

# Sunderland Elementary School FSO By-Laws

## ARTICLE A: DEFINITIONS

- **Executive Board Members** are defined as the 7 elected offices; President, 1st Vice President, 2nd Vice President, Treasurer, Staff Liaison and Grade Level Chairperson.
  
- **FSO Members** - are defined as the Sunderland Community of parents, guardians, staff and students whose dues are in good standing for the current school-year.
  
- **Executive Board Meeting** is defined as a closed meeting with the Executive Board Members. In order for items to be voted on, a minimum of 4 members must be present. The Board may opt to invite others to attend the meetings at their discretion, as necessary for operations.
  
- General Meetings are held monthly and are attended by the Executive Board members, FSO Members, as well as the general public.

## ARTICLE B: DUTIES OF THE EXECUTIVE BOARD

### **Section 1**

Members of the FSO Executive Board will:

1. Support the objectives of the SES FSO and uphold its policies and principles by transacting the necessary business of the organization.
2. Make reports and recommendations at General Meetings.
3. Help recruit committee chairperson(s) for all vacant standing committees of the board as well as approve plans of standing and special committees.
4. Solicit the budget and plan of work from the chairperson(s) of all committees placed reporting to their office.

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5. Assist the chairperson(s) of any committee under their office at the request of the chairperson(s).
6. Maintain documentation related to their function and deliver this documentation and any official materials to their successor within ten (10) days after the meeting at which the successor was elected.
7. Have signature responsibility for expense reimbursement requests (two signatures required).
8. Have signature responsibility on checking accounts.
9. Provide for the audit of FSO funds.
10. Prepare the annual budget to be submitted to the general membership at the first general meeting of the school year.
11. Provide nominations of the officers for the coming year.

## Section 2

The **PRESIDENT** shall:

1. Preside at all meetings of this FSO and the Executive Board.
2. Have budget oversight responsibilities, along with the Treasurer.
3. Be a member ex-officio of all standing and special committees but shall not serve on the nominating committee.
4. Appoint the chairperson(s) for special committees and ensure/provide documentation outlining the specific requirements for that committee.
5. Coordinate the work of the officers and committee chairperson(s) of this FSO in order that the objectives of this FSO may be promoted.
6. Perform all other duties usually pertaining to this office.
7. Oversee the following committees:
  - a. **SES FSO Representative**
    - i. Represents SES FSO at School Board meetings, and any Citizen Advisory Council meetings.
  - b. **Volunteer Coordinator**
    - i. Track volunteer hours for report to Principal and FSO President
    - ii. In-school activities (e.g.: Picture Day, Bus Evacuation Drills)
    - iii. After-school events (e.g.: FSO Family Fun Events)

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8. Coordinates volunteer sign-ups with committee chairperson(s) in need of volunteers.
  - a. **Mentoring Coordinator**
    - i. Coordinates program volunteers for Smeco/Lego Robotics, running club, etc. as well as similar programs and organizations which provide a learning environment thus requiring a mentor.
    - ii. Coordinates volunteers and activities concerning community lead organizations such as Girl Scouts, Cub Scouts, Key Club, FBLA, and other similar organizations that may require service hours for their time.
  - b. Other committees as approved by the Executive Board.

## Section 3

The **1st VICE PRESIDENT** shall:

1. Act as an aide to the President.
2. Perform the duties of the President in the absence or inability of that officer to serve.
3. Oversee all fundraising activities and committees in conjunction with the Treasurer and other members of the Executive Board as needed. .
4. Assume other responsibilities as assigned by the Executive Board.
5. Coordinate the general activities of any Special Committee created by the Executive Board.
6. Oversee the following committees:
  - a. **Membership**
    - i. Organize the annual FSO membership drive and the on-going process to encourage membership
  - b. **Landscaping/School Improvement**
    - i. Coordinate landscaping projects with volunteers, purchase plants, schedule planting day(s), schedule garden clean-up days
  - c.
  - d. Other committees as approved by the Executive Board.

