



## **Founders Classical Academy of Bastrop**

### **Parent Teacher Organization 2024-2025 Bylaws**

#### **Article I – Name**

- 1.1 The name of the organization will be Founders Classical Academy of Bastrop Parent Teacher Organization Council (FCAB-PTO Council), a nonprofit corporation, incorporated in the State of Texas on July 27, 2021.
- 1.2 The registered office and official mailing address of the FCAB-PTO is: 609 Pecan Street, Bastrop, TX 78602.

#### **Article II - Mission Statement**

- 2.1 The Founders Classical Academy of Bastrop Parent Teacher Organization (also called Bison PTO Council) will foster excellence in education and build community through volunteer and fundraising activities at Founders Classical Academy of Bastrop, hereinafter referred to as FCAB.

#### **Article III - Purpose**

- 3.1 The corporation is organized for the purpose of enhancing the student education at FCAB by building positive relationships among school parents, teachers, and administration. This will be accomplished by:
  - a. Promoting ideals of the school.
  - b. Encouraging open communication and a sense of community between administrators, teachers, and parents.
  - c. Facilitating student, parent, and staff participation at school functions.
  - d. Promoting a culture of parental support.
  - e. Raising funds for educational purposes, teacher supplies and field trips as deemed necessary by the membership and school administration.
  - f. Providing scholarships for students that have a financial need for uniforms, sports programs and other extra and co-curricular activities.



#### **Article IV – Membership**

- 4.1 Every parent, guardian, or other adult standing in *loco parentis* (in place of a parent) for a student at the school is a member and will have voting rights. The Headmaster and any staff employed at the school is a member and has voting rights.
- 4.2 Each member will be entitled to 1 vote on each matter submitted to a vote of the members.

#### **Article V – Executive Board**

- 5.1 The affairs of the PTO, including but not limited to the bylaws, will be managed and controlled by the Executive Board, hereinafter referred to as “the Board” The Board will exercise all powers of the PTO.
- 5.2 The board will consist of a President, Vice President, Secretary, Treasurer, Special Events Director, Hospitality Director, and Volunteer Coordinator, and will be individually referred to as administrator(s). The Headmaster for FCAB (or their designee) serves as an ex-officio member of the Council.
- 5.3 Appointment of administrators will be selected through a process of application and appointment. An eligible applicant must have at least 1 student enrolled at Founders Classical Academy of Bastrop, with the exception; if the prior year term served of a said administrator no longer has a current student enrolled at FCAB, wishes to continue in said administrative position for a term not lasting longer than one year or until the position is redesignated; whichever comes first; as long as the current Board votes unanimously, for the upcoming fiscal year. Vacant positions will be communicated to members 7 days prior to the application period. The application period will be determined by the President and Headmaster and remain open until the position is filled. Applications will be reviewed and voted on by the Board and Headmaster, and/or Assistant Headmaster. Final appointments will be determined by the current Headmaster and President. Final selections will be communicated to all applicants by the current President. The process of selection will be handled with strict confidentiality.
- 5.4 Administrators are appointed for one year and may serve no more than three consecutive terms in the same office. Each person appointed will hold only one office at a time. Only one administrator per family may serve in a given term. The term of service begins July 1st, or after the appointment until June 30 the following year.
- 5.5 Each administrator will be held accountable for upholding the Volunteer Code of Conduct in the Parent Handbook, must not disparage the school on social media, and should demonstrate respect for other members and FCAB staff.
- 5.6 Any administrator resigning prior to the end of their term will notify the President in writing. The President, with the Board and Headmaster’s approval, may appoint a person to fill any vacancy in any position. 5.7 If there is a vacancy of the President, the Vice President will become the acting President. The acting President and Headmaster will



appoint a new President.

- 5.8 If there is a vacancy in any other office after appointments are made, the President, with the Vice President and Headmaster, will appoint a person to fill any vacancy in any office. The newly appointed administrator will hold the office until the next selection period.
- 5.9 Any administrator may be removed from office with or without cause by a two-thirds vote of the entire Board.
- 5.10 Each administrator will remain knowledgeable about FCAB activities to provide complete and accurate information to the community at large and positively represent its purposes and activities.
- 5.11 Administrators will maintain confidentiality on all items discussed within the board meeting unless designated as public information by the President or Headmaster.

