

**The Ranches Academy Charter School  
Family School Organization  
By-Laws**

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*Article I*      ***Organization Name***

The name of the organization shall be The Ranches Academy Family School Organization (FSO).

*Article II*      ***Objectives/Mission***

- Section 1:      The help The Ranches Academy Charter School accomplish its goals and objectives as defined in its charter.
- Section 2:      To involve parents in and promote a better understanding of the educational program of The Ranches Academy.
- Section 3:      To provide meaningful events and activities that will enhance the educational experience provided at The Ranches Academy.
- Section 4:      To promote a closer relationship between parents and the school, that the parents and teachers may work cooperatively in educating children.
- Section 5:      This FSO is organized exclusively for the charitable, scientific, literary or educational purpose within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any further federal tax code (hereinafter Internal Revenue Code).

*Article III*      ***Policies/Procedures***

- Section 1:      The FSO shall neither seek to direct the administrative activities of the school nor control its policies.

- Section 2: The FSO may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for all concerned, i.e. students, teachers, administration and parents.
- Section 3: The FSO shall meet monthly on a day and time decided by a majority vote of the FSO Executive Board with a quorum present.
- Section 4: Business may be transacted at a general FSO meeting with a majority of the Executive Board present and a majority vote of the members in attendance.
- Section 5: The FSO general meetings shall meet in accordance with open meeting policies.
- Section 6: In the event of the dissolution of this organization, the assets of the organization shall be donated to The Ranches Academy Charter School for the purchase of instructional materials.
- Section 7: All membership concerns or complaints should be resolved by the FSO Executive Board in an efficient and timely manner. If the concern or complaint cannot be resolved, the matter should then be taken to the Director for resolution. If the matter cannot be resolved by the Director, then the matter can be brought before The Ranches Academy Governing Board for review.

*Article IV*     **Membership**

- Section 1: Any parent or legal guardian with a child enrolled and attending The Ranches Academy is eligible to be a member of the FSO.
- Section 2: Each family will have only one vote on FSO voting items.
- Section 3: Each member of the licensed teaching staff working at The Ranches Academy, and the Director, Secretary and School Assistant are members of the FSO.
- Section 4: The FSO Executive Board shall consist of a President, President Elect, Secretary and Treasurer.
- Section 5: The principal and/or teacher liaison, appointed by the principal, shall serve as ex-officio members of the FSO Executive Board.
- Section 6: The FSO Board shall consist of the FSO Executive Board and other such members as the Executive Board deems necessary.
- Section 7: The Ranches Academy Governing Board shall function as advisors to the FSO.
- Section 8: All FSO members are encouraged to attend the FSO meetings.

Concerns may be addressed during these meetings, provided the issue has been placed on the agenda.

Section 9: Each FSO board member may make motions and/or serve on committees.

Section 10: This organization shall be non-commercial, non-sectarian, and non-partisan.

Section 11: The name of this FSO or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the objects of this FSO.

Section 12: This FSO shall not directly or indirectly participate or intervene (in any way, including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 13: No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set within the Articles of Association and the By-Laws.

#### *Article V*     **Funds**

Section 1: A yearly budget will be adopted at the last meeting of the fiscal year (July 1 – June 30) by a majority vote of both the FSO and the Executive Board with quorum present, and 51% of the vote of the general FSO members present at the meeting. If the proposed budget is not adopted at this time, a special meeting to resolve the budget shall be scheduled.

Section 2: Funds to cover the budget and other needed items will be raised through fund-raising projects (which must be approved through The Ranches Academy Fundraising Committee via the Governing Board) and donations. Priorities of how fundraising revenues will be spent during the next school year will be introduced in April and adopted in May. Amendments of spending priorities can be made at any meeting by a 51% majority vote of the FSO members present.

Section 3: The Executive Board of the FSO is authorized to expend funds allotted through the adopted budget. Any additional expenses must be approved by a majority vote of the FSO membership present at the meeting in which the request was made.

Section 4: The allocation of any excess funds will be determined at the May

meeting. When possible, \$2,000 will be carried forward annually for use as the beginning operating budget for the next school year.

Section 5: All funds generated by the FSO will go directly back to The Ranches Academy school fund where it will then be appropriated back to the FSO.

Section 6: All checks must be signed by the the school finance controller and the school Director. All reimbursement forms are signed by the FSO treasurer and the school director.

