

BY-LAWS
PINE-RICHLAND MIDDLE SCHOOL
PARENT AND STAFF ASSOCIATION

ARTICLE I NAME

The name of the organization is the Pine-Richland Middle School Parent and Staff Association, hereinafter referred to as the PSA. The Pine-Richland Middle School, hereinafter referred to as the Middle School, is in the Pine-Richland School District, Pine Township, and Allegheny County, Pennsylvania.

ARTICLE II DEFINITION

The PSA is a volunteer organization of parents, guardians and teachers and shall be noncommercial, nonsectarian and nonpartisan. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE III PURPOSE

The PSA's purpose is to provide support to the Middle School staff, parents, guardians and students. The PSA serves as a tool to enhance the students' educational experience at the Middle School by providing a communications network and a newsletter to the school's families. Further, the PSA provides additional funding to support the programs and activities that benefits students of the Middle School.

ARTICLE IV MEMBERSHIP

All parents and guardians of Middle School students, and teachers and administrators at the Middle School are members of the PSA if they are willing to uphold its basic policies and subscribe to its By-Laws.

ARTICLE V OFFICERS

Composition

President/Co-Presidents

Vice President/Co-Vice Presidents

Secretary

Treasurer

Qualifications

Any member in good standing may serve as an Officer.

Terms of Office

The Officers shall be elected for a term of one year, commencing on July 1st and running until June 30th of the following year. No member shall be elected to the same office for more than two consecutive terms. In the event that no PSA member steps forward to fill an open position, an Officer may hold the same office until such time as someone is willing to fill the position.

Duties of Officers

1. Duties of all Officers of the PSA

- A. Carry out the policies and resolutions of the PSA as determined by the membership.
- B. Create, appoint, direct, oversee, reorganize and disband such committees/special committees as it deems necessary to carry on the business of the PSA.
- C. Prepare the proposed budget and present it to the September meeting of the members of the PSA for approval.
- D. Meet prior to each monthly meeting and at any other time deemed necessary by the President. A majority shall constitute a quorum.

2. President/Co-Presidents

- A. Preside over all meetings of the PSA and meetings of the Officers.
- B. Appoint chairpersons of the standing committees and

special committees.

- C. Act as ex-officio member of all committees.
- D. Act as official spokesperson for the PSA.
- E. Co-sign PSA checks with the Treasurer.
- F. Preside over the annual transition of power to newly elected Officers of the PSA.
- G. Perform other duties as necessary for the benefit of the PSA.

3. *Vice President/Co-Vice Presidents*

- A. Perform the duties of the President in the event that the President is absent, unable or unwilling to perform such duties.
- B. Assist the President in the discharge of his/her duties.
- C. Oversee the activities of the standing or special committees and address any questions or problems.
- D. Coordinate volunteers to aid with activities sponsored by the Middle School staff.
- E. Oversee the collection of committee files each school year for review prior to their storage and/or distribution of relevant material to the newly elected and appointed Officers and Committee Chairpersons.
- F. Perform other duties as necessary for the benefit of the PSA.

4. *Secretary*

- A. Prepare and provide copies of an agenda for each monthly meeting of the PSA.
- B. Take minutes at all meetings of the PSA and make minutes available for review by the members of the PSA. A copy of such minutes will be maintained in a binder in the school office and will be available to any PSA member.
- C. Keep an accurate roster of Officers and Committee Chairpersons.
- D. Act as custodian of records, correspondence and papers belonging to the PSA.

- E. Submit all records, correspondence and papers at the end of the term of office.
- F. Perform other duties as necessary for the benefit of the PSA.

5. *Treasurer*

- A. Keep a complete and accurate record of PSA income and expenditures.
- B. Receive and account for all monies of the PSA.
- C. Make all deposits at the banks and obtain cash advances for all committees.
- D. Secure and pay all PSA bills incurred in a timely manner.
- E. Balance the checking account to the bank statement on a monthly basis.
- F. Co-sign all PSA checks with the President.
- G. Give an accurate financial report, reflecting previous month(s) activity and the year-to-date position at all monthly PSA meetings.
- H. At the September meeting, prepare and present a report of the year-end position from the previous school year.
- I. Arrange for an annual audit of the financial records of the PSA.
- J. Perform other duties as necessary for the benefit of the PSA.

6. *Vacancies*

- A. A vacancy occurring in any office, except the President, shall be filled until the next annual election by a person appointed by a majority vote of the Officers.
- B. In the case a vacancy occurs in the office of the President, the Vice President shall serve as President for the remainder of the term. In the event that the Vice President cannot serve as President, a special election will be held to select a new President. In the case of Co-Presidents, if one Co-President resigns, the remaining Co-President may serve the term to completion, may ask the Vice President to fill the position of Co-President, or may request a special election to fill the Co-President vacancy.

ARTICLE VI ELECTIONS

The elections will be held during the April meeting, or later if necessary. The current Vice President/Co-Vice Presidents will preside over the elections and will present a ballot with the slate of Officers. The slate of Officers will also be posted on the PSA web page at least 3 days prior to the election. Nominations will also be accepted from the floor provided the nominee is present and accepts the nomination. The Vice President/Co-Vice Presidents shall tally the votes and announce the new Officers by the end of the meeting. If there is only one name per office, voting can be by show of hands.

