

Park Road Montessori PTO By-laws

- I) **NAME.** The organization shall be the Park Road Montessori Parent Teacher Organization (“Organization”) of Charlotte, North Carolina.
- II) **PURPOSE.** The purpose of the Organization shall be to aid the students, teachers, staff, and administrators as dedicated Montessorians. The PTO will nurture a community of peaceful lifelong learners; respectful and independent people who value their individual differences. The Park Road Montessori PTO will strive to provide support for educational, recreational, cultural needs; to build community among students, parents, guardians, staff, and administration; and to promote open communication between the administration, teachers, and parents.

III) MEMBERSHIP

- A) **Regular Membership.** All parents and/or legal guardians of students who currently attend Park Road Montessori School and all current faculty and staff of Park Road Montessori School shall be eligible for membership in the Organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization. Regular Members shall not be eligible to vote in business meetings, or to serve in any of its elective or appointive positions unless they are voting members. Membership in this PTO shall be made available to any individual (all teachers, administrators, parents, or guardians of all students) who subscribes to the objectives and basic policies of the Park Road Montessori PTO without regards to race, color, creed, sex, nation of origin under the rules and regulation provided by these bylaws.
- B) **Voting Membership.** All Regular Members who are current in the payment of annual dues, as established pursuant to Section XI herein, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.
- C) **Honorary Membership.** All parents and/or legal guardians of former students and former faculty or staff of Park Road Montessori School shall have the right to participate in the Organization as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the same rights as Regular Members, except they cannot become Voting Members.

IV) BASIC POLICIES

- A) No part of the net earnings of the Organization shall inure to the benefit of, or be distributed to, its members, officers, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered.
- B) The Organization shall promote the objectives through an education program directed toward parents, teachers, and general public; and developed through conferences, committees, projects, and programs.

Park Road Montessori PTO By-laws

- C) The Organization shall be non-commercial, nonsectarian, and nonpartisan.
- D) The name of the Organization or names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any purpose not appropriately related to promotion of the objective of the organization.
- E) No substantial activities of the Organization shall be to participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.
- F) The Organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Charlotte Mecklenburg board of education.
- G) The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that shall bind this association.
- H) Notwithstanding any other provisions of these Bylaws, the Organization through the Executive Board shall be responsible for payment of all liabilities of the Organization, and shall dispose of all assets exclusively for the purposes and to the benefit of the Organization. The Organization shall comply with all laws and regulations governing the assets and shall apply them exclusively to charitable education, in order to qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law)

V) MEETING

- A) **General Membership Meetings.** At least three (3) General Business Meetings of the Organization shall be held during each school year. Dates of these meetings shall be determined no later than the first regular meeting of the year and generally shall be in the first week of the month. Seven day's notice shall be given of change of date. If school is canceled on the day of the scheduled meeting, the meeting will be canceled. The General Meetings shall be open to all parents, administration, honorary members, and staff.
- B) **Executive Board Meeting.** At least seven (7) Executive Board Meetings of the Organization shall be held during each school year. Attendees will consist of all members of the Executive Board. Dates of these meetings shall be determined no later than the first meeting of the year. Seven days notice shall be given of a change of date. If school is canceled the day of the scheduled meeting, the meeting will be canceled. Executive Board Meetings will be open to all Members. Only Executive Board Members are allowed to vote at Executive Board Meetings.
- C) **PTO Board Meetings.** At least five (5) PTO Board Meetings of the Organization shall be held during each school year. Attendees shall consist of the Executive Board members, chairpersons, and activity leaders. Dates of these meetings shall be determined

Park Road Montessori PTO By-laws

no later than the first regular meeting of the year and generally shall be in the first week of the month. Seven days notice shall be given of a change of date. If school is canceled on the day of the scheduled meeting, the meeting will be canceled. General Board Meetings shall be open to all Members. All Voting Members are allowed to vote.

- D) **Special Meetings.** Additional meetings of the Organization may be called, either by vote of the Executive Committee or by petition of the majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.
- E) **Quorum.** Five (5) members shall constitute a quorum for the transaction of business in any general meeting of this association.
- F) **Voting.** A majority vote of the Voting Members present at any meeting shall be required for all action to be taken by the Organization.
- G) **Rules.** Roberts Rules of Order shall apply in conducting the business of the Park Road Montessori PTO.

