

Country Montessori Parent Teacher Committee Policies & Procedures (By-Laws)

Article One – Name

The Name of this organization shall be the Parent Teacher Committee of Country Montessori School of Poway at 12642 Monte Vista Rd., Poway, CA 92064.

Article Two – Objectives

1. To conduct business, carrying out projects and functions voted on by the PTC. In order to be in keeping with the overall school philosophy and School Board objectives, the Head Administrator of the School must be consulted before any action is taken and has the authority to redirect any and all projects.
2. To promote the mission, welfare, growth, and education of children, youth, and adults in the school and the community.
3. To facilitate parent education regarding the goals of the school.
4. To project a positive image of Country Montessori School of Poway and its programs and to create public awareness of CMS, while remaining dedicated to the Montessori philosophy.
5. To assist the Administrator and the staff of the School with various school activities.
6. To sponsor projects and events for the benefit of Country Montessori School of Poway students.
7. To bring a closer working relationship between home and school so that parents, administrators, and teachers may cooperate intelligently in the education of the students.

Article Three – Membership

1. Membership is open to all adult members of the community whose children attend Country Montessori School of Poway and the Country Montessori School of Poway Staff.
2. Membership dues: There will be no membership dues for any parent or staff member who wants to be involved with the PTC.
3. Each individual that serves as an Officer on the PTC shall only represent one vote.
4. Each member of the PTC may only hold up to two positions.
5. No Officer, member or volunteer will give themselves any type of discount or take items for free, unless it is approved by a majority vote of PTC Officers in advance of the event.
6. Any items, prizes, candy, food, etc. remaining after any PTC event will be the property of CMS PTC. Remaining perishable items may be disbursed, by present volunteers, as deemed appropriate. The PTC Officers will decide how any remaining non-perishable; tangible items will be dispersed after each event.

Article Four – Meetings

1. The PTC meetings will be held the first Monday of every month during the school year, with the option to meet over the summer to organize for the upcoming school year. The Officers will set the time by a majority decision and the meetings can be held at CMS or at any other location deemed appropriate.
2. All meetings are open to any parent or staff member that wishes to attend.
3. The Head Administrator is invited to attend any of the PTC meetings.
4. The vote of the PTC is always by the majority of the PTC Officers present.
6. All general meetings will be no longer than 1 hour.

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7. If all business is not completed during a general meeting the PTC Officers in attendance will vote when another meeting can be held to finish up business.
8. The office of any Member who fails or refuses to serve or is absent without cause from three consecutive meetings may be deemed vacant at the discretion of the Officers by majority vote.
9. Teacher requests for purchases or funds needs the Head Administrator's approval prior to request. The approved request must be submitted in writing to the PTC mailbox. Requests must be submitted by the second Wednesday of any month, prior to the PTC meeting held every month. For the request to be voted on and approved, the teacher must be in attendance to present the request at the meeting.
10. Specific meetings relating to special events (Ice Cream Social, Halloween Carnival, Auction, etc) may be held on separate times and dates subject to the Chair or Officer leading the event.

Article Five – The PTC Officers and their Duties

1. The Officers of the PTC shall consist of the following officers: President, Vice President, Secretary, Treasurer, Fund-raising Chairperson, Historian, Parent/Staff Services Chair, Ambassador Coordinator and Social Chairperson.

2. The duty of loyalty requires that an Officer act with best interest of the organization in mind. The Officers must be willing to contribute enough time to serve the PTC and further its work. The Officers must be willing to learn, grow, and want to work well with others as part of a team, and have a respect and trust for the others on the Committee. They must be interested in all programs within the school, the education and the well being of our children and our community. Officers are encouraged to participate in Parent Education events and other PTC sponsored (i.e. Auction, Carnival, etc.) events.

3. Officers and their duties:

President: Shall preside over all meetings, coordinate and oversee the work of the officers and committee chairpersons to ensure alignment with the organizations objectives. Shall be fair with all members, delegate responsibilities, and offer assistance. Signs all orders and vouchers. Meet with the Head School Administrator to discuss any upcoming activities, budget and plans and seek approval. Coordinate the calendar for the PTC. Schedule meetings; distribute materials received to the appropriate officers, consult with officers and chairpersons before events to ensure everyone is working together. Helps other officers running the various PTC activities.

