



PARENT GUILD

By-Laws

- I. **Name and Location of Organization:**
 - a. The name of the organization shall be FCMA Parent Guild (hereinafter referred to as the 'Parent Guild,').
 - b. The school's address will be used as the Parent Guild's physical address.
 - i. 1075 E. Gardenia Avenue, Madison Heights, MI 48071
- II. **Objectives:**
 - a. The FCMA Parent Guild is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
 - b. The FCMA Parent Guild is a parent led, nonprofit, volunteer organization that supports the students, administration, and teachers at Four Corners Montessori Academy.
 - c. The Parent Guild will assist and maximize financial resources available to the students through well planned fundraising activities.
 - d. The Parent Guild shall remain an independent entity of any special interest groups.
- III. **Membership:**
 - a. Any person, parent or guardian who supports a child, currently enrolled at Four Corners Montessori Academy is a member of the Parent Guild.
 - b. In accordance with the regulations set forth by the State of Michigan, the Parent Guild is required to have a minimum of 3 "Directors," hereinafter referred to as "Executive Board members."
- IV. **Conflict of Interest:**
 - a. The decisions of the Parent Guild shall not result in something that conflicts with the objectives listed above herein.
 - i. This includes excess benefit transactions or the private benefit of a director or officer.
 - b. If an Executive Board member holds a position as a staff or administrator, they will be required to sit out of all votes that would benefit them directly.
- V. **Meetings:**
 - a. Regular meetings – The Parent Guild will host at least eight scheduled monthly meetings during the school year (September – June) to discuss details regarding Parent Guild events and fundraising.
 - i. General meetings are open to the public.
 - ii. These meetings will be held in person and/or via Zoom or another internet-based platform.
 - iii. Notification of regularly scheduled meetings will be set for as follows:
 1. Annual meeting schedule provided at the start of each school year.
 - a. Available in person and posted on the Parent Guild Facebook page and website.
 2. Individual meeting reminders to be sent out in the school's weekly email and available on the Parent Guild Facebook page and website.
 - b. Special meetings – Special meetings may be held by any Executive Board member to discuss specific committee information and/or event specific details.
 - c. The President will preside over general meetings.
 - i. Procedure may be informal, but action shall be taken by voting.
 - ii. To pass a vote, it must be approved by a majority.
 - d. Minutes of each regularly scheduled meeting shall be prepared and posted.

- i. Minutes shall be posted on the Parent Guild website and a copy will be provided to all Executive Board members prior to the next scheduled meeting.

VI. **Executive Board:**

- a. The Executive Board includes only those nominated and elected by a quorum.
- b. The Parent Guild shall be made up of the following elected officers:
 - i. President
 - ii. Vice President
 - iii. Fundraising Lead
 - iv. Treasurer
 - v. Communications Lead
 - vi. Recording Secretary
 - vii. Liaison Lead
 - viii. Native Garden & Green Team Lead
- c. All positions are eligible for Co-Leads if necessary but are not mandatory.
- d. Each Executive Board Member will have the authority to form their own committee to plan and facilitate specific events.
 - i. These sub-committees will automatically be dissolved at the conclusion of the event they facilitated.
- e. The term of office shall be two years.
 - i. No one shall serve as an Executive Board Member for more than four years in succession unless a member is asked by the Parent Guild.

VII. **Duties of the President:**

- a. President
 - i. Represent the FCMA Parent Guild at all functions.
 - ii. Organize and facilitate all monthly Parent Guild meetings.
 - iii. Meeting with Head of School to discuss Parent Guild needs as well as expectations from school community.
- b. Vice President
 - i. Assist with all Presidential duties.
- c. Fundraising Lead
 - i. Oversee active and passive fundraising.
 - ii. Brainstorm and implement future fundraising events.
 - iii. Create an event sheet for all fundraising events.
 - iv. Attend a minimum of 6 monthly meetings and all fundraising events.
 - v. Meet with Communications Lead to create event flyers.
 - vi. Organize and facilitate all non-fundraising events and implement them.
- d. Treasurer
 - i. Maintain the Parent Guild bank account.
 - ii. Create a school year budget for events.
 - iii. Present monthly bank account updates for the Parent Guild meetings.
- e. Communications Lead
 - i. Communicate with the President on creating flyers for all Parent Guild events.
 - ii. Promote Parent Guild events via Facebook and the Parent Guild website.
 - iii. Maintain and update the communication board inside the school.
 - iv. Maintain and update the Parent Guild Facebook page and website.
 - v. Create a monthly Parent Guild Newsletter.

- f. Recording Secretary
 - i. Attend all General Meetings and take meeting minutes.
 - ii. Prepare meeting minutes for publication.
 - iii. Provide meeting minutes to the Communications Lead to be published on the website.
- g. Lead Classroom Liaison
 - i. Communicate Parent Guild events to individual classroom liaisons.
 - ii. Organize conference potlucks for teaching staff.
 - 1. This would include but is not limited to Teacher Appreciation Week.
- h. Native Garden & Green Team Lead
 - i. Coordinate regular maintenance of the FCMA Native Garden.
 - ii. Develop and communicate protocol to keep natural habitat compliant with Native status. Maintain Green School Certifications and horticulturalist coordinators.
 - iii. Green Schools Certification
 - 1. Communicate with school staff on possible classroom programs with meet MI Green School criteria.
 - 2. Submit all necessary paperwork for certification.

