



# *Families of Denison Montessori*

## *A 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 Elementary.

Section 3: **PURPOSE.** The purpose of FDM is to enhance and support the educational experience at Denison Montessori Elementary (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.

### **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, teachers and staff of Denison may be members of FDM. There are no membership dues. The Executive Board shall have voting rights, one vote per person.

### **ARTICLE III: EXECUTIVE BOARD, OFFICERS, AND DUTIES**

Section 1: **EXECUTIVE BOARD.** The Executive Board shall consist of the following officers: 2 Chairs, Vice-Chair, Recording Secretary, Treasurer, Communications Secretary, and Fundraising Chair.

a. **Executive Board:** Develop FDM's annual budget, establish and oversee committees to conduct the work of FDM, establish fundraising programs.

b. **2 Chairs:** The Chairs shall preside over meetings of FDM and the Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside of the organization, and serve as an ex officio member of all committees except the nominating committee.

c. **Vice Chair.** The Vice Chair shall coordinate the work of all the officers and committees so that the purpose of the organization is served, assist the Chairs, and carry out the Chairs duties in his or her absence or inability to serve.

d. **Recording Secretary.** The recording secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

e. **Treasurer.** The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He/she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.

f. **Communications Secretary.** The communications secretary shall manage communications and marketing for FDM, including, but not limited to, FDM newsletters, email broadcasts, website, bulletin boards, etc.

g. **Fundraising Liaison.** The Fundraising Liaison shall coordinate the selection, advertising, implementation, and reporting of all fundraisers.



## **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 member may retain chair position.

Section 2: **ELIGIBILITY.** Members are eligible for office if they are active FDM members and have attending at least 2 FDM meeting 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 1<sup>st</sup>, 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 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.

Section 4: **VACANCIES.** If there is a vacancy in the office of Chair(s), 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 majority vote of members in attendance of the following meeting.

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).

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--MEETINGS**

Section 1: **GENERAL MEETINGS.** General FDM 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. Meetings are open to all members.

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

## **ARTICLE VI: 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 a local financial institution. 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 activity monthly. FDM shall arrange an independent review of its financial records each year. Audit needs to be done 60 days after 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 start of school year.

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

Section 6: **DISSOLUTION.** FDM may be dissolved with previous notice (14 calendar days) and a 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: BYLAWS AMENDMENTS**

Amendments to the bylaws may be proposed by any FDM member. Amendments presented at a 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.



*Families of Denison Montessori*

These bylaws were adopted 10/09/12.  
These bylaws were revised 1/23/2018.