



Friends of Morgan By Laws

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Friends of Morgan By Laws

Version History

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Article One: Name and Organization

Section 1: Organization Name

The name of this organization shall be Fulshear Friends of Morgan (FOM), location in the city of Fulshear, County of Fort Bend, and the State of Texas. It serves Fletcher Morgan, Jr. Elementary School located at 32720 FM 1093 Road, Fulshear, TX 77441.

Section 2: Articles of Organization

The “articles of organization” of this organization include:

- a) The approved bylaws of the FOM
- b) The articles of incorporation (the charter)
- c) The certificate of incorporation

Article Two: Purpose and Basic Policies

Section 1: Purpose

- A. The purpose of the PTO is:
 - a. To aid and support the faculty, students and parents of Morgan Elementary School
 - b. To help achieve better lives for children through education, cooperation, projects and concern
- B. The purpose of the organization is promoted through educational programs, social experiences and fundraising which are governed by the basic policies set forth in Article Two, Section 2.

Section 2: Basic Policies

- A. The organization is organized exclusively for 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 (hereinafter “Internal Revenue Code”). FOM shall not carry on any activities not permitted to be carried on (i) by and organization exempt from the Federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- B. The organization shall be non-commercial, nonsectarian and nonpartisan. The name of the organization or names of any members in the official capacities shall not be used in connection with or to endorse or promote any partisan or commercial interest nor for any purpose other than required to accomplish the work of FOM.

The organization shall not directly or indirectly participate or intervene in any way (including publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities in attempting to influence legislation by any means.

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No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, officers, directors, trustees, or other private parties. FOM shall be authorized and empowered to pay reasonable compensation for services rendered or to make reimbursements for expenses paid in furtherance of the purpose of the organization.

- C. FOM shall not seek to direct the administrative activities of the school or to control its policies; however, it may endeavor to make known the opinion of membership in such matters to the administration. FOM shall operate within the guidelines set forth by the Lamar Consolidated Independent School District.
- D. For any item(s) to be used by the Board, fundraising, or for resale shall be required to get three (3) quotes in writing for reference; This excludes t-shirts, yearbooks and any year to year standard fundraising items; these contracts should be revisited every 3 years in cycle with By Law review. Each newly elected FOM Board shall vote and/or select from the bids to use for the year of that Boards term.

Article Three: Conflict of Interest Policy

Section 1: Purpose

The purpose of this conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

1. **Interested Person:** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family;
 - A. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - B. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - C. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, Part 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

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Section 3: Procedures

1. **Duty to Disclose** – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists** – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest** –
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. **Violations of the Conflicts of Interest Policy** –
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4: Records of the Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

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Section 5: Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6: Annual Policy Acknowledgement

Each director, principal officer and member of a committee with governing board powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflict of interest policy,
- B. Has read and understand the policy,
- C. Has agreed to comply with the policy, and
- D. Understand the Organization is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7: Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- C. When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Article Four: General Membership and General Voting Eligibility

Section 1: General Membership

- A. All parents or guardians of children enrolled at Morgan Elementary shall be members of the FOM. Any parent, guardian, or other adult standing in loco parentis for a student enrolled at Morgan Elementary may be a member of FOM.
- B. Staff, faculty and administration actively employed at Fletcher Morgan, Jr. Elementary may join as a member of FOM.

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- C. FOM members are invited to attend and participate in General FOM meetings or special meetings as needed.
- D. A quorum of the membership shall consist of those members present at any general meeting of this organization.
- E. Only FOM Elected Officers shall be allowed to make motions at General FOM Meetings.
- F. Members shall be notified of all upcoming meetings through electronic notice on the FOM website and distributed to all families through the Morgan Elementary Parent Newsletter.
- G. No dues shall be collected.

