

Local Unit BYLAWS
LEWISBURG ELEMENTARY PSA

ARTICLE I NAME

The name of this association is Lewisburg Elementary Parent School Association (PSA) of the Lewisburg Area School District.

ARTICLE II PURPOSES

Section 1. Purposes of the organization are:

- a. To educate, enrich and support the students, staff and administration of the Kelly and Linntown Elementary school community (further known as ‘the schools’).
- b. To develop and foster relationships between the schools and local community.

Section 2. This association will promote projects and programs that help to enhance the education of our students and are governed and qualified by the basic policies set forth in Article III.

ARTICLE III BASIC POLICIES

The following are basic policies of this association:

- a. The association shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the association 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 purpose not appropriately related to promotion of the objects of the association.
- c. The association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of (or in opposition to) any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The association shall work with the schools to provide quality education for all children and youth and shall, at the school’s request, participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- e. The association may cooperate with other organizations and agencies concerned with child welfare, but persons representing the association in such matters shall make no commitments that bind the association.

- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers or other private persons except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II above.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or (2) by an organization contribution to which are deductible under section #170 (c) (2a) of the Internal Revenue Code.
- h. In the event of the dissolution of the association, its assets shall be distributed for one or more of the exempt purposes specified in sections 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE IV MEMBERSHIP

Section 1. All parents and guardians of Kelly and Linntown Elementary students shall be considered members of the association.

Section 2. Membership in the association shall be made available without regard to race, color, creed, sex, national origin or physical handicap under such rules and regulations as may be prescribed in these bylaws.

ARTICLE V OFFICERS AND THEIR ELECTION

Section 1. Eligibility for office

- a. Each officer shall be a member of the association at the time of nomination.

Section 2. Officers and their election

- a. The officers of the association shall be a President, President Elect, Past President, Secretary and Treasurer.
- b. Officers shall be elected by ballot annually by the end of May. However, if there is but one nominee for any office, election for that office may be by voice vote. There shall be no election for the office of President, as the President Elect shall automatically assume the position of President at the completion of his or her term. Likewise, the President shall automatically assume the position of Past President at the completion of his or her term.
- c. Officers shall assume their official duties on June 1 except for the Treasurer who will assume his or her duties at the start of the fiscal year on August 1. The President,

President Elect and Past President shall serve for a term of one (1) year. Secretary and Treasurer may be elected for more than one term.

Section 3. Nominations

- a. Nominations will be accepted verbally or in written form to the Executive Board.
- b. Only those persons who have signified their consent to serve if elected shall be nominated to such office.

Section 4. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such elections having been given. In case a vacancy occurs in the office of the President, the President Elect shall assume the role of the President for the rest of the term.

ARTICLE VI DUTIES OF THE OFFICERS

Section 1. The **President** leads meetings, facilitates communication between the schools and oversees committees and projects.

Section 2. The **President Elect** covers in the President's absence, manages email communications and provides support to the President.

Section 3. The **Past President** serves as an advisor to the Executive Board when requested.

Section 4. The **Secretary** attends monthly association meetings and records the minutes.

Section 5. The **Treasurer** keeps financial records, assists in preparing and maintaining the annual budget, makes deposits, writes checks, prepares a monthly financial statement, reconciles the monthly bank statements and prepares the association's tax related documents.

Section 6. All officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
- b. Deliver to their successors all official material by May 31.

ARTICLE VII EXECUTIVE BOARD

Section 1. The elected officers shall be members of the Executive Board.

Section 2. Duties of the Executive Board shall be

- a. to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association or the schools
- b. to create standing and special committees
- c. to appoint standing and special committee chairs
- d. to approve the plans of work of the standing committees
- e. to present a report at the regular meetings of the association
- f. to select an auditor or an auditing meeting to audit the Treasurer's accounts
- g. to prepare and submit to the association for adoption of a budget for the year
- h. to approve routine bills within the limits of the budget
- i. to make financial decisions on behalf of the association in the amount of \$500 or less for the purposes stated in Article II.

ARTICLE VIII STANDING AND SPECIAL COMMITTEES

Section 1. Only members of the association shall be eligible to serve in any elective or appointive position.

Section 2. The Executive Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the association.

Section 3. The chair of each standing or special committee shall be appointed by the Executive Board. The term of each chair shall be one (1) year or until the appointment of a successor.

Section 3. The power to form special committees and appoint their members rests with the Executive Board.ⁱ

Section 4. The President shall be a member *ex officio* of all committees.

ARTICLE IX MEETINGS

Section 1. Meetings of this association shall be held monthly during the year. Dates of meetings, month and day, shall be determined by the Executive Board and announced at the first regular meeting of the year. Notice shall be given of a change of date, except in the case of natural or physical plant emergencies or school closures.

Section 2. Special meetings of the association may be called by the President or by a majority of the Executive Board.

Section 3. The election meeting shall be held by the end of May.

Section 4. Six (6) members shall constitute a quorum for the transaction of business in any meeting of this association.ⁱⁱ

Section 5. Any request made for funding in the amount of \$500 or more must be discussed and then tabled for a vote at the next meeting of the association. Notice of a vote shall be given to the association.

ARTICLE X FISCAL YEAR

The fiscal year of this association shall begin August 1 and end July 31.

ARTICLE XI PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws or the Lewisburg School District School Board.

ARTICLE XII AMENDMENTS

- A. These bylaws may be amended at any regular meeting of the association at which a quorum is present by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at least thirty (30) days prior to the meeting at which the amendment is to be voted upon.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing laws only by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

APPROVED BY A TWO-THIRDS (2/3) VOTE OF THE MEMBERS PRESENT AND VOTING, DUE NOTICE HAVING BEEN GIVEN, THE ___16th___ DAY OF ___March___, ___2015___

PSA Secretary

ⁱ As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received. It may be reconvened for clarification, expansion or major review purpose.

ⁱⁱ Robert's Rules of Order newly Revised states: The minimum number of members who must be present at the meeting of a deliberate assembly for business to be legally transacted is the QUORUM of the assembly. The requirement of a quorum is a protective against totally unrepresentative action in the name of the body by and unduly small number of persons." It is suggested that the quorum be set to reflect the number of people who could reasonably be expected at any business meeting. It is advisable to state specific numbers instead of a percentage.