

Hill View Montessori Community Partnership Articles of Association

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The following words may be seen throughout this document and will always have the same meaning.

HVM	- Hill View Montessori Charter Public School.
CP	- Community Partnership.
E Board	- Executive Board which consists of the officers of the CP.
E Board Meeting	- The monthly meeting in which the officers of the CP meet.
CP General Meeting	- The monthly meeting attended by all interested parents and educators. Also known as the general meeting.

Article 1: NAME

The name of the association will be the Hill View Montessori Community Partnership (HVMCP).

Article 2: PLACE

The place in this state where the principal office of the HVMCP is to be located is Essex County, Haverhill Massachusetts.

Article 3: MISSION STATEMENT

The Mission of the Community Partnership (CP) of the Hill View Montessori Charter Public School (HVM) is to act as a resource to aid the students of the school in attaining their goals of an education through; high levels of academic, personal, community and social achievement using the Montessori Method of teaching.

Article 4: PURPOSE STATEMENT

The HVM Community Partnership was initiated in October 2004 and a charter ratified on April 4, 2005. It is a body of parents and school educators united in helping the HVM students have a successful school experience in the Montessori method. Our purposes are several:

- a) To provide a forum for open discussion with one another;
- b) To sponsor family oriented activities and/or programs to support and enhance parental involvement in the school;
- c) To inform on issues about which we have particular knowledge and experience;
- d) To enhance the capacity of parents, educators and caregivers to guide, support and nurture all HVM students;
- e) To ensure continued financial support for HVM and aid in maintaining the high quality of education of our student population;
- f) To communicate with the School Administration and Board of Directors. As an organized, representative group of Parents, we can network information, provide feedback and otherwise offer a broad base of parent input;
- g) To create an organization that will be able to persevere.

Article 5: POLICIES

Section 1: The CP shall be noncommercial, nonsectarian and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the CP nor the names of any of its officers in their capacities as officers shall be used in connection with any commercial or partisan interest. This section is not intended to regulate the commercial nature of fund raising projects engaged in by the CP.

Section 2: The CP 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

Section 3: The organization may cooperate with other organizations and agencies concerned with the education of children, but persons representing CP shall make no commitments that bind the CP without prior approval of the CP Executive Board.

Section 4: The Members and Executive Board Members of the HVMCP shall not be personally liable for any debt, liability, obligation, undertaking or agreement of the CP. All persons, corporations, and other entities extending credit to, contracting with, or having any claim against the CP, may look solely to the funds of the CP as limited by law, for payment of any debt/s, damages, judgement/s, decree/s, settlement/s or of any money that may otherwise become due or payable to them from the CP.

Article 6: MEMBERSHIP + DUES

All parents and guardians of children currently attending HVM are considered 'members' of the CP, as are all teachers, staff and administrators. We welcome and encourage everyone's participation no matter how small or large. There are no Dues.

Article 7: VOTING

All members are entitled to one vote on any issue before a general membership meeting of the CP. Amendments and motions will need a two-thirds majority of those in attendance for approval.

Article 8: MONTHLY MEETINGS

Meetings will be held on a monthly basis. The dates of which will be announced the meeting prior. The agenda of the meeting will also be announced ahead of time. Additional agenda items may be added upon request to a CP Officer.

Article 9: OFFICERS + ELECTIONS

The officers of the HVMCP shall consist of a President, Co-Vice Presidents, Treasurer and Secretary. The present officers are listed at the end of the document.

Section 1: The future officers, other than those seated by appointment, shall be elected at the May general meeting. They shall be elected each year to serve a one-year term. Officers elected by the general membership may serve two consecutive one-year terms with an optional third year, if no other member comes forth to serve in that capacity.

Section 2: Officers will serve from July 1st through June 30 of the following school year.

Section 3: Vacancies that may occur through resignation, or other reasons, may be filled by election by the Executive Board with such appointed officer to act for the balance of the unexpired term of such office.

Section 4: Nominations shall be open to only members of the CP.

Section 5: Nominations may be made from the floor at the April general meeting. The nominee must consent to have his/her name placed in nomination. Anyone is eligible to run for any office. No one may run for two offices at the same time. Nominees do not have to be present to be nominated for an office. If not present the nominee must send in a signed written letter (no email) to the Board (via the school). Nominations will be open from the general monthly meeting in April to ten calendar days (10) after the meeting. A letter with all candidates' names will be sent out on the 11th day post meeting. Ballots will be sent home on the day of the May monthly meeting and will be due within three calendar days by 4pm. The Ballot box will be closed at 4pm on the third day post meeting; no additional ballots will be accepted.

Section 6: In the event of a tie vote, the CP Executive Board shall cast the deciding vote.

Section 7: For good cause shown or if an officer does not perform his or her duties in a satisfactory manner, the Executive Board, by majority vote, can declare an office vacant.

Article 10: ADVISOR

The position of advisor will be filled by a founding member of HVM and/or a member of the Board of Directors.

Section 1: The position of Founder/Board advisor will be selected from a list of volunteers from the founders of HVM. If no founders have volunteered to serve as advisor then a non-founding member of the Board of Trustees will be asked to volunteer.

Section 2: The position will be for a one year term. Each term will have a new selection process. The previous volunteer can serve successive terms.

