

# **Bylaws of Laremont School Parent Staff Organization**

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## **ARTICLE I: NAME, DESCRIPTION, & PURPOSE**

SECTION 1: NAME – The formal and legal name of the organization shall be Laremont School Parent Staff Organization. Informally, it will be named Laremont PSO or the PSO. The Laremont PSO is located at Laremont School, 17934 Gages Lake Road, Gages Lake, Illinois, 60030.

SECTION 2: DESCRIPTION – The Laremont PSO is a non-profit organization that exists for educational, charitable and scientific purposes, including the making of distributions that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

SECTION 3: PURPOSE – The purpose of the PSO is to enhance and support the educational experience at Laremont School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Laremont School through volunteer and financial support.

## **ARTICLE II: MEMBERSHIP**

Membership shall be open to parents, guardians, relatives, and staff of Laremont School. There are no membership dues. To be recognized as a member in good standing of the PSO, members must complete the membership form. Members in good standing 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. The school Principal, or his/her designee, may be a voting member of the

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Executive Board only if tie-breaking vote is needed. All Executive Board positions shall be held by a parent, guardian or relative of an enrolled Laremont student.

SECTION 2: TERMS OF OFFICE – The term of the office for all officers is two (2) years, beginning August 1 and ending on July 31. No Board member may hold the same position for more than four (4) consecutive years. Board members whose term extends beyond that of their child’s completion of school at Laremont may finish their current term. The only exclusion being if your child ages out of Laremont within the term, the term expires on July 31<sup>st</sup> of their child’s final year at Laremont. All vacancies in the elective position shall be filled for the unexpired term by persons elected by the Executive Board.

SECTION 3: QUALIFICATIONS – Any PSO member in good standing may become an officer of the PSO.

SECTION 4: DUTIES OF OFFICERS –

President: Preside at General PSO meetings and Executive Board meetings, serve as the official representative of the PSO, and retain all official records of the PSO. The President shall supervise the work of all chairpersons and lead volunteers. The President shall act as the Executive Officer of the PSO and, in general, perform the duties usually associated with the office of President.

Vice President: Oversee the committee system of the PSO, coordinate volunteers, assist the President, and chair meetings in the absence of the President.

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Secretary: Record and distribute minutes of all Executive Board meetings and all General PSO meetings, and hold historical records for the PSO. The Secretary shall manage communications and marketing for the PSO including, but not limited to PSO newsletters, email broadcasts, website, social media accounts, etc.

Treasurer: Serve as custodian of the PSO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, and hold all financial records.

## **ARTICLE IV: COMMITTEES**

SECTION 1: COMMITTEES – Committees may consist of members and Board members, with the President acting as an ex officio member of all committees. The Board may appoint committees as needed.

SECTION 2: COMMITTEE CHAIRPERSONS – All standing chairpersons shall present a committee report at each Board meeting.

## **ARTICLE V: MEETINGS**

SECTION 1: ANNUAL MEETING – The annual meeting will be held during the school year. It will be held in the first month that school is in session.

SECTION 2: GENERAL MEETINGS – General PSO meetings shall be held to conduct the business of the PSO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. A time and place will be determined by the Executive Board at least one month prior to the meeting.

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SECTION 3: SPECIAL MEETINGS – Special meetings may be called by the President, any two (2) members of the Executive Board, or five (5) general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least ten (10) days prior to the meeting by flyer or posted live on the PSO website or other social media accounts.

SECTION 4: VOTING – Each member in attendance at a PSO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed, nor are votes cast on social media accounts. The only exception is bi-annual elections for which votes may be submitted by ballot.

SECTION 5: QUORUM – Those members in good standing present at a called regular meeting shall constitute a quorum.

## **ARTICLE VI: FINANCIAL POLICIES**

SECTION 1: FISCAL YEAR - The fiscal year of the PSO 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 Laremont School Parent Staff Organization requiring at least three (3) 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 and report all financial activity monthly.

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SECTION 4: ENDING BALANCE - The organization shall leave a minimum of \$1,000.00 in the treasury at the end of each fiscal year.

SECTION 5: CONTRACTS - Contract signing authority is limited to the President or the Vice President.

## **ARTICLE VII: ELECTIONS**

SECTION 1: NOMINATIONS AND ELECTIONS – Elections will be held at the last meeting of the school year in June, of an election year. Members may nominate a candidate for each office and present a slate at a meeting held one month prior to the election. Voting shall be by voice vote, or absentee ballot, if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

SECTION 2: ELIGIBILITY – Members are eligible for office if they are members in good standing at least 14 calendar days before the members presents its slate.

SECTION 3: VACANCIES – If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill in the vacancy through an election at the next regular meeting.

SECTION 4: 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.

## **ARTICLE VI: BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PSO member. Amendments presented at a PSO meeting shall be considered for voting at the following meeting. Two-

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thirds approval of all members present and voting are required to adopt an amendment to the Bylaws.

## **ARTICLE VII - DISSOLUTION**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. In the event of the dissolution of this organization, or in the event it shall cease to exist for the stated purposes, all the property or assets shall be distributed to Laremont School. Under no circumstances shall any of the property or assets of this organization during the existence and/or upon the dissolution thereof go and be distributed to any officer, member or subsidiary of this organization.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.