

## **Redwood Coast Montessori Parent and Teacher Organization Bylaws**

### **ARTICLE 1: NAME**

This organization shall be known as the "Redwood Coast Montessori Parent and Teacher Organization" (RCM PTO).

### **ARTICLE 2: PREAMBLE**

Redwood Coast Montessori (RCM) is a charter school serving a diverse population of elementary and middle school age children in Humboldt County by providing a high quality educational option based upon the Montessori method.

The teachers and educational support staff (collectively, the educational staff) of RCM are dedicated to the natural development of the whole child through the traditional Montessori curriculum.

The parents/guardians of RCM students have made a choice to enroll their children in RCM and wish to support their children, the school, and the educational staff.

The RCM Community is composed of parents, educational staff, RCM alumni, supporters, and volunteers who support the mission of RCM, its educational staff and students.

The purpose of the RCM PTO is to bring together the RCM Community to engage volunteers, raise funds, and otherwise support the mission of the school, the professional development of the educational staff, and the educational enrichment of the children.

*"We must... turn to the child as the key to the fate of our future." Dr. Maria Montessori*

### **ARTICLE 3: MEMBERSHIP**

All members of the RCM Community, as defined above, shall be deemed members of RCM PTO.

Any member of the RCM Community who attends an RCM PTO meeting is eligible to become a director and vote on matters presented at that meeting. Any member of the RCM Community may come and participate in meetings.

### **ARTICLE 4: QUORUM**

Five directors shall constitute a quorum.

### **ARTICLE 5: DIRECTORS**

Any member of the RCM Community may be elected as a director. At no time shall there be more than 20 directors or fewer than five (5) directors. With the exception of officers, elections of directors shall take place in September and shall be for a term of one (1) year. Any director may have their term renewed by the RCM Community members in September. All members of the RCM Community shall be eligible to vote for directors at the September meeting and such elections shall be determined by a simple majority. The voting may be by secret ballot at the direction of the President or the officer chairing the meeting.

In the event of a vacancy during the year, new directors may be nominated and elected at any meeting by the Board of Directors. The term limits for officers shall not apply to this Article.

In the event a director misses three (3) consecutive meetings without good cause, they may be removed from office immediately upon a two-thirds (2/3) vote of the directors present. Good cause shall be illness and/or death of a family member or close friend.

#### ARTICLE 6: VOTING

All directors present at a meeting shall each cast one (1) vote. Voting by proxy shall not be permitted. A simple majority of votes shall mean the pending motion is adopted.

#### ARTICLE 7: OFFICERS

RCM PTO shall have the following officers: President, Vice-President, Secretary, and Treasurer. Other officer positions may be created on an as-needed basis upon a vote of the directors. These officers shall be nominated from the existing RCM PTO directors.

The President shall be the principal executive officer of the RCM PTO and, subject to the direction of the members, shall in general supervise and control all of the activities of the RCM PTO. The President is also responsible for setting the agenda, chairing the meetings of the RCM PTO and the appointment of committee chairpersons. The President shall serve as the primary point of contact with RCM administrative staff and the community.

The Vice-President shall support the President and perform such duties as assigned by the President. In the absence of the President, the Vice-President shall chair meetings of the RCM PTO. The Vice-President shall serve as the primary point of contact with RCM educational staff.

The Secretary shall keep, maintain, and distribute the meeting agenda and minutes to the members of RCM PTO. The Secretary shall maintain a contact list of all RCM PTO members in consultation with RCM administrative staff. The Secretary shall be responsible for the RCM PTO bulletin board and contributing content on behalf of RCM PTO to RCM's website and newsletter. In the event any website or newsletter is created and distributed by the RCM PTO, the Secretary shall be responsible for updating this content, unless otherwise directed by the President.

The Treasurer shall have charge of and be responsible for all funds of the RCM PTO and shall receive and give receipts for cash due and payable to the RCM PTO and shall deposit such funds in the bank account designated by the RCM PTO Board of Directors. The Treasurer shall make disbursements as authorized by the Board of Directors or by vote of the directors. The Treasurer shall present an up-to-date written financial report at each meeting, and at other times, as requested by the Board of Directors. And finally, the Treasurer shall prepare or direct the preparation of the required yearly financial documents required to ensure that RCM PTO remains a tax exempt organization.

#### ARTICLE 8: ELECTION OF OFFICERS

Officers shall serve for a thirteen (13) month term beginning in May and ending in June. Officers shall be elected annually at the April meeting by a simple majority of directors. Any director may be nominated, but must be present at the April meeting in order to be put on the ballot. If there is more than one candidate for any officer position, elections shall be by secret ballot and the nominee for each office receiving the highest number of ballots shall be elected. Ballots shall be tabulated by two RCM Community members not seeking election.

No officer may serve more than three (3) consecutive terms. If a director serves as an officer in any capacity until the term limit, the director may seek office again after stepping down for one (1) year. Outgoing officers are encouraged to make themselves available in an advisory capacity to new officers.