*Article VI*     **FSO Executive Board members and their Elections**

Section 1: The FSO Executive Board shall consist of a President, President Elect, Secretary, and Treasurer. The Principal and/or teacher liaison shall serve as ex-officio members of the FSO Executive Board.

Section 2: In The Ranches Academy's inaugural year, the FSO president shall be appointed by The Ranches Academy Governing Board. The President Elect, Secretary, and Treasurer, and Member at Large shall be appointed by the FSO President under consultation with The Ranches Academy Governing Board.

Section 3: All executive board positions are volunteer and are welcome to be filled by any FSO member. The President-Elect shall recruit in May to fill positions for the upcoming year. An election shall be held, if necessary, each May for the following FSO Executive Board positions: President Elect, Secretary, and Treasurer, if there are more than one persons interested in a certain position. Only FSO members may vote. FSO Executive Board members will serve a one-year term.

Section 4: FSO Executive Board members shall assume their official duties on July 1 following their election.

Section 5: A vacancy occurring in the positions of President, President Elect, Secretary, and Treasurer shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the FSO Executive Board. In the case of a vacancy of the office of President, the President Elect shall become President and the FSO Executive Board shall select a new President Elect. In the event that both the offices of President and President Elect are vacant at the same time, the remainder of the Executive Board may assume the responsibilities of the two offices until replacements are selected.

Section 6: FSO Board member elections shall be conducted in the following manner:  
i. The FSO Board functions as a nominating committee for the FSO Executive Board elections.

- ii. Nominations will be presented to the FSO general membership at the April meeting.
- iii. Any member of the FSO may make additional nominations in writing. Such nominations, countersigned by the nominee and 2 additional FSO members, shall be presented to the President prior to the April meeting. The FSO President will announce the additional nominees at the April meeting.
- iv. In the absence of a candidate in any position, an opportunity shall be given for nomination from the floor, following the report from the nominating committee. Only those that have been consented to serve shall be eligible for nominations, either by the committee or from the floor.
- v. A list of all nominees will be published in the school newspaper prior to the May FSO meeting.
- vi. A ballot election will be held at the May FSO meeting, if necessary.
- vii. Appropriate notification of elections will be given to the FSO members.

*Article VII*     **Duties of the FSO Executive Board Members and Ex Officio Members**

Section 1:     The President:

- i. Presides at all general FSO meetings and FSO Executive Board meetings.
- ii. Prepares an agenda in coordination with the FSO Executive Board Secretary for meetings.
- iii. Calls meetings to order.
- iv. Receives reports from the Secretary, Treasurer, and committee chairs.
- v. Acquaints President Elect with the organization and sees that all departing FSO Executive Board members pass on the records on their offices and ensures proper orientation for their successors.
- vi. Shall be designated as the primary contact for the principal, administration, and The Ranches Academy Governing Board.
- vii. Shall be an ex-officio member of all committees.
- viii. Attends The Ranches Academy monthly board meetings and provides FSO report, submits requests for events and/or activities as requested by the board.
- ix. Shall perform such other reasonable and appropriate assignments as may be prescribed in these by-laws or assigned to him/her by the FSO

Executive Board, and shall coordinate the work of the FSO Executive Board and committees, in order that the objective/mission may be promoted.

- x. Shall request an outside audit of FSO finances as deemed necessary.
- xi. Shall be responsible for having a copy of Robert's Rules of Order at all FSO meetings.

Section 2: The President Elect:

- i. Assists the President as needed and performs the duties of the President in his/her absence or inability to serve.
- ii. Prepares to become the President in the following year.

Section 3: The Secretary

- i. Shall record and maintain a record of the minutes of all FSO Executive Board meetings, FSO Board meetings and general FSO meetings.
- ii. Prepares a copy of the minutes of each FSO Executive Board meetings for each Executive Board member and ex-officio members, provides those minutes prior to the next FSO Executive Board meeting, and posts them in the appropriate places (School office and website) for general membership accessibility.
- iii. Prepares an agenda in coordination with the FSO President.
- iv. Publicizes the date, time and agenda of all FSO meetings.
- v. Acts to ensure that all by-laws are strictly followed and has a copy of the by-laws on hand for reference at all times.
- vi.. Maintains a log of volunteer hours, or ensures that it is being done.
- vii. At the discretion of the FSO Executive Board and Director, the secretary may serve additional terms as needed.