#### **Article VI – Duties of Executive Board**

- 6.1 The President will be responsible for:
  - a. Setting the agenda and presiding over the board meetings and general meetings.
  - b. Serving as the primary contact for the Headmaster and meeting regularly.
  - c. Representing the PTO at meetings outside the organization.
  - d. Serving as an ex-officio member of all committees.
  - e. Coordinating the work of all administrators and committees so that the purpose of the organization is served.
  - f. Having signature authority on checks.
  - g. Making every effort to foster a sense of community within the PTO.
  - h. Providing guidance and assistance to administrators and committee chairs to ensure each fulfills their obligations as set by the bylaws and the Executive Board.
- 6.2 The Vice President will be responsible for:
  - a. Assisting the President in their duties as needed.
  - b. Attending planning meetings with the President and Headmaster.
  - c. Carrying out the President's duties in their absence or inability to serve.
  - d. Maintaining a database of volunteers and their talents.
  - e. Serving as parliamentarian for PTO Board meetings and General Meetings.
  - f. Acting as the parent liaison to the Founders Classical Academy of Bastrop community.
- 6.3 The Secretary will be responsible for:
  - a. Keeping all records of the organization.
  - b. Taking minutes at each *General* meeting, finalizing with the President, and emailing a copy to the Board, parents, headmaster, and webmaster (to be posted on website).
  - c. Taking minutes at each *Board* meeting, finalizing with the President, and emailing a copy to the Board, headmaster, and webmaster (to be posted on website).
  - d. Keeping and Updating fcabastrop.pto email, Google Calendar with Bison Briefing



events, staff birthdays, and PTO events, and the “Faculty and Staff Favorites” Google form.

- e. Sending newsletters and notices of meetings to the membership.
- d. Handling correspondence.
- e. Sending notices of meetings to the membership and gathering/compiling their reports.
- f. Keeping a copy of important documents and bringing them to meetings (ie. Minutes book, bylaws, standing rules, membership list, and any other necessary supplies.)
- g. Performing delegated duties as assigned by the President.

6.4 The Treasurer will be responsible for:

- a. Collecting all funds of the organization and depositing them into the bank in a timely manner.
- b. Keeping an accurate record of all financial transactions in an accounting system.
- c. Recording of receipts, expenditures, and payout of funds in accordance with the approval of the Board.
- d. Presenting financial statements at every meeting and at other times of the year when requested by the Board and making a full report at the end of the year.
- e. In coordination with the President and Headmaster, preparing the annual budget and presenting it to the Board for approval by June 1<sup>st</sup>.
- f. Preparing monthly bank reconciliations.
- g. Working with the Audit Committee to ensure all federal and state tax returns are filed in a timely manner.

6.5 The Special Events Director will be responsible for:

- a. Promoting a sense of community and parental support by working with the PTO and school administration in coordinating all aspects of special events and school functions for students and families.
- b. Overseeing volunteers for each event.
- c. Maintaining a *Special Events Manual* to include pertinent information such as contacts, receipts, pricing, vendor lists, instructions, contracts, volunteer needs, specifications, etc. for each event.
- d. Reporting activities regularly to the Board.

6.6 The Hospitality Director will be responsible for:

- a. Promoting a sense of appreciation and parental support by working with the PTO and school administration in coordinating in-house staff appreciation activities and events.
- b. Overseeing the Bisonpto.com website, the “Staff Snacks” Signup Genius, and the PTO Canva.com website.
- c. Maintaining a *Hospitality Manual* to include pertinent information such as contacts, receipts, pricing, vendor lists, instructions, contracts, volunteer needs, specifications, etc. for each event.
- d. Reporting activities regularly to the Board.



- 6.7 The Volunteer Coordinator will be responsible for:
- Collecting and maintaining the volunteer sign-up sheets and all SignupGenius.com sign up lists with the exception of the “Staff Snacks” sign-up list.
  - Coordinating and overseeing all volunteers for all FCAB PTO events and, if needed, FCAB school functions.
  - Coordinating and maintaining communication with FCAB teachers and their classroom parents.
  - Collaborating with the Special Events and Hospitality Directors when needed.

## **Article VII – Conduct of Business**

- 7.1 The duties of the Board will be:
- Hold monthly Board meetings.
  - Create standing rules and policies.
  - Create standing and temporary committees.
  - Prepare and present an annual budget to the membership.
  - Review and approve all expenditures of Founders Classical Academy of Bastrop PTO.
  - Prepare reports and recommendations to the membership.
- 7.2 Administrators will meet as needed. The day and time to be determined by the President or Headmaster.
- 7.3 A majority of the current Board shall constitute a quorum.
- 7.4 Monthly board meetings are considered closed. Members may request to attend by sending notification to the PTO Secretary 10 days before the meeting with subject matter and purpose clearly stated.
- 7.5 Visitors to monthly closed meetings who have been approved by the President and Vice President may stay for the duration of their presentation only.
- 7.6 The President of the Founders Classical Academy of Bastrop Booster club may attend all Board meetings but may not vote.

## **Article VIII – General Meetings**

- 8.1 General Meetings of the Founders Classical Academy of Bastrop PTO will be held on an as needed basis only. They will be scheduled during the school year at a time and place determined by the Board.
- 8.2 General Meetings may be called by the President, a quorum of the board, or 5 general members submitting a written request to the Secretary. Notice of a General Meeting will be communicated to members at least 14 days in advance.
- 8.3 Ten (10) members will constitute a quorum at General Meetings.



