



Families of Denison Montessori

FDM 501(c)(3) Nonprofit Organization BYLAWS

ARTICLE I: NAME, DESCRIPTION, AND PURPOSE

Section 1: NAME

The name of the 501(c)(3) 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 (henceforth referred to as Denison) that qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE

The purpose of FDM is to enhance and support the educational experience at 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, FDM 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) in the Internal Revenue Code.

ARTICLE II: MEMBERSHIP

Section 1: 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 general community meetings. Each member shall be an individual representing a household with a single vote during general meetings. There are no membership dues but donations are accepted.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers: Chair, Communications Secretary, Recording Secretary, Treasurer, and Fundraising Liaison. Officer positions can be shared, as long as there are a minimum of three (3) officers at all times. The School Principal, or his/her designee, is a voting member of the Executive Board in the case of tie votes. In addition to the



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general duties listed below, each officer shall also perform other such duties listed on the Roles and Duties forms. These Roles and Duties are developed and agreed upon election to the position, which best accomplish the organizations' purpose.

SECTION 2: DUTIES

The Executive Board develops FDM's annual budget, attends monthly Executive Board meetings and general meetings, establishes and oversees committees to conduct the work of FDM, establishes fundraising programs, and approves by majority vote expenditures above \$50. 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.

All members of the Executive Board shall serve as Bylaws experts. The Bylaws define the make-up, governance, rights and responsibilities of a given organization and its members. The Bylaws also define specific rules, which may be unique to an organization, which cannot be suspended, and must be adhered to.

A. Chair

Objective: The Chair shall lead FDM to achieve the purpose as stated in the FDM Bylaws. Duties by the Chair are determined by individual strengths, and therefore, may be adjusted at any time through clear communication, delegation, and voted on with the Executive Board. The most important role is to ensure all members of the Executive Board are completing responsibilities to keep FDM operations running within 501(c)(3) requirements. Any member of the Executive Board can assist the Chair and carry out the Chair's duties in his/her absence or inability to serve.

Responsibilities:

1. Oversees all FDM operations, maintaining consistency, and following the mission of FDM within the annual goals and budget to support the Denison community to the best of the organization's abilities. Collaborates with the FDM Board, the Denison community, and the School Principal to identify goals/needs for the school year.
2. Serves as the FDM 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.
3. Presides over and leads Executive Board and general meetings ensuring the meetings run smoothly and on time. The Chair also coordinates and approves meeting agendas and minutes, in collaboration with the Recording Secretary.
4. Coordinates speakers, materials, and needs for each meeting with the Recording Secretary and other involved members.
5. Serves as the primary contact to the School Principal and represents FDM at meetings of other groups, if needed.



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6. Works with the Executive Board to establish a calendar of FDM events in collaboration with the school and teacher calendars. Events should support budget goals and the purpose of FDM.
7. Assists the Treasurer in creating a budget for fundraising and expenditures. Reviews the monthly Treasurer's report.
8. Approves communication with parent/teacher communities via FDM newsletter, email, flier, website, and community meetings to ensure clear and consistent messaging.
9. Helps recruit members, participates in general meetings, and attends most FDM events.

B. Communications Secretary

Objective: The Communications Secretary manages the creation and distribution of all FDM-related media and marketing. This could include, but not limited to, bulletins, newsletters, school newspaper and radio show correspondences, website updates, and social media posts, etc.

Responsibilities:

1. Strengthens communication between parents, administration, teachers, and community members about school and FDM events through emails, social media, website flyers, and face-to-face meetings.
2. Makes sure all publications are approved through the Chair and School Principal, and ensures that the use of photos, names, age specifics, etc. are not used without prior written consent.
3. Develops strategies to improve future communications.
4. Maintains a "big picture" view of communications to the Denison community by working closely with the members of the Executive Board and School Principal to build, update, and maintain the FDM website, social media outlets, Google Workspace, and newsletters.
5. Participates in Executive Board decisions regarding fund distribution, FDM supported programs, and relevant Denison issues.
6. Assists 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.
7. Creates, delegates, and coordinates communications and marketing for FDM, including, but not limited to, FDM newsletters, email broadcasts, website, bulletin boards, and ReachWell app. communications.
8. Reviews FDM website and social media sites and conducts updates and maintenance as needed to include, but not limited to, Bylaw amendments, calendar of events, meeting agendas and minutes, and school information.
9. Helps recruit members, participates in general meetings, and attends most FDM events.



