



Founders Classical Academy - Carrollton PTO Bylaws

ARTICLE I. NAME AND VISION

Section 1. Name

The name of the organization is Founders Classical Academy-Carrollton Parent Teacher Organization (FCAC-PTO), is a Texas nonprofit corporation 501(C)(3).

Section 2. Vision

The FCAC-PTO is dedicated to strengthening the bridge between school and home by fostering community, encouraging communication, and creating a positive campus environment. This will be accomplished by:

- A. promoting community involvement from parents, teachers, and administration
- B. providing an unbiased forum for sharing information on issues that impact our children as well as encouraging communication between parents, teachers, and administration
- C. improving the campus environment via school spirit and aesthetics (i.e., hosting after-school events; raising funds to transform the appearance and function of school facilities; demonstrating stewardship through transparency regarding how funds are managed and used)

ARTICLE II. MEMBERSHIP AND DUES

Section 1. Membership

Any parent, guardian, or other adult standing in loco parentis for a student currently enrolled at Founders Classical Academy - Carrollton may become a member and possess voting rights. The Campus Headmaster, teachers, and staff may also be members and possess voting rights. Each member will carry a single vote.

Section 2. Dues

Dues for annual membership to the FCAC-PTO will be determined by the Officers each year before the first day of school. A member must pay his or her dues at least 14 calendar days before a meeting to be considered a member in good standing with voting rights.

ARTICLE III. OFFICERS AND ELECTIONS

Section 1. Powers and Duties of Officers

The Officers will manage and control the affairs of FCAC-PTO. The Officers shall be the President, 1st Vice President, 2nd Vice President, Treasurer, Secretary. All Officers must be members in good standing.

A. President

- a. attends special and regular meetings
- b. creates the agenda for all meetings
- c. presides over all meetings
- d. calls newly-elected Officers together for a meeting prior to the end of the fiscal year
- e. serves as ex-officio member of each committee
- f. serves as the main point of contact with administration
- g. supports each Officer in attending to his or her committee and duty oversight

B. 1st Vice President

- a. attends special and regular meetings
- b. presides over regular and special meetings when the President is unable to preside
- c. acts as the assistant to the President, as needed, with all procedures of regular and special meetings, and Officer meetings
- d. coordinates the committee work of the FCAC-PTO
- e. oversees committees as agreed upon with the President

C. 2nd Vice President

- a. attends special and regular meetings
- b. receives the official list of members in good standing from the Treasurer prior to a vote at a regular or special meeting
- c. acts as the assistant to the President, as needed, with all procedures of regular and special meetings, and Officer meetings
- d. retains a copy of *Robert's Rules of Order a Newly Revised, 11th Edition*, which governs FCAC-PTO procedures in accordance with these bylaws
- e. oversees selection of the nominating committee and yearly election of Officers
- f. oversees committees as agreed upon with the President

D. Treasurer

- a. attends special and regular meetings
- b. provides an updated copy of the current Treasurer's report including the beginning and ending balance at each regular and special meeting
- c. keeps and reports the accounting of FCAC-PTO
- d. responsible for the safekeeping of funds and financial records of FCAC-PTO
- e. disperses funds only as authorized by the Officers
- f. provides current financial status to be included with the agenda at each Officer meeting
- g. keeps reimbursement requests with invoice and receipts attached
- h. performs and completes the timely filing of all federal and state tax returns as well as other financial reports pertaining to the FCAC-PTO's 501(c)(3) status and maintains accurate records of such

- i. coordinates yearly budget including approval by the Officers for presentation to members for final approval vote
- E. Secretary
- a. attends regular and special meetings
 - b. records the minutes at regular and special meetings
 - c. coordinates and distributes correspondence to and from the FCAC-PTO including the FCAC-PTO's email account
 - d. coordinates public relations of the FCAC-PTO including, but not limited to, gestures of appreciation and sympathy
 - e. holds and maintains the minute book, including a copy of the bylaws; therefore making them available at all regular in special meetings
 - f. creates and publishes a monthly newsletter to members with input and support from the Officers
 - g. oversees maintenance of the FCAC-PTO website

Section 2. Eligibility

Members are eligible for office if they are a member in good standing.

Section 3. Term

All Officers are elected for a minimum 1-year term and a maximum 3-year term per role. Each member will hold only one office at a time.

Section 4. Nominating Committee and Nominations

A nominating committee will consist of the Officers plus teacher liaisons.

A. Nominations

- a. The President shall inform members of open positions during a general or special FCAC-PTO meeting or via email at least 2 weeks before final FCAC-PTO meeting.
- b. The Secretary will include vacancies in the monthly newsletter prior to the final meeting of the year..
- c. Prospective officers will be selected from the general FCAC-PTO membership and/or prospective general FCAC-PTO members for the upcoming year.
- d. The nominating committee will select a candidate for each office and present the slate at the last meeting of the school year. During this meeting, nominations may also be made from the floor.