## **Article IX – Committees**

- 9.1 Committees may consist of general members or Board members with the President or their designee acting as an ex-officio member.
- 9.2 The Board will appoint and eliminate committees as needed.
- 9.3 Committee members will be held accountable to the Volunteer Code of Conduct.
- 9.4 Chairs of all committees will be selected by the President. When necessary, any replacement will also be chosen by the President. No person may serve as a specific committee chair for more than 3 consecutive years.
- 9.5 All committee chairs are accountable to the President and must follow job descriptions as outlined by the Board. Any changes or deviations must be approved in writing by the President with consent from the Headmaster.
- 9.6 No committee (or its members or its chair) will have authority to expend funds or purchase items on account except as specifically authorized by the Board. Committee chairs or committee members may only solicit and collect donations (goods and/or services) from businesses and organizations with the prior approval of the President.
- 9.7 Any committee member may be removed at the sole and absolute discretion of the President or Headmaster.
- 9.8 The Auditing Committee will consist of a minimum of 3 general members. The President will appoint the Chairperson. The Auditing Committee will be approved by the Board and communicated to the Founders Classical Academy of Bastrop PTO membership. No person that has served on the Board for the last 3 years or their co-parent may serve on the Auditing Committee.
  - a. The purpose of the Auditing Committee will be to ensure financial accountability of the Board in verifying accurate financial recordkeeping and transactions being aligned with federal and state law and the bylaws.
  - b. An annual audit will take place at a time designated by the President or Headmaster.
  - c. A special audit may be called at any time by the President, a quorum of the Board, or 5 general members submitting a written request to the Secretary.
  - d. The audit committee will provide a complete report of their findings to the Board. The results of the audit will be made available to general members as requested.



## **Article X – Finances**

- 10.1 A tentative budget will be drafted and approved by a majority vote of the Board members present no later than August 1st.
- 10.2 The Treasurer will keep accurate and detailed records of any disbursements, income, and bank account information.
- 10.3 The Board will approve the budget of the organization.
- 10.4 Two (2) authorized signatures will be required on each check in excess of 4% of the current annual budget. Authorized signers will be two of the three on the account (the President, Vice President or Treasurer).
- 10.5 The Treasurer will prepare financial statements at the end of the year to be reviewed by the Audit Committee.
- 10.6 A Board member may only solicit and collect donations (goods and/or services) from businesses or organizations with prior approval from the President.
- 10.7 Purchases must be made using the FCAB-PTO tax-exempt form. If not used, the purchasing party will be responsible for any sales tax incurred.
- 10.8 All contracts must be approved by the President or Vice President (in the President's absence) and signed by the President or Vice President.
- 10.9 The fiscal year will coordinate with the school year, July 1st – June 30th. Copies of the organization's annual returns (IRS Form 990, 990EZ, Form 1023) will be available for public review when requested. As required by federal law, these forms will be maintained for 3 years.
- 10.10 At the end of each fiscal year, the rollover amount for the next year must equal to \$2,000 or more.
- 10.11 Only an active Board member may courier PTO funds from the FCAB office.
- 10.12 If a check is returned because of insufficient funds, the PTO will pass on any incurred bank fees to the original party. The party must pay the original check amount plus any incurred fees to be considered "paid in full."





### **Article XI – Parliamentary Authority**

- 11.1 Robert's Rules of Order will govern meetings when they are not in conflict with the organization's bylaws.

### **Article XII – Standing Rules**

- 12.1 Standing rules may be approved by the Board, and the Secretary will keep a record of the standing rules for future reference.
- 12.2 Standing rules will become part of the bylaws of the organization for the current fiscal year. Standing Rules are created new each fiscal year.
- 12.3 Policies will become part of the standing rules.
- 12.4 Modifications to the standing rules and/or policies may be approved by the majority of the PTO Board members.

### **Article XIII – Dissolution**

- 13.1 The corporation may be dissolved with previous notice (14 calendar days) and a two-thirds vote of all general members or by the Headmaster.
- 13.2 In the event of dissolution of the Founders Classical Academy of Bastrop PTO, the assets of the FCAB-PTO will be distributed to the nonprofit organization of Responsive Ed for exempt educational purposes as specified in Section 501(c)(3) of the Internal Revenue Code.

### **Article XIV – Amendments**

- 14.1 These bylaws may be amended at any meeting of the Board providing that notice of the proposed amendments will have been given in writing to the FCAB Headmaster before the meeting at which the proposed amendment is to be introduced for vote.
- 14.2 Amendments will be approved by a two-thirds vote of those present. Amendments may be approved in the same meeting in which they are introduced.
- 14.3 There will be an annual review of the bylaws.





## **Article XV – Conflict of Interest Policy**

- 15.1 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 administrator 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.
- 15.2 Each officer and member of a committee with board 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-exempt purposes.

*Amended and approved: August 7, 2023*

*Amended and approved on August 6th, 2024-*