

## **Country Montessori Parent Teacher Committee By-Laws**

### **Article One – Name**

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

### **Article Two – Objectives**

1. To conduct business, carrying out projects and functions voted on by the Executive Committee. In order to be in keeping with the overall school philosophy and the School Board of Director objectives, the Head of the School must be consulted before any action is taken and has the authority to redirect any and all business.
2. To promote the mission, welfare, growth, and education of children, youth, and adults in the school and the community.
3. To act as a link between parents and the staff in order to develop and foster a supportive school-wide community.
4. To project a positive image of Country Montessori School and its program and create public awareness, while remaining dedicated to the Montessori philosophy.
5. To assist the Head of School, staff and Board of Directors with various school activities.
6. To promote and encourage community service opportunities for students, parents, and staff
7. To assist with raising funds for the school based on the direction from the Board of Directors

### **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 Parent-Teacher Committee (“PTC”).
3. Each individual that serves on the PTC shall only represent one vote.
4. The Executive Committee will consist of no more than one person holding no more than two positions on the PTC.
5. No committee member or volunteer will give themselves any type of discount or take items for free, unless it is approved by the Executive Committee 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 Executive Committee 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 every month during the school year, on a day and time that is agreed upon by the Executive Committee. The Executive Committee has the option to meet over the summer to organize for the upcoming school year. The meetings can be held at CMS or at any other location that is mutually agreed upon.
2. All general meetings are open to any parent or staff member that wishes to attend.
3. The Head of School and PTC President act as liaisons between the PTC and the Board of Directors. The Head of School provides the Board of Directors debrief at the PTC monthly meetings and the PTC President provides the PTC debrief at monthly Board of Directors meetings.

4. The vote of the PTC is always by the majority of the Executive Committee members present.
6. All monthly PTC meetings will last approximately 1 hour.
7. If all business is not completed during the allotted time during a monthly meeting the PTC and the parents in attendance will vote when another meeting can be held to finish up business.
8. The office of any committee member who fails or refuses to serve or is absent without cause from three consecutive PTC meetings may be deemed vacant at the discretion of the Executive Committee by majority vote.

#### **Article Five – The PTC Officers and their Duties**

**1. The Executive Committee of the organization shall consist of the following officers: President, Vice President, Secretary, Treasurer, Auction Chair, Parent and Staff Services Chair, Staff Appreciation Chair, Ambassador Coordinator and Social Chair.**

2. The duty of loyalty requires that a PTC member act with best interest of the organization in mind. The committee member(s) must be willing to contribute enough time to serve the PTC and further its work. The committee 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. PTC 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**

The President presides over all PTC meetings, coordinates and oversees the work of the officers and committee chairpersons to ensure alignment with the organization's objectives. Additionally, the President of the PTC is a Board of Director's position and, as such, is responsible for attending monthly board meetings and fulfilling all board responsibilities and requirements. Under well-established principles of nonprofit corporation law a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. The PTC president must acknowledge and sign a "Board Commitment Form" and familiarize his/herself with the CMS Board Handbook.

This position shall be fair with all Executive Committee members, delegate responsibilities, and offer assistance. Additionally the PTC President's responsibilities include:

- Oversight over PTC communication, all orders and vouchers
- Meetings with the Head of School to discuss upcoming activities, budget and plans and approvals
- Coordinates the PTC calendar
- Schedules meetings; distributes materials received to the appropriate officers
- Consults with officers and chairpersons before events to ensure everyone is working together
- Assists Executive Committee members running various PTC activities

##### **Vice President**

The Vice President assumes responsibility for duties designated by the President and represents the president in his/her absence or upon request. If temporarily representing the President, the Vice President must report to the President any new business within a reasonable timeframe. Additionally, this role assists with and supports fundraising objectives, community service events, school-wide parent and staff educational opportunities and any other internal or external school related activities that promote CMS and building parent/teach/community capacity.

##### **Secretary**

The Secretary maintains records and notes of monthly general meeting(s) that address PTC business. Additionally, this role handles official correspondence as directed by the President, creates the agenda for the monthly meetings as directed by the President, distributes a hard copy of the meeting minutes to the Head of the School for the booklet in

the office and an electronic copy for the website and dissemination to the PTC Officers.

### **Treasurer**

The Treasurer maintains current financial records, collects PTC money and keeps track of revenue/expenses for the committee. The Treasurer shall oversee the tracking of funds for any fundraising event and/or activity. The Treasurer collects and deposits all funds in the insured bank account designated as the Parent-Teacher Committee fund. S/he shall make a monthly financial report at the general meetings, prepare a written annual statement due no later than the last day of the school year, and prepare any records and reports required by the school for inclusion in its tax return and audit. Annual PTC budgets must be approved by a majority vote of the Executive Committee with final approval by the Country Montessori Board of Directors.

