



Families of Denison Montessori

FDM 501c3 Nonprofit Organization BYLAWS

ARTICLE I: NAME, DESCRIPTION AND PURPOSE

Section 1: NAME.

The name of the nonprofit organization shall be Families of Denison Montessori: A Nonprofit Organization (henceforth referred to as FDM.)

Section 2: DESCRIPTION.

FDM is a nonprofit organization that exists for charitable and educational purposes, including the making of distributions to Denison Montessori School.

Section 3: PURPOSE.

The purpose of FDM is to enhance and support the educational experience at Denison Montessori School (henceforth referred to as Denison), to develop a closer connection between school and home by encouraging parent involvement and to improve the environment at Denison through volunteer and financial support.

The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code"). Notwithstanding any other provision of these Bylaws, the PTO shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) if the Internal Revenue Code.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents, guardians or adults standing in loco parentis for a student at Denison. The principal, any teacher, para-professional, therapist, special services provider, or otherwise employed at the school may be a member and have voting rights during community meetings. Each member shall be an individual membership with a single vote during community meetings. There are no membership dues but donations are accepted.



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ARTICLE III: EXECUTIVE BOARD, OFFICERS, AND DUTIES

Section 1: EXECUTIVE BOARD

The board shall consist of the following officers: Chair, Vice-Chair, Secretary, Treasurer and Fundraising Chair. In addition to the general duties listed below, each officer will also perform other such duties listed on the Roles and Duties forms. These are developed and agreed upon election to the role which best accomplish the organizations' purpose.

a. Executive Board

Develop FDM's annual budget, attend monthly PTO Board meetings and community member meetings, establish and oversee committees to conduct the work of FDM, establish fundraising programs. All officers shall perform their duties in accordance with these Bylaws and upon expiration of the term of office or earlier resignation or removal, each officer shall turn over to the Chair, all records, books, and other materials pertaining to the office.

b. Chair

Objective

Lead the Families of Denison Montessori PTO to achieve the purpose as stated in the FDM Bylaws. Duties by the Chair determined by individual strengths therefore may be adjusted at any time through clear communication and delegation. The most important role is to ensure all board members are completing responsibilities to keep FDM operations running within 5013c requirements.

Responsibilities:

1. Overseeing all FDM operations, maintaining consistency and following the mission of FDM within the annual goals and budget to support Denison families and faculty to the best of the organization's abilities. Networks with the FDM Board, the Denison community and the principal to identify goals/needs for the school year.
2. The Chair will preside at general FDM community meetings and board meetings ensuring the meetings run smoothly on time and also creates or delegates the actual agenda for printing/distribution.
3. Sets the agenda for each meeting and coordinates speakers, materials and needs for each meeting with the secretary and others involved.
4. Serve as the primary contact to the principal and represent FDM at meetings of other groups, if needed.



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5. Work with board members and FDM members to establish a calendar of PTO supported events in collaboration with the teacher calendar. Events should support budget goals and the purpose of FDM.
6. Assist Treasurer in creation of budget for fundraising and expenditures. Review the monthly treasurer's report.
7. Approve communication with parent/teacher communities via PTO newsletter, email, flier, website and community meetings to ensure clear and consistent messaging.

c. Vice Chair

Objective

Coordinate the work of all the officers and committees so that the purpose of the organization is served. Oversees the relationship building of the FDM community and serves as the PTO parliamentarian.

Responsibilities

1. Maintain a "big picture" view of communication between school and home through flyers, email and by working closely with the members of the Executive Board to build, update and maintain the school & FDM website, bulletin board, Facebook page, flier, google drive and newsletter.
2. Assist the Chair and carry out the Chair duties in his or her absence or inability to serve.
3. Oversee committees, train committee chair people, and act as a liaison between committee chair people and the executive board. Identifies committee needs during calendar creation and work to support needs.
4. Serve as the PTO parliamentarian. A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.
5. Serve as a bylaw's expert. (Bylaws define the make-up, governance, rights and responsibilities of a given organization and its members. They also define specific rules, which may be unique to an organization, which cannot be suspended, but must be adhered to.)
6. Participate in executive decisions regarding fund distribution, PTO supported programs and relevant Denison issues.
7. Assist all members and committees in making use of the communication tools available to publicize their event or project, this may mean helping them write articles, develop flyers, etc.