Section 5. Elections

Elections will be held at the last meeting of the school year.

- A. Voting will be a voice vote if a non-contested slate is presented
- B. If a nomination is made from the floor for a position presented on the nominating committee's slate, a vote by written ballot shall be taken. Written ballots shall be counted by the nominating committee, minus any persons on the ballot.

- C. For counting purposes, there must be at least 3 people from the nominating committee not on the ballot, if not, the teacher liaisons will appoint two members to count the ballots.

Section 6. Quorum

A quorum will consist of a simple majority (51%) of members in good standing. A quorum of the Officers must be present to conduct business.

Section 7. Resignations and Termination

Resignation from the board must be in writing and received by the President or the Secretary. Officers can be removed from office with or without cause by a two thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 8. Vacancies

If there is a vacancy in the office of President, one of the Vice Presidents will become President. If more than one Vice President wishes to fill the role, an election will take place at the next regular meeting if within 2 weeks or at a special meeting called by the board no more than 2 weeks away. 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 the vacancy through an election at the next regular meeting. Fulfillment of appointed partial terms shall not count toward the max term allowed for office.

ARTICLE IV. BOARDS, COMMITTEES AND CHAIRS

Section 1. FCAC-PTO Board

The FCAC-PTO Board will consist of Officers and committee chairs.

Section 2. Committee Formation

The Officers of the board may create committees as needed. The President appoints all committee chairs from FCAC-PTO membership. Chairs will serve for 1 year terms with no limit on the number of consecutive terms. Committee members can include any member in good standing.

Section 3. Nominating Committee

The nominating committee shall be chaired by the current President and include at minimum the teacher liaisons. The committee shall be responsible for selecting a slate of Officers for consideration by FCAC-PTO membership at the last meeting of the school year.

Section 4. Teacher/Staff Representative

- A. Attends regular and special meetings.
- B. Acts as a liaison and advisor between FCAC and the FCAC-PTO.
- C. Position is an appointment by the Headmaster of FCAC and is for a one year term.

ARTICLE V. CONDUCT OF BUSINESS

Section 1. Basic Duties of the FCAC-PTO Officers

- A. Hold regular, special, officer, and board meetings on a regular basis
- B. Create standing rules and policies
- C. Create standing and temporary committees
- D. Prepare and present an annual budget
- E. Review and approve all expenditures of the FCAC-PTO
- F. Ensure that any persons volunteering at a FCAC-PTO event have been background checked through RES.
- G. The FCAC-PTO will not engage in any activities that are counter to Founders Classical Academy-Carrollton policies or procedures.

Section 2. Meetings and Notice

- A. Regular meetings
 - a. Will include all the general FCAC-PTO membership.
 - b. Shall be held as determined by the board.
 - c. The board will notify the general FCAC-PTO membership of the place, date and hour of any regular meetings. With a minimum one week's notice.
 - d. Board members may be excused from attendance upon notification to the President prior to the scheduled meeting.
- B. Special Meetings
 - a. Will include the general FCAC-PTO membership
 - b. A quorum of the board may call a special meeting at any time with one week notice
 - c. The Secretary will notify the general FCAC-PTO membership of the place, date and hour of any special meetings. With a minimum one week notice
- C. Officer Meetings
 - a. Includes all FCAC-PTO current Officers
 - b. Can be called at the request of the President or 2 or more Officers
 - c. The President will notify the Officers of the place, date, and time of Officer meetings via email, text, or phone call
- D. Board Meetings
 - a. Includes all FCAC-PTO current board members
 - b. Can be called at any time at the request of the President or 3 board members with a minimum of one week notice
 - c. The President will notify the board of the place, date, and time of board meetings via email, text, or phone call

Section 3. Meeting Agendas

- A. The President shall create an agenda with input from the Board prior to each FCAC-PTO meeting

- B. Items will be added to the agenda by the President or by at least 2 Officers or by general FCAC-PTO members with at least 15 physical signatures, from members in good standing, in support of the agenda item addition
- C. Additions to the agenda by members other than the President shall be submitted in writing (with appropriate signatures where applicable) to the Secretary at least 1 week prior to the FCAC-PTO meeting

ARTICLE VI. FINANCES

Section 1. Budget and Fiscal Year

- A. Fiscal Year. The fiscal year of the FCAC-PTO is from July 1 to June 30.
- B. Budget. The annual budget shall be drafted by the Officers of the board and approved by a majority vote of the members present at a regular meeting
- C. The Officers shall sign off on all budgeted expenses of the FCAC-PTO prior to expenditures

Section 2. Funds

- A. In any event or situation where money is being collected, two (2) members of the Board must be present.
- B. All funds raised for the FCAC-PTO must be documented and submitted to the FCAC-PTO box within 24 hours (1 business day) of receipt. All funds received by the Treasurer must be deposited into the FCAC-PTO's bank account within four (4) business days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event. All funds deposited into the FCAC-PTO's bank account shall be the sole property of the FCAC-PTO and used in support of the current approved budget.
- C. There is a \$25.00 fee for returned checks.

