

CONSTITUTION AND BYLAWS
of the
WYOMING PARENT SCHOOL ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be the Wyoming Parent School Association.

ARTICLE II - PURPOSE

The Association is organized as a parent-teacher organization, exclusively for charitable, educational, and scientific purposes, to establish and foster a closer relationship between the schools and the City of Wyoming and the parents of the pupils thereof and others concerned with promoting the educational objectives for which the schools exist.

ARTICLE III - POLICIES

Section One - The Association shall be public, noncommercial, nonsectarian, and nonpartisan. It shall not seek to direct the activities of the schools nor to control their policies. The organization as a whole is not encouraged to promote or endorse privately planned events.

Section Two - No part of the net earnings of the Association shall inure to or be payable to or for the benefit of any private individual or member purely because of his/her membership; and no substantial part of the activities of the Association shall be carrying on of propaganda or other attempts to influence legislation. The Association shall not participate or intervene in any political campaign behalf of any candidate for public office (including the publishing or distribution of statements).

Section Three - The Association shall not carry on any activity not permitted to be carried on by (a) an organization exempt from taxation under I.R.C. Section 501(c)(3) or its successor Section; or (b) an organization to which contributions are deductible under Section.I.R.C.170 (c)(2) or its successor Section.

Article IV - MEMBERSHIP AND DUES

Section One - Parents whose children are attending the Wyoming City Schools, the principals and teachers, any adult residing in the school district who is interested in the purpose for which the Association is organized may become members upon payment of dues as provided in Section Two of this article.

Section Two - The annual dues for membership in this Association shall be determined by the Board of Directors of the Wyoming Parent School Association.

Section Three - The privilege of holding office, making motions, debating and voting shall be limited to members of the Association.

Section Four - The officers and members of the Association shall adhere to the Conflict of Interest Policy, Whistleblower Policy and Document Retention Schedule. (Amended 5/12)

ARTICLE V - MEETINGS

Section One - There shall be a minimum of two business meetings per year with additional meetings as determined by the Executive Committee. The annual meeting shall be the last meeting of the school year. Annual reports shall be received and officers installed at this meeting.

ARTICLE VI - OFFICERS AND THEIR ELECTION

Section One - The officers of this Association shall be president, president-elect, primary schools chair, middle school chair, high school chair, recording/corresponding secretary, and treasurer. (Amended 4/00)

Section Two - The President-elect shall appoint a nominating committee chairman. The nominating committee shall be chosen as follows: the Board of Directors representative shall be the President-Elect and the Association shall provide three more committee members. This committee shall report to the membership the name of at least one candidate for each office to be filled. Additional nominations may be made from the floor. Only members of the Association shall be eligible for office in the Association or serve on the committees. (Amended 4/95 & 4/00)

Section Three - The officers shall be elected annually at or before the annual meeting. Officers shall serve for a term of one year or until their successors shall be elected and qualified.

Section Four - A vacancy occurring in an office shall be filled at the discretion of the Executive Committee. Persons elected to fill vacancies shall hold office until the expiration of the regular term or until their successors shall be elected or qualified.

ARTICLE VII - EXECUTIVE COMMITTEE

Section One - The Executive Committee shall consist of the elected officers.. It shall select the chairs of standing committees. (Amended 4/00)

Section Two - The president shall preside at all meetings of the Association, of the Executive committee, and of the Board of Directors, and shall be ex officio member of all committees except the nominating committee. The president shall represent P.S.A. at the school board meetings. He/she shall appoint special committees and shall perform all other duties pertaining to the office. The president may sign checks in the absence of the treasurer in case of emergency. (Amended 1/90)

Section Three - The president-elect shall act as aid to the president, shall serve as president in his/her absence, and shall serve as program director. (Amended 1/90)

Section Four - The recording/corresponding secretary shall keep accurate records of all meetings of the Association, of those of the Executive Committee and of those of the Board of Directors. He/she shall perform other duties as shall be delegated to him/her.

Section Five - The recording/corresponding secretary shall attend to the general correspondence of the organization and shall perform such other duties as shall be delegated to him/her.

Section Six - The treasurer shall receive all moneys of the Association. He/she shall keep an accurate record of receipts and expenditures and shall pay out funds only in such manner as authorized by the Association.

Section Seven - The high school chair, the middle school chair, and the primary schools chair shall have such duties and responsibilities as may be assigned to them by the Executive Committee. (Amended 4/00)

ARTICLE VII - BOARD OF DIRECTORS

Section One - The Board of Directors shall consist of the executive committee and the chairs of all standing committees. (Amended 4/00)

Section Two - The duties of the Board of Directors shall be to transact business between Association meetings. The work plans of the committee chairs must be approved by this board. (Amended 4/00)

Section Three - As needed, regular meetings of this board shall be held the second Monday of each month during the school year. (Amended 4/00)

Section Four - The Executive Committee shall be empowered to act in an emergency.

ARTICLE IX - STANDING COMMITTEES

Chairs of the standing committees shall present plans for work to the Board of Directors for approval. (Amended 4/00)

ARTICLE X - SPECIAL COMMITTEES

The president shall appoint such special committees as the organization shall deem necessary to undertake any specific piece of work for a limited time.

ARTICLE XI - QUORUM

Twenty-five members of the Association shall constitute a quorum. A majority of the Board of Directors shall constitute a quorum. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE XII - AMENDMENTS

This Constitution and Bylaws may be amended at any regular meeting of the Association by two-thirds vote of the members present and voting provided the proposed amendment has been submitted in writing to the membership at least one month previously.

ARTICLE XIII - FINANCE

Section One - The fiscal year shall coincide with the annual school year.

Section Two(A)- The annual budget shall be presented for approval by the Association at its first regular meeting of the year. Included in the annual budget may be an amount of up to 5% of disburseable funds to be placed into a "project fund" for long-term investment. This investment will be allocated according to the PSA Finance Committee disbursement guidelines. The treasurer shall assume the responsibilities of reporting at the annual budget meeting, amount of the account, the type of investments, and any other important information pertaining to this account. (Amended 4/00)

Section Two(B) - As further clarification regarding Section Two (A) above, PSA has established a long-term account over the years in anticipation of a financial emergency or special need within the district. The exec committee recommends maintaining a minimum balance equal to the income from one of our major fundraisers. Thus, we will endeavor to maintain a balance of \$35,000 in this long-term account and the remaining funds may be allocated via the existing annual disbursement request process. The exec committee may authorize distributions that decrease the balance below \$35,000 due to special requests. Our intent is for the money distributed from this long-term fund to positively impact the education of as many students as possible. (Amended 8/10)

Section Three - A minimum of a hundred dollars may be left in the treasury at the end of the year to meet expenses incurred before the next budget is adopted. (Amended 4/00)

Section Four - The accounts of the treasurer shall be audited annually by a person or persons appointed by the president.

Section Five - Upon the Association's dissolution, all assets (after payment of liabilities) shall be distributed to the Board of Education of the School District of the City of Wyoming or such other organization as the members shall designate, so long as any such recipient shall be organized and operating exclusively for charitable, educational, or scientific purposes as shall at such time qualify it as an exempt organization under I.R.C. Section (501(c)(3) or its successor Sections.

Revised January, 1971

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