Vice President: Assume responsibility for duties designated by the President. Represent the President in his/her absence or upon request. If temporarily representing the President, the Vice President must immediately report to the President any new business. To help and assist the Fund Raising Chairperson to organize any up coming fund raising activities. S/he shall coordinate the fall membership drive and keep records of members. S/he shall act as liaison to the Country Montessori School of Poway Board of Directors by reporting Parent-Teacher Committee activities and interests at the monthly Country Montessori School of Poway Board of Directors meetings. S/he shall oversee the work of Program Coordinators.

Secretary: Keep records and notes of each general meeting. Handle official correspondence as directed by the President. Create agendas for the general meetings as directed by the President. Distributes copies of the meeting minutes to the general membership via a hard copy for the booklet in the office within 30 days.

Treasurer: Shall have custody of all financial records and PTC funds, shall maintain current records, shall submit monthly financial report, shall close out the auction fundraiser, during fund raisers the treasurer shall collect moneys and keep track of sales for the PTC, give an end of the year financial report, and prepare bank deposits. The Treasurer shall collect and bank all funds in the Parent-Teacher Committee account and provides information to CMS bookkeeper. S/he shall keep records of disbursements and receipts thereof, make a report at General meetings, prepare a written annual statement due on June 1st of the year, and prepare any records and reports required by the school for inclusion in its tax return and audit. All disbursements and budgets must be approved by a majority vote of the PTC.

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Fund Raising Chairperson: Shall be responsible for organizing all approved PTC fundraising events, shall work with and keep the President informed, shall work with the Treasurer and keep the Treasurer informed on any and all financing information, and shall instruct the Vice President of his/her duties during that fund raising activities. These currently include Box Tops for Education, Restaurant-of-the-Month, Great Lakes Scrip, Escrip and Scholastic Books and direct all fundraising activities with the assistance of other officers. Unless agreed to by the Fund Raising Chair holding the current position, this person is not responsible for the Annual Auction.

Parent/Staff Services Chairperson: Coordinates people in charge of the various PTC parent and staff services. This person is responsible for maintaining the Parent Volunteer Forms. As such this individual sees that various volunteer positions are filled at the school. Oversees people doing the **spending survey**, T-shirt sale, Holiday Staff Gift (completed in November/December), Hours Coordinator, Spring Fling Videographer and Traffic Control Coordinator.

Ambassador Coordinator: Coordinates the Class Ambassadors activities. Holds a meeting at the beginning of the school year to inform Ambassadors of duties and aligns them to work together. Meets with the Directresses to update needs. Distribute teacher wish list. Makes sure all staff birthdays are covered. Monitors Class Ambassador Budgets and informs PTC Officers, Historian, etc. of relevant Class Ambassador Activities. When necessary, recruits people for the parent and staff services.

Historian: Shall take, oversee, and submit pictures to the PTC for the yearbook; oversee the organizing, layout, and printing of the yearbook; submit the final yearbook to the PTC for approval; work with Fundraising Chair to advertise the yearbook; work with the Treasurer on sales; oversee the distribution of the yearbooks.

Social Chair: Coordinates people in charge the various PTC social events. These currently include the Ice Cream Social, Halloween Carnival, Staff Appreciation Lunch and End of Year Picnic. Coordinates with the Historian to make sure s/he knows about upcoming school events. Social monitors the budgets of scheduled events. When necessary, recruits people to run an event without a chair. Must be responsible to organize and direct all social events sponsored by the Parent-Teacher Committee. S/he shall stay within an annual budget and coordinate the social calendar.

Auction Chair: Coordinates the activities of the Donations Chair, the Event Chair, and the Finance Chair. The Auction Chair reports to the PTC Officers progress on the auction and any needs for assistance. Auction Chair takes responsibility for signing contracts with vendors in relation to the auction event. When necessary, recruits people to run the various auction committees without a chair.