ARTICLE VII MEETINGS, VOTING AND QUORUM

1. Meetings

- A. There shall be monthly meetings of the PSA beginning in September and held according to the schedule set by the Officers and published in the newsletter and on the web site.
- B. Special meetings may be called by the President as necessary.
- C. Members shall be notified of a general meeting via the newsletter and on the web site.

2. Voting

The voting body shall be the members in good standing. Voting may take place by members present at any meeting properly called by the President at which a quorum of members exists.

3. Quorum

A majority vote of the members present is required to pass a motion.

ARTICLE VIII COMMITTEES

- 1. Special Committees shall be created by the Officers as necessary to conduct the business of the PSA. A list of those special committees and their Chairpersons shall be maintained each year in the PSA binder in the school office.**
- 2. Chairpersons of each standing and special committee shall be appointed by the Officers from a list of individuals willing to serve.**
- 3. Duties of Committee Chairpersons**

- A. Make a report to the Officers as needed.
- B. Submit a written report to the Officers at the end of each fiscal year in which they serve.
- C. Complete the appropriate financial forms as specified by the Treasurer.
- D. Ensure the safekeeping of funds collected until such funds are transferred to the Treasurer.

4. Term of Office

- A. The Chairpersons of each standing or special committee shall serve for no more than 2 years or until a successor is appointed and assumes that position.

ARTICLE IX FINANCES

1. Fiscal Year

- A. The fiscal year shall begin on July 1st and end on the next succeeding June 30th.

2. Fiscal Planning

- A. The Officers shall present a proposed budget for approval at the first monthly general meeting of the school year. The members may review and suggest changes to the budget and shall adopt a final budget by a majority vote of the members in attendance.
- B. Any operating expenses in excess of \$500.00 over the approved budget or not appearing in the budget must be approved by a vote of the members of the PSA in attendance at the monthly meeting.
- C. In June, a minimum of \$5000 shall be set aside for operating capital for the following school year. A higher amount may be set aside at the discretion of the Officers. Any remaining PSA funds in excess of this amount may be deposited in a savings account for use in the next school year.
- D. An audit shall be conducted annually by an independent auditor.

ARTICLE X DISSOLUTION OF THE PSA

In the event of dissolution or disbandment of the PSA, no remaining funds shall be disbursed to personally benefit any individual associated with the organization. If the disbandment is temporary, any remaining funds in the treasury shall be held in an escrow account, administered by the Principal of the Middle School, until such time as a new PSA is established, at which time the funds shall be returned to the control of the PSA Officers. If the disbandment is permanent, the funds shall be evenly distributed among the accounts of all classes currently enrolled at the Middle School at the time of dissolution.

ARTICLE XI CONFLICT OF INTEREST

1. No Officer may vote upon a matter in which he or she has a direct financial interest or conflict of interest. No Officer may vote upon a matter in which he or she has a business or family relationship not common to all members.
2. Immediately upon becoming aware that such a conflict exists, an Officer must disclose such, withdraw from further deliberation, and refrain from voting on the matter.
3. This policy supplements, but does not replace, any applicable state and federal laws governing conflict of interest pertaining to non-profit and charitable organizations.

ARTICLE XII PARLIAMENTARY AUTHORITY

In the absence of any provision in these By-Laws to the contrary, all meetings of the PSA shall be governed by the parliamentary rules contained in the then current edition of Robert's Rules of Order, Revised.

ARTICLE XIII BY-LAWS

1. These By-Laws shall become effective as of the date they are adopted by a two-thirds vote of the members present and entitled to vote at a monthly PSA meeting.
2. These By-Laws may be amended in whole or part by a two-thirds vote of the members present and entitled to vote at a monthly meeting. A copy of the proposed amendments shall be made available for review, if requested, by any member at the school office at least 3 days prior to the vote.
3. Any member of the PSA in good standing may submit, in writing to the Officers, a proposed amendment to the By-Laws.

ARTICLE XIV REMOVAL FROM OFFICE

1. *Officers or committee chairpersons may be removed from office for the following causes:*
 - A. Misappropriation of PSA funds.
 - B. Unwillingness to follow or uphold the policies described in these By-Laws.
 - C. Entering into contracts or other legal agreements without prior approval

of the Officers.

D. Abandonment of duties.

E. Improper conduct, violation of school policies or violations of the law.

2. **Requests for removal of Officers or committee chairpersons shall be submitted in writing and presented to the Officers by those individuals requesting such action. The Officers not under investigation shall investigate such requests at a special meeting to be attended by the individuals bringing such request and the person being considered for removal. In the event that more than one Officer is under investigation, an ad-hoc committee shall be convened by the Officers not under investigation to conduct the investigation. The Officers or ad-hoc committee shall then deliberate in private and vote on the requested removal. Notice of removal shall be made in writing to the individual(s) concerned.**