

**The Benjamin Franklin
Classical Charter Public School
Parent Community Organization, Inc.
By-Laws**

Revised: November 14, 2011

To Be Reviewed: Fall 2014

The Benjamin Franklin Classical Charter Public School Parent Community Organization, Inc. By-Laws

Name and Mission Statement

The name of the Organization shall be known as The Benjamin Franklin Classical Charter Public School Parent Community Organization, Inc. (which shall hereinafter be referred to as the PCO).

It is the mission of PCO to enrich the educational and interpersonal experience of students, while fostering a sense of community and commitment among all families and staff. PCO initiatives will be achieved through focused committees, fundraising and volunteer efforts and will be mindful of BFCCPS principles (pillars) and overall mission.

The BFCCPS PCO is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501c3 of the Internal Revenue Code, or corresponding section of any federal tax code.

Restrictions

All members of the PCO are bound by the BFCCPS PCO's Conflict of Interest Policy. No part of the net earnings of the BFCCPS PCO shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the BFCCPS PCO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the mission set forth in the mission section of this document. No substantial part of the activities of the BFCCPS PCO shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the BFCCPS PCO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the BFCCPS PCO shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

General Membership

Membership shall consist of all BFCCPS parents, guardians, teachers and administration/staff. Executive Board positions will be elected from the parents/guardians of BFCCPS students.

Voting Membership

Voting members consist of parents/guardians of BFCCPS students. To hold a vote at a General Membership meeting, at least 7 members, including the Executive Board Members, must be present. A majority vote of the members present shall be required for any action to be taken by the PCO. Absentee ballots are not permitted.

At any time upon the request of the membership, a paper ballot may be used. Votes are tallied by the PCO Secretary unless he/she is directly involved in the issue/position being voted on. In such cases, two neutral members of the PCO will be asked to tally and then confirm votes.

Meetings

The Executive Board shall meet monthly (unless mutually determined by all executive board members that a meeting is not necessary) to discuss upcoming PCO business. General Membership meetings shall be held throughout the school year (a minimum of 3 meetings per year) as scheduled by the Executive Board. It is the intent of the Executive Board to outline the proposed schedule of meetings for the current school year at the first General Membership meeting of said school year. As specific meeting dates are set, as much notice as possible will be provided to PCO membership.

Leadership/Elections

The leadership of the PCO shall be an elected Executive Board, with the election by ballot, held at the last General Membership meeting of the school year. In the event of a Board vacancy during the school year, a special election will be held to fill the position.

Nominations

Any member may make a written nomination for an Executive Board position with the consent of the nominee prior to May 1st. At the discretion of the Executive Board, a nominating committee may be formed to solicit officers for the incoming Executive Board.

Executive Board

The Executive Board will be elected from the parents/guardians of BFCCPS students. The Executive Board will work in collaboration with and seek input from membership to determine how the mission of the PCO can best be realized. The Executive Board has the ability to act on any and all matters requiring prompt action between meetings.

The Executive Board will consist of:

- 1 President (1-2 year term)
- 1 Vice-President (2 year term) AND/OR 1 President-Elect*
- 1 Treasurer (2 year term)
- 1 Secretary (2 year term)
- Up to 3 Members at Large (1 year term)

**If a President-Elect is selected, it is understood that the President-Elect will take on the position of PCO President after one year in the President-Elect position.*

The term of office for PCO Board members is July 1st through June 30th. No Executive Board member may serve more than two consecutive years in the same position, unless a successor is not forthcoming and the board member wishes to remain in the position for one additional year.

Positions may be added at the discretion of the general membership with discussion and vote. The Executive Board will have authority to appoint chairs for existing committees and to create new committees if necessary.

The Executive Board shall develop a projected budget for the upcoming school year that has student needs as the main priority. This budget will be voted on at the last General Membership meeting of the current year. The Executive Board shall present this approved budget at the first General Membership meeting of the new school year. This budget will not be altered or changed prior to that first General Membership meeting.

Requests for funds outside of the approved budget (up to \$300) may be approved by the Executive Board without General Membership consensus but must be announced at the next scheduled General Membership meeting.

Requests for funds outside of the approved budget (>\$300) must be submitted at least 14 days prior to a scheduled PCO General Membership meeting. That request will then be presented and voted on at the aforementioned General Membership meeting. In specific time-sensitive cases, where a PCO General Membership meeting is not due to take place imminently, a special meeting may be called to vote on the expense.

Requests for reimbursement submitted for ANY AMOUNT will not be approved for payment via PCO funds if the expense was not on the approved budget or preauthorized by the PCO Executive Board prior to being incurred.

The Executive Board (minimum of two members) shall review PCO initiatives and plans (including fundraising and/or purchasing objectives) with the Head of School prior to the final General Membership meeting and ratification of the following school year budget.

Fundraising goals and program initiatives should be attainable within the academic year and be able to be financed by PCO fundraisers. If fundraising does not meet projected incomes, programs will need to be modified.

Outgoing officers shall work with incoming officers to acquaint them with their duties.

Officers and Duties

The duties of each officer shall be as follows. Variations to these duties may occur at the discretion of the Board.