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8. Create, delegate and coordinate communications and marketing for FDM, including, but not limited to, FDM newsletters, email broadcasts, website, bulletin boards, Flyer app communications.
9. Review PTO website and social media sites and update as needed-maintain/update the content of fdmontessori.com including but not limited to bylaws, meeting info, minutes and event information.
10. Be a liaison for new families and lead the annual membership drive.

d. Secretary

Objective

The secretary shall keep all records of the organization, take and record minutes, prepare the agenda and send notices of meetings to the membership. Assists as needed in the Communications Mission of FDM including handling the communication issues related to FDM and supported programs.

Responsibilities

1. Record meeting minutes at each community meeting; distribute to Board members for review within one week after meeting for approval and ensure minutes are placed on the FDM website. Tabulate and record any votes called for.
2. Record and distribute minutes from Executive Board Meetings. Review the previous meeting's minutes within one week of community meetings for board approval. Tabulate and record any votes called for.
3. Prepare agendas one week before with the Chair for general meetings, as discussed in the FDM board member meeting.
4. Keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings if in person. Otherwise ensure all information on the shared FDM drive is updated.
5. Create School Calendar of Events in Google FDM account each school year to be distributed in the School Packet prior to the start of the academic year
6. Maintain all master documents in the Google Drive.
7. Maintain a record of attendance at all PTO Board & community meetings.
8. Help recruit members and participation in standing committees of FDM.
9. Participate in executive decisions regarding fund distribution, PTO supported programs and relevant Denison issues.



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e. Treasurer

Objective

Manage all incoming and outgoing funds with appropriate record keeping. Oversee and record all financial activity in the FDM bank account during the fiscal year.

Treasurer cont..

Responsibilities

1. Participate in creation of current year and next year budget.
2. Make deposits for PTO functions and fundraisers.
3. Reimburse teachers and volunteers for approved expenditures.
4. Create monthly budget report for presentation at executive board meeting.
5. Track all expenditures, reimbursements and deposits by budget category.
6. Track teacher spending individually for grants and field trip funds.
7. Work with the Chair and Vice Chair to provide any necessary training to any FDM membership that collect money.
8. Work with an accountant for audit and taxes.
9. Participate in executive decisions regarding fund distribution, PTO supported programs and relevant Denison issues.
10. After the end of your fiscal year, complete Form 990 by deadline. Failure to file the form could result in hefty fines.
11. Also, to maintain 501(c)(3) FDM must file an annual information return. Form 990 (or 990-EZ) asks about the sources of your group's income and what types of expenses were incurred in the previous year. Starting with the 2010 tax year, groups collecting \$50,000 or less in gross receipts instead may file Form 990-N, the simplified "e-postcard."
12. Send the names of newly elected officers and substantial bylaws revisions so that federal records stay up to date.

g. Fundraising Liaison

Objective

Oversees the Fundraising Mission of the PTO. Be an administrator for all fund-raising activities. The Fundraising Liaison plans, organizes, promotes, implements, and evaluates all campaigns and activities related to the goal of raising money for FDM to support the Denison community. Responsible for securing committee chairs for all fundraising efforts.

Responsibilities



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1. Work with the Board to develop a recommended budget for fundraising events for PTO Annual Budget.
2. Assist in the success of each fundraising effort.
3. Monitors school and PTO calendars with regards to fundraising efforts.
4. Report at monthly community meetings and to the PTO board meetings on fundraising status
5. Evaluate effectiveness/value of fundraisers held and present at annual budget meeting in the Spring-April/May meeting.
6. Work closely with the business community to secure services and supply donations. Also delegate fundraising collection effort to members and board members.
7. Participate in executive decisions regarding fund distribution, PTO supported programs and relevant Denison issues.

ARTICLE IV ELECTIONS AND TERMS OF OFFICE

Section 1: TERM OF OFFICE. The term of office for all officers is one year and one month, beginning May 1 and ending June 1 of the following year. During the overlapping month, officers shall work together to ensure a smooth transition, with only the newly elected officer having voting power on the Executive Board. Officers may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time. In the event that no one is nominated, current board members may retain chair position.

Section 2: ELIGIBILITY. Members are eligible for office if they are active FDM members and have attended at least 2 FDM meetings prior to elections. To be elected into any chair position you must have served as a board member during the prior term.

