

**Bylaws of the Parent Teacher Organization
Washington Montessori Public Charter School
July 17, 2014**

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I. Name

The name of this organization is the Montessori Parent Teacher Organization (MPTO) of Washington Montessori Public Charter School (WMPCS).

II. Purposes

The purposes of this organization shall be:

- a. To provide a sense of community, as well as an avenue of communication between the administration, teachers, and parents.
- b. To promote an understanding of the Montessori educational philosophy.
- c. To assist with the improvement and upkeep of the building, equipment, and the grounds.
- d. To facilitate in fundraising, student activities, and programs.
- e. To promote hospitality at special events and to our faculty and staff.

III. General MPTO Policies

- a. The MPTO will neither direct the administrative activities of the school nor control its policies.
- b. The President and President-Elect of the MPTO shall not be an employee or voting member(s) of the Board of Trustees of WMPCS.

IV. Membership

- a. Members shall consist of any parent, guardian, or other person standing "in loco parentis" of a child enrolled at WMPCS; all faculty and staff of WMPCS; and members of the Board of Trustees of WMPCS.
- b. All members shall have the right to attend and participate in all meetings and activities of the organization.
- c. All members shall have the right to vote at the general MPTO membership meetings, which shall occur as outlined in Section **V. Scheduling of Meetings**.
- d. Only members of the MPTO Executive Board (described in Section **VII. Officers**) shall have the right to make motions and vote at the monthly business meetings. The Head of School (or his/her

designee) will be a non-voting member unless there is a tie vote, in which case the Head of School (or his/her designee) will cast the final vote to break the tie.

V. Scheduling of Meetings

- a. General MPTO membership meetings shall occur twice each year: once during the first semester and once during the second semester.
- b. The first semester meeting shall be for the purpose of determining the planned use of the annual auction proceeds and to adopt the budget proposed by the MPTO Executive Board.
- c. The second semester meeting shall be for the purpose of announcing open offices for the next fiscal year and taking nominations from the floor. Voting for nominated MPTO officers shall be accomplished online via the MPTO webpage located on the WMPCS website, with notifications in the *Link* newsletter and through e-mail. These same means will be used to communicate election results. (See **Section IX. Elections** for more details.)
- d. The calendar of monthly MPTO business meetings shall be established during the July MPTO business meeting when the newly elected MPTO Executive Board assumes office. This calendar shall include one MPTO business meeting per month, to occur at a regularly scheduled interval (e.g. first Thursday of each month) and at a regularly scheduled time (e.g. alternate between 8:30 am and 3:30 pm) as the Executive Board deems most conducive to maximum attendance.
- e. A monthly meeting shall be held in June at which time an annual review of these bylaws shall be conducted.
- f. If it is determined at an MPTO business meeting that an additional general membership meeting is required, the date will be set with at least ten (10) days notice, and that notice shall state the meeting's purpose and location and shall be advertised to the community on the MPTO webpage located on the WMPCS website, in the *Link* newsletter, and through e-mail.
- g. Special business meetings can be called by the MPTO President. The time, purpose and place of all special meetings shall be advertised to the community in the MPTO webpage, in the *Link* newsletter, and through e-mail at least ten (10) days in advance, and public notice issued in accordance with NC general statutes 143-318.12.
- h. No meetings shall be called without giving the required ten (10) days notice as described above.
- i. Discussion meetings and committee meetings can occur among designated groups without advertisement to the community so long as no official business is conducted (i.e. no motions, votes, or allocations of funds). Summaries of these meetings shall be taken and communicated to the MPTO community on the MPTO webpage and through e-mail.
- j. A majority of the members of the MPTO Executive Board shall constitute a quorum for the transaction of business. No motions may be passed without a quorum vote.
- k. All MPTO meetings shall convene on the WMPCS main campus.

VI. Meeting Protocol

- a. All MPTO meetings shall be conducted by the President. In the case of an unavoidable temporary absence of the President, the President-elect shall chair the meeting.
- b. The Meeting Chair will present the agenda for the meeting at its beginning.
- c. Though only the Executive Board may make motions and vote, the Meeting Chair shall conduct the meeting in a way to encourage general membership participation and discussion.
- d. In order to conduct business in a timely manner, the Meeting Chair will call for an end to discussion and an Executive Board member will make a motion to decide on action. The Executive Board will then vote to approve this motion.
- e. The monthly business meeting in July shall require the attendance of the President-elect, past President, current and past Treasurer, and Head of School or designated member of income/fundraising committee. The agenda for this meeting must include a review of the previous

year's spending and income, proposed spending and income for the upcoming year, and designation of standing committee chairpersons.