President

- Should have served as a Committee Chair or in Executive Board position for at least 1 year
- The official spokesperson/representative of the PCO
- Presides at all PCO meetings
- Presides or presents at school events, curriculum nights and in relation to student recruitment efforts at the request of HOS or Board of Trustees (based on availability)
- Develops a meeting agenda, gathering input from all appropriate parties
- Fosters sense of open communication and seeks input/ideas from PCO General Membership and develops proposed annual programs and initiatives based on this input
- Calls special meetings of the Executive Board and/or general membership
- Recruits/confirms PCO committee chairs and collects periodic updates from chairs
- Provides guidance and support as necessary to committee chairs
- Attends town-wide joint PCC presidents meetings and reports any pertinent information at the next general PCO meeting
- Allows time for open discussion at all general and executive meetings
- Ensures prompt (within 48 hours when feasible) review and edits/approval of General Membership meeting minutes submitted by Secretary
- Has the ability to disburse funds of up to \$300.00 following a phone or e-mail consensus vote from the Executive Board, providing details at the next scheduled PCO meeting
- Is a signatory on PCO bank accounts along with the Treasurer
- Reviews and signs, as appropriate within these by-laws, all reimbursement request forms outside of specified budget line items.
- Reserves the right to audit/inspect Treasurer's records with at least one other Executive Board Member present

- Confirms that the Treasurer has filed the following forms:
 - Form 990 with the IRS when the books are closed for the year, or by September 1st. each year.
 - Annual report with the Secretary of State of the Commonwealth of Massachusetts by November 1st each year.
 - Certificate of Change of Directors with the Secretary of State of the Commonwealth of Massachusetts when there is any mid school year change of officers on the PCO Board.
- Responsible for reviewing PCO files from the previous president at the start of the new school year so that he/she is aware of ongoing project timelines and deadlines.

Vice-President and/or President-Elect

- Should have served as a Committee Chair or in Executive Board position for at least 1 year
- Participates in all PCO meetings
- Shall assume the duties of the President when he/she is absent
- Maintains working knowledge of the PCO By-Laws
- Serves as Parliamentarian, keeping order during the meetings
- Supports development of meeting agendas by gathering input from committee chairs
- Assists PCO Executive Board Members and/or committee chairs as needed
- Chairs or co-chairs a PCO Committee
- Attends town-wide joint PCC presidents meetings and reports any pertinent information at the next general PCO meeting (when President is unavailable to attend)
- Fulfills the duties of Secretary in the event of his/her absence

Treasurer

- Participates in all PCO meetings
- Custodian of all PCO funds and bank accounts
- Maintains an account in a journal (written or electronic with hard copies) of all receipts and expenditures
- Ensures all PCO accounts are in balance at all times
- Reviews and authorizes, as appropriate, ALL reimbursement requests inside of specified, valid budget line items
- Monitors monthly expense totals for budget compliance
- Collects and distributes monies as necessary within approved guidelines
- The Treasurer's books/records are available for review by any member of the PCO General Membership at scheduled PCO meetings (upon advance request)
- Manages procedures for, and ultimately receives, all monies from PCO fundraising events which have been collected by volunteer chair or Executive Board approved designee
- Provides a Treasurer's Report at all Executive Board and General Membership meetings
- Provides an annual Treasurer's report at the last General Membership meeting and understands that an independent auditor may review this report and all accounts
- The Treasurer shall file the following forms:
 - Form 990 with the IRS when the books are closed for the year, or by September 1st. each year.
 - Annual report with the Secretary of State of the Commonwealth of Massachusetts by November 1st each year.
 - Certificate of Change of Directors with the Secretary of State of the Commonwealth of Massachusetts when there is any mid school year change of officers on the PCO Board.

- Completes an internet search on all outside fundraising companies/vendors prior to PCO signing a contract with said organization and prior to fundraising event commencing to determine if there are any issues to PCO pursuing said fundraising activity.

Secretary

- Participates in all PCO meetings (prepared to read past minutes, if requested)
- Records and keeps minutes of all General and Executive Board Meetings
- Has General Membership meeting minutes to PCO president within 5 days for approval
- Posts/distributes General Membership meeting minutes to BFCCPS community via school Website within 10 days of meeting (or within 3 days of receiving President's approval of minutes, if that approval takes longer than 2 days)
- Keeps and maintains current by-laws and has them accessible at all PCO meetings
- Collaborates with President and Vice-President (or President-Elect) to develop timely PCO updates for Pink Sheet and distributes special notices as required
- Maintains and updates social media sites with timely information about PCO activities
- Receives PCO correspondence and shares with appropriate membership
- Handles PCO correspondence including, but not limited to, "thank you" notes and acknowledgments

Member At Large

- Participates in all PCO meetings
- Assists other PCO Board Members with their duties as needed.
- Time permitting, is available to chair a PCO project or committee as needed.
- May or may not "understudy" for one of the PCO Board officer positions for the next school year.

Committees

Each spring, the PCO Executive Board shall determine core committees for the upcoming school year. Chairpersons shall be appointed for those committees. Additional committees may be added as deemed necessary and individuals shall be appointed by the Board to fill these positions.

Each committee is the direct responsibility of the appointed Chairperson. Each committee will be overseen by one of the officers of the Executive Board. Any concerns should be brought to the officer-in-charge. In addition, the committee Chairperson is responsible for providing said officer with regular committee updates.

Dissolution

If the PCO Board determines by vote that it is necessary to dissolve The Benjamin Franklin Classical Charter Public School Parent Community Organization, Inc., after paying all debts, any assets remaining shall be donated to The Benjamin Franklin Classical Charter Public School for enrichment purposes. Or, in the event of reorganization, all monies and assets shall be transferred exclusively to an organization whose purposes are similar to those of this organization and that have an Internal Revenue Service determination or ruling of the tax exemption under Section 501c3.

By-Law Amendments and Revisions

By-laws will be reviewed every three (3) years. To amend a by-law in the interim, the proposed change must be submitted to the PCO Secretary in writing at least 14 days prior to a scheduled PCO General Membership meeting. The proposed change will then be presented to, discussed, and voted on by the General Membership at said meeting.