Section 3. Expenses

- A. Reimbursements.
 - a. Reimbursements shall be submitted on the Request for Reimbursement form available from the Treasurer.
 - b. Reimbursement requests should be submitted to the Treasurer (i) within thirty (30) days of the incurred expense or date of event or (ii) three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by an original or copied receipt.
 - c. Reimbursement of all expenses shall be made only after receipts for the expenditures have been audited, documented and approved by the Treasurer.
 - d. Reimbursement for expenses shall be disbursed within ten (10) business days of receipt by the Treasurer of the Request for Reimbursement form.
- B. Cash Advances.
 - a. Cash Advances shall be requested in writing on the Request for Cash Advance form from the Treasurer.

- b. Any cash advance to cover expenses prior to a purchase must be documented in detail. The original receipt and all unused funds must be returned to the Treasurer immediately following the purchase.
- C. Any member of the Executive Board, chairperson, Room Parent or any other person authorized by the Executive Board may obtain a Texas Sales and Use Tax Exemption Form from the Treasurer for purchases made on behalf of the FCAC-PTO. Sales tax will not be reimbursed by the FCAC-PTO.
- D. Petty Cash Deductions. Purchases under \$100.00 can be made by the President without the need for an approval vote to deduct the amount from the petty cash fund up to \$500.00 a year. Other board members can be granted this option with written approval from the President.
- E. All contracts with outside vendors must get approval from the Officers of the board.

Section 4. Donations

- A. Donations to the FCAC-PTO shall be kept confidential among the board.
- B. The Treasurer shall send receipts for any goods, services or cash contributions in accordance with Internal Revenue Code, regulations, rules or other applicable rules.

ARTICLE VII. TAX EXEMPT STATUS POLICIES

Section 1. The policies of the FCAC-PTO are established to maintain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code or any future federal tax code ("Internal Revenue Code").

Section 2. The FCAC-PTO shall be established and operated for charitable and educational purposes. No part of the net earnings of the FCAC-PTO shall be to the benefit of, or be distributable to its members, Officers or other private persons, except that the FCAC-PTO shall be authorized and empowered to pay reasonable compensation for services rendered to make payments and distributions in furtherance of the purpose set forth in Article II.

Section 3. No substantial part of the activities of the FCAC-PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the FCAC-PTO shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

Section 4. Notwithstanding any other provision of these Bylaws, the FCAC-PTO shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 5. Upon the dissolution of the FCAC-PTO, after paying or adequately providing for the debts and obligations of the FCAC-PTO, the remaining assets shall be distributed for one (1)

or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. Fiscal Year

The designated fiscal year of this corporation shall be July 1st to June 30th.

Section 2. Parliamentary Authority

The most recent edition of Robert's Rules of Order shall serve as the Parliamentary Authority for the organization.

ARTICLE IX. AMENDMENTS

Section 1. Amendments

These bylaws may be amended at any regular or special meeting, to be included in the agenda provided that a 7 day notice was given. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

ARTICLE X. CONFLICT OF INTEREST

Section 1. The purpose of the conflict of interest policy is to protect this tax exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or director of the organization or might result in possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Each Officer and member of a committee with board that delegated powers will annually sign a statement which affirms that such person:

- A. Has received a copy of the [conflict of interest policy](#);
- B. Has read and understood the policy;
- C. Has agreed to comply with the policy; and
- D. Understands that the organization is charitable and that in order to maintain its federal tax-exempt status it must engage primarily in activities which accomplish 1 or more of its tax-expect purposes.

ARTICLE XI. Dissolution

Section 1. Documents, Obligations and Disbursements

- A. The FCAC-PTO may be dissolved with previous notice (14 calendar days) and a two-thirds vote of the Membership present at the meeting.
- B. Current Officers shall complete all needed paperwork to dissolve the organization with the State, IRS and all other affected organizations.
- C. Once all required financial obligations have been reconciled, all remaining assets will be donated to the Founder Classical Academy - Carrollton. If Founders Classical Academy - Carrollton no longer exists, all assets will be donated to another non-profit organization to be voted on by a quorum of the Membership.

Bylaws certified by Officers of the Board:

Dated: _____

PTO Secretary

PTO President