

**COSMOPOLIS ELEMENTARY SCHOOL
PARENT TEACHER STUDENT ORGANIZATION BY-LAWS**

ARTICLE I – NAME

The name for the group shall be **Cosmopolis Elementary School Parent Teacher Student Organization.**

ARTICLE II – PURPOSES

- Section 1 To encourage good communication and relations between the Cosmopolis School, Teachers, administrators, parents, students and the community.
- Section 2 To assist the Cosmopolis School in providing educational services and activities to the community.
- Section 3 Any other purpose which is lawful under RCW 24.03.010 et seq.

ARTICLE III – POLICIES

- Section 1 All programs presented shall be educational or of practical interest to the parents, teachers, students and general public of our community.
- Section 2 All PTSO members shall work together toward a common goal of providing basic education for Cosmopolis students by participating in the decision-making process establishing school policy and by supporting these policies.
- Section 3 This organization shall be self-governing.
- Section 4 PTSO shall be non-commercial and non-partisan:
- a. Commercial enterprises and candidates shall not be endorsed.
 - b. The name of PTSO or its officers, in their official capacities shall not be used in connection with commercial enterprises or any partisan interest.
- Section 5 PTSO is a non-profit organization and is organized and operated for educational purposes to support our school. It will comply with all Internal Revenue Service

codes pertaining to non-profit organizations, which may apply now, and any future codes, which will apply.

ARTICLE IV – MEMBERSHIP

- Section 1 Membership shall include all students, parents, teachers, administrators and staff of the Cosmopolis School.
- Section 2 A voluntary, per family, membership donation will be requested each year. The amount of the donation will be decided annually at the September Business meeting. Per family membership dues will not be less than \$1.00. The only persons required to pay membership dues are those individuals that wish to obtain membership for their families who are not parents, teachers, students, administrators or staff of the Cosmopolis School.
- Section 3 Other individuals may obtain membership in PTSO by paying the family membership as detailed in item #2.

ARTICLE V – ELECTIONS

Nominations will be made from the floor at the March meeting. If more than one person per office is nominated, voting by written ballot will occur at the April meeting. New officers shall assume their duties at the May meeting each year.

ARTICLE VI – DUTIES OF OFFICERS

- Section 1 President: Shall preside over all meetings and programs.
- Section 2 Vice President: Shall oversee Committee Coordinators.
- Section 3 Secretary: Shall keep accurate record of Board meetings, handle correspondence and program notices.
- Section 4 Treasurer: Shall keep all financial records, pay bills and make deposits.
- Section 5 The Board of Directors may replace officers who have resigned.

ARTICLE VII – BOARD OF DIRECTORS

- Section 1 The Board of Directors shall be comprised of elected officers, committee chairs and members that volunteer. If more than 30 persons volunteer, ballots shall be sent home and the thirty persons receiving the most votes shall serve on the board. The Board shall not consist of less than 4 persons (the elected officers).
- Section 2 All regular PTSO business shall be conducted at the monthly business meetings.
- Section 3 Any member of PTSO is welcome to attend Business meetings and will be accorded voting privileges.
- Section 4 The Treasurer's records are open for review and audit at all Business Meetings.

ARTICLE VIII – MEETINGS

- Section 1 General meetings of PTSO shall consist of programs of value and interest to our school and community.
- Section 2 The general public is welcome at all PTSO meetings.
- Section 3 The Chair may make general announcements, or ask for a special vote to determine the general consensus concerning an issue to be voted upon and decided upon at a Business meeting.

ARTICLE IX – DISSOLUTION

- Section 1 Upon consideration of dissolution of PTSO, a general membership meeting will be held with thirty days advanced noticed.
- Section 2 If a two-thirds majority votes for dissolution, the membership will vote as to which non-profit organization (in compliance with Internal Revenue Service code for non-profit status) will receive all remaining assets. This will require a majority vote.
- Section 3 Upon completion of Sections 1 and 2, Cosmopolis Elementary PTSO will be dissolved.

ARTICLE X – STANDING RULES

Members shall draft and adopt Standing Rules by a majority vote that is consistent with these By-Laws. Standing rules may be amended or rescinded by two-thirds vote at any meeting. If notice of the proposed action is given at a previous meeting, standing rules may be amended or rescinded by a majority vote.

ARTICLE XI – AMENDMENTS TO THE BY-LAWS

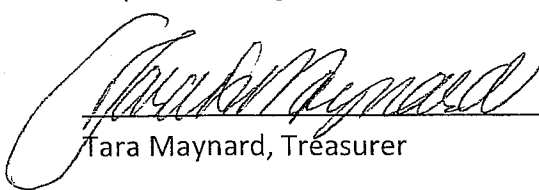
Amendments to the By-Laws may be proposed at any PTSO Business meeting and will be approved by a two-thirds vote by the Board of Directors.

ARTICLE XII – AWARDS

An award for outstanding service to the school or community will be awarded each spring for contributions of service involving children, if applicable.

Approved and Adopted May 24, 2013

 President 5-24-13
Stephanie Bridges, President

 Treasurer 5/24/2013
Tara Maynard, Treasurer