VII. Executive Board

- a. The MPTO Executive Board will consist of four (4) elected officers of the MPTO and the following three (3) ex officio members: Head of School (or his/her designee), Faculty Representative to the MPTO, and Room Parent Liaison.
- b. Elected MPTO Officers are described in **Section VIII.** below.
- c. The Faculty Representative to the MPTO is appointed by the faculty, while the Room Parent Liaison is appointed by the MPTO Elected Officers, based on suggestions from the general MPTO membership and WMPCS faculty and staff. The Room Parent Liaison assists room parents and teachers with classroom efforts and acts as liaison between room parents and the MPTO, to ensure that assistance needed in the classrooms and in campus-wide events is provided. The responsibility of appointing room parents is assumed by each classroom's teachers, based on classroom volunteers.
- d. Only members of the Executive Board shall have the right to make motions and vote at the monthly business meetings. The Head of School (or his/her designee) will be a non-voting member unless there is a tie vote, in which case the Head of School (or his/her designee) will cast the final vote to break the tie.
- e. Duties of the MPTO Executive Board shall include:
 - i. Manage the affairs, activities, and operations of the organization.
 - ii. Transact necessary business during the intervals between the general membership meetings.
 - iii. Create standing and special committees and approve the plans and activities of these committees.
 - iv. Present reports of plans, projects, activities, and recommendations at each WMPCS Community Meeting.
 - v. Prepare and submit a budget to the general MPTO membership for approval at the first semester general MPTO membership meeting.
 - vi. Report any major changes to the approved budget to the MPTO general membership at the next scheduled community meeting.
 - vii. Hold regular monthly business meetings before the monthly meeting of the WMPCS Board of Trustees.
 - viii. Make a concerted attempt to attend all MPTO business meetings and WMPCS Community Meetings designated as general membership meetings. If an MPTO Executive Board member is unable to attend one of these meetings, they must attempt to notify the President of their anticipated absence.
- d. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business.
- e. If a member of the Executive Board is absent for three (3) or more regular meetings, the remainder of the Executive Board may, at its discretion, vote to remove that member from the Board. If the member is an elected officer of the MPTO, the process for mid-year elections to replace that officer would be followed. In the case of the Room Parent Liaison, a new liaison shall be appointed from the remainder of the current room parents. In the case of the faculty representative, it shall be put to the faculty to appoint a new representative. In the case of the Head of School, the matter shall be brought to the attention of the WMPCS Board of Trustees.

VIII. Elected Officers

- a. MPTO elected officers shall be as follows: President, President-Elect, Secretary and Treasurer.

- b. MPTO officers shall be elected as described below in Section **IX. Elections**.
- c. MPTO officers shall be elected from MPTO members that have been a member of the MPTO for a minimum six (6) months and/or have served as either a Room Parent or a Committee Chair the previous year unless there is a minimal number of candidates which may necessitate full or partial exemption of previously served experience.
- d. There shall be no election for the office of President, as the President-Elect shall automatically assume the position of President for the following fiscal year.
- e. Officers shall assume their official duties on July 1 and shall serve a term of one (1) fiscal year, except for Treasurer, who shall serve a term of two (2) consecutive years.
- f. All officers shall deliver to their successors official materials at the close of their service of office (by June 30), with the exception of the Treasurer who will deliver his/her final Treasurer's report at the July business meeting.
- g. In the event that an officer is unable to complete his/her term of office, a member may be elected to fill the term of said office.
- h. In case of resignation or other mid-year termination of office, the officer shall turn over to the President, without delay, all records, books, and other material pertaining to the office.
- i. In the case of a mid-year termination of the office of President, the President-Elect shall assume the office of President and all records, books and other materials pertaining to the office of President shall be turned over to him/her without delay.
- j. Upon finding that an officer is unable to serve the remainder of their term in office, a nominating committee shall be formed at the next MPTO business meeting. This mid-year nominating committee will act to fill the vacated office using the process detailed for regular elections in Section **IX. Elections**.
- k. A person may be elected to an office in which they have already served. However, he/she shall not be eligible to serve more than two consecutive terms in an office until one (1) full calendar year has passed after their last term expired.
- l. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in that office.
- m. In the event that all positions cannot be filled in any given school year, the offices of Secretary and Treasurer may be combined.
- n. All elected officers must be in financial good standing with WMPCS during their tenures in MPTO.

