

Edmonds-Woodway High School
Parent Staff Organization (PSO)

Organization Bylaws

ARTICLE I: ORGANIZATION

1. The name of this organization is the Edmonds-Woodway High School (“EWHS”) Parent Staff Organization (“PSO” and the “Organization”).
2. The PSO is governed by an Executive Board (“Board”) elected from among the members.
3. The Board shall be made up of the following officers: President, President Elect, Immediate Past President (as reasonably available), Secretary, Treasurer, Membership and other officer positions as deemed 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.
4. An individual can not serve more than one consecutive year as President. The Board will make its best efforts to insure continuity of the organization by encouraging Freshman Parents to become active members on committees, followed by committee chairmanships when they are sophomore parents, followed by board participation when they are junior and senior parents.

ARTICLE II: PURPOSE

1. This Organization exists:
 - To provide financial support to EWHS students, academic departments, counselors, other professional staff, athletic programs, and student clubs; and
 - To strengthen community between parents, students, teachers, and staff.
2. The PSO will raise funds for items and activities which are not funded in full by Edmonds School District 15.
3. Items and activities funded must directly benefit the students and/or staff of EWHS.
4. 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

1. PSO membership is generally comprised of legal guardians or parents of EWHS students and EWHS teachers and staff. Each registered membership per household is equal to one vote. Those in financial need are not required to pay dues, and this fact shall be indicated on the registration form.
2. Other interested parties may become members by filling out the registration form and paying the annual membership dues.
3. Annual membership dues are set by the Board before the start of each school year and are effective for that year.

ARTICLE IV: MEETINGS

1. Meetings will be held on the third Thursday of each month (unless otherwise notified) during the school year.
2. 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.

ARTICLE V: VOTING

1. Members in attendance at a meeting are eligible to vote. Two Board members must be among those voting at each meeting.
2. Voting by proxy or other means is specifically disallowed.
3. The presiding officer will verify that two Board members are present before voting occurs.
4. The vote to approve the annual proposed budget at the start of the academic year will be by written secret ballot and requires a two-thirds majority to pass. All other votes, including votes for the expenditure of money, will be by written secret ballot, unless otherwise decided by those voting members present and will require a simple majority to pass. In the case of voting by secret ballot, ballots will be immediately counted by two members appointed by the presiding officer at the conclusion of voting.

ARTICLE VI: COMMITTEES

1. Active committees will consist of a chairperson and members. A committee may be headed by co-chairs.
2. 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

1. Grant Allocation.

- a) Grant requests are submitted to the President at least fifteen days in advance of the PSO meeting at which they are to be considered, and reviewed by the members in attendance at the meeting.
- b) Except under extenuating circumstances as determined by the Board, grant requests shall be considered at PSO meetings every other month starting in October.
- c) A simple majority vote is required for the approval and distribution of funds.
- d) Individual grant requests for \$250 and under may be approved or rejected by majority vote of the Board. Results of the Board's deliberations will be reported to the full PSO membership at the next meeting.

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

3. Limitations on Request for Funds

Requests for funds from political or religious organizations will not be considered.

4. Requests for Payment of Reimbursement of Expenses

- a) Pre-approved expenses will be reimbursed upon presentation of receipts.
- b) Expenses may be prepaid with approval of membership, but receipts must be provided to support the use of funds.
- c) Requests for funds shall be made using the PSO Grant Request Application and clearly identifying the responsible party to whom payment will be made.

5. Dissolution Clause

Upon the dissolution of this Organization, assets shall be distributed 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

1. Notwithstanding any other provision of these articles, the Organization shall not perform any activity prohibited by

- a) 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
- b) an association, contributions provision of any future United States Internal Revenue Law.

Bylaws adopted March 17, 1993
Bylaws amended and approved 11-7-1996
Bylaws amended and approved Feb. 1, 2001
Bylaws amended and approved, May 4, 2005
Bylaws amended and approved, September 8, 2005
Bylaws amended and approved, September 7, 2006
Bylaws amended and approved, September 6, 2007
Bylaws amended and approved, September 4, 2008
Bylaws amended and approved, May 7, 2009
Bylaws amended and approved, April 5, 2010
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