

BYLAWS of Folsom Educational Academy  
Parent Teacher Organization (PTO)

ARTICLE I – Name

The name of this organization shall be the Folsom Educational Academy Parent Teacher Organization (PTO).

ARTICLE II – Purpose

Section 1. Our Mission

The Folsom Educational Academy Parent Teacher Organization is a nonprofit (PTO) whose mission is to institute and sustain a close relationship between the parents, teachers, and students by evolving opportunities within the home, school, and community. The PTO provides assistance to teachers within the classroom settings, raise funds for educational materials and experiences, advocates school and family social interaction, and provides an unbiased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

Section 2. Purpose

The purpose of the organization is to support the academic and Islamic education of students at Folsom Educational Academy (FEA) by fostering strong relationships and cooperation between the FEA Parents, Teachers, Administration, Board of Directors, and the Community at large. It is also to support the school's activities and resources through volunteering and fundraising.

ARTICLE III – Members

Section 1. Any person who is a parent or guardian of a currently-enrolled FEA student may be a member and have voting rights. The principal and any teacher or staff member currently employed at Folsom Educational Academy may be a member and have voting rights.

Section 2. Dues, if any, will be established by the Executive Committee. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

ARTICLE IV – Policies and Scope

Section 1. This organization is a separate entity from the school and shall not seek to direct the administrative activities of the school or to control its policies.

Section 2. This organization shall be devoid of any sectarian, partisan, and/or commercial affiliations. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than fulfilling the aforementioned purpose of the organization.

#### ARTICLE V – Officers and Elections

##### Section 1. Officers.

The FEA PTO shall be governed by at least a 5-member Executive Committee consisting of the following Officer positions:

President - required

Secretary - required

Treasurer - required

Parent Teacher Liaison - at least one required, no more than two

Communications Coordinator - required

Administrative/Teacher Representative - recommended

These are volunteer positions and will not receive any remuneration. The Officers of the organization shall be the members of the Executive Committee.

a. President: The president shall preside over meetings of the organization, serve as the primary contact for the school principal, represent the organization at meetings outside the organization, serve as the ex officio member of all committees except the nominating committee (the President has the right to attend committee meetings, make motions, and vote), and coordinate with other officers, the establishment of committees so that the purpose of the organization is served.

b. Secretary: The 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 minutes, bylaws, maintains the membership list, and any other necessary supplies.

c. Treasurer: The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and use the funds in accordance with the policies set by the Board of Directors. He or she will work with the Treasurer of the FEA Board to present a financial statement at every meeting and at other times of the year when requested by the Board of Directors, and make a full report at the end of the year.

d. Parent Teacher Liaison: The Parent Teacher Liaison(s) shall manage communication between the Parent Body and FEA Administration, Teachers, and Staff; manage communication regarding events pertaining to Teachers and Staff; coordinate volunteer activities; spearhead appropriate committees; and coordinate supply needs with Teachers and Staff.

e. Communications Coordinator: The Communications Coordinator shall facilitate the creation, development, production and/or revision of event communication as needed by the PTO. The Communications Coordinator shall maintain a documented history of event communication, such as with a binder to store fliers ("Flierbook"). The Communications Coordinator shall maintain any applicable PTO-affiliated accounts on social media platforms, such as "Facebook" (School administration and Board shall make announcements relevant to school policies, schedule changes, and any information beyond the scope of PTO). The Communications Coordinator shall ensure that every FEA student has access to the photo publicity opt-out form.

f. Administrative/Teacher Representative: The Administrative/Teacher Representative shall be a recommended Executive Committee member. This position may be appointed from among the teaching staff of FEA, and shall represent their concerns and viewpoints as they pertain to the PTO. Matters pertaining to school policy and administration should be appropriately channeled through the Principal or to the Board of Directors, without involving the PTO.

f. All Officers: All officers EXCEPT Administrative/Teacher Representative shall: 1. Attend ALL PTO meetings. If an officer fails to attend 3 consecutive General Membership meetings or 3 consecutive Executive Committee meetings he/she may be removed from office. 2. Select and appoint the chairpersons of all Standing and Special Committees. 3. Perform the duties outlined above as well as any other duties prescribed in these bylaws and such other duties as may be delegated to him/her. 4. Upon expiration of their term of office or in the case of resignation, each officer shall turn over to the President, without delay, and in good order, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office. 5. At least one Executive Committee member should strive to oversee major events.