IX. Roles and Responsibilities of Elected Officers

- a. President
 - i. Shall be the principal executive officer of the Executive Board.
 - ii. Shall, in general, supervise and control all of the activities of the organization.
 - iii. Shall preside as Meeting Chair at all business meetings of the MPTO and for the MPTO portion of all community meetings designated as general membership meetings.
 - iv. Shall select and appoint the chairpersons of all standing and special committees.
 - v. Shall have the authority to make and institute plans with the approval of two other officers between regular meetings. A report of these activities shall be presented at the next MPTO business meeting.
 - vi. Shall submit a written report of MPTO activities, including financials, to the WMPCS Board of Trustees at least one week prior to each regular WMPCS Board of Trustees meeting and shall represent the MPTO as an ex officio, non-voting member at each regular WMPCS Board of Trustees meeting.
 - vii. During WMPCS Board of Trustees meetings, the MPTO President, as an ex officio, non-voting member of the WMPCS Board of Trustees, may not discuss any non-agenda item or

any item outside the MPTO scope of activities, as defined in Section **III. General MPTO Policies**

b. President-Elect

- i. Shall be an officer of the Executive Board and, in the absence of the President, shall perform the duties of the President.
- ii. Shall perform such duties as are assigned by the President or the Executive Board.
- iii. After having served for one year shall automatically become the President of the organization.
- iv. In the absence of the President, shall represent the MPTO as a non-voting, ex officio member of the Board of Trustees and bring a written report of the activities of the MPTO to the regular meeting of the Board of Trustees.

c. Secretary

- i. Shall be an officer of the Executive Board.
- ii. Shall keep the minutes of all the general membership and business meetings.
- iii. Shall distribute copies of the minutes to all members of the Executive Board, keep a copy at the school, and forward a copy to the appropriate personnel for addition to the MPTO blog.
- iv. Shall see that all notices are duly given in accordance with these Bylaws.
- v. Shall perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.
- vi. Shall maintain a current copy of the Bylaws.
- vii. Shall handle correspondence as designated by the Executive Board.

d. Treasurer

- i. Shall be an officer of the Executive Board and shall serve for two (2) consecutive years.
- ii. Shall have charge of and be responsible for all funds of the Executive Board.
- iii. Shall receive and give receipts for monies due and payable to the Executive Board from all sources.
- iv. Shall deposit such funds in such banks or distribute to select other organizations as directed by the Executive Board.
- v. Shall make disbursements as authorized in accordance with the budget adopted by the membership.
- vi. Shall present a written financial report at each general membership meeting and Executive Board meeting.
- vii. Shall keep accurate records. These records shall be reviewed at the end of the Treasurer's term and/or at the time of his/her resignation. A newly elected Treasurer shall not assume his or her duties or responsibilities until the records have been reviewed. These records should be turned over by the first MPTO business meeting of the next fiscal year.

X. Elections

- a. The election of MPTO officers (President-Elect, Treasurer and Secretary) shall take place as follows:
 - i. Open MPTO offices for the next fiscal year shall be announced at the second semester meeting and nominations shall be taken from the floor. (Note that Treasurer serves for two (2) consecutive years.)
 - ii. Voting for nominated MPTO officers shall be accomplished online via the MPTO webpage, with notifications in *Link* newsletter and through e-mail. These same means will be used to communicate election results.

