

# Hill View Montessori Charter Public School PTO Bylaws

## **Article I: Name**

Organization name will be known as the Hill View Montessori Parent Teacher Organization.

## **Article II: Mission**

The mission of the HVM PTO is to support staff, students, and families by

- Adhering to the theories and practice of the Montessori education and philosophy in all community engagements, as well as the HVM core values; Grace, Courtesy, and Respect.
- Providing a forum for communication for parents, staff, and students through regularly scheduled meetings throughout the year.
- Organizing events that strengthen the sense of community at our school and encourage families and staff to participate in these Community Events.
- Providing an atmosphere where parents and staff feel supported in their efforts to provide a Montessori education for students.
- Organizing and/or contributing funds and services to classrooms, special projects, and extra-curricular activities.

## **Article III: Basic Policies**

- A. The HVM PTO shall be a nonprofit, nonpartisan, nonsectarian, and non-commercial organization. It shall not be affiliated with any national parent teacher association.
- B. The highest priority will always be given to supporting events and projects that directly effect and improve Montessori education for HVM students and the ability for teachers to provide a quality and authentic Montessori experience in their classrooms.
- C. The HVM PTO can engage with other organizations and professionals specializing in Montessori education and/or active in child welfare.
- D. The HVM PTO shall be consistent with Hill View Montessori policies and procedures and/or the current administration in out-reach with the HVM Community.
- E. A majority of currently serving Officers on the PTO Executive Board shall constitute a quorum for all voting purposes.
- F. All funding request subject to vote must be submitted in writing with an administration approved HVM PTO funding request form before the day of the next scheduled PTO meeting.
- G. If it's determined by the Executive board that circumstances require a spending decision must before the next scheduled meeting, the amount approved may not exceed \$200.

- H. An administrative approved funding request form must be submitted for students who fall in the income bracket qualifying them for free and reduced lunch that are in need of funding for school approved field trips and needs deemed appropriate by the Executive Board. However, those expenses are not subject to the voting process.
- I. All scheduled PTO meeting dates and times will be submitted for administrative approval and added to the school calendar before Labor Day of the current school year. The cases of inclement weather and unforeseen personal or family emergency, officers reserve the right to reschedule meeting to a date no later than 14 days after the scheduled date of the original meeting. Every effort will be made by the Executive Committee to inform the HVM Community of the cancelation and/or date change scheduled meetings in a timely manner.
- J. All Agendas and Voting Outcomes from scheduled PTO meetings will be submitted for addition to the school website. Any family who cannot attend a scheduled meeting may request a hard copy of any agenda.
- K. All plans for fundraising efforts shall be submitted to the Executive Director for approval and communicated with the Administrative office to avoid conflict with other Sub-Committee fundraising efforts.
- L. While the PTO may work with businesses owned by Parents and/or Guardians of current HVM students, no Parent or Guardian of a student currently enrolled at HVM shall receive personal, monetary profit from an event or fundraiser sponsored by the PTO.

#### **Article IV- Finances**

- A. The financial balance of the PTO will be held under the HVM Finance Department.
- B. All cash and checks from Fundraisers and Events will be prepared for deposit by two Officers of the PTO and given to the HVM Finance Department. The PTO Treasurer will be responsible for keeping separate records of the PTO Financials.
- C. A PTO Deposit Form will be filled out, signed, and given to the HVM Finance Department when submitting a Deposit.
- D. All checks drawn off the balance of the PTO Funds will be prepared by the HVM Finance Department. Checks will signed by the Executive Director. In the absence of the ED, checks may be signed by the BOT President. Checks totaling \$2500 or more will require two signatures.
- E. Upon the dissolution of the Organization, assets shall be distributed into the general balance of the HVM Financials.

#### **Article V- Membership and Dues**

- A. Membership to the HVM PTO is extended to all parents/guardians with a student currently enrolled at Hill View Montessori and/or any staff member currently employed at Hill View Montessori. Membership entitles each member to voting rights when they are physically present at a scheduled HVM PTO meeting.

- B. There will no annual dues required to be a member of the HVM PTO.

### **Article VI- Officers, Coordinators, and their Election**

- A. Executive Officers for the HVM PTO shall be President/Co-Chair, Secretary, and Treasurer. No more than two people shall simultaneously hold the office of President in a school year and will be known as Co-Chairs. PTO Officers are the only individuals able to facilitate scheduled meetings. If an Officer position is to be vacant for the current school year, an Officer may hold more than one position.
- B. Volunteers must express interest in an Officer position for the following school year before the end of the current school year. If more than one person, expresses interest in a position for the upcoming school year, a special election meeting will be held before the last day of school where all eligible community members may vote via written ballot. If only one volunteer expresses interest in a position, a majority vote of current Officers will approve the position.
- C. Out-going Officers will provide all financials and pertinent records to incoming Officers before the start of their tenure in their position.
- D. Event/Fundraising Coordinator Positions shall also be available for interested volunteers as need arises. These positioned included, but are not limited to Hospitality Coordinator and Box Top Coordinator. An Officer may also serve as an Event/Fundraising Coordinator. A volunteer will hold this position for the entirety of the current school year, or until the duties for that position have been fulfilled. Event/Fundraising Coordinators carry out their duties with direct support from PTO Officers. There is no limit to the number of Event/Fundraising Coordinators that may be approved for a given school year.

### **Article VII: Officer Duties**

The primary duties of the officers of the PTO are included below. The Officers are free to delegate any of their responsibilities unless their title is specifically called out elsewhere in the bylaws (ex., in Articles IX and X). Officers may also take on duties listed for other roles unless the action is prohibited in the bylaws (ex., in Article X) The Officers, collectively as the Executive Board, have additional duties outlined in Article VII. The Executive Board or the membership of the PTO can also assign additional duties to the Officers.