Section 3: NOMINATIONS AND ELECTIONS. All nominations will begin to be accepted from March 1st, and are due by start of March meeting. At the March meeting, nominations may also be made from the floor by the community. Within two weeks of the March meeting, ballots will be sent home to all community members, and asked to be returned to the April meeting. Ballots will be counted during FDM's April meeting. Nominated candidates must be present at the April meeting to accept the position. In order to expedite the business of the PTO, the Executive Board, Committees and PTO may conduct business by voting via conference calls or other designated technology with the approval of the PTO Chair.

Section 4: VACANCIES. If there is a vacancy in the office of the Chair, the Vice Chair will become the Chair. At the next regularly scheduled meeting, a new Vice Chair will be elected. If there is a vacancy in any other office, the Chair shall appoint a FDM member to fill the vacancy for the remainder of the officer's term.

Section 5: REMOVAL. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a 2/3 majority vote of members in attendance of the following meeting.



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Section 6: BOARD MEETINGS. The Executive Board shall meet monthly in conjunction with the members during the school year, or at the discretion of the Chair(s). In order to expedite the business of the PTO, the Executive Board may conduct meetings and business via conference calls or other designated technology.

Section 7: QUORUM. Half the number of board members plus one constitutes a quorum.

Section 8: ATTENDANCE. Officers must make their best effort to attend all regularly scheduled meetings. At least one officer must be present at committee meetings and events.

Article V – COMMITTEES

Section 1. Membership. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. To be determined annually during calendar creation by the board.

Section 3. Additional Committees. The board may appoint additional committees as needed.

ARTICLE VI-MEETINGS

Section 1: BOARD MEETINGS. FDM board meetings shall be held to conduct the business of FDM. Meetings shall be held monthly during the school year, or at the discretion of the Executive Board. Location and times are subject to change and will be determined by the leadership.

Section 2: GENERAL MEETINGS. General community FDM meetings shall be held to update the community on the business of FDM and for general information. Meetings shall be held monthly during the school year, or at the discretion of the Executive Board. Location and times are subject to change and will be determined by the leadership. Meetings are open to all Denison parents and staff.

Section 2: SPECIAL MEETINGS. Special meetings may be called by the Chair(s) or any two members of the Executive Board.

ARTICLE VII: FINANCIAL POLICIES

Section 1: FISCAL YEAR. The fiscal year of FDM shall coordinate with the school year. 8/1-7/31.

Section 2: BANKING. All funds shall be kept in a checking account in the name of FDM, and held at all local financial institutions. A Chair and the Treasurer are required to be signers on the account. Any transaction that is \$50.00, or above, must receive approval by the board.

Section 3: REPORTING. All financial activity shall be recorded into a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial



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activity monthly. FDM shall arrange an independent review of its financial records each year. Audit needs to be done 60 days after the fiscal year.

Section 4: ENDING BALANCE. FDM shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year to ensure funds available for the start of the school year.

Section 5: CONTRACTS. Authority to sign contracts is limited to the Chair or their designee.

Section 6: DISSOLUTION. FDM may be dissolved with previous notice (14 calendar days) and two thirds vote of those present at the meeting. Upon dissolution, any remaining funds should be used to pay any outstanding bills, and, with the membership's approval, donated to Denison.

Section 7: COMPENSATION: There will NOT be any compensation for Executive Board members.

Section 8: CONFLICT OF INTEREST: Board members of FDM will not be allowed to profit financially from any activity undertaken by FDM.

ARTICLE VII: EMERGENCY, UNEXPECTED CIRCUMSTANCES AND PANDEMIC

During emergencies, unexpected circumstances and pandemics the PTO board will operate under the bylaws and within the IRS 5013c rules to the best of their ability. All adjustments made during this time can be made by the FDM board with a 2/3 majority vote. Decisions will be based on information from the state, national PTO guidance, local rules and regulations.

In order to expedite the business of the PTO, the Executive Board, Committees and PTO may conduct meetings and business via conference calls or other designated technology with the approval of the PTO Chair.

ARTICLE VIII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any FDM member. Amendments presented at an FDM meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present, and voting is required to adopt an amendment to the bylaws. In January, a review of the bylaws will occur.

These bylaws were adopted 10/09/12.

These bylaws were revised 8/12/2021.