

# Renaissance Parent Crew Foundation (PCF)

## Bylaws

### **Article I: Name:**

The name of the organization shall be the Renaissance Parent Crew Foundation (RCF). This organization shall serve as a committee of the Renaissance Secondary School (RSS) Board.

### **Article II: Purpose:**

The mission of the Parent Crew Foundation is to support the mission and vision of the Renaissance Secondary School (RSS) through fundraising and programs designed to support the entire school community. The PCF is dedicated to supporting the Renaissance Secondary educational experience and culture of crew, and to providing opportunities for all segments of the community to actively contribute to the life of the school.

### **Article III: Objectives:**

The Parent Crew Foundation fulfills its mission by working in three areas:

#### A. School Community

PCF provides a structure whereby the community can collaborate in support of the school's culture and for the best interests of students via:

- Sponsorship of community events, service learning, and enhanced learning opportunities
- Providing opportunities for parents and interested community members to participate in the school
- Celebrating and recognizing those who contribute to the school community

#### B. Community at large:

The PCF establishes relationships between the community and Renaissance Secondary School by creating relationships:

- Between the school and the local business community;
- Between the school and the larger educational community, including other charter schools and local public schools;
- Between the school and the local non-profit community.

B. Fundraising: The PCF seeks to help sustain the financial well being of the Renaissance Secondary School through fundraising and other revenue generating projects such as:

- Grants

- Corporate sponsorships
- Annual Funds to solicit contributions
- Student-involved and passive fundraising projects that support the school community

#### **Article IV: Policies**

- A. This organization will be noncommercial, nonsectarian, and nonpartisan. It will not endorse any commercial enterprise or political candidate. The name of the organization or of its officers in their official capacities will not be used in connection with other purposes than the regular work of the organization.
- B. This organization will neither seek to direct administrative activities of the school, nor to control its policies.

#### **Article V: Membership**

- A. Any parents, guardians, or other adults standing in loco parentis of a student at the school shall be a general member
- B. Eligibility for Executive Board
  - a. Parents and community members are eligible to be Executive Board members.
- C. PCF shall consist of the following membership:
  - a. Executive Board
    - i. The PCF Executive Board shall consist of the Officers (President, Vice President, Treasurer, Secretary) and the Principal.
    - b. The RSS Board Treasurer shall be an ex-officio, non-voting member.
- D. In the organization's inaugural year, Executive Board members shall be appointed jointly by the RSS Board President and the Principal.
- E. PCF shall have 5 voting members, which make up the Executive Board. The Executive Board shall be appointed by the RSS Board.
- F. The PCF Executive Board must include at least one parent/guardian with a student enrolled at RSS.

#### **Article VI: Executive Board**

- A. The Executive board shall consist of the officers listed in Article V and the school Principal.
- B. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, creating standing and temporary committees, prepare and submit an operating budget to

the RSS board, approve routine bills, and prepare reports and recommendations for the RSS Board.

- C. Regular meetings of the Executive Board shall be held monthly, on the same day and at the same time each month, to be determined by the board, unless a change is agreed upon by the board.

## **Article VII: Executive Board Member Roles and Responsibilities**

### **A. Responsibilities of the Executive Board:**

- Draft and submit a proposed operations budget to the RSS Board annually.
- Maintain a working knowledge of PCF affairs.
- Maintain a calendar of all PCF activities.
- Recruit and select the chairpersons of all standing and special committees and maintain a roster of committee chairs for each school year.
- Support PCF committees to ensure that the organization's purpose and objectives are being met.
- Stay informed of committee work through regular communication with committee chairs.
- Solicit student input and involvement for school events and activities.
- Obtain approval from the school Principal for all planned events or fundraising activities.
- Officers shall attend all PCF meetings. If an officer fails to attend 3 consecutive Executive Board meetings he/she may be removed from office.
- Perform the duties outlined below as well as any other duties prescribed in these bylaws and such other duties as may be delegated to him/her.
- Upon expression 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.
- At least one Executive Board member should strive to oversee major events.

### **B. President:**

The President shall:

- Preside over meetings of the organization and Executive Board
- serve as the primary contact for the Board and Principal
- represent the organization at meetings outside the organization
- serve as an ex-officio member of all committees
- coordinate the work of all the officers and committees so that the purpose of the organization is served

- Assure that all reporting to the RSS Board is accomplished
- Assure that materials printed and distributed on behalf of PCF are approved by the RSS Board before they are published.
- Ensure that the school community is informed of all pertinent information.
- Determine meeting schedule, in collaboration with executive board; call special meetings as necessary
- Attend or delegate a representative to attend RSS Board meetings.
- Work with the Treasurer to assemble an annual report of the activities of the PCF.
- Ensure the PCF has a named SAC representative who attends SAC meetings.

**C. Vice President:**

The Vice President shall:

- Maintain a working knowledge of all PCF affairs.
- Assist the President and carry out all the President's duties in his or her absence or inability to serve.
- The Vice President shall be responsible for ensuring thank you notes are sent to all donors.
- Assist other board members and committee chairs as needed.
- Serve as a liaison for committees as determined by the Board.