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## Section 4

The **2nd VICE PRESIDENT** shall:

1. Act as an aide to the President.
2. Perform the duties of the President in the absence or inability of that officer to serve.
3. Oversee all hospitality in activities and committees in conjunction with the staff liaison and other members of the Executive Board as needed.
4. Assume other responsibilities as assigned by the Executive Board.

## Section 4

The **TREASURER** shall:

1. Be responsible for and have custody of all funds of this FSO.
2. Be present at all FSO events where money will be collected or assign a person, approved by the FSO President, to do so.
3. Count all money with the chairperson(s) of the event or assigned person.
4. Deposit all cash in the bank on the same day received or no later than the following business day and all checks within five (5) business days. If unable to be deposited on the day received, the money must be held in a designated locked area approved by the FSO President.
5. Collect and keep a full accurate account of receipts and expenditures of all money of this FSO.
6. Develop with the Executive Board an annual budget to be distributed to and approved by the membership of this FSO at the first general membership meeting of the school year.
7. Co-sign all expense reimbursement requests.
8. Make disbursements as authorized by the President, Executive Board, or this FSO in accordance with the budget adopted by this FSO.
9. Administer the funds of the organization under the direction of the Executive Board.
10. Make financial reports at all organization meetings and at other times requested by the Executive Board.
11. Prepare the books for annual audit at end of each fiscal year and upon request of the Executive Board. A full written report will be submitted to the incoming Executive Board by the close of the school year.

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12. Submit the books annually, or upon change of officer, for an audit by an auditor or an auditing committee.
13. Prepare federal forms specific to 501 (c) (3) designation- IRS Form 990 (or 990EZ).
14. Prepare state forms required for Maryland sales and use tax.
15. Maintain all financial records for a period of seven (7) years in an area designated by the Executive Board.
16. If needed, assist committee chairperson(s) to follow up with insufficient funds ("bounced checks) situations.
17. Maintains and registers with any necessary documentation and updates for Federal and State Tax Exempt Status for the organization.

## Section 5

The **SECRETARY** shall:

1. Keep the minutes of all general meetings and all meetings of the Executive Board.
2. Keep the calendar of events for the FSO and distribute information as necessary for publication in the media.
3. Have and bring to all meetings a current copy of the FSO Constitution and By-Laws.
4. Advise on parliamentary procedures at all meetings.
5. Refer to Robert's Rules of Order for all matters not in conflict with the FSO Constitution and By-Laws.
6. Conduct correspondence and perform all other duties assigned.
7. Liaison with media, including area newspapers and other publications.
8. Work closely with the Communications Chair to ensure information is disbursed.

## Section 6

The **GRADE LEVEL CHAIRPERSON** shall:

1. Oversee grade level representatives (Pre-K - 5th; one for each grade)
2. Advise the FSO Board and Committee members on issues of concern.
3. Recommend grade level representatives to members of the FSO Executive Board.
4. Oversees and helps coordinate 5th grade committee activities.
5. Chair the nomination committee.

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## Section 7

The **STAFF LIAISON** shall:

1. Advise the FSO Board and Committee members on issues of concern for the teachers and staff.
2. Encourage teacher/staff to participate in FSO events.
3. Report on events and budget needs for Pre-K-5th Grade, Student Learning Specialist(s), and other educational areas (music, art, physical education)
4. Report back to SES staff on Board activities and decisions.

## ARTICLE A: MEMBERSHIP AND DUES

### Section 1

All faculty and parents/guardians/grandparents of currently enrolled SES students are eligible to become members of the SES FSO. Persons not eligible for FSO membership can become "SES FSO associate members". To be granted an "associate membership", a person must be nominated by an FSO member in good standing and approved by the FSO Board.

### Section 2

Members of the organization shall be eligible to participate and vote in the General Business meetings and to serve in any of its elected or appointed positions. Associate members are eligible to participate in General Business meetings but are not eligible to vote on FSO matters nor can they serve in any of the FSO elected or appointed positions.

### Section 3

An annual membership enrollment will be conducted. Additional members shall be accepted at any time.

### Section 4

Dues shall be minimal, and the amount decided upon at the First Executive Board meeting of the fiscal year (July 1 - June 30).