Section 2. Nominations and Elections. The following list outlines the recommended timeline of the Election.

1. Elections will be held every two years unless there is an eligible Officer position up for election due to an available vacancy, in which case an Election may be held sooner.
2. Announce Election meeting in April and positions for re-election two weeks prior to election meeting.
3. Establish the Nominating Committee of at least three members of the PTO (selected by but cannot be comprised of PTO Executive Committee)
4. Call for nominations to be submitted to the Nominating Committee. Individuals may submit their own nominations or have nominations submitted on their behalf. The consent of each candidate must be obtained in writing before his or her name is placed in nomination.
5. The Nominating Committee reviews nominations and selects appropriate nominations for the election ballot. Additional nominations may be made from the floor provided the consent of each candidate has been obtained before their name is placed in nomination.

6. Hold the Election meeting in April. If quorum is reached (5 members are present), vote for each eligible position by counting show of hands with majority vote deciding elected officer(s).

7. Unopposed candidates will be announced as elected the officer(s) at the Election meeting. At the first meeting of the PTO Board, five officers should be elected and at their first meeting a President, Secretary and Treasurer shall be elected.

Section 3. Vacancies. Any unexpected vacancy occurring in an office shall be filled during the next regular meeting by a vote of the members present. Announcements should be made to all members.

Section 4. Eligibility. To be elected as an officer for the Folsom Educational Academy PTO, the person must have at least one registered child at Folsom Educational Academy or be a teaching/staff member of Folsom Educational Academy.

Section 5. Terms of Office. These officers shall be elected at the Election meeting in April, shall serve a term of **two years**, and shall remain in office until the closing day of the school year or until their successors are elected. Current officers may run for a second term of an additional one or two years. It is highly recommended that there shall be overlap of at least one existing officer's term with that of an incoming officer to ensure a smooth transition and maintain legacy. Exceptions to election timing, term limits, and responsibilities may be made in trying and unforeseen circumstances (i.e. mass retention issues due to pandemic).

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming quorum) at a regular meeting where previous notice has been given.

## ARTICLE VI – Meetings

Section 1. Regular Meetings. At least four regular meetings of the organization shall be held in a school year, and meeting dates, time and location will be determined by the Executive Committee at least one month prior to the meeting. The annual meeting will be held one of the last meetings of the school year. The annual meeting is for receiving reports, electing officers, or conducting other business that should arise.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the Executive Committee, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to members at least 5 days prior to the meeting, by email, flier and/or phone calls.

Section 3. Quorum. The quorum shall be 5 members of the organization and the privilege of holding office, making motions, debating and voting shall be limited to members of the organization.

## Article VII – Executive Committee

Section 1. Membership. The Executive Committee shall consist of the officers, Principal and one member from the Board of Directors.

Section 2. Duties. The duties of the Executive Committee shall be to a) transact business between meetings in preparation for the general meeting b) prepare and present a report at the regular meetings of the organization and c) to approve the plans of work of the standing committees.

## ARTICLE VIII – Standing and Special Committees

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

Section 2. Standing Committees. The following committees could be held by the organization: Fundraising, Hospitality, Membership, Communications, Family Events, Nominating and Auditing.

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

## ARTICLE IX – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present at the second meeting.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The Executive Committee and Board of Directors shall approve all expenses over \$200 accrued by an individual.

Section 4. Two authorized signatures may be required on each check over the amount of \$200. Authorized signers shall be the Treasurer (Board of Directors) and principal.

Section 5. The treasurer shall prepare a financial statement at the end of the year.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year. Reminder: State laws often dictate what records must be made available to an organization's members and to the general public. Also, federal law requires that a nonprofit tax-exempt organization's IRS Form

1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.

#### Article X – Standing Rules

Standing rules may be approved by the Executive Committee, and the secretary shall keep a record of the standing rules for future reference.

#### Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

#### Article XII – Amendments

These bylaws may be amended at any special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by e-mail. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.