### **Parent/Staff Services Chair**

The Parent and Staff Services position is responsible managing, coordinating, and promoting all CMS spirit-clothing wear sales, this includes spirit wear sales via the CMS website. Additionally, this role

- Tracks Parent Participation Hours for each school year
- Assists parents with finding volunteer opportunities
- Coordinates volunteers for traffic duty in the morning and afternoon for both Primary and Elementary times
- Handles hiring a third party vendor for the videography of the Spring Fling

### **Ambassador Coordinator**

Holds a meeting at the beginning of the school year to inform Classroom Ambassadors of duties and aligns them to work together. Coordinates and distributes the teacher wish list for each classroom at the beginning of the school year. Monitors Class Ambassador Budgets and informs PTC Officers, Photographers, etc. of relevant Class Ambassador Activities, upcoming class room events and school events. When necessary, recruits for the parent and staff services.

### **Social Chair**

The Social Chairperson coordinates the Ice Cream Social and Fall Festival, which includes the following responsibilities:

- Hiring entertainment
- Working with Upper Elementary (UE) to set up ice cream station
- Working with the Ambassador Coordinator to coordinate the sign up of parent volunteers
- Recruiting parents and/or staff to assist
- Monitoring event budgets with Treasurer

Additionally, the Social Chairperson is responsible for coordinating school-wide community service projects (i.e. beach cleanup, recycling rally, clothing drive, food drive). The school goal is to organize a minimum of 3 community service projects per school year.

### **Staff Appreciation Chair**

This person prepares an annual teacher appreciation program, recruits parents who wish to assist, and prepares an allocation of funds. The staff appreciation program includes coordination of the holiday staff gifts and end of year staff luncheon.

### **Auction Chair**

Shall keep the PTC informed of progress and communicate any needs for assistance. H/she holds sub-committee meetings when appropriate and works with the Treasurer to keep abreast of any and all finances associated with the event. Instructs the President and Vice President of his/her duties during the auction and coordinates the activities of the sub-committee including the Donations coordinator, the Event coordinator, and the Finance coordinator. When necessary, recruits parents/staff to run the various auction sub-committees without a lead.

### **Article Six – Empowerment of Executive Committee**

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

### **Article Seven – Quorum**

A quorum is constituted at any:

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

### **Article Eight – Voting Procedure**

1. Nominations for the Parent-Teacher Committee will be taken at the April general meeting. People nominated must have a child attending Country Montessori School.
2. 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 officer seat. The form/letter will have the PTC Election Day listed for them to attend the election meeting.
3. PTC elections shall be held at the May PTC general meeting and is open to any parent or staff member that wishes to attend.
4. All votes shall be on written ballot.
5. The Head of the School and the existing President or Secretary shall be in charge of counting votes.
6. New officers shall take their positions at the June PTC general meeting.
7. The term of office shall be one year. Re-election for consecutive terms may occur.
8. Vacancies, if any shall be filled by the appointment of the Committee and/or Staff.
9. Removal from office may occur by a majority vote of the Executive Committee for missing more than two consecutive general 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 Committee 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 Executive Committee. No committee member has the right to change any decision that the Executive Committee members made. If a committee member intentionally does not follow thru with the decision of the Executive Committee, it will result in removal from the PTC.

### **Article Nine – Funds**

1. Money raised by the PTC is recognized to be solely for the benefit of CMS, its students, and Staff. The PTC Executive Committee can make recommendations on how the funds/profits should be spent to the Board of Directors and Head of School. However, the CMS Board of Directors will make the final decision.
2. Establishment of the annual budget for the Parent-Teacher Committee will be discussed at the February general meeting. The annual budget will then be deliberated upon between the PTC President and Head of School before the draft is finalized. At this time, the PTC budget will be presented by the Head of School at the next general

meeting held by the Board of Directors for final approval.

3. Authorized signatures on PTC checks shall be performed by a staff member of the school. The signature on any check cannot be the payee.
4. To be reimbursed from the PTC account, a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the PTC Treasurer. The Treasurer or CMS staff will verify the approval of the reimbursement funds. Upon verification, the Treasurer or CMS staff will coordinate the disbursement of the check.
5. There must be a minimum of \$200.00 in the bank account at all times.
6. At the end of the school year there is to be the allotted annual budget amount remaining in the PTC bank account for the upcoming school year. Any remaining amount above such budgeted amount is to be discussed and disbursement or allocation of funds is to be determined by the Head of School and Board of Directors.  
*6. 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.*
7. 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.
8. In the event of dissolution, the residual assets of the organization will be turned over to Country Montessori School 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.
9. 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.
10. A letter will be written to the payee of checks that are written to 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 PTC for the check. The check will be returned to the payee upon receipt of cash, money order, or certified check.

#### **Article Ten –By-Laws Adoption**

1. The By-laws shall be adopted by majority vote of the Executive Committee members present at any general meeting. Prior notification of the by-laws as an agenda item must be made to the members of the committee.

#### **Article Eleven – Amendments**

1. The by-laws may be amended by the majority vote of the Executive Committee at any PTC general meeting.
2. Notification of voting on proposed amendments must be made seven days prior to the general PTC meeting.

#### **Article Twelve – Dissolution**

1. The organization may only be dissolved following a majority vote of the Executive Committee 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 Fund.

#### **Article Thirteen - Conducting Business via E-Mail**

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 an e-mail to the rest of the committee to open discussion. Not until a majority of the Executive Committee, 5 people, 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 e-mail should be an agenda item for the next meeting. It can then be recorded by the secretary and posted.