### Section 5

Membership duration shall be from July 1 to June 30.

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## ARTICLE B: MEETINGS

### Section 1

1. A General Meeting of the organization will be held by September to approve the budget for the fiscal year. The FSO Executive Board may authorize the expenditure of funds, not to exceed \$5,000 total, prior to this event if required for reservation of critical program activities (e.g., Cultural Arts).
2. Members present at the General Meeting shall constitute a quorum.
3. A General Meeting of the organization shall be held in May of each year for the purpose of reorganization for the coming year.
4. The President or the Executive Board shall set other general meetings.

### Section 2

Executive Board meetings shall be set by the President or by the majority of the Executive Board. All FSO members will be invited to attend all Executive Board meetings.

### Section 3

Resolutions or recommendations shall be approved by a majority vote of all FSO members in attendance at any general meeting or Executive Board meetings.

### Section 4

Any proposed Constitutional or By-Law amendments shall first be presented at an FSO Board or General FSO meeting and a verbal vote to consider the amendment will take place. If there is support for the amendment, an announcement of the proposed change will be made to the full Membership within one week, either through the FSO weekly Email notification or Wednesday folder processes. The written amendment to the Constitution or By-Laws shall be presented for final approval at the following FSO Board or FSO General meeting (whichever comes first). In order for an amendment to pass, a consensus of all FSO members at the meeting must occur. If there is a dissenting vote, the matter will be put forward to the full FSO membership at the next FSO general meeting.

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## Section 8

Reporting and Roles of the Chairperson(s) of the Standing Committees:

1. Reporting to President
  - a. SES FSO Representative
    - i. Represents SES FSO at School Board meetings, Citizen Advisory Council meetings.
  - b. Volunteer Coordinator
    - i. Track volunteer hours for report to Principal and FSO President
    - ii. In-school activities (e.g.: Picture Day, Bus Evacuation Drills)
    - iii. After-school events (e.g.: FSO Family Fun Events)
    - iv. Coordinates volunteer sign-ups with committee chairperson(s) in need of volunteers.
  - c. Mentoring Coordinator
  - d. Other committees as approved by the Executive Board.
2. Reporting to 2nd Vice President:
  - a. Hospitality
    - i. Coordinates food/baked goods for several in-school and after-school events and activities. (e.g. Ice Cream Social, Spring, Art/Music Show, Back-to-School Teacher Breakfast/Dinners, Teacher Appreciation Week)
  - b. Family Fun Nights
    - i. Coordinate and seek chairperson(s) for such activities and standing committees. (e.g. Fall Festival, Winter Wonderland, Variety Show, Spring Fair, Donuts with Dad, and, Mornings with Mom)
  - c. Other committees as approved by the Executive Board.
3. Reporting to Treasurer
  - a. Fundraising Committee Chairperson(s)
    - i. Research possible fundraising activities, canvas FSO membership for interest and participation level, implement the project.
    - ii. Project profit based on cost of project and expected revenue.



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- iii. Collect, organize and submit order forms and payments; work with the Treasurer in depositing fundraiser revenue.
    - iv. Organize pick-up and/or distribution of fundraiser items
  - b. Corporate Sponsorship Chairperson(s)
    - i. Coordinate with other Committees such as Fundraising and Silent Auction, to ensure a concerted and joint effort in reaching community and regional businesses.
  - c. Spirit Wear Chairperson(s)
    - i. Coordinate and execute ordering and purchasing of clothing/accessory items for promotion of school spirit.
  - d. Yearbook Chairperson(s)
    - i. Coordinate the production and processing of the SES Yearbook
  - e. Cultural Arts Chairperson(s)
    - i. Assess the needs of the school in bringing in fun and educational programs for the enrichment of the children's educational experience.
    - ii. Coordinate with the Principal and Vice Principal to ensure the program content is in line with the goals of SES Staff.
    - iii. Complete needed paperwork to schedule various cultural arts assemblies, including procuring payment to artists.
    - iv. Complete grant application paperwork for Calvert Arts Council and others, as applicable.
- 4. Reporting to Recording Secretary
  - a. Social Media/Communications
    - i. Coordinate the updating of the SES Website on [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us)
    - ii. Coordinate the updating of the social media accounts associated with the FSO
    - iii. Coordinate the updating of the FSO website.
  - b. Newsletter
    - i. Draft the SES FSO Newsletter from articles provided by teachers and/or FSO Board or Committee members.
    - ii. Coordinate the distribution of the SES FSO Newsletter.