Section 2: General Voting

- A. Members do not have voting rights except for Board Elections. Members have one vote per household or family for Board elections

Article Five: Officers and Elections

Section 1: Officers

- A. The executive board officers for the inaugural year are:
 - a. President
 - b. Vice President
 - c. Vice President of Programs
 - d. Vice President of Fundraising
 - e. Vice President of Fundraising
 - f. Vice President of Spirit
 - g. Vice President of Communications
 - h. Treasurer
 - i. Secretary
- B. The executive board has the authority to create new officer position(s) as needed as well as eliminate a position(s) as needed.
- C. General FOM members shall elect all FOM Officers. Elections shall be held at the Spring General Meeting each year. A majority of the votes cast by the members shall be necessary for election. Any vacancy occurring during the year shall be filled by the majority vote of the Executive Board at a regular or general meeting.
- D. The term of the office for all officers is one year in alignment with the school year/fiscal year. Officers may not hold the same position longer than two consecutive years. Only in the event that no one else wishes to serve, the term can be extended. In order to serve in the office of President the candidate must have served on the Executive Board for at least one year.
- E. Any FOM member in good standing may be nominated/nominate themselves for an officer position.
- F. All officers shall sign a Code of Conduct at the beginning of their term to be kept on file by

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the secretary. Any Officer may be removed if it's proven that said officer committed an illegal act during the course of his or her duties. An officer may also be removed by board vote for non-attendance, deemed negligence of position duties or financial negligence of school or FOM funds.

- G. Each officer shall attend all appropriate planning meetings during the summer prior to the start of the next school year

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Section 2: Executive Board Duties

- A. Executive board responsibilities include:
 - a. Oversee FOM finances including preparing the annual budget, managing monthly finances and approving funding for major improvements, programs and activities.
 - b. Establish and oversee committees and volunteers to conduct work of FOM
 - c. Transact business between meetings in preparation for general and monthly meetings
 - d. Create guidelines and policies
 - e. Disbursement of FOM funds of any amount under \$500 may be approved by the President. Any amount over \$500 requires approval by a majority vote of the Executive Board Members
 - f. Uphold values and traditions of Fletcher Morgan, Jr. Elementary
 - g. Represent the school according to the code of conduct and as good stewards and citizens of the community.
- B. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed or requested by the president:
 - a. **President:** The president shall preside over all meetings of FOM and executive board, serve as the primary contact for the principal, act as liaison between executive board and school district, oversee the election process each year, assign social media and website duties to an executive board member based on board member skill sets, oversee any committees assigned to him/her and coordinate the work of all the officers and committees so that the purpose of the organization is served.
 - b. **Vice President:** The vice president shall assist the president and carry out the presidential duties in her or his absence or inability to serve. The vice president shall act as parliamentarian for all meetings by maintaining order and ensuring the basic principles of parliamentary procedure are followed, i.e. taking one business at a time, promote courtesy, justice, impartiality and equality as well as ensuring the majority rules but that the rights of individual majority and absent members are protected. The vice president shall oversee any committees assigned to them.
 - c. **Vice President of Programs:** The vice president of programs is responsible for assisting the president with community programs run by FOM, overseeing and coordinating all volunteers, overseeing any committees assigned to them and performing any duties as may be delegated to him/her.
 - d. **Vice President of Fundraising:** The vice president of fundraising is responsible for all fundraising programs and events including seeking and maintaining sponsorships, overseeing any committees assigned to them and performing any duties as may be delegated to him/her.
 - e. **Vice President of Spirit:** The vice president of spirit is responsible for managing the FOM Spirit store, overseeing any committees assigned to them and performing any duties as may be delegated to him/her.
 - f. **Treasurer:** The treasurer shall maintain control of all funds of the organization, keep a full and accurate account of receipts and expenditures and in accordance with the budget adopted by the FOM. The treasurer shall also prepare a budget with the assistance of the President and a budget committee. The budget is to be reviewed and accepted by the Executive Board by the beginning of August of the current school year.

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The treasurer shall make disbursements as authorized by the President or Executive Board, present a financial statement at every meeting of FOM and at other times when requested by the Executive Board, prepare a year-end financial statement no later than June 30th, maintain and comply with tax-exempt status under section 501(c) (3), act as purchasing agent for FOM as well as perform such other duties as may be delegated to him/her and oversee the committees assigned to him/her.