#### ARTICLE 9: MEETINGS

At the first regular meeting of the school year the officers, with concurrence from the other directors present, shall set the meeting schedule for the entire year. This schedule shall be distributed to the RCM PTO members by the Secretary. The President may direct that additional meetings be held, on an as-needed basis.

All meetings shall follow an agenda, which shall be published three (3) days prior to the meeting. Minutes shall also be published three (3) days prior to the meeting. Draft minutes shall be made available to the public within a week after a meeting.

Once each semester, the President shall meet with administrative staff and the Vice-President shall meet with the educational staff to evaluate the RCM PTO's efforts, confirm their focus, and discuss any adjustments that may be necessary.

#### ARTICLE 10: CHANGE OF OFFICER(S)

In the event an officer misses three (3) consecutive meetings without good cause, this shall be deemed a resignation effective immediately upon the conclusion of the third missed meeting. Good cause shall be illness and/or death of a family member or close friend.

If an officer's actions and conduct are not supportive of the RCM PTO's mission and goals, that officer may be removed from office immediately upon a two-thirds (2/3) vote of the directors present.

In the event an officer resigns or is removed from office before the end of the term, candidates for that office shall be nominated and elected from the current directors of the RCM PTO. Such a mid-year election shall not count towards the three (3) year term limit for that officer.

#### ARTICLE 11: FINANCES

The Treasurer shall maintain a bank account under the name of RCM PTO. The Treasurer and President shall be authorized to sign checks on this account. Additional account(s) may be maintained at the discretion of the President and Treasurer for funding exceptional, long-term projects.

All RCM PTO financial records shall be open to inspection by the members and financial reports shall be made monthly by the Treasurer to the RCM PTO members at the regular meetings. The fiscal year shall run from July 1 to June 30.

A minimum balance of one thousand dollars (\$1,000) shall be maintained in the bank account at the end of the fiscal year, as start-up money for the following year's fundraising efforts. This minimum balance may be lowered upon a 2/3rds vote of the Directors, based upon the current year's funding needs.

#### ARTICLE 12: FUNDING GOALS

The net proceeds of RCM PTO's fundraising efforts shall be used to fund enrichment classes, field trips, classroom educational materials, classroom and school improvement projects, materials for afterschool programs, and continuing education for educational staff. These funding goals may change over time and shall be amended as needed to ensure the educational enrichment of the children of RCM continues.

#### ARTICLE 13: FUNDRAISING

Before the school year ends, the officers, in concurrence with the other directors of the RCM PTO, shall evaluate the effectiveness of that year's fundraising efforts and based upon that determination, shall set a tentative fundraising schedule for the following year.

At the September meeting, the directors shall adopt a complete list of all fundraising activities for the coming year, which may be amended as needed. A chair and their contact information shall be appointed for each fundraising activity.

#### ARTICLE 14: BUDGET

The goal of the RCM PTO is to fund current RCM activities with money raised the previous year.

The President and Vice-President shall communicate with the RCM administration and educational staff regarding their anticipated financial needs for the following year. It is expected that administrative and educational staff shall deliver their funding requests in writing by May 1st to enable the RCM PTO to properly plan their fundraising efforts and budget the resulting net proceeds accordingly. The budget shall be placed on the agenda for the May meeting and must be passed before the September meeting.

No funding request shall be considered if it does not fit within the funding goals as identified above.

#### ARTICLE 15: DISTRIBUTION OF NET PROCEEDS

Net proceeds shall be determined by taking the proceeds from all fundraising activities and subtracting costs and a minimum of \$1,000 to be held in the account for the following year's start-up costs, unless otherwise determined by the directors pursuant to Article 11. The remaining money shall be the net proceeds that are available to be distributed.

As described above, the directors shall determine the funding priorities and develop a budget based upon the requests made by RCM administrative and educational staff. Once the funding priorities and proposed budget have been approved by the directors, any additional funding requests that come in during the year shall be considered for funding if there are any remaining net proceeds.

In the event RCM PTO has excess net proceeds, these funds shall be put aside to build a financial cushion to achieve the goal of funding current activities with money raised the previous year.

In the event RCM PTO has insufficient net proceeds to meet its budgeted funding priorities, then an appeal shall be made to the RCM Community members to donate directly to RCM PTO to help the organization fulfill its funding obligations. The officers shall perform an assessment of how and why the budgetary shortfall occurred and present their findings at a meeting at which the directors shall determine a course of correction based upon the information received.

#### ARTICLE 16: AMENDMENT OF BYLAWS

These Bylaws may be amended at any time upon a majority vote of the directors, as long as the purpose of the RCM PTO does not change.

*“Education should no longer be mostly imparting knowledge,  
but must take a new path, seeking the release of human potentials.” Dr. Maria Montessori*