PSO membership at that, or the next meeting. Results of all votes will be published in the minutes, which are posted to the PSO website.

If approved, President signs the request form or sends proxy by email,

The Treasurer gives instructions to the applicant about exactly what was approved and what the process is to receive the funds.

Recurring allocation

A minimum of \$3,000 will be retained each year for payment of initial operation expenses for the subsequent year.

Requests for Reimbursement of Paid Expenses

Requests for funds shall be made using the PSO Reimbursement Request form and clearly identifying the responsible party to whom payment will be made.

Expenses may be prepaid with approval of membership, but receipts must be provided to support the use of funds.

Pre-approved expenses will be reimbursed upon presentation of receipts.

Dissolution Clause:

Upon the dissolution of this Organization, assets shall be distributed to the Edmonds Woodway High School Associated Student Body, for one or more exempt purposes within the meaning of 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

ARTICLE VIII: OPERATIONAL LIMITATIONS

Notwithstanding any other provision of these articles, the Organization shall not perform any activity prohibited by Washington State law pertaining to charitable organizations

Of an association exempt from Federal Income Tax under 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or

Of an association, contributions provision of any future United States Internal Revenue Law.

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