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C. Recording Secretary

Objective: The Recording Secretary keeps all records of the organization, takes and records meeting minutes, collaborates with the Chair in creating Executive Board and community meeting agendas, works with the Chair and Communications Secretary on distributing meeting agendas and minutes to the Denison community. The Recording Secretary is also responsible for organizing and maintaining all FDM documents on the Google Workspace including, but not limited to FDM Bylaws, rules and procedures, meeting agendas and minutes, membership list, and historical records.

Responsibilities:

1. Records and distributes Executive Board and general meeting minutes to the Executive Board members for review within one week after each meeting. Finalizes the approved minutes and coordinates with the Communications Secretary to distribute them to members via emails, website, social media posts, etc.
2. Tabulates and records any votes called for during Executive Board and general meetings.
3. Keeps a copy of the minute's book, Bylaws, rules, votes, membership list, etc. and makes available to members when requested. Otherwise ensures all information on the Google Workspace is updated.
4. Organizes and maintains all FDM documents on the Google Workspace including, but not limited to FDM Bylaws, rules and procedures, meeting agendas and minutes, membership list, and historical records.
5. Maintains a record of attendance at all Executive Board and general meetings.
6. Helps recruit members, participates in general meetings, and attends most FDM events.
7. Participates in executive decisions regarding fund distribution, FDM supported programs and relevant Denison issues.

D. Treasurer

Objective: The Treasurer serves as custodian of the FDM's finances, collects revenue, pays authorized expenses, reports financial activity every month, prepares year-end financial reports, facilitates an annual audit, and holds all financial records.

Responsibilities:

1. Participates in creating annual budgets.
2. Makes deposits for FDM functions and fundraisers.
3. Reimburses teachers and volunteers for approved expenditures.
4. Creates monthly budget reports for presentation at Executive Board meetings.
5. Tracks all expenditures, reimbursements, and deposits by budget category.
6. Tracks Teacher Wish Lists (TWL) spending individually.



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7. Works with the Chair to provide any necessary training to any FDM membership that collects money.
8. Works with an accountant for audit and taxes.
9. Participates in executive decisions regarding fund distribution, FDM 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. 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."
11. Sends the names of newly elected officers and substantial Bylaws revisions to the IRS so that FDM's 501(c)(3) records stay up to date.
12. Helps recruit members, participates in general meetings, and attends most FDM events.

E. Fundraising Liaison

Objective: The Fundraising Liaison helps define FDM's fundraising goals and oversees all fundraising 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 Denison, and is responsible for recruiting and securing committee chairs for all fundraising efforts.

Responsibilities:

1. Works with the Executive Board to develop a recommended budget for fundraising events for FDM's annual budget.
2. Oversees in the success of each fundraising effort.
3. Monitors school and FDM calendars with regards to fundraising efforts.
4. Works with the Treasurer on fundraising status and reports updates to the Executive Board and during monthly meetings.
5. Evaluates effectiveness/value of fundraisers held during the year and presents recommendations on changes during Executive Board and general meetings.
6. Works closely with the business community to secure services and supply donations. Also delegates fundraising collection efforts to members.
7. Participates in executive decisions regarding fund distribution, FDM supported programs and relevant Denison issues.
8. Helps recruit members, participates in general meetings, and attends most FDM events.

Section 3: 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



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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. In the event that no one is nominated, current Executive Board members may retain their positions.

Section 4: ELIGIBILITY

Any active and in good standing member is eligible to become an officer. To be elected as Chair, you must have served as an Executive Board member during the prior term.

