

TCAPS MONTESSORI PTO BY-LAWS

Revision Date: *December 2007*

Article I: NAME

The name of this group shall be the TCAPS Montessori Parent Teacher Organization (MPTO).

Article II: OBJECTIVES

Section 1. The objectives of this organization are as follows:

- a) To promote the welfare of children and youth in the school, home, and community.
 - b) To bring into closer relation the home and school, so that parents and teachers may cooperate in the education of children.
 - c) To develop between educators and the general public such united efforts as will secure for all children the highest advantages in physical, mental, and social education.
 - d) To support existing laws and district policies that provide for the care and protection of children and youth.
 - e) To enhance the educational facilities and opportunities for the students of TCAPS Montessori and community that is not otherwise provided for in the school budget.
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Article III: BASIC POLICIES

Section 1. The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the objectives of the organization.

Section 3. The organization shall not, directly or indirectly, participate or intervene in any way including the publishing or distributing of statements in any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. The organization shall work with the school staff to provide quality education for all children and shall cooperate with the decision making process establishing school policy.

Section 5. The organization shall not enter into membership with other organizations except as those approved by the executive board. An MPTO representative shall make no commitments that bind the group.

Section 6. IN the event of dissolution of this organization the assets of the organization will revert to the authorizing entity of the MPTO account.

Article IV: MEMBERSHIP

Section 1. Membership is open to all interested parents, guardians, teachers, and staff of TCAPS Montessori without regard to race, color, creed, gender, or national origin.

Section 2. Any member shall have the privilege of voting, making motions, and serving on committees.

Section 3. The principal shall be considered as a sitting advisor and consultant.

Article V: OFFICERS AND THEIR ELECTION

Section 1. Only members of the MPTO can be officers of the organization.

Section 2. Officers:

- a) The officers of this organization shall consist of a President, Vice President, Secretary, and Treasurer.
- b) Officers shall be elected annually at the regular MPTO in the month of May by the majority of members present. Officers shall assume their official duties at the close of the current school year of their election (i.e. the last day of school in June following their election in May).
- c) A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 3. Nomination and election:

- a) All members interested in becoming an officer of the MPTO shall announce their bid for the desired position at the regular meeting in April. If a prospective candidate cannot attend this meeting they can notify an executive board member or the principal prior to the regular April meeting who then will advise the MPTO of their bid for office.
- b) The prospective candidates for each office shall be reported in the school newsletter following the April meeting.
- c) Only persons who have signified their consent to serve if elected shall be nominated for or elected to office.
- d) If there is only one candidate running for an office an oral vote can be taken. If there is more than one candidate running for an office a vote shall be taken by ballot.

Article VI: VACANCIES

Section 1. A vacancy occurring in the office of the President shall be filled for the remainder of the unexpired term by the Vice President. A vacancy occurring in the offices of the Vice President, Secretary, or Treasurer shall be filled as soon as possible by a person nominated and elected by a majority vote of the members at the next regular meeting. Nominations will come from the floor. If there is only one candidate for the position an oral vote can be taken. If there is more than one candidate a vote by ballot must be taken.

Article VII: DUTIES OF OFFICERS

Section 1. The President

- a) Shall preside over all meetings of the organization and of the executive board as required.
- b) Appoint special committee members.
- c) Establish a climate in which all members feel welcome to participate.
- d) Is a member of all committees as required to assist with the committee's purpose.
- e) Coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.
- f) Represent the MPTO or appoint another member to represent the MPTO at appropriate meetings and functions.
- g) Perform such other duties as may be required in these by-laws or assigned.

Section 2. The Vice President

- a) Act as an assistant to the President.
- b) Perform designated duties of the President in the absence or inability of that officer to act.
- c) Perform such other duties as may be prescribed in these by-laws or assigned to the officer by the organization or executive board.

Section 3. The Secretary

- a) Record the minutes of all meetings.
- b) Present and distribute the minutes for approval of all meetings.
- c) Handle correspondence as needed.
- d) Maintain a current copy of the by-laws.
- e) Maintain a notebook of minutes, reports, and correspondences as a matter of communications for the general membership.
- f) Perform other delegated duties as assigned.

Section 4. The Treasurer

- a) Have custody of all the funds of the organization.
- b) Keep full and accurate account of receipts and expenditures.
- c) Make disbursements as authorized by the executive board in accordance with the budget adopted by the organization.
- d) Have checks over \$100.00 signed by two authorized signatures.
- e) Present a financial statement showing all expenditures and receipts monthly at each regular meeting and at other times when requested by the executive board.
- f) Be responsible for the maintenance of such books of account and records as required by the organization.
- g) Have the accounts examined annually or upon change of officer by an auditor or auditing committee, if deemed necessary by the executive

board. The auditing report shall be given to the organization no later than the first regular MPTO meeting of the school year.

Section 5 All officers

- a) Officers shall perform the duties outlined in these by-laws and additional duties as determined through out the course of their term.
- b) Officers shall deliver to their successors all books, records, documents, keys, and supplies held in their possession by virtue of the office during the transitional period of May-June. All of these items shall be turned over no later than ten days after the last day of school. In case of resignation, no later than one week following their notice of resignation.

Article VIII: EXECUTIVE BOARD

Section 1. The executive board shall consist of all four elected officers and the Principal.

Section 2: The duties of the executive board shall be

- a) To transact necessary business outside of the regular monthly MPTO meetings.
- b) To create or dissolve special committees.
- c) To approve the plans of work of the standing committees
- d) To present a report at the regular meetings of the MPTO.
- e) To select an auditor or auditing committee to audit the treasurer's accounts when necessary.
- f) To prepare and submit to the organization a budget for the school year.
- g) To approve routine bills within the limits of the budget.
- h) To facilitate the fulfillment of any vacancies of office as describe in Article VI of these by-laws.

Section 3. Meetings of the executive board shall be called by the President or a majority of the other board members. A majority of the executive board members shall constitute quorum at any executive board meeting.

Article IX: MEETINGS

Section 1. At least 8 regular meetings of this organization shall be held during the school year. Meetings shall be held at a regularly scheduled time designated by the executive board.

Section 2. A meeting agenda will be published for all MPTO members to access prior to the regular meeting.

Article X: COMMITTEES

Section 1. Committees shall be created as required to perform the duties designated by the President, executive board, or general MPTO members as required.

Article XI:* **APPROVAL OF FUNDS*

Section 1. All checks over \$100.00 must be signed by two authorized signers of the MPTO account.

Section 2. All receipts must be submitted within 30 days of an event unless otherwise approved by the executive board. Original or photo copied receipts may be submitted.

Section 3. Any expenditure above the budgeted amount amountd must be approved beforehand by the executive board. No unauthorized expenses will be reimbursed.

Section 4. All requests for funding must be submitted to an executive board member in writing two weeks prior to the regular MPTO meeting. The request for funding will be added to the published meeting agenda.

Article XII:* **FINANCIAL AUDIT*

Section 1. The executive board shall provide for an annual audit of the ledgers and accounts of the organization by the appointment of one or more auditors from the membership. The audit of the organization shall be completed by July 31st and the report submitted at the September regular meeting. At the conclusion of the audit the new Treasurer will take over the books.