

Founders Classical Academy of Flower Mound Parent Service Organization Operational Bylaws

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Row #	Document Version	Revision date	Revision description	Revision notes
1	PSO Bylaws v1.0	01.26.2024	Removed "Draft" from title as voting has passed from PTO to PSO bylaws update	Voting was done during general PTO meeting on 01.26.2024
2	PSO Bylaws v1.1	03.22.2024	Added table of contents, pages, and revision tracker	
3	PSO Bylaws v1.1	01.09.2025	Added Section VI: Finance Section 7	Reserve Funds

Founders Classical Academy of Flower Mound Parent Service Organization Operational Bylaws

Article I: Name, Purpose, and Mission Statement

Section 1: Name

The name of the organization is Founders Classical Academy of Flower Mound (FCAFM) Parent Service Organization (FCAFM-PSO), hereinafter referred to as PSO.

Section 2: Purpose

In order to further the goals of FCAFM, the PSO will foster excellence in education and build community through volunteerism, communication, and public outreach activities. The PSO is organized for charitable, educational, and scientific purposes, including the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: Mission Statement

The PSO is organized for the purpose of planning & hosting events for the benefit of FCAFM of families & staff. This will be accomplished by:

- a) Establishing forums that promote open, honest, respectful, and inclusive communication between administration, faculty & staff, and parents
- b) Enabling opportunities for members to serve FCAFM, thereby strengthening the feeling of commitment and belongingness between families, staff, and the community.
- c) Evolving over time by demonstrating new and varied service opportunities and communication avenues that align with the changing needs of the school.
- d) Serving as role models for the Founders Motto of Honor, Respect, Service, Excellence, and Perseverance.

Article II: Membership

Section 1: Membership

Every parent, guardian, or other adult standing in loco parentis for a student currently enrolled and has paid the membership dues fourteen (14) calendar days before a general meeting will have voting rights. The Headmaster and all staff employed by ResponsiveEd assigned to the FCAFM campus is a member and will have voting rights.

Section 2: Dues

Membership dues will be established by the Executive Board (the Board) on the first executive board meeting of the fiscal year. Dues must be paid fourteen (14) calendar days before a meeting to be considered in good standing.

Section 3: Voting

Each member will be entitled to one (1) vote on each matter submitted to during PSO General meeting.

Article III: Executive Board

Section 1: General Duties of the Board

The affairs of the PSO will be managed and controlled by the Board and bylaws. The Board will exercise all powers of the PSO.

- a) The Board will hold an executive board meeting once a month. Day and time to be agreed upon and voted by the board.
- b) The Board will create standing rules and policies.
- c) The Board will create and oversee committees as needed.
- d) The Board will prepare and present an annual budget.
- e) The Board will seek to represent FCAFM positively in the community at large.
- f) The Board is held accountable to the volunteer code of conduct.

Section 2: Positions and Duties

The Board will consist of ten (10) executive board members; five (5) elected officers - President, Vice President, Secretary, Communications, and Treasurer, two (2) committee chairs appointed by the board, two (2) faculty representatives appointed by the Headmaster, one (1) from lower, one (1) from upper. The Headmaster of FCAFM (or their designee) serves as an ex-officio member of the Board.

A. President

- a) Organizes and oversees the PSO Committee.
- b) Maintain a working knowledge of PSO policies and procedures.
- c) Oversees the PSO Microsoft 365 administration, website controls.
- d) Acts as a liaison between the Board, Administration, Committee Chairs and other school organizations (ABC & FAB)
- e) Attends monthly administrative meetings and provide PSO updates to administration.
- f) Sets the agenda and preside over executive board and general meetings.
- g) Fosters a sense of community within the PSO.
- h) Have signature authority on checks.

B. Vice President

- a) Maintain a working knowledge of PSO policies and procedures.
- b) Advises and supports the President of the PSO
- c) Provides counsel and leadership to the Board and Committee Chairs
- d) Acts as a liaison to both upper and lower school staff and faculty as well as STUCO, NHS, JHS, and other upper and middle school clubs.
- e) Membership chair and oversee recruitment for school volunteers as needed.
- f) Have signature authority on checks.

C. Secretary

- a) Maintain a working knowledge of PSO policies and procedures.
- b) Prepares meeting agendas and minutes for executive board and general meetings.
- c) Makes agendas and minutes available to members.
- d) Keeps all records and important documents, (bylaws, agendas, minutes, and standing rules), making them available at all meetings.
- e) Responsible for securing general meeting and board meeting locations.
- f) Have signature authority on checks.

D. Communications

- a) Maintain a working knowledge of PSO policies and procedures.
- b) Responsible for securing general meeting and board meeting locations
- c) Maintains PSO website, social media communications, and newsletter ensuring accuracy
- d) Posts invitations to board and general meetings
- e) Fields communications from parents with questions.
- f) Have signature authority on checks.