#### **President/Co-Chairs**

- A. Sets the agenda for all Regular, Special, and Executive meetings of the PTO
- B. Acts as Facilitator and Moderator of discussion at meetings.
- C. Calls the Officers and Event/Fundraising Coordinators to a meeting prior to the new school year.
- D. Hold a copy of the Bylaws making them available at all Regular, Special, and Executive Board Meetings.

E. Allows for availability in their schedule and sets meetings with parents, teachers, staff, administration, and members of other HVM Sub Committees outside of scheduled meetings to maintain an open dialogue between the HVM PTO and the rest of the school community.

**Treasurer**

- A. Keeps, reports and provides up-to-date accounting for scheduled meetings and to members who are unable to attend a meeting, but request a summary of the financials.
- B. Has responsibility for communicating with the HVM Finance Department regarding the expenses of the CP-PTO.

**Secretary**

- A. Records the minutes at Regular, Special, and Executive Board meetings.
- B. Coordinates correspondence through Administrative Staff to and from the PTO
- C. Provides “public relations” correspondence of appreciation to parents, staff, and outside donors to the PTO.

**Article VIII: Executive Board Committee**

A. The Executive Board Committee shall consist of the Executive Officers of the PTO. The term of office for the elected Executive Officers shall be one year beginning on August 1st and ending on July 31<sup>st</sup> of each year.

B. The duties of the Executive Board Committee shall be to:

- 1. Schedule and announce regular and special meetings of the PTO.
- 2. Present a status report at the regular meetings of the PTO.
- 3. Prepare and maintain a complete and accurate record of the accounts of scheduled meetings and provide outlines to be made available upon request.
- 4. Create and support standing and special committees (ex. Hospitality Committee)
- 5. Maintain communication and support with Event/Fundraising Coordinators.
- 6. Authorize approved expenditures.
- 7. Transact necessary business in the intervals between regular or special meetings of the members and such other business as may be referred by the PTO.
- 8. Act as an intermediary for HVM staff, families, other sub-committees who wish to come together to strengthen goals for community, communication, and commitment to the Montessori philosophy.

**Article IX: Resignations, Vacancies and Removals**

- A. Any Officer may resign from office at any time, by written notice to the Executive Board. In the event of resignation or vacancy occurring in any office, the Executive Board shall be empowered to elect an Officer to fill the unexpired term of that office. In the event of a vacancy in the office on of the Co-Chairs of the Board shall fill the duties of that Office for the remainder of the term. If there is only a President for the current term, the Secretary would take on the role.
- B. If an officer fails to perform his or her duties he or she may be removed from office by a majority vote of the remaining officers where previous notice has been given.

### **Article X: Expenditures and Disbursements**

- A. With the exception of the guidelines outlined in Article III; Section H, all Expenditures and Disbursements require an approval vote by the majority of PTO members in attendance at a scheduled meeting.
- B. All checks, which are written for disbursement to pay an expense, are to be written by one member of the Executive Board.
- C. No Officer may sign a check from the PTO that is made out to him or herself.
- D. The PTO account operated under the HVM Foundation and checks will be prepared by the Foundation's Finance Employees.
- E. Checks may be made out to the HVM Finance Department, Teachers, Parents/Guardians, and Organizations approved in Article III.
- F. Approval/Denial of requested Disbursements and Expenditures will be noted on the Agenda of the meeting where voting took place.
- G. At no time will control of the PTO account be given to the HVM Finance Department.
- H. Checks will only be written for Expenditures and Disbursements that have followed funding request guidelines outlined in Article III.

### **Article XI: Meetings**

- A. At least 5 scheduled meetings of the PTO shall be held during the school year. The schedule for these meetings shall be presented in Wednesday Notes, on the Agenda of the first meeting and published in the HVM School Calendar.
- B. Special meetings of the Organization shall be called by the Executive Board. Meetings of the Executive Board Committee shall be called when deemed necessary with or without public notice.
- C. Outlines of Special Meetings shall be made available upon request.
- D. Officers will make every effort to accept invitations to Special Meetings held by Administration and other Sub-Committees.
- E. All checks written for disbursement must be written within 14 days of expenditure approval. Checks not deposited or cashed within 60 days shall be canceled and the expense must be resubmitted for a vote.

### **Article XII: Power to Purchase Insurance**

In order to protect and indemnify its Board and members and the assets of the PTO, the board shall be required to purchase and maintain liability insurance in such an amount that the majority of the Board deems appropriate.

### **Article XIII: Fiscal Year**

The fiscal year of the PTO begins July 1<sup>st</sup> and ends on June 30th

### **Article XIV: Adoption and Amendments**

- A. Public notification of the proposed Bylaws or amendments and the planned date of ratification shall be made at least two weeks prior to the date of ratification. This notification shall be sent to the HVM Community.
- B. The proposed Bylaws or amendments shall be outlined in the notification. Hardcopies shall be made available in the school office.

- C. Two-Thirds majority of those in attendance is required to approve the proposed Bylaw or Amendment.
- D. PTO Bylaws shall be rewritten every 10 years by the current President/Co-Chair. Voting on the new Bylaws will occur at the first scheduled PTO meeting of the current school year.

**Article XV: Dissolution**

The Organization may be dissolved in the following manner:

- A. The Executive Board shall give notice to the entire membership that the dissolution is being considered by publishing the articles of dissolution through Wednesday Notes, a separate email, and on the school website.
  - B. At least two weeks following the notice, a special meeting shall be called to discuss the dissolution proposal and to vote.
  - C. Dissolution shall take effect when specific in the Article of Dissolution.
- Upon dissolution, remaining funds shall be disbursed as defined in Article IV-C.