

Westgate Elementary PSO By-Laws

Updated 9.2019

Article I: Name

The name of this organization shall be Westgate Parent Staff Organization (PSO).

Article II: Purpose and Mission

The mission of the PSO is to provide enriching experiences that promote curiosity, creativity, and growth in our students. We strive to promote equal opportunity, while embracing cultural diversity, to create a strong community of parents, staff and students within the walls of Westgate

We cooperate fully with Edmonds School District policies and procedures.

Article III: Membership

Sec. 1 Membership shall be open to all Westgate families and staff interested in helping to support and promote our purpose and mission of the PSO.

Sec. 2 Membership to the PSO is free. However, donations upon registration are encouraged. These funds are used to support enrichment and scholarships.

Sec. 3 The Leadership team recommends that all registered members volunteer for 2 events throughout the year. The success of this organization depends on involvement of the members. If a member is unable to attend live events, we ask that members volunteer in other ways. Please connect with members of the Leadership Team to discuss further roles within the organization.

Article IV: Meetings

Sec. 1 PSO meetings shall be open to all interested. These meetings will be held at times agreed upon by the Leadership Team and the principal. Recommendations to be considered by the Leadership Team need to be communicated to the team prior to a scheduled meeting in order to be placed on the agenda.

Sec. 2 The Leadership Team shall meet as necessary to provide support and leadership for committees and ongoing programs at Westgate. A written meeting agenda will be communicated to all PSO members to consider and give thought to one week prior to a general meeting.

Sec. 3 A quorum is required to make budget and long-range decisions. This quorum shall consist of 2/3 of the Leadership Team and any other members present at the general meeting.

Sec. 4 Only registered members are allowed to vote during general meetings.

V: Committees

Sec. 1 The Leadership Team may direct the formation of committees as needed to promote the purposes and interests of the PSO. The Leadership Team will appoint a committee chair and optional co-chair from among the membership of the PSO. The term of a committee chair and co-chair is one year. Committee chairs can serve for more than one year but not more than three years. The Leadership Team will appoint PSO members to fill vacancies of the chair and co-chair positions.

Sec. 2 The committee chair shall keep and maintain a binder with details on the activities, operations, vendors, inventory, and other committee resources covering at least the previous three years of committee activities. This binder will be made freely available to the Leadership Team and any PSO member for

examination and audit at each PSO meeting and on request. The binder and its contents are considered property of the PSO and will be passed from outgoing committee chairperson to incoming committee chairperson.

Sec. 3 *The Classroom PSO Liaisons* will provide a communication pathway to Westgate families about PSO events and volunteer opportunities.

- Each Classroom PSO Liaison is asked by each classroom teacher to be the liaison for the school year. The classroom teacher identifies a new Liaison each school year.
- Classroom PSO Liaisons will be provided parents emails through a form filled out during the first month of school with an option to opt out of emails.
- Monthly emails or if possible, bi-weekly emails should be sent out to classroom parents to inform of current happenings with PSO and volunteer updates.
- Classroom PSO Liaison's should be encouraged to attend as many PSO meetings as possible throughout the year.

Sec. 4 (Add more sections for standing committees that will be held from year to year)

Article VI: Leadership Team

Sec.1 The shared leadership of this organization shall constitute a Leadership Team including the following positions:

Chair or Co-Chairs:

Provide leadership for the committees. Welcome and involve parents and staff. Communicate and promote the work of the PSO. Set the agenda for the monthly meetings. Run meetings efficiently and in a timely manner ensuring that everyone is able to contribute. Signs approved minutes.

Fundraising Chair:

Plans, schedules, manages and promotes the fundraising events. Works with treasurer to maintain financial success of monies raised to meet the goal set by the PSO.

Enrichment Chair:

Organizes specific programs and finds organizations that promote diversity and creativity for all students.

Secretary:

Responsible for taking minutes and recording all business at every PSO meeting. Prepares minutes from previous meetings for review/approval at next meeting. Keeps a current roster of members on hand during meetings.

Treasurer:

Sec. 1 Receives and deposits all monies of the organization, keeping record of and paying out according to the adopted budget. Keeps accurate and detailed accounts of all funds received and disbursed.

Sec. 2 Responsible for paying all authorized financial obligations of the PSO.

Sec.3 Provides a report at each meeting that shows the current balance, expenditures and income.

Sec. 4 A proposed budget for the following school year shall be presented and approved by the PSO members in June of each year but no later than September of the upcoming school year.

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Sec. 5 The Treasurer's records shall be reviewed biannually in January and June by two non-Leadership Team PSO members. Accounts to be reviewed are business checking, business investments/savings and PayPal accounts.

Sec. 6 A federal tax return must be prepared and submitted as required by the IRS prior to November 15th following the end of the fiscal year. The annual report must be filed with the Secretary of the State of Washington.

Sec. 7 Any Payment written by the Treasurer for over \$1,000 must be approved by the co-signer of the account to allow for transparency.

Sec. 8 At the end of an event, the deposit should be counted and signed off on by two PSO members. Bank deposit and deposit worksheet filled out by two PSO members and saved with bank deposit slip by treasurer.

Sec. 9 Reimbursements are paid out within two weeks upon receipt of reimbursement form. Forms should be submitted within 30 days of purchase. Receipt/invoice form purchase must be included for reimbursement.

Sec. 10 If the Treasurer writes a check to herself/himself it must be signed off by the co-signer

Article VII: Elections:

Sec. 1: The term of a Leadership Team member is three years. No Leadership Team member shall serve more than one term unless approved by a quorum of PSO voting members.

Sec. 2 Election of Leadership members will be scheduled for a regular meeting as early as March, but not later than the last day of school. Nominations shall be solicited at least one regular meeting before the election.

Sec. 3 In the event that a Leadership member steps down or is otherwise unable to perform their duties, the Leadership Team may appoint a new member until an election can be held.

Article VIII: Amendments

Sec. 1 The by-laws shall be reviewed and updated at the first PSO general meeting of the current school year.

Sec. 2 The by-laws may be amended at any regular meeting with a majority vote of the present Leadership Team and members, providing a quorum is present.

Revised 9.16.2019 by Marisa De Lisle & Christin Ngy

Approved at October 15, 2019 PSO Meeting