

BYLAWS
of
Centennial Middle School Parent Support Organization

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Centennial Middle School Parent Support Organization (CMS PSO). The CMS PSO is located at 399 Elm Street, Lino Lakes, MN 55014.

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

Section 3: PURPOSE – The CMS PSO mission: We help grow people through developmental and educational opportunities, communication and efforts to develop a clearer connection between school and home, improving the CMS environment with volunteer and financial support, and setting an example for independent choice at the local school level. The CMS PSO helps grow CMS students to become educated, productive, and contributing young adults.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of CMS PSO students, plus all staff at CMS PSO. There are no membership dues. Members 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 by two individuals or two positions may be held by one individual. The School Principal, or his/her designee, is a voting member of the Executive Board with the ability to abstain from any financial vote or a vote that is sensitive to school relationships.

Section 2: TERM OF OFFICE – The term of office for all officers is two, one-year terms, beginning immediately upon election, and ending upon officer election the following school year. Officers may serve two additional one-year terms in a different role.

Section 3: QUALIFICATIONS – Any CMS PSO member in good standing and with a minimum of two years of financial/accounting experience may become Treasurer of the CMS PSO in good standing may become any other officer of the CMS PSO.

Section 4: DUTIES –

Executive Board – Develop the PSO’s annual budget, establish and oversee committees to conduct the work of the PSO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures over \$100.00.

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.

Vice President – Oversee the committee system of the PSO, assist the President and chair meetings in the absence of the President. Assist the Secretary with communications and marketing responsibilities as necessary and requested.

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Secretary – Record and distribute minutes of all Executive Board meetings and all General PSO meetings, prepare agendas for official PSO meetings, hold historical records for the PSO. Manage communications and marketing for the PSO including, but not limited to PSO newsletters, email broadcasts, website, bulletin boards, 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, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year as identified and scheduled by the Executive Board at the beginning of the school year, or at the discretion of the President.

Section 6: 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.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PSO member to fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – MEETINGS

Section 1: GENERAL PSO MEETINGS – General PSO meetings shall be held to conduct the business of the PSO. Meetings shall be held monthly during the school year immediately following the Executive Board meeting as identified and scheduled at the beginning of the school year, or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PSO meeting is eligible to vote, one vote per household. Absentee or proxy votes are allowed using established CMS PSO protocol. All Executive Board members, including the CMS Principal are eligible to vote.

Section 3 – QUORUM – Six (6) members of the PSO present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PSO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of (CMS PSO), requiring one signature of the Treasurer or President for expenditures and one verbal or email approval/acknowledgment of the Executive Board. The account will be 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 the account(s) monthly and report all financial activity monthly. The PSO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

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Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

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 a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the PSO, all state and federal requirements must be met by the President or the President's designee and all fees paid. Any funds remaining shall be donated to The Centennial Middle School Band Boosters (EIN - 41-1749202).

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted on *August 24, 2015.*