

Bylaws of the Parent Volunteer Organization of the Fulton Science Academy

Article I. Name

The name of this organization shall be the **Parent Volunteer Organization (PVO)** of the **Fulton Science Academy (FSA)**.

Article II. Purpose

Section 1. The purpose of this organization shall be to support the students, faculty and administration of the FSA . This support may include advocacy and educational support in addition to collaborative efforts deemed necessary by the students, parents, faculty, and administration of the FSA. This organization shall support the mission statement of the FSA.

Section 2. The FSA PVO 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.

Article III. Members

Section 1. Membership shall be made available in this organization without regard to race, color, creed, or national origin.

Section 2. There shall be an annual enrollment of members at the start of the school year but may admit individuals to membership at any time.

Section 3. Each member shall pay annual dues as determined annually by the Executive Board.

Section 4. The Executive Board shall determine the levels of membership annually.

Section 5. All members, who are current with their membership dues, shall be entitled to vote at general membership meetings. Each member is entitled to one vote.

Article IV. Executive Board

Section 1. The Executive Board shall consist of elected officers of this organization being (1) President or two (2) individual Co-Presidents, four (4) Vice Presidents, one (1) Recording Secretary and one (1) Treasurer. All officers must be members of the FSA PVO.

Section 2. The four (4) vice presidents shall be the VP of Membership/Fundraising, VP of Educational Enrichment, VP of Hospitality, and VP of Student Services. The President shall appoint one of the Executive Board Members to serve in their absence.

Section 3. Officers shall be elected at the general membership meeting in April/May.

Section 4. Officers shall assume their official duties following the fiscal year of this organization and serve for a term of one (1) year or until their successor is elected.

Section 5. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board with notice of such election having been given.

Section 6. There shall be a nominating committee composed of three (3) members appointed by the President and approved by the Executive Board.

1. All members of the nominating committee shall be members of the FSA PVO.
2. The committee shall elect its' own chair.
3. The nominating committee shall nominate an eligible person for each office to be filled and report its' nominees at the regular general membership meeting in April/May at which time additional nominations may be made from the floor.
4. Individuals who are current members of the FSA PVO and who have signified their consent to serve if elected shall be nominated to such office.
5. Any incoming potential member who wishes to be nominated to an office must consent to join this organization and serve if elected.
6. The president is not eligible to serve on this nominating committee.

Section 7. Only one member of a student's immediate family or guardianship can be elected to the Executive Board during a school year.

Article V. Duties of Executive Board

Section 1. The President shall:

1. Preside at all meetings of this organization.
2. Serve as an ex-officio member of all committees except the nominating committee.
3. Coordinate the duties/work of the officers and assist committee chairs as needed.
4. Appoint the nominating committee and any special committees.
5. Write a FSA PVO update as necessary for the weekly FSA newsletter.
6. Insure that a FSA PVO report is presented to the FSA Governing Board at their meetings.
7. Be a signatory on all financial accounts.
8. Sign and execute all contracts of this organization.
9. In the absence of the appropriate vice president, may sign expense reimbursements requests as allocated for in the approved budget.
10. Perform such other duties as may be provided for in these Bylaws, prescribed by the Executive Board.

Article V. Duties of Executive Board Continued

Section 2. The Vice-Presidents shall:

1. Assist the President as needed.
2. Advise the committees that are assigned to them.
3. Approve and sign reimbursement requests from their committees as allocated for in the approved budget.
4. Perform such other duties as may be provided for in these Bylaws, prescribed by the Executive Board or committee chairs.
5. Receive and present committee plans for Executive Board Review.

Section 3. The Secretary shall:

1. Record the minutes of each FSA PVO meeting of this organization.
2. Distribute printed copies of the minutes of the previous meeting for approval.
3. Have a current copy of the Bylaws on hand.
4. Have minutes of previous meetings for reference at each meeting.
5. Determine the presence of a quorum prior to any business being conducted.

6. Perform such other duties as may be provided for in these Bylaws, prescribed by the Executive Board or committee chairs.
7. A Communications Chair may be appointed at the discretion of the Secretary to assist the Secretary as needed.

Section 4. The Treasurer shall:

1. Have custody of the funds of the organization and be a signatory on all financial accounts.
2. Maintain a full account of the funds of the organization.
3. Make disbursements as authorized by the President or the Executive Board.
4. Maintain an accurate accounting of all disbursements and receipts.
5. Provide a written financial statement at each FSA PVO meeting as needed.
6. Present an annual report of the financial condition of the FSA PVO at the last membership meeting of the FSA PVO.
7. Have the accounts examined annually at the end of the school year or upon the change of treasurer by an auditor or auditing committee of not fewer than three (3) members.
8. Prepare a budget to be approved by the Executive Board.
9. A Financial Secretary may be appointed at the discretion of the Treasurer to assist the treasurer as needed. This Financial Secretary shall be a non-voting member of the Executive Board.
10. Perform such other duties as may be provided for in these Bylaws, prescribed by the Executive Board or committee chairs.