Article 11: EXECUTIVE BOARD

The Executive Board shall consist of the officers of the HVMCP. The duties of the Executive Board will include but not be limited to;

Section 1: Transact necessary business in the intervals between general meetings and such other business as may be referred to it by its members; this includes a monthly E board meeting;

Section 1a: To create standing and special committees;

Section 1b: To approve the plans of work of the standing committees;

Section 1c: To present a report at the general meetings;

Section 1d: To select an auditor or an auditing committee to audit the treasurer's accounts;

Section 1e: To prepare and submit to its members for adoption, a budget for the year; and

Section 1f: To approve routine bills within the limits of the budget.

Article 12: OFFICER'S DUTIES

Section 1: The President(s) shall preside at all meetings of the CP and all E Board meetings. The President will establish an agenda for each meeting and call CP general meetings to order. The CP President shall, in addition to the Treasurer, have authority to sign checks for the CP activities.

Section 2: The Vice-President(s) will preside at meetings in the absence of the President. The Vice-President(s) will serve as Committee Chairperson and advise Committee Leaders when needed. The Vice-President(s) will appoint all members to committees created by the E Board subject to E Board's approval.

Section 3: The Secretary shall keep a written record of all meetings of the CP and the E Board. The Secretary shall give notification of all E Board meetings in cooperation with the Newsletter/Information Coordinator. The Secretary will conduct the correspondence of the CP.

Section 4: The Treasurer shall maintain all financial records and finances of the CP. The Treasurer will report on the financial conditions of the CP at each E Board and general meeting and will make an annual report at the June general meeting. The Treasurer will pay all bills authorized for payment. The Treasurer will cooperate with the E Board and devise a budget to guide in the establishment of revenue-raising activities.

Section 5: The CP Founder/Board Advisor will attend CP general meetings and CP Executive Board meetings. The advisor will assist the group in tying its actions to the HVM Charter and help the group be mindful of the vision and intentions of the founding group. This person will also serve as a link to the Board of Trustees where possible.

Article 13: COMMITTEES

The standing committees shall include the following named committees with additions and or deletions as the Executive Board may deem necessary. The committees shall prepare a proposal for the Executive Board's and HVM's approval and, once approved, shall be responsible for overseeing the implementation of such plan. Committee members are responsible for the organization of events, but should expect to draw on volunteers from the rest of the CP and especially the students for event execution

Section 1: Fundraising. The Fundraising Committee shall plan and conduct activities for the purpose of raising funds to further the objectives of the CP.

Section 2: Teacher Support. The focus of the Teacher Support Committee is to support and show appreciation for the HVM teachers, assistants and faculty.

Section 3: Community Service. The Community Service committee has the responsibility to impress upon the HVM student the importance of serving our local community through committee sponsored events.

Section 4: Traditions and Events Planning. The Traditions and Events Planning Committee will be responsible for maintaining and establishing traditions and events for the HVM community.

Article 14: ADOPTION OF BYLAWS AND AMENDMENTS

All amendments must be presented to the membership by special notice given prior to a CP general meeting. All members are entitled to one vote on any issue before a general membership meeting of the CP.

Section 1: Amendments and motions will need a two-thirds majority of those in attendance for approval.

Section 2: These bylaws shall be reviewed annually.

Article 15: FUNDS

The funds of the CP organization are to be used for the lease or purchase of those items or services needed by the CP, which are not otherwise provided for or are inadequately funded in the regular school budget, and are approved by the CP E Board.

Section 1: The CP may cooperate with other organizations and agencies in matters of common interest provided that such cooperation is consistent with the objectives of the CP.

Section 2: Special appropriation of funds must be voted on at the general meeting.

Article 16: DISSOLUTION

The HVM CP may be dissolved by the general membership at a general membership meeting of the CP by a two-thirds vote of those present, provided the proposed dissolution has been submitted in writing to the CP Executive Board at least 30 calendar days before the meeting.

Section 1: Upon the dissolution of the HVMCP, its assets shall be distributed to HVM. In the event HVM is unable to receive those funds they shall be distributed for one or more exempt purposes within the meaning of 501{c}{3} of the Internal Revenue code and it's regulations as they may now exists or as they may be hereafter amended.

Article 17: PARLIAMENARY AUTHORITY

Robert's Rules of Order shall govern the CP in all cases in which they are applicable and in which they are not in conflict with the charter and these bylaws.

Present Officers:

Name	Office	Phone	Email
Stephen Boyle	President	617-285-1362	Spidermn11@aol.com
Aimee Whitten	Vice-President	978-372-5535	Aimee_Whitten@hmco.com
Jim Hunt	Vice-President	978-374-2665	jimhunt@analog.com
Mary Lynch	Secretary	978-374-4439	m-j-lyncg@comcast.net
Romy Gaiero	Treasurer	978-372-4439	rgaiero@yahoo.com
	Advisor		

With thanks to these other PTO websites and charters which sections/portions of the text was taken. Bigelow PTO, Birchwood PTO, Westford PTO, Charlottesville PTO, High Crest Middle School PTO, Lanphier PTO, Martin Luther King PTO, Dover elementary PTO, Golden Hill PTO.