VI) OFFICERS

- A) **Executive Officers.** The Executive Officers of the Organization shall consist of a President, Vice President, Treasurer, Recording Secretary, Fundraising Coordinator, Communications Coordinator, Community Coordinator. Up to two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein. Unless otherwise stated by the Executive Committee, the persons sharing a single position shall be responsible for allocating the duties among themselves, provided that they shall be jointly responsible for assuring the duties are discharged.
 - 1) **President.** The President shall be the principal executive officer of the Organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the Organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. In the event of a tie in a vote of the Executive Committee or the membership, the school principal will cast the deciding vote. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.
 - 2) **Vice President.** The Vice President shall act as an aide to the President and perform the duties of any officer in the absence of that officer, keep a record of all committee reports, coordinate volunteer positions for relevant PTO events and school-wide events, and serve as the president-elect.
 - 3) **Recording Secretary.** The Recording Secretary shall record the minutes of all General and Executive Meetings of the Organization; keep on file and maintain the

Park Road Montessori PTO By-laws

bylaws and standing rules, a current membership list, a list of all standing and special committees, and perform such other duties as may be delegated to him/her.

- 4) **Treasurer.** The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the Organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the Organization and shall certify to the Recording Secretary an accurate list of the Voting Members of the Organization. The Treasurer shall be responsible for filling all necessary federal and state tax forms in a timely and legal manner.
- 5) **Fundraising Coordinator.** The Fundraising Coordinator shall oversee all fundraising committees (Book Fair, Invest in Your Child, Montessori Marathon, Montessori Mornings, Spirit Wear, Small Fundraisers, Student Art, Yearbook) and serve as the chief liaison between these committees and the Executive and General Board.
- 6) **Communications Coordinator.** The Communications Coordinator shall coordinate and review all correspondence by the Organization, oversee all communications committees (bulletin boards, family directory, e-newsletter, marquee, web site, and serve as the chief liaison between these committees and the Executive Board, and serve as the chief liaison between the room parents and the Executive and General Board.
- 7) **Community Coordinator.** The Social Director shall serve to foster a sense of community within the school families, oversee all social / support committees (Back to School Picnic, Parent Breakfast Bash, PRM Cares, Montessori Dads, Snowflake Dance, Spirit Nights, Int'l Spring Picnic, School Mates, Staff Appreciation), and serve as the chief liaison between these committees and the Executive and General Board.

VII) SELECTION OF OFFICERS, TERMS, AND REMOVAL.

- A) **Procedure.** The selection of the officers shall be affirmed during the last General Membership Meeting each year. The Nominating Committee shall present a slate of officers for approval by acclimation. The approval of the slate, if non-contested, may be by voice vote. Should any of the selection be contested, any member of the Organization can nominate a candidate from the floor and election shall be done by written ballot.
- B) **Term of Office.** The term of each Executive Office shall be at least one year, beginning on the last day of school and ending on the last day of school of the next year. With the exception of the offices of President and Vice President, a person may be elected to the same or other office for more than one term. There shall be no election for the office of President, as the Vice President shall automatically assume the position of President at the completion of his or her term. An officer shall serve until the earlier of the expiration

Park Road Montessori PTO By-laws

of his or her term, or his or her resignation, removal or ceasing to be eligible to be a Regular Member. Notwithstanding the foregoing, an Officer other than the President shall continue in office after the expiration of his or her term if a successor has not been elected or selected, subject to such officer's right to resign and subject to removal as provided herein.

- C) **Nominating Committee.** The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for selection by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Voting Members and otherwise eligible to serve in the office. The Nominating Committee shall be named in January.
- D) **Selection.** A majority of the votes cast by the Voting Members present at the meeting shall be necessary for approval of the slate of Executive Board Members.
- E) **Vacancies.** Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Should a vacancy occur in the office of Vice President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.
- F) **Removal of Officers.** Any officer may be removed by a two-thirds vote of the members of the Executive Committee present, provided that the notice of such a meeting shall have stated that a vote upon removal would be considered at the meeting.