- g. **Secretary:** The secretary shall record the minutes of all general and executive board meetings of FOM, maintain a list of all items voted on during meetings, present meeting minutes at the following board meeting for approval and post on FOM website, keep all signed Code of Conduct and Conflict of Interest forms on file. The secretary shall also perform such other duties as may be delegated to him/her and oversee all committees assigned to him/her.

Section 3: Executive Board Meetings

- A. Regularly meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members with 24 hours' notice. If needed, conference calls, video conferences, or group text can be used to conduct business.
- B. The purpose of Executive Board Meetings are to establish the agenda for the general meeting, discuss plans for upcoming activities and events and other business as needed.
- C. A quorum is needed for votes to take place. A quorum is two-thirds of the number of board members.
- D. The President and Secretary will establish an agenda and record meeting minutes. Meeting minutes from Executive Board Meetings are shared on the FOM website.
- E. Executive board member attendance is expected at monthly meetings. Missing three consecutive closed board meetings shall be cause for removal from office. Notice will be provided by the President to the board member if removal is under consideration.

Section 4: Nominations and Elections

- A. There shall be a Nomination Committee composed of no less than three (3) members; The President and Vice President are the Committee Chairmen of the Nomination Committee.
- B. The Nomination Committee shall acquire nominee names from general membership under guidelines of the Nominating Committee Policy as adopted by the Executive Board. The Nominating Committee shall give consideration to the willingness of nominees to serve, as well as the nominees' understanding of the duties and responsibilities. This committee will be responsible for the development of the nomination form, posting nominees and election of officers.
- C. The Nomination Committee shall form in March. Nomination forms are to be electronically distributed to all families on (or by) the March open general meeting. The deadline for Nominations will be two weeks prior to the April open general meeting. The committee will compile a list of all Nominees.
- D. Nominated persons will be contacted by the nomination committee one week prior to the April open general meeting regarding the requirements of a nominee's position and determine a person's interest in accepting the position: accepted, declined, considering.
- E. All nominees have until the April open general meeting to accept a position or it will be

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considered declined. Should there be no opposition to the nominees, then the Board will be presented as the newly elected FOM Executive Board at the last FOM open meeting of the year.

- F. For any position in which there is opposition, then an election will be held at a day/time determined by the Nomination Committee. The election will mirror that of a public election in that each member of a household who is a member of the FOM organization will be eligible to vote. Persons voting will sign in to receive a ballot and the ballot box will be secured on campus by a member of the nomination committee and a staff and/or non-board member parent assigned by the Principal. The results of the election will be posted by 5:00pm, or as soon as the votes can be tallied that day. The winner in these elections will then be considered a member of the following years' FOM board. In the event of a tie, the FOM Executive Board will vote and the nominee with the most votes will become the member of the following years' FOM board.
- G. Should there be an open position not filled at the time of election, then the newly elected Board will take nominations and fill by majority vote of the Executive board.
- H. Officers shall assume their duties following the end of the current school year and shall serve for a term indicated by their position or until their successors are elected.
- I. Officers shall serve a maximum of 2 consecutive years in any given position. Only in the event that no one else wishes to serve, the term can be extended

Section 5: Removal from Office

Officers can be removed from office with cause by a two-thirds (2/3) vote of the executive board at a regular meeting where previous notice has been given. Examples of causes for removal include Code of Conduct or Conflict of Interest violations, misuse of funds or concerns raised by teacher or staff member. Officers may resign from a position at any time.

Section 6: Vacancies

In the event a vacancy occurs in the office of President, the Vice President shall assume the office of President. The office of the Vice-President and any other office shall be filled by a person elected from the Executive Board. A majority vote is needed and notice of such election shall be given at the next FOM General Meeting.

Article Six: Meetings

Section 1: General FOM Meetings

General Board Meetings shall be held once per month; the time and date shall be set by majority vote at the first Executive Board Meeting of the new school year. General Board Meetings are open to the general membership; Only Executive Board members may vote and make motions. Anyone wishing to place an item on the agenda of a General Board Meeting may do so by contacting a member of the Executive Board one (1) week in advance. It is the duty of the Officer to promptly inform the President of items that need to be placed on the agenda. Only matters that are on the agenda shall be discussed at the General Board Meeting. The agenda for the upcoming General Board Meeting shall be sent out via email to Officers 7 days prior to the scheduled meeting for review. The agenda should be posted to the Facebook and/or website for general viewing 3 days prior to meeting when possible. For any items/issues not on agenda, it will be the President's discretion to hold a limited (5 minutes) discussion for vote/action.