E. Treasurer

- a) Maintain a working knowledge of PSO policies and procedures.
- b) Preferably have financial background
- c) Maintains financial records
- d) Reconciles PSO account
- e) Provides budget updates and account reports
- f) Works with FCAFM staff to order, receive, and distribute PSO purchases
- g) Communicates budgetary matters with committee chairs and board members
- h) Advises committee and board members regarding financial responsibilities
- i) Oversees preparation of the annual budget

Section 2: Terms

Each person appointed will hold only one (1) office at a time. Only one (1) board member per family may serve in any given term. In the event that an office is filled mid-term, that year does not count toward the position's term limit. The term of service begins July 1st after the election until June 30th of the following year. Terms will be as follows:

- a) President and Secretary – Odd years
- b) Vice President, Communications, Treasurer – Even years

Section 3: Eligibility

Members must be in good standing (have paid the membership dues); at least fourteen (14) calendar days before close of nominations and are eligible if they have at least one (1) student enrolled at FCAFM for the upcoming school year.

Section 4: Elections

Officers shall be elected by a majority vote, either electronically or in person. Officer's slate will be selected through application and appointment by the nominating committee. The nominating committee will be selected by the Board and consist of at least three (3) members. The nominating committee will evaluate the potential candidates and present the slate to the general members. Open nominations will begin on the 1st day of April and will close not less than fifteen (15) days before the scheduled election. No nominations from the floor shall be accepted at the election meeting.

Section 5: Quorum

A quorum of the board will be half the number of officers plus one (1).

Section 6: 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 by a two-third ($\frac{2}{3}$) vote of the entire Board.

Section 7: Officer Vacancies

If there is a vacancy in the office of President, the Vice Presidents will become President for the remainder of the term. If there is a vacancy in any other office after appointments are made, the Board will appoint a good standing member to fill the vacant office for the remainder of the term.

Article IV: Committees

Section 1: Formation of Committees

Committees may be formed and eliminated by the Board or the Headmaster as needed and must be fully aligned with the vision of the FCAFM-PSO. Committees can include any member in good standing who abides by the volunteer code of conduct. The standing committees are as follows:

- a) Fundraising Committee
 - i. Directs the fundraising plans and activities
 - ii. Monitors fundraising efforts
 - iii. Works in conjunction with Outreach Committee in securing sponsors and donors for fundraising events
- b) Hospitality Committee
 - i. Maintains teacher lounge supplies. I.e., coffee bar, tea, refreshments
 - ii. Organizes and sets up monthly teacher treat
 - iii. Plans and organizes teacher appreciation week
- c) Audit Committee
 - i. No less than three (3) appointed members, preferably with audit and finance background
 - ii. Audits the financial records of the PSO annually and presents the results of the audit during the 1st general meeting
 - iii. Audits and reports on risks, internal controls, ethics, and compliance of the Board.

Section 2: Committee Chairs

The Board will select Committee Chairs. Committee Chairs are appointed for the length of one FULL YEAR (July 1-June 30) and may serve no longer than three (3) consecutive terms in the same office. In the event of a mid-term vacancy, the Board will appoint a replacement.

Section 3: Responsibilities

All Committee Chairs are accountable and must follow job descriptions as outlined by the Board. Any changes or deviations must be approved by the board. Committee Chairs should seek to uphold the mission and vision of FCAFM and must abide by the Volunteer Code of Conduct.

Section 4: Termination

Any committee member may be removed by the discretion of the Board.

Article V: Meetings

Section 1: General Membership Meetings

A minimum of four (4) General PSO Meetings will be held during the school year at a time and place determined by the Board. Notice of a general meeting will be communicated to members at least fourteen (14) days in advance. The agenda for a general meeting will be posted at least seventy-two (72) hours in advance.

Section 2: Quorum

A quorum for general meetings will be ten (10) good standing members in attendance.

Section 3: Voting

Each good standing member in attendance; either online or in-person; is eligible to vote. Absentee and proxy votes are not allowed, except in the case of an extraordinary event where a majority of the membership is unable to vote in person or virtually.

Section 4: Special Meetings

Special meetings may be called by the President, a quorum of the Board, and/or a written request submitted to the Secretary by five (5) general members. Members must be notified of a special meeting ten (10) days prior and the agenda must be posted seventy-two (72) hours in advance of the meeting.

Section 6: Board Meetings

The Board will meet once per month during the school year. A quorum of the Board will be half the number of officers plus 1. Board meetings are open to general members however general members will be in listen mode only. No question from the general members can be asked during Board Meetings. Recordings of the meetings may be published at the discretion of the Board or Headmaster.