VIII) EXECUTIVE COMMITTEE

- A) **General Powers.** The affairs, activities, and operation of the Organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of Standing and Special Committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.
- B) **Membership.** The membership of the Executive Committee shall consist of the President, Vice President, Recording Secretary, Treasurer, Fundraising Coordinator, Communications Coordinator, and Community Coordinator. The principal of the school shall serve as an ex-officio member and shall be entitled to vote. Persons sharing an office or position shall each have a vote and be deemed a member of the Executive Committee to the same extent as a person holding an office or position that is not shared.
- C) **Meetings.** Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all

Park Road Montessori PTO By-laws

meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the Organization. Any Regular, Voting, or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

- D) **Quorum.** A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.
- E) **Voting.** All action to be taken by the Executive Committee must be approved by a majority vote at a meeting where a quorum is present. The votes of the Executive Committee regular and ex-officio members will count toward determining the majority toward any vote taken.

IX) STANDING AND SPECIAL COMMITTEES

- A) **Nominating Committee.** The Nominating Committee shall be composed of at least two (2) persons who shall be selected by the Executive Committee at the beginning of each calendar year. In addition, the Vice President shall be an ex-officio member of the committee. The committee shall carry out its responsibilities, as specified in Section VII-A.
- B) **Other Standing Committees.** The Executive Committee may establish such other Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The nominating committee shall assist the Chairperson of standing committees in recruiting the members for his or her committee. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

Special Committees. The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on the last day of each school year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Only Voting Members may serve as chairpersons. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

X) FINANCES

- A) **Budget.** The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved by a majority vote by the Executive Committee, with the specific amount to be determined annually by the Executive Committee.

Park Road Montessori PTO By-laws

- B) **Obligations.** The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Park Road Montessori School or the Charlotte Mecklenburg School District, nor should they hold themselves out as having such authority.
- C) **Loans.** No loans shall be made by the Organization to its officers or members, or to staff, teachers, administrators, or any other employee of the Charlotte Mecklenburg School System.
- D) **Commercial Paper.** All checks, drafts, or other orders for the payment of money on behalf of the Organization shall be approved by one of the Presidents and Committee Chair (as applicable) and signed by the Treasurer or by any other person as authorized in writing by the Executive Committee. In the event that there appears to be a conflict of interest, the Executive Committee shall request that the principal approve disbursement of money.
- E) **Deposits and Disbursements.** The Treasurer shall deposit all funds of the Organization to the credit of the Organization in such banks, trust companies, or other depositories as the Executive Committee may select and make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of ninety (90) days from the receipt of the funds and/or orders of payment.
- F) **Financial Report.** The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee. The Treasurer shall also prepare a final annual report at the close of the fiscal year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

XI) MEMBERSHIP DUES

- A) **Amount.** The Executive Committee shall authorize and collect membership dues to be used for the operation of the Organization. Any change in the amount of the dues shall be approved by a vote of the Voting Members in the manner prescribed in Section III-B.
- B) **Financial Hardship.** No Regular Member shall be denied the right to participate in the activities of the Organization or to become a Voting Member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

- XII) **Notices.** Notices to the Regular Membership or Voting Membership shall be distributed in writing in the same manner as report cards and shall be placed or posted in the school office and distributed to the teacher and staff boxes. Notices to the Members of the Executive Committee shall be given in the same manner, provided that the Executive Committee may use alternate means if an attempt is made in good faith to timely notify all Members and at least three-quarters of all Members receive actual Notice in some manner. Attendance by a

Park Road Montessori PTO By-laws

person at a meeting shall constitute a waiver of right to notice of the meeting unless the person clearly states his or her objection prior to any vote being taken upon an issue at the meeting. No person who, by any means, receives timely actual notice of a meeting may object to the meeting based on notice.

- XIII) Nondiscrimination.** The Organization shall not, in any of its activities or in the conduct of its business, discriminate against any person, or make any differentiation, on the basis of race, gender, color, creed, religion, or national origin.
- XIV) Amendments.** These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.
- XV) Authority.** If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Charlotte Mecklenburg School Board, they shall be deemed null and void and the decision of the Charlotte Mecklenburg School Board shall, in all cases, control.