**D. Secretary:**

The Secretary shall:

- Keep all records of the organization
- take and record minutes; provide copies to Executive Board prior to next meeting for approval or approval with revisions.
- prepare the agenda in conjunction with the President and ensure posting of meeting agendas at least 24 hours prior to the meeting.
- handle correspondence as needed
- maintain a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to meetings
- Communicate notice of PCF meetings to parents via school secretary or designee.
- Publish information in the school newsletter at least monthly to provide updates to the community.
- Work with school staff to ensure PCF website is maintained appropriately.

**E. Treasurer:**

The Treasurer shall:

- Be responsible for the PCF accounting process.
- Work in conjunction with the RSS Board Treasurer.

- receive funds of the organization and ensure funds are directed to Renaissance Secondary
- keep accurate receipts and records of income and expenditures, including maintaining petty cash.
- Work with committee chairs to establish committee budgets and ensure committees stay within their approved budgets.
- present a financial statement at every meeting and at other times of the year when requested by the Executive Board
- Prepare and submit financial reports to the RSS Board as necessary, and a final report at the end of the year

### **Article VIII: Nominations and Appointment of Board Members**

#### **A. Nominations and Appointments**

1. In the inaugural year of the organization, the board and its officers shall be appointed jointly by the RSS Board President and the Principal.
2. In subsequent years, members and officers will be appointed by the RSS Board or their designee.
3. Nominations or self-nominations will be solicited in April/May of the prior school year and members shall be appointed in June/July to serve for the following school year.
4. Officers shall assume their official duties at the close of the prior school year and will serve for a two year term.

#### **C. Removal from Office**

1. Officers may be removed from office with or without cause by the Renaissance Secondary Board of Directors.

### **Article IX: Terms**

- A. In the inaugural year, officers shall be appointed for either one year or two year terms, in order to achieve the staggering of future appointments.
- B. The term of each officer shall be two years or until their successors are appointed.
- C. Each year, appointments shall be made for two members or three members, respectively, such that the other two or three members are serving the second year of their two-year term.

- D. In the event that a Board position is vacated before the end of the term, the Renaissance Secondary Board shall appoint someone to fill the position for the remainder of the term of office.
- E. An officer of the executive board or committee chair/member may be removed from their position by the Renaissance Secondary Board of Directors at any time with or without cause. Only the Renaissance Secondary Board shall determine whether a member shall be removed from their position.

### **Article X: Meetings and Voting**

- A. Regular Meetings  
The PCF shall meet monthly.
- B. Special Meetings  
Special meetings may be called by the President, or any 2 members of the Executive Board, by submitting a written request to the Secretary.
- C. Quorum  
Quorum sufficient to transact business shall be defined as three Executive Board members.
- D. Only Executive Board members may vote at Executive Board meetings.
- E. Event proposals, appropriations, and expenditures shall be approved by the PCF Board.
- F. PCF annual operating budget is based on a school calendar year and shall be approved by the PCF Executive Board prior to submission to the RSS Board.

### **Article XI. Committees**

The PCF Executive Board shall create committees as deemed necessary and/or assign volunteers to any ad hoc positions as deemed necessary.

### **Article XII. Finances**

- A. PCF shall raise funds only for Renaissance Secondary School.
- B. PCF shall transmit all funds to Renaissance Secondary School Board of Directors.
- C. A budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
- D. The Treasurer shall keep accurate records of disbursements and incoming funds.
- E. The Executive Board shall approve all expenses of the organization.

- F. The Treasurer shall prepare a financial statement at the end of the year, to be submitted to the RSS Board.
- G. The fiscal year shall coordinate with the school year.
- H. The PCF Executive Board shall draft and submit a proposed operations budget for approval by the RSS Board of Directors each May of the previous school year for the following year's operations.
- I. The PCF Executive Board shall approve all expenses of the organization.
- J. The Treasurer shall keep accurate records of income and expenditures.

**Article XIII: Amendments**

- A. Bylaws may be amended only by the RSS Board of Directors.

**Article XIV: Dissolution**

- A. The organization can be dissolved only by the Renaissance Secondary Board of Directors.
- B. A final financial report should be prepared by the Treasurer upon dissolution.

**Article XV: Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's laws.

**Article XVI: Conflict of Interest Policy**

1. Any possible conflict of interest on the part of any member of the Board or a Committee Chair shall be disclosed in writing to the RSS Board and made a matter of record at a regular meeting. Possible conflicts shall also be disclosed when the interest involves a specific issue before the board.
2. Where a transaction involves a board member, the involved board member shall abstain from voting on the transaction.
3. Every new member of the Board will be advised of the policy upon entering the duties of his/her office. The Board will comply with all requirements of Colorado Law in this area and the Colorado requirements are incorporated into and made a part of this policy statement.