



Founders Classical Academy of Flower Mound Parent Service Organization Operational Bylaws

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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

Our Vision

To foster belonging by connecting all families to FCA-FM and one another.

Our Values

We strive to model and uphold the Founders virtues of honor, respect, service, excellence and perseverance. We also endeavor to serve our school with transparency, collaboration, humility and integrity.

Section 3: Mission Statement

The Founder's Classical Academy - Flower Mound (FCA-FM) PSO's mission is to enhance the education of our students by fostering a welcoming community, encouraging parent involvement, and promoting academic and extracurricular activities.

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 full-time staff employed by ResponsiveEd assigned to the FCAFM campus are members and will have voting rights.

Section 2: Dues

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

Section 3: Voting

Each parent or guardian member of a family membership will be entitled to one (1) vote on each matter submitted during a PSO General meeting.

Section 4: Grounds for PSO Membership Removal

Any general member, board member, or staff personnel found to have stolen or destroyed PSO funds, files or property (intellectual or physical) will be subject to removal from the PSO by the board. If the board believes a person's membership needs to be discussed, either for a reason mentioned in these bylaws or another reason, the board shall have a private and confidential meeting with the member to discuss their concerns and hear the member's perspective on the concerns. After the meeting, the board shall vote on whether or not to remove the member with a two-thirds (2/3) vote. If the member refuses to schedule a meeting, or does not schedule and attend a meeting within one (1) month of the initial contact by the board, and the board has reached out to the member two (2) or more times in writing, the board can vote on their membership without first having the 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 as needed.
- 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.
- g) The Board will hand over all physical and digital files and property to the incoming board members prior to the start of the new term. If not completed, future membership in the PSO will be evaluated by the new board (see Section 7: Resignations and Terminations).
- h) The Board will attend all board meetings and general meetings. During any fiscal year, a member of the Board is allowed to be absent from three (3) meetings. If a Board member misses more than three (3) meetings, the President, with the approval of two-thirds (2/3) of the other members of the Board, can remove that officer (see Section 7: Resignations and Terminations).

Section 2: Positions and Duties

The Board will consist of eight (8) executive board members; the Headmaster of FCAFM along with seven (7) elected officers - President, Vice President, Secretary, Communications, Treasurer, Fundraising, and Hospitality. An advisory board consisting of two (2) faculty representatives appointed by the Headmaster, one (1) from lower and one (1) from upper, are invited to all board meetings in an advisory capacity, but do not have voting rights at Board Meetings.

A. President

- a) Organizes and oversees the PSO organization.
- b) Maintains a working knowledge of PSO policies and procedures.
- c) Oversees the PSO website and email administration.
- d) Acts as a liaison between the Board, Administration, Committee Chairs and other school organizations (ABC & FAB).
- e) Attends administrative meetings and provides PSO updates to administration and administration updates to the Board.
- f) Sets the agenda and presides over executive board and general meetings.
- g) Fosters a sense of community within the PSO.
- h) Has signature authority on checks.
- i) Must have volunteered with the PSO in some capacity previously.

B. Vice President

- a) Maintains 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, NJHS, and other upper and middle school clubs.
- e) Has signature authority on checks.

C. Secretary

- a) Maintains 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) Has signature authority on checks.

D. Communications

- a) Maintains a working knowledge of PSO policies and procedures.
- b) Maintains PSO website, social media communications, and newsletter ensuring accuracy.
- c) Posts invitations to board and general meetings.
- d) Monitors social media comments, posts, and grade-level Facebook pages for issues and informs PSO Board and School Admins of topics of concern.
- e) Prepares slideshows for general meetings.
- f) Has signature authority on checks.

E. Treasurer

- a) Maintains a working knowledge of PSO policies and procedures.
- b) Preferably has a 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.
- j) Has signature authority on checks.
- k) Receives a copy of the report from the Audit Committee.

F. Hospitality

- a) Maintains a working knowledge of PSO policies and procedures.
- b) Works with FCA Admin and the PSO Board to set a yearly calendar of school-wide hospitality meals and events.
- c) Plans, orders, delivers, and sets up all meals and hospitality events, including stocking of break room and coffee bar supplies.
- d) Maintains a record of all receipts and photo documentation of hospitality events, working within the approved budget.
- e) Manages a committee of parent volunteers to ensure successful delivery, set up, tear down, and service to our school.
- f) Has signature authority on checks.