Section 4: The Treasurer:

- i. Shall receive and disburse all monies of the organization.
- ii. Shall keep an accurate record of receipts and expenditures.
- iii. Shall pay out funds in accordance with the approval of the FSO Executive Board and the approved budget.
- iv. The school controller will open accounts in the name of the FSO in bank(s) approved by The Ranches Academy Governing Board.
- v. The school controller will place all funds on deposit in the name of the FSO. The signatures of two authorized signers must appear on each signature card. Two of the three signers must appear on all drafts against these accounts.
- vi. Shall present a financial statement when requested by the FSO Executive Board.

- vii. Shall make full financial report at the end of the current fiscal year. The fiscal year shall be July 1 – June 30.
  - viii. At the discretion of the FSO Executive Board and Director, the treasurer may serve additional terms as needed.
- Section 5: FSO Executive Board members are required to attend scheduled FSO Executive Board meetings. Missing two consecutive FSO Executive Board meetings without prior notification of two other FSO Executive Board members will result in immediate dismissal from the FSO Executive Board.
- Section 6: All FSO Executive Board members shall deliver to their successor's official material at the close of their term of office.
- Section 7: Materials sent home to parents by a committee must have prior approval from a FSO Executive Board member.
- Section 8: The Director reports on the state of the school.
- Section 9: The Teacher Liaison and/or the Director represents the school staff.
- Section 10: All FSO Executive Board members and ex officio members shall perform the duties outlined above as well as any other duties prescribed in these by-laws and such other reasonable or appropriate duties as may be delegated to him/her by the FSO Executive Board.
- Section 11: The duties of the Executive Board shall be to carry out the expressed policies and desires of the membership of the organization and to make recommendations to the membership for needed actions or policy changes that may be required.

*Article VIII*    **Meetings**

- Section 1: The annual kick-off meeting of the FSO shall be held at the beginning of each school year, the exact date to be decided upon by the FSO Executive Board.
- Section 2: The FSO and the FSO Executive Board shall have regularly scheduled meetings.
- Section 3: Three FSO Executive Board members shall constitute a quorum. A quorum is necessary for the transaction of official FSO business.
- Section 4: FSO Executive Board business conducted outside of scheduled meetings must be posted on the website and emailed or called in to all Executive Board members.
- Section 5: The FSO Executive Board may call special meetings. The President of the FSO Executive Board shall give appropriate notification to the FSO Executive Board members.

- i. Robert's Rules of Order shall govern the meetings of the FSO in all cases which are applicable and in which they are not inconsistent with these by-laws. A copy of Robert's Rule of Order shall be kept by the FSO Executive Board and be made available at meetings.
- ii. FSO meetings must be open and announced in a timely manner so that all FSO members may attend.

*Article IX*      **Standing and Special Committees**

Section 1: Standing and special committees shall be created by the FSO Executive Board as deemed necessary to promote the objectives and carry on the work of the organization.

Section 2: The President, with the approval of the FSO Executive Boards, shall appoint the chairpersons of the standing committees. If a committee chair position becomes vacant, a replacement shall be chosen in the same manner.

Section 3: The chairperson of each standing committee shall select her/her working committee.

Section 4: The chairperson shall report the plans and activities of the committee to the FSO Executive Board. No committee shall undertake and projects without approval from the FSO Executive Board.

Section 5: Committee chairperson/persons shall be issued committee guidelines by the FSO Executive Board.

- i. Since special committees are created by and appointed for a specific purpose, they are automatically dissolved when their work is finished and their final report is received.
- ii. Duties of a committee chairperson:
  - a. Attends all applicable general FSO meetings.
  - b. Reports to the FSO Executive Board.
  - c. Acquaints his/her replacement with the organization and passes on all records of the office to their successor.
  - d. Submits articles to the monthly school newsletter as necessary.
  - e. Sends out thank you notes to all volunteers on their committee or acknowledges volunteers in the monthly school newsletter.

*Article X*      **Amendments**



Any member of the FSO can propose a request for amendments to the FSO by-laws. FSO by-laws are to be amended at The Ranches Academy Board meetings under the following conditions:

Section 1: Proposed amendments shall be presented in a general FSO meeting during the “New Business” section of the agenda.

Section 2: A quorum of The FSO Executive Board must be present at the time of a vote to request to amend the by-laws.

Section 3: The FSO Executive Board approves the request for an amendment by a simple majority.

i. If 51% of the FSO members in attendance approve the proposed amendment, it passes.

ii. Requests for amendments are then submitted to The Ranches Academy Governing Board for approval.