- b. To be nominated as an officer of the MPTO, a person shall have been a member of the MPTO for a minimum of six (6) months and/or have served as either a Room Parent or a Committee Chair the previous year unless there is a minimal number of candidates which may necessitate full or partial exemption of previously served experience.
- c. Should the President-Elect be unable to serve as President, an election for President shall also take place. All members (as defined in Section **IV. Membership**) may participate in the election.
- d. Nominating Committee
 - i. The MPTO nominating committee shall consist of six (6) persons to include:
 - Two (2) members of the MPTO Executive Board with the exception of the President-Elect, in order to avoid a conflict of interest. These shall be appointed by the Executive Board;
 - Two (2) members of the staff, including faculty and administration. These shall be appointed by the staff;
 - Two (2) members of the general MPTO membership appointed by the President of the MPTO.
 - ii. The Nominating Committee shall be appointed during the monthly MPTO business meeting held in January.
 - iii. The Nominating Committee shall then inform the general membership of the open offices at the second semester general MPTO membership meeting and ask for nominations from the floor.
 - iv. The Nominating Committee shall contact all persons who have been nominated to confirm their willingness to serve.
 - v. The Nominating Committee shall present a slate of nominees for all offices only after those persons have given their consent to serve.
 - vi. The Nominating Committee shall appoint a representative to present the slate of nominees for the office of President-Elect (and President, if necessary) to the WMPCS Board of Trustees at their regular April meeting for their approval. If the Board of Trustees is unable to approve the candidate(s), a new slate of nominees will be formed utilizing the same process.
- e. MPTO officers shall be elected by ballot vote, with nominees and ballots published in the *Link* newsletter, on the MPTO webpage, and through e-mail. A majority of votes cast shall constitute an election.
- f. New officers shall assume their responsibilities on July 1. If elected mid-year, a new officer shall assume the responsibilities of office at the next business meeting of the MPTO.
- g. For positions vacated mid-term, nomination and voting will proceed as stipulated above (excluding the dates indicated) and shall occur as soon as reasonable to fill the vacant position. The newly elected member will take office at the next business meeting of the MPTO.

XI. Finances

- a. The fiscal year of the MPTO shall be defined as July 1 - June 30.
- b. The MPTO Executive Board shall present to the general MPTO membership at the first semester MPTO meeting, a budget of anticipated revenue and expenses for the upcoming fiscal year. The general MPTO membership shall vote to either adopt this budget or to amend and then adopt this budget. This budget shall be used to guide the activities of the Executive Board during the year.
- c. Any expenditures outside of the budgeted line items established in the July MPTO business meeting and approved at the first semester Community Meeting, must be submitted to the community for a vote via the MPTO webpage, with a majority vote determining whether that additional expenditure is approved or rejected.
- d. Funds may only be allocated when sufficient revenues exist.
- e. There will be a scholarship fund to provide assistance to school families who need help funding field trips or other school activities.

- f. No loans shall be made by the organization to its officers or members. Loans to provide funds for classroom-based entrepreneurial experiences are acceptable, with approval by a majority of the Executive Board of a well-written business plan, a signed contract, and an enforced repayment plan.
- g. All checks, drafts or other orders for the payment of money on behalf of the organization shall be signed by the Head of School (or in his/her absence, by the Associate Head of School), or one of the three (3) approved MPTO Executive Board members (Treasurer, President, or President-elect).
- h. All money collected on behalf of the MPTO shall be dually counted and turned over to the Treasurer for deposit.
- i. An audit of the MPTO financial records shall be conducted within two months of the beginning of the school year, by WMPCS' retained auditing agent. All MPTO financial records must be submitted for this audit.

XII. Standing Committees

- a. Standing committees shall be established as deemed necessary by the Executive Board.
- b. The President shall appoint a chairperson and co-chairperson for all committees.
- c. All general membership is encouraged to serve on a committee.
- d. The chairperson of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
- e. The chairperson shall report the activities of the committee to the Executive Board.
- f. The chairperson shall attend all MPTO business meetings and/or submit a written report of their committees' activities to the President for report.
- g. Chairpersons shall attend all community meetings designated as general membership meetings necessary to the fulfillment of their duties as chairperson of their particular committee.
- h. Standing Committees generally consist of the following:
 - i. Auction
Organizes and implements an annual auction and dinner event to raise funds.
 - ii. Program Income
Coordinates various income programs with WMPCS and funding entities (e.g. Food Lion, Box Tops for Education, etc.) and ensures annual registration of WMPCS and cardholders within these programs.
 - iii. Clothes Closet
Coordinates clothing donations and structure of clothes closet.
 - iv. Communications/Public Relations
Assists Head of School in educating the public about WMPCS. Assists in coordinating external publicity for MPTO and school events
 - v. Hospitality
Organizes food and other items for school/MPTO events through volunteer coordination. This committee also assumes leadership for the annual Field Day event held on the last day of school.
 - vi. Kidsfest
Organizes annual Kidsfest fundraiser event. Coordinates with MPTO, teachers, room parents, school office and parents.
 - vii. Outreach
Actively seeks parent and family involvement in school activities. Works with Room Parent Liaison in identifying volunteer opportunities and assists in gathering volunteers for events if needed. Identifies families' progress with volunteer hours and contacts them if needed.