Section 5: NOMINATIONS AND ELECTIONS

All nominations shall begin to be accepted from the end of the February meeting and are due by the start of March meeting. At the March meeting, nominations may also be made by the membership. Within two weeks of the March meeting, ballots shall be sent home to all members, and asked to be returned to the April meeting. Ballots shall 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 FDM, the Executive Board may conduct business by voting via conference calls or other designated technology with the approval of the Executive Board.

Section 6: VACANCIES

If there is a vacancy in the office of the Chair, at the next regularly scheduled meeting, an existing Executive Board member shall be appointed. If there is a vacancy in any other office, the Executive Board shall appoint an active FDM member in good standing to fill the vacancy for the remainder of the officer's term.

Section 7: REMOVAL

An officer can be removed from office for failure to fulfill his/her duties after reasonable notice by a majority vote of the Executive Board.

Section 8: BOARD MEETINGS

FDM Executive Board meetings shall be held to conduct the business of FDM. The Executive Board shall meet monthly during the school year, or at the discretion of the Executive Board. In order to expedite the business of FDM, the Executive Board may conduct meetings and business via conference calls or other designated technology. Location and times of the meetings are subject to change and shall be determined by the Executive Board.

Section 9: ATTENDANCE

Executive Board members must make their best effort to attend all regularly scheduled Executive Board and general meetings. At least one officer must be present at general meetings and FDM events.

Article IV: COMMITTEES

Section 1: MEMBERSHIP COMMITTEES

Membership committees may consist of Denison community members and Executive Board members, with the Chair acting as an ex officio member of all committees.



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Section 2: STANDING COMMITTEES

To be determined annually during calendar creation by the Executive Board.

Section 3: ADDITIONAL COMMITTEES

The Executive Board may appoint additional committees as needed.

ARTICLE V: MEETINGS

Section 1: GENERAL MEETINGS

General meetings shall be held to update the membership 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. In order to expedite the business of FDM, the Executive Board may conduct meetings via conference calls or other designated technology. Location and times are subject to change and shall be determined by the Executive Board. General meetings are open to all members.

Section 2: SPECIAL MEETINGS

Special meetings may be called by the Chair or any two members of the Executive Board.

Section 3: VOTING

Each member in attendance at a general meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3: QUORUM

Half the number of Executive Board members plus one member constitutes a quorum.

ARTICLE VI: FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of FDM begins August 1 and ends July 31 of the following year.

Section 2: BANKING

All funds shall be kept in a banking account(s) in the name of FDM, and held at a local financial institution(s). 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 Executive 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. The Executive Board shall arrange an independent review of its financial records each year. Audit needs to be done 60 days after the fiscal year.



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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 majority vote of those present at a general 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 shall NOT be any compensation for Executive Board members.

Section 8: CONFLICT OF INTEREST

Executive Board members shall not be allowed to profit financially from any activity undertaken by FDM.

ARTICLE VII: EMERGENCY, UNEXPECTED CIRCUMSTANCES AND PANDEMIC

Section 1: EMERGENCY, UNEXPECTED CIRCUMSTANCES AND PANDEMIC

During emergencies, unexpected circumstances and pandemics the Executive Board shall operate under the Bylaws and within the IRS 501(c)(3) rules to the best of their ability. All adjustments made during this time can be made by the Executive Board with a majority vote. Decisions shall be based on information from the state, national PTO guidance, local rules and regulations.

ARTICLE VIII: BYLAWS AMENDMENTS

Amendments to the Bylaws must be proposed in writing by an Executive Board member or any active member in good standing. Amendments presented to the Executive Board shall be considered for voting at a subsequent Executive Board meeting. Majority approval of all Executive Board members present, and voting is required to adopt an amendment to the Bylaws. In January every year, a review of the Bylaws shall occur by the Executive Board.

These Bylaws were adopted 10/09/2012

These Bylaws were revised 1/23/2018

These Bylaws were revised 8/12/2021

These Bylaws were revised 6/23/2024



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