Article VI: Finances

Section 1: Fiscal Year

The fiscal year will coordinate with the school year, July 1-June 30.

Section 2: Budget

A budget will be drafted and approved by majority vote of the Board within a month into the new fiscal year.

Section 3: Financial Oversight

The finances of the PSO and any committee will be overseen by the Board. The Board must approve all expenditures for the PSO over \$100. Financial controls, chain of custody, and cashless transactions must be observed. At the end of the fiscal year and after internal audit has been completed, an outside 3rd party audit must be done.

Section 4: Fundraising

- a. All funds raised under PSO 501(c)(3) must adhere to the mission and vision of FCAFM. These funds are ultimately the possession of FCAFM-PSO and under the discretion of its board.
- b. The PSO may hold a single major fundraising; Fall Fest; event each school year. The date and time will be established by the Board and submitted to the Headmaster for approval.
- c. The PSO may also participate in free money programs including, but not limited to: Box Tops, Spirit Nights, Giving programs, etc.
- d. Committee Funds will be kept in the PSO general fund and have a line item in the PSO budget. All PSO procedures for disbursement and reimbursement must be followed.
- e. If a check is returned because of insufficient funds, the PSO 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."

Section 5: Purchases

- a. All purchases must be directly related to the mission and benefit of FCAFM-PSO.
- b. Purchases under \$100 can be made by a member of the Board without the need for an approval vote up to \$500 in one fiscal year.
- c. Purchases for PSO must be made using the FCAFM-PSO tax exempt form. If not used when applicable, the purchasing party will be responsible for any sales tax.

- d. All materials and/or equipment purchased as a result of fundraising with the PSO or its committees becomes the property of FCAFM-PSO and are not for personal use of any parent, teacher or administrator. In the event a teacher or administrator leaves the employment of FCAFM, all such items will remain the property of FCAFM.
- e. All contracts with outside vendors must be approved by the Board.
- f. The PSO tax exempt tax ID may NOT be attached, used, or associated to any board member and/or general member's personal account.

Section 6: Disbursement and Reimbursement

- a. The Board has the authority to disburse funds raised by its membership unless donated fund is specifically indicated by the donor.
- b. Additional funds for items and/or activities already designated in the budget may be granted as needed by a quorum of the board and do not require general approval.
- c. All expenditures must comply with FCAFM-PSO policies and procedures. Alcohol is not reimbursable.
- d. Reimbursement requests should be submitted to the treasurer within 30 days of the incurred expense and must be accompanied by a receipt reflecting the purchase amount. Failure to do so may forfeit reimbursement.

Section 7: Reserve Funds

To ensure operational continuity, the PSO will carry over a minimum of **\$6,000** from the previous fiscal year to cover beginning-of-year expenses. This reserve amount will be reflected in the approved budget and shall not be allocated to other expenditures unless approved by a majority vote of the Board.

Article VII: Standing Rules

Section 1: Standing Rules

Standing Rules may be approved by the Board and the Secretary will keep a record for future reference. Standing rules become part of the bylaws for the current fiscal year. Standing rules are created each new fiscal year.

Article VIII: Parliamentary Authority

Section 1: Parliamentary Authority

Roberts Rules of Order will govern meetings when they are not in conflict with FCAFM-PSO bylaws.

Article IX: Amendments

Section 1: Amendments

These bylaws may be amended at the discretion of the Board and/or request from no less than ten (10) general members. The Board must provide the proposed amendments in writing to the Headmaster before the general meeting at which the proposed amendment is to be introduced for vote. Amendments will be approved by two-third ($\frac{2}{3}$) vote of the Board.

Article X: Conflict of Interest Policy

Section 1: Purpose

The purpose of the conflict-of-interest policy is to protect the interest of FCAFMSO when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer of the PSO or might result in a possible

excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest pertaining to nonprofit and charitable organizations.

Section 2: Annual Affirmation

Each member of the Board and all committee chairs will annually sign a statement which affirms receipt of the conflict-of-interest policy. This statement affirms he/she has read and understood the policy; has agreed to comply with the policy; and understands that FCAFM-PSO is charitable and must engage in activities which accomplish one or more of its purposes.

Section 3: FCAFM intellectual property.

Any use of Founders Classical Academy of Flower Mound (FCAFM) name, image, likeness requires a written approval from the Headmaster.

Article XI: Dissolution

Section 1: Dissolution

If at any time the FCAFM-PSO does not function in the best interest of FCAFM, it may be dissolved within fourteen (14) calendar day notice and a two-third ($\frac{2}{3}$) vote of good standing members.

Section 2: Assets

In this event, any funds remaining in the PSO treasury will be absorbed into the FCAFM general fund at the discretion of the Board.