Section 2: Special Meetings

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Special Meetings of the Executive Board may be called by the President or by two-thirds (2/3) vote of the Officers. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flier, email or social media posting.

Section 3: Annual Meeting

The annual meeting will be held at the April general meeting. The annual meeting agenda is for receiving reports, electing officers, and conducting business.

Section 4: Notification of Meetings

A general meeting calendar will be distributed to all members with reminders distributed via flyers, emails and social media. Special meeting notices will be distributed as described in Section 2.

Section 5: Meeting Agenda and Minutes

The secretary will distribute and/or post the meeting agenda and minutes no later than 10 days after a meeting is held. The location will be shared with the FOM members at the first meeting.

Article Seven: Chair Positions and Committees

Section 1: Membership

Committees may consist of general members and board members, with the president acting as ex officio member of all committees.

Section 2: Standing Committees

The following chairs shall be held by the organization in the inaugural year: Hospitality, Yearbook, Work Room Coordinator, Teacher Appreciation, Mother/Son Event, Father/Daughter event, Fall Fundraiser Event, Spring Fundraiser Event and Marquee Sign. The positions will be elected after the start of the first school year with a term of one year. The chairs do not have voting privileges and do not attend executive board meetings unless requested by the President or Secretary. Chairs should coordinate planning meetings as appropriate to complete the activities and tasks. Chairs will attend general meetings and provide an update on their activities and events.

Section 3: Additional Committees

The executive board may appoint additional committees as needed.

Article Eight: Finances

Section 1: Annual Budget

The annual budget should be drafted in May for the next school year with the new executive board. The principal should review the budget in the summer before the budget is approved at the first executive board meeting. The fiscal year of the PTO begins on July 1 and ends on June 30. The executive board should leave a minimum of \$30,000 in the treasury at the end of each fiscal year.

Section 2: Financial Records

All funds shall be kept in a checking and/or savings account in the name of FOM. The use of an electronic accounting system is preferred or a sophisticated spreadsheet that is shared with the executive board.

The treasurer shall keep accurate records of all disbursements, income, and bank account information.

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The treasurer shall prepare a monthly financial report to be presented at the executive and general meetings, with a copy provided to the secretary for the meeting minutes. The treasurer should verify all documentation on transactions and follow the requirements as listed in Section 3.

Agreements, contracts or similar legal documents that commit the FOM and/or school to a service, fundraiser or other activity must be presented to the Executive Board for review before a signature. Prior approval may be needed from the Principal to request an agreement, contract or similar legal document.

Section 3: Financial Documentation and Authorizations

1. The executive board must approve all expenses of FOM according to the approved annual budget. Requests for payments, invoices, and other expenses must be presented to the executive board in writing/email or at the meetings for approval, with a copy given to the secretary. Unplanned expenses need to be evaluated by the executive board, with the possibility of presenting to the general members for a vote.
2. The President, Vice Presidents, and Treasurer have Check Signing Authority
 - a. Carbon copy must be kept on file
 - b. Check signer cannot also be a check requestor.
3. Reimbursement requests must be submitted within 25 days of the purchase. If the reimbursement request is submitted after 25 days, then the treasurer must contact the president to request approval for an extension.
4. Transaction documentation must be submitted within 30 days of the activity or event.
5. Each transaction should include a debit or deposit form including support materials like quotes, receipts, deposit slips, or statements. Any missing items should be noted and escalated to the president for resolution.
6. Anytime money is collected, two members must be present to count and sign a collection form.
7. Any violations may result in removal from the executive board or general membership
8. Refer to Financial Policies document for process and procedures for Reimbursement Requests and Authorized Requestors.