Article V. Duties of Executive Board *Continued*

Section 5. Expiration Term

Upon expiration of term of office or when individuals cease to hold the position that entitles them to be a member of the Executive Board, they shall automatically cease to be a member of the board. All records, books, and other materials pertaining to the position shall be turned over to the incoming officer or committee chair.

Article VI. Removal from Office

Section 1. Request for Removal

1. Any member of the FSA PVO can request that an elected Board Member or appointed committee chair be removed from office. A request for removal must be sent in writing to all members of the Executive Board. The written request must state reasons for the removal.
2. Within seven (7) days of receiving the written request for removal the Executive Board shall meet to determine by a quorum vote whether or not to hold a hearing based solely on the information in the written request.
3. The Executive Board shall communicate its' decision in writing within three (3) days to the member who submitted the removal request and to the Executive Board. A copy of the original request for removal shall be attached to the Executive Board's decision copy.
4. In the event of fiduciary misappropriation or misuse, the individual's signatory privileges will be immediately suspended until after the hearing.

Section 2. Hearing

1. Prior to a vote for removal, Board Member or Committee Chairman is entitled to a hearing before the Executive Board.
2. A hearing for the removal of a Board Member or Committee Chairman shall be held within seven (7) days of the decision to hold a hearing.

3. The Board Member or Committee Chairman must be notified by registered mail at least three (3) days prior to the hearing. If the individual fails to appear, that individual's rights for a hearing are forfeited.
4. A representative of the FSA administration shall conduct the hearing.
5. Based upon information presented at the hearing, the Executive Board may, by a quorum vote, remove from office or chairmanship of said individual.

Article VII. Meetings:

Section 1. Executive Board Meetings

1. Managing the affairs of this FSA PVO in the intervals between general membership meetings.
2. At all meetings of the Executive Board, three (3) officers shall constitute a quorum for the transaction of business.
3. Transact such business that may be referred to it by the membership of the FSA PVO.
4. Notify FSA PVO members by newsletter or web postings of meeting dates.
5. Create and remove committees as needed.
6. Approve financial reports as presented by Treasurer.
7. Approve the annual budget presented by the treasurer for adoption
8. Fill all vacancies of the Executive Board.
9. Determine annually the levels of membership and the corresponding dues structure.
10. Determine annually a discretionary amount to be used by the president in the event of an emergency.

Section 2. General Membership Meetings

1. Meetings shall be held with the date and time to be fixed by the Executive Board. If General Membership Meetings need to be rescheduled or revised meeting dates will be announced no later than two (2) weeks prior to the original meeting date, except for cases of inclement weather.
2. To be called by the President or when requested by an Executive Board quorum upon three (3) days notice to each member of the Executive Board.

Article VIII. Committee Chairs

Section 1. Chairmen shall be appointed by an Executive Board member as listed in Article IV. Executive Board.

Section 2. Duties of the Committee Chairs shall be to:

1. Transact business referred to it by the Executive Board and Vice President.
2. Appoint members of such committees.
3. Approve the work of the committees.
4. Present committee plans to VP and or Executive Board.

Article IX. Standing and Special Committees

Section 1. Members of this organization shall be eligible to chair a committee. Any incoming potential member who wishes to chair a committee must consent to join the FSA PVO and serve if selected.

Section 2. The Executive Board may create or dissolve standing and special committee(s) as it deems necessary to promote the purpose of this organization.

Article IX. Standing and Special Committees *Continued*

Section 3. The term of office of a committee chair shall be 1 year or until the successor is selected.

Section 4. Any monies raised by a committee will be subject to an annual review by the Executive Board.

Section 5. Allocation of funds generated and or raised by any committee will be determined and reviewed annually by the Executive Board as part of the annual budget approval process presented by the Treasurer.

Section 6. The chair of each committee shall present a plan of work to the Executive Board and or their respective Vice President for review. No committee work shall be undertaken without the approval of the Executive Board.

Article X. General Membership Meetings

Section 1. At least two (2) regular general membership meetings shall be held during the school year. Dates and times shall be determined by the Executive Board and announced two weeks in advance with the dates posted on the school web site.

Section 2. The election of officers shall be held at the April or May meeting.

Section 3. The privilege of making motions, debating, and voting shall be limited to members of the FSA PVO who have paid dues for the current membership year.

Section 4. Seven PVO members shall constitute a quorum for general membership meetings.

Article XI. Fiscal year and IRS Form 990

Section 1. The fiscal year of this organization shall be from July 1 and ending on the following June 30.

Section 2. The Executive Board will direct the Treasurer as to the proper filing of reports to the Internal Revenue Service.

Article XII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised (RONR) shall govern this FSA PVO.

Article XIII. Amendments

Section 1. These Bylaws may be amended at any general meeting of the FSA PVO by a two-thirds vote of those members present and voting, a quorum being present.

Section 2. Notice of proposed amendments will be provided to the membership thirty (30) days in advance of the meeting.

Section 3. Any adopted amendment will take effect immediately after the close of the general meeting.

Article XIV. Dissolution of the organization

Section 1. In the event that this organization is dissolved, after all liabilities and obligations are satisfied, all remaining money in the account shall be transferred to a non-profit organization(s) as designated by a quorum vote of the existing Executive Board.