Article Six – Empowerment of the Parent Teacher Committee

1. The PTC is empowered to make decisions by majority vote of PTC officers. Votes may be in-person, by phone, via email or by proxy.
2. The PTC may be dissolved by a two-thirds vote of the general membership at an announced General Meeting, provided that the purpose of such meeting is circulated twenty days before the meeting at which the vote is taken. A new Parent Teacher Committee must be elected at the time of PTC dissolution.
3. No officer, chairperson or program coordinator may commit the Committee to any projects not approved by the PTC.

Article Seven – Quorum

A quorum is constituted at any:

- (a) PTC Meeting with the presence of 50% of the PTC Officers
- (b) General Membership Meeting, which is given a seven-day notice.

Article Eight – Voting Procedure

1. Nominations for the PTC Officers will be taken at the April General meeting. People nominated must have a child attending Country Montessori School.

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2. PTC Board elections shall be held at the May PTC General meeting.
3. All votes shall be on written ballot.
4. The Head Administrator and the past President or a past Officer member shall be in charge of counting votes.
5. The PTC shall send out a nomination form/letter to all parents whose children attend CMS to give them the opportunity to nominate someone or themselves for a PTC office. The form/letter will have the PTC Election Day listed for them to attend the election meeting.
6. New officers shall take their positions 10 business days from the last day of the school year.
7. The term of office shall be one year. Re-election for consecutive terms may occur.
8. Vacancies shall be filled by the appointment of the PTC Officers.
9. Removal from office may occur by a majority vote of the PTC Officers for missing more than two consecutive PTC meetings, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the PTC Officers has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the PTC Officers. No member has the right to change any decision that the PTC Officers made. If a PTC Officer intentionally does not follow thru with the decision, it will result in removal from the PTC Officer position.

Article Nine – Funds

1. The authorized signature on any check cannot be the payee.
2. To be reimbursed from the PTC a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the PTC Treasurer. The Treasurer will verify the approval of funds. Upon verification, the Treasurer will approve the check request.
3. There must be a minimum of \$200.00 in the bank account at all times.
4. At the end of the school year there must be \$5,000.00 left in the bank account for the upcoming school year.
5. *All PTC financial and other pertinent records must be turned over within 10 business days from the last day of the school year. Financial records would include: bank account records, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records include: date of contracted events, frequent contacts, willing volunteers information, sample forms/documents, PTC inventory, etc.*
6. Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.
7. In the event of dissolution, the residual assets of the organization will be turned over to Country Montessori School of Poway of Poway a 501(c)(3) of the Internal revenue code of 1986 or the corresponding sections of any prior of future Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.
8. PTC funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the school safe. PTC funds should not be taken home.
9. A letter will be written to the payee of checks that are written to CMS PTC and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to CMS PTC for the check. The check will be returned to the payee upon receipt of cash, money order, or certified check.

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Article Ten –By-Laws Adoption

1. The By-Laws shall be adopted by majority vote of the organizations members present at any meeting. Prior notification of the By-Laws as an agenda item must be made to the membership.

Article Eleven – Amendments

1. The By-Laws may be amended by the majority vote at any PTC general meeting.
2. Notification of voting on proposed amendments must be made by the Monday prior to the general PTC meeting.

Article Twelve – Dissolution

1. The organization may only be dissolved following a majority vote of the members present at a meeting called and publicized for the purpose of dissolution.
2. Upon the winding up and dissolution of this organization, after paying debts of the organization, the remaining assets shall be donated to the Country Montessori School of Poway.

Article Thirteen - Conducting Business via Email

1. If an issue arises and must be addressed before the next PTC meeting, the first contact is the president by telephone or email. In the event the president is unavailable the vice-president should be contacted.
2. If necessary the president/vice president can then send out email to the rest of the Officers to open discussion. Not until a majority of the Officers has responded can the president/vice president ask for a motion to be made. The pending issue can then be voted on and posted.
3. Any business conducted via email should be an agenda item for the next meeting. It can then be recorded by the secretary and posted.