G. Fundraising

- a) Maintains a working knowledge of PSO policies and procedures.
- b) Directs the fundraising plans and activities.
- c) Directs the Fundraising Committee and finds volunteers for fundraising activities.
- d) Maintains a sponsorship system that creates avenues for sponsors to donate.
- e) Pursues business and family sponsors.
- f) Stays knowledgeable of rewards programs, like Kroger rewards, Box Tops, Minted rewards, etc., and communicates these to the general membership.
- g) Sets up Spirit Nights at restaurants and other businesses.
- h) Directs the efforts of requesting items for the silent auction.
- i) Communicates the amount of funds raised with the Board and general membership.
- j) Has signature authority on checks.

Section 3: Terms

Officers are elected for one (1) year and may serve no more than two (2) consecutive terms in the same office.* 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. If an office is filled mid-term, that year does not count toward the position term limit. The term of service begins July 1st after the election until June 30th of the following year. The newly elected board will begin shadowing the existing board from the election until July 1st participating in meetings and relevant communication to ensure a seamless transition.

*The current President and Secretary will serve out the rest of their elected terms until the end of the 2026 – 2027 school year. Going forward, all positions will be elected to one (1) year terms.

Section 4: Eligibility

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

Section 5: Elections

Officers shall be elected by a majority vote, either electronically or in person. A candidate must nominate themselves and be in good standing (paid their dues) fourteen (14) calendar days before the close of nominations. The nominating committee will be the Lower School Assistant Headmaster, the Upper School Assistant Headmaster, and the two (2) teacher advisory representatives. Open nominations will begin on the 1st day of April and will close no less than fourteen (14) days before the scheduled election. The nominating committee will evaluate the potential candidates and present the final slate to the general members prior to the election day. No nominations from the floor shall be accepted at the election meeting.

Section 6: Quorum

A quorum of the board will be five (5) out of eight (8) executive board members.

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 by a two-third ($\frac{2}{3}$) vote of the entire Board. If the board believes a board officer's membership needs to be discussed, either for a reason mentioned in these bylaws or another reason, the board shall have a private and confidential meeting with the officer to discuss their concerns and hear the officer's perspective on the concerns. After the meeting, the board shall vote on whether or not to remove the officer from their board position with a two-thirds ($\frac{2}{3}$) vote. The board can also vote at that time on whether or not to remove the officer's membership from the PSO with a two-thirds ($\frac{2}{3}$) vote. If the officer refuses to schedule a meeting, or does not schedule and attend a meeting within one (1) month of the initial contact by the board, and the board has reached out to the officer two (2) or more times in writing, the board can vote on both their board position and PSO membership without first having the meeting.

Section 8: Officer Vacancies

If there is a vacancy in the office of President, the Vice President 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 FCAFMSO. 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. Assists the Fundraising board member in the fundraising plans and activities
 - ii. Monitors fundraising efforts

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- iii. Works under the direction of the Fundraising Board Member in securing sponsors and donations 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(s)
 - iv. Works under the direction of the Hospitality Board Member
- 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 first to the Headmaster and then during the 1st general meeting
 - iii. Audits and reports on risks, internal controls, ethics, and compliance of the Board.
 - iv. The Audit Committee can be dissolved once the audit has been presented to the General Members.

Section 2: 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.

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 most 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 5: Board Meetings

The Board will meet once per month during the school year. A quorum of the Board will be five (5) out of the eight (8) board members. 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. 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 fundraising events 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 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 (1) fiscal year.
- c. 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 remain the property of FCAFM.
- d. All contracts with outside vendors must be approved by the Board.
- e. 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 funds are 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.
- e. All reimbursement checks must be reviewed during the annual audit.

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

Robert's Rules of Order will govern meetings when they are not in conflict with FCAFMSO 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 proposed amendments must be provided 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 attendees of the general meeting. A notice must be sent to all good-standing members at least one (1) week in advance that amendments to the bylaws will be up for a vote at the next general meeting. If not, the amendments, even if voted on, are considered null and void.

Article X: Conflict of Interest Policy

Section 1: Purpose

The purpose of a 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

If the Board wishes to create a policy, it can, and require each member of the Board and all committee chairs to 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 FCAFMSO is charitable and must engage in activities which accomplish one or more of its purposes.

Section 3: FCAFMSO Intellectual Property

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

Article XI: Dissolution

Section 1: Dissolution

If at any time the FCAFMSO does not function in the best interest of FCAFMSO, it may be dissolved with a 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 FCAFMSO general fund at the discretion of the Board.