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## ARTICLE E: ELECTION OF EXECUTIVE BOARD OFFICERS

### **Section 1**

A nominating committee shall be created for the purpose of selecting candidates for presentation to the general meeting where elections for the following year are being held.

### **Section 2**

The nominating committee shall be chaired by a current FSO Board Member and comprised of a faculty/administration member and up to three FSO members. This committee shall include a minimum of two non-board members.

### **Section 3**

The nominating committee shall have at least three members and always an uneven number. (5 people)

### **Section 4**

The Executive Board shall solicit volunteers to be voted on by the Executive Board to become members of this committee.

### **Section 5**

A public announcement soliciting volunteers or nominations for the Executive Board shall be sent out a minimum of two weeks prior to elections.

### **Section 6**

The annual election of officers for the Executive Board shall be held at the May General Membership Meeting, occurring prior to the end of the school year.

### **Section 7**

If there is only one candidate for any office, by motion from the floor, the election for that office may be by voice vote.

### **Section 8**

The nominating committee shall present a slate of candidates for each Executive Board position. It shall not be limited to one candidate per office.

### **Section 9**

No person may run for two different roles.

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## Section 10

Nominations for elected officers may be made from the floor at the election meeting provided each nominee has registered with the chairperson(s) of the nominating committee at least five days prior to the election meeting. His/her name must then be placed in nomination from the floor at the election meeting. No unregistered nominations may be made from the floor at the election meeting.

## Section 11

If an office remains unfilled after the election, it shall be considered a vacant office to be filled by a person elected by majority vote of the new Executive Board, all members of the new Executive Board having been notified.

## Section 12

All resignations must be made in writing to the FSO President and the School Principal.

## Section 13

In the event a vacancy occurs outside the normal nomination and/or election period, the Executive Board shall be filled by appointment of the Executive Board for the unexpired term.

## Section 14

By two-thirds (2/3) vote of the Executive Board, an officer may be removed from office for failure to perform duties. An officer who misses three consecutive FSO monthly meetings can be removed from office.

## ARTICLE F: VOTING

### Section 1

All motions and elections, except those expressly stated otherwise in the Constitution or By-Laws, shall be carried or filed by simple majority vote of members present and voting.

### Section 2

Candidates shall be voted on in order they are listed in the By-Laws. However, if there is one candidate for an office or offices, those offices shall be voted on first.

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## ARTICLE G: DISPENSATION OF FUNDS

### **Section 1**

Money raised by this organization shall be spent as specified in the approved budget. Any additional expenditure must be approved by a majority vote by the FSO members at an Executive Board meeting or general meeting.

### **Section 2**

In order to be reimbursed or to receive a FSO check, the member must submit the "Reimbursement Request" form to the Treasurer, for approval by two (2) Executive Board members (signature required), per current FSO Financial Procedures document(s).

### **Section 3**

All non-perishable food items or leftover items from FSO events should be used as soon as possible by any remaining FSO events. At no time shall FSO items be used for personal use by any member.

### **Section 4**

A minimum of \$2,000 shall be carried over each year as start-up monies for the coming school year. The FSO may carry-over any amount above this \$2,000 as it deems necessary.

- Original version adopted at the General Meeting held on August 6, 2003.
- Amended version adopted at the FSO Board meeting held on February 7, 2005.
- Second amended version adopted at the FSO Board meeting held on February 5, 2009
- Third amended version adopted at the FSO Board meeting held on November 7, 2011
- Fourth amended version was adopted by the FSO Board meeting held in 2020.
- 5th amended version was adopted by the FSO Executive Board meeting held April 18, 2022.