VIII. **Voting:**

- a. Quorum requirements
 - i. This is the number of votes needed to make decisions.
 - 1. There must be at least two-thirds vote from the Focus Liaisons present.
 - 2. This can be done in person or via electronic platforms, i.e., via text.
- b. Elections
 - i. Nominations for new and renewing Executive Board:
 - 1. Nominees must be present.
 - 2. Nominees must accept nomination.
 - 3. New and renewing Executive Board shall be determined by a majority vote.
 - ii. Once elections are complete, regardless of previous terms served, everyone accepting an Executive Board position will be required to review and sign a copy of the most updated version of the FCMA Parent Guild bylaws within 7 days of the vote.
 - 1. All voting rights will be suspended until a signed copy of the bylaws are received by the President.

IX. **Vacancies:**

- a. In the event an Executive Board position becomes vacant during the school year, the President will become responsible for their duties until a replacement is found.
 - i. In the even the vacancy is the President, the Vice President would assume that role.
 - ii. If a vacancy occurs in the both the President and Vice President positions concurrently, the Executive Board shall determine an appropriate course of action.
- b. A vacancy in any office due to death, resignation, removal, or otherwise, may be filled by the Executive Board for the unexpired portion of the term.

X. **Removal and Resignation:**

- a. Any member of the Executive Board may make a motion to remove a member of the Parent Guild Executive Board due to any of the following causes:
 - i. Absenteeism – Absent from three (3) or more consecutive meetings.
 - 1. Pre-arranged absences can be excused if approved by a majority vote of the Executive Board, excluding the Board member who is having the pre-arranged absence.

- ii. No Confidence – Due to a person’s failure to fulfill duties, a perceived diminished ability to fulfill duties, or conduct which to Parent Guild determines to be distracting of harmful to their position, the school, the students, or the Parent Guild organization, and its purpose.
- b. The motion of removal of a person from office can be made at any general or special meeting for that purpose.
 - i. Removal must be determined by a two-thirds vote of the Executive Board members present at any meeting at which there is a quorum.
- c. Any Executive Board member may resign by delivering a written resignation to the President.
 - i. The written resignation is to be delivered to the Executive Board at the next general meeting.
 - ii. The Recording Secretary shall record it in the minutes.
- d. Once a member of the Executive Board has either been removed or resigned from the Parent Guild, all digital access that member had would be revoked, including but not limited to:
 - i. Bank account information.
 - ii. Email access.
 - iii. Google Drive access
 - iv. Website access

XI. **Finances:**

- a. The fiscal year of the Parent Guild begins August 1st and ends June 30th of the following year.
- b. A preliminary budget for the following school year shall be determined by June 30th of the current school year.
- c. A finalized budget will be voted on at the first General Meeting of the school year.
 - i. Any amendments to the Final approved budget will require a discussion and majority vote.
- d. All funds shall be kept in checking and/or savings accounts in the name of the Parent Guild.
- e. Signatures of the President, Treasurer, and one other member of the Executive Board shall be on the bank account.
- f. The treasurer and one other account signer shall be required for all transactions over \$200.
- g. All requests for reimbursements from the Parent Guild must be made within the current school year and no later than 60 days of the actual event.
- h. All monies received/collected are to be counted by the individual receiving the funds and a second member of the Executive Board to confirm amounts.
- i. Monies received from Sponsorship and/or fundraising events by the Parent Guild will be deposited into the bank account within three (3) business days of receipt by an account signer.
- j. Receipts for reimbursement are to be scanned and saved to the appropriate school year folder in the shared Google Drive for a minimum of two (2) school years.

XII. **Audit Committee:**

- a. An Audit Committee shall meet twice a school year.
 - i. August prior to the start of a new school year.
 - ii. June at the conclusion of the school year.
- b. The Audit Committee shall consist of at least two Executive Board members in addition to the Treasurer.
- c. The election of the Committee members will be by nomination and voted on by a majority.
 - i. Once the Committee has been elected, that committee will then elect a chair by majority vote.

- d. The responsibility of the Audit Committee is to:
 - i. Review significant accounting and reporting developments and issues.
 - ii. Review the annual financial statements to ensure the account is balanced and all spending is accounted for based on receipts.

XIII. **Dissolution of the Parent Guild:**

- a. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.
- b. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is located. Disposal shall be made exclusively for exempt or public purposes or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.

XIV. **Provisions to change the bylaws:**

- a. By-laws should be reviewed annually to ensure we remain compliant with State regulations.
- b. Amendments to the by-laws shall be submitted in writing to the President and a vote will take place at the following general meeting.
 - i. The by-laws may be amended by a two-thirds vote of the Executive Board.
- c. These by-laws shall become effective when approved by the Executive Board.

Receipt Date: _____

Recipient Name (Printed): _____

Recipient Signature: _____