Section 4: Dissolution of the Organization

Upon dissolution of the organization, any remaining funds or assets should be used to pay any outstanding bills and the remaining funds go to Morgan Elementary's activity fund. The organization must give a minimum of 14-day notice and have a two-thirds vote of those present at the meeting.

Article Nine: Robert's Rules of Order

Section 1: Meeting Rules and Agenda

Each agenda will have a standard agenda covering the following topics, with the President presiding:

- Welcome
- Approval of minutes (from last meeting)
- President's report
- Vice President's report
- Treasurer's report
- Committee reports
- Unfinished business

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- New business
- Announcements (including date and time of the next meeting)
- Adjournment

Section 2: Definitions

- Motion - A motion is a formal way to propose something on which the group should vote. The proposer says, "I move that..." and clearly states what is being considered. Someone else "seconds" the motion. Guided by the president, the group discusses the motion until they are ready to vote. Finally, the president asks for an indication of "all those in favor" followed by "those opposed."
- A quorum is the minimum number of members required to conduct business at a meeting.
- Minutes - The minutes are the permanent record of the business conducted during a meeting, typically prepared by the group's secretary. They include details such as the date, time, and location of the meeting, whether a quorum was present, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes for each meeting are presented for the assembly's approval at the next meeting.
- Adjournment - Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes.
- Tabling a motion - If a motion cannot or should not be voted upon at the current time, it is typical to postpone ("table") it until the next meeting. It helps to appoint a committee or a member to study the issue and report back to other members at the next meeting.

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Article Ten: Amendments

These bylaws may be amended at any general or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all the members of the organization by the secretary. Amendments may be approved by a two-thirds vote of those present, assuming a quorum.

Historical

Date Approved (Voted On)	Who Approved	Article/Section	Before	After	Modified By	Date Modified	Bylaws Shared with Interested Parties
04/12/2022	FOM Board	Article 5 Section 1 & 2			Jennifer Bayes	03/05/2022	Yes
05/03/2024	FOM Board	Article 5 Section 1 & 3 Article 8 Section 1 & 3			Courtney Abbott	03/05/2024	Yes

Fletcher Morgan, Jr.
Elementary
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Appendix

Conflict of Interest Agreement

Annual Conflict of Interest Policy Acknowledgement

As outlined in the attached Conflict of Interest Policy (Article Three) each board member and member of a committee with governing board powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understand the policy,
- c. Has agreed to comply with the policy, and
- d. Understand Friends of Morgan is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax- exempt purposes.

By signing this agreement, you are indicating your acknowledgement and agreement of the policy and commit to make all governing decisions of the organization by following the working and intent of the policy as deemed appropriate by the governing board.

Printed Name	Board Title
Signature	Date

Fletcher Morgan, Jr.
Elementary
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Friends of Morgan Code of Conduct
Acknowledgement

As members of the FOM Board, I recognize I have a special responsibility to serve the students, teachers, administration, and staff of Fletcher Morgan, Jr. Elementary School. As a FOM Board Member, we are dedicated to supporting the education and enrichment of our Morgan Panthers with the highest degree of integrity and honesty and to uphold the values and traditions of this community. This is the common duty of all FOM Members and Volunteers.

As a FOM Board Member, I will:

- Attend meetings as outlined in bylaws and participate in discussions
- Ensure the funds are appropriately used to achieve the goals of the organization and are keeping the wishes of our donors
- Use the organization resources only for their intended purposes
- Declare any conflicts of interest (real or apparent) between my personal/professional life and abstain from voting or participating whenever appropriate
- Honor the confidentiality and privacy of all members of our community including parents, students, faculty, administrators, and the general public
- Conform all actions to the requirements of the law and ethical principles
- Treat Fletcher Morgan, Jr. Elementary staff, FOM members, volunteers, and vendors respectfully always

The above Code of Conduct shall apply to all interactions including in-person interactions as well as online discussion spaces, blogs, forum pages, social media sites, and other wired and wireless communication methods. Violations of the Code of Conduct will be reviewed by the Executive Board and result in actions deemed appropriate by the Board.

Printed Name	Signature
PTO Executive Board Use Only	Date