- Identifies outreach opportunities and presents possibilities to MPTO. Organizes outreach opportunities with MPTO approval.
- viii. Fundraising Committee
 - Organizes and oversees fundraising events for the upcoming school year. Decides how many events, event types, projected costs and incomes, and designates committees to produce each event.
- ix. Room Parents
 - Assist teachers with classroom efforts and act as liaison between the teachers and the parents of each classroom's students to ensure that assistance needed in the classrooms and for school-wide events is provided.
- x. Teacher & Staff Appreciation
 - Organizes teacher and staff appreciation gifts and/or services in May during National Teacher Appreciation Week.
- xi. Nominating Committee
 - Nominates candidates for elections. See **Section IX. Elections part d.** for more details.

XIII. Special Committees

A special committee shall be created for a specific time and/or task. This committee shall cease to exist when the time or task has been completed. The President shall appoint the chairperson for this committee.

XIV. Conflict Resolution

Any conflict between the members of the general MPTO membership and/or the Executive Board shall be resolved by the following process, which follows the same steps as the Washington Montessori Grievance Policy:

- a. Request a meeting with the person with whom you have the conflict and try to resolve the conflict with that person, adhering to the basic rules of WMPCS including 1. Respect all living things, 2. Respect all non-living things, and 3. Use grace and courtesy (*Parent Handbook*, p. 2). This includes addressing each other with respect, refraining from personal insults, and not raising voices.
- b. If, and only if, a person-to-person meeting has been attempted and does not resolve the conflict, one or both persons will document the issue and request assistance from a Conflict Resolution Committee, which shall not exceed three (3) persons in number, and shall consist of a mediator, which may be the Head of School, the Assistant Head of School, or the Curriculum Coordinator, decided by which of these is least biased and least involved in the conflict. This mediator will then suggest one (1) faculty member from the general MPTO membership and one (1) parent member from the general MPTO membership to complete the Conflict Resolution Committee.
- c. Those involved in the conflict shall make available all documentation of the conflict to the Conflict Resolution Committee (CRC), which shall review the documentation and call a Peace Table meeting, able to be attended by all conflict parties. If any of the conflict parties cannot attend such a meeting, that party forfeits his/her claim to conflict and must abide by the conflict resolution plan recommended by the CRC. If that party does not abide by the recommended conflict resolution plan, he/she may be asked to withdraw from the MPTO, but may be able to rejoin the MPTO if the conflict resolution plan is followed, if the conflict is otherwise resolved to the satisfaction of all parties and the CRC, and/or if one year's time passes and the party appeals to the Executive Board and/or the CRC.
- d. The CRC shall mediate this peace table meeting, where each person involved in the conflict shall sit at a peace table, with a speaking token. The person who requested CRC action may speak first and only one person at a time may speak. The conflict parties will pass the speaking token,

speaking only when holding the token, until a resolution or compromise is made, or until the CRC can help to mediate a resolution or recommend a conflict resolution plan.

- e. If MPTO Executive Board members are involved in the conflict, and the Conflict Resolution Committee (CRC) determines that the executive officers are not conforming with the requirements of the by-laws or the suggested resolution plan of the CRC, the CRC shall present the situation to the WMPCS Board of Trustees and may recommend to dismiss the non-abiding executive officer(s), the entire MPTO Executive Board, or both, and call for a new MPTO Board election. Only the WMPCS Board of Trustees may make this decision once the conflict has been brought to the Board of Trustees, and all previous steps have been followed.

XV. Amendments of Bylaws

- a. These Bylaws may be amended at any MPTO business meeting by a majority vote of the Executive Board and then must be approved by the WMPCS Board of Trustees.
- b. These Bylaws must be reviewed once a year for compliance during the June business meeting.
- c. A committee may be appointed to submit a revised set of Bylaws as a substitute for existing bylaws or to submit an amendment to the current Bylaws.
- d. A copy of the proposed Bylaws revisions or amendments shall be provided to the Executive Board at least fourteen (14) days prior to the meeting at which the vote will take place.
- e. A copy of the Bylaws will be kept in the school office and on the school website.

*WMPCS MPTO Bylaws were amended June 11, 2014 and approved by BoT on July 17, 2014.