

# SANDS MONTESSORI PARENT ORGANIZATION

## **BYLAWS**

As adopted on February 19, 2004 and modified April 29, 2011

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SANDS MONTESSORI PARENT ORGANIZATION  
 REVISIONS AND AMENDMENTS LOG

DATE	REVISION	EXECUTIVE SEC SIGN
February 19, 2004	Original Adoption	
April 2010	On Record in April 2010 General Parent Meeting Minutes.	
April 2011	On Record in April 2011 General Parent Meeting Minutes.	

1. NAME OF ORGANIZATION
  - 1.1. Legal Name
    - 1.1.1. For purposes of legal identification, the organization shall be named Sands Montessori School Foundation, Inc.
  - 1.2. Common Name
    - 1.2.1. The common name of the organization shall be Sands Montessori Parent Organization and shall be referred to herein as the SMPO.
2. ARTICLES OF ORGANIZATION
  - 2.1. These bylaws of this organization shall be deemed to be its Articles of Organization.
3. PURPOSE OF THE ORGANIZATION
  - 3.1. Work to achieve the mission of SMPO as developed and revised from time to time by SMPO.
4. TAX EXEMPT STATUS
  - 4.1. The organization is organized exclusively for charitable and/or educational purposes under section 501(c)(3) of the Internal Revenue Code.
  - 4.2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
  - 4.3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
5. BASIC POLICIES
  - 5.1. The objective of the organization shall be promoted through various programs and activities, including (without limitation) committees, projects, and educational programs directed toward parents, teachers and the general public.
  - 5.2. The organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or political candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the work of the organization.
  - 5.3. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies.

- 5.4. The organization may cooperate with other organizations and agencies active in education or child welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the group they represent.

## 6. MEMBERSHIP

- 6.1. Any parent or legal guardian of a child enrolled at Sands Montessori School is eligible to be a member. As used in these Bylaws, "parent" shall include parents and legal guardians of children enrolled at Sands Montessori School.
- 6.2. Any staff member of Sands Montessori School is eligible to be a member. As used herein, "staff" means all employees who work at Sands Montessori School, including (without limitation) administration, faculty, clerical and support workers.
- 6.3. Anyone eligible to be a member may join the SMPO by attending a general SMPO meeting or otherwise indicating intent to be a member at any time. The term of membership shall continue until such member withdraws or is no longer eligible for membership. Any member may withdraw from membership at any time upon notice to the Executive Secretary. Withdrawal is automatic at such time as a person is no longer eligible for membership. There shall be no dues as a condition of membership.
- 6.4. Donations will be solicited from the members each school year (but not required) and accepted throughout the year.
- 6.5. All members shall be eligible to participate in general membership meetings. All parent members shall be eligible to serve in any of its elective or appointee positions (except for the Teacher Representative position which shall be filled by a teacher). The privilege of holding office, introducing motions, debating, and voting in general membership meetings shall be granted to all members.
- 6.6. All members shall be eligible to attend Rudder meetings and individual committee meetings. The privilege of introducing motions, debating, and voting in Rudder meetings shall be granted only to members of the Rudder.

## 7. THE RUDDER

- 7.1. The SMPO shall be led by a group of officers elected annually by the general membership from among the general membership. Collectively, this group shall be known as the Rudder.
- 7.2. The members of the incoming Rudder shall assume their official duties on July 1 of the year of their election.
- 7.3. The duties of the Rudder shall be:
  - 7.3.1. To define, pursue, and achieve objectives that further the purpose of the SMPO as established in Article 3 of these bylaws.
  - 7.3.2. To meet as necessary to transact business in the intervals between general membership meetings.
  - 7.3.3. To create committees and to appoint their chairpersons.
  - 7.3.4. To approve the work plans of the committees.
  - 7.3.5. To manage the expenditure of SMPO's funds.
    - 7.3.5.1. Funds derived from donations and other sources shall be placed in a fund or funds, which may be expended to defray expenses of the SMPO, which have been approved by the SMPO. A budget shall be prepared and presented by the Rudder to SMPO for approval not later than April (Spring) general membership meeting.
    - 7.3.5.2. Regardless of the approved budget, the Rudder may execute the single-purpose expenditure of funds in excess of \$15,000 only

with the majority consent of the members present at a general membership meeting, provided notice of the proposed expenditure shall be given at least 5 school days prior to the meeting.

- 7.3.5.3. The Rudder must ensure that a minimum balance of \$7,000 is maintained for the start of the following year (commencing July 1st).
  - 7.3.6. To present a status report at each general membership of the SMPO.
  - 7.3.7. To appoint an auditor or auditing committee by August 30 of each year to audit the Business Manager's report.
  - 7.4. The outgoing President of the SMPO shall be an ex-officio member of the Rudder. This member of the Rudder shall be known as the Past-President and will have one vote on any motion before Rudder.
    - 7.4.1. The Past-President shall be eligible to serve simultaneously as an officer in any Rudder position except President. If the Past-President holds another office simultaneously, he/she shall nevertheless be restricted to voting only once on any motion before the Rudder.
    - 7.4.2. The duties of the Past-President shall be:
      - 7.4.2.1. To assist the Rudder during the transition of leadership responsibilities.
      - 7.4.2.2. To advise the Rudder based on past experience.
  - 7.5. The LSDMC Liaison shall be an ex-officio member of the Rudder and will have one vote on any motion before Rudder. The LSDMC Liaison is one of the four parents who serves on the Sands Montessori Local School Decision Making Committee (LSDMC). The LSDMC Liaison for each Rudder meeting is determined by the parent representatives on LSDMC.
    - 7.5.1. The duties of the LSDMC Liaison shall be:
      - 7.5.1.1. To report to the Rudder the business of the LSDMC.
      - 7.5.1.2. To report to the LSDMC the business of the SMPO.
  - 7.6. The ILT Liaison shall be an ex-officio member of the Rudder and will have one vote on any motion before Rudder. The ILT Liaison is one of the two parents who serve on the Sands Instructional Leadership Team (ILT). The ILT Liaison for each Rudder meeting is determined by the parent representatives on ILT.
    - 7.6.1. The duties of the ILT Liaison shall be:
      - 7.6.1.1. To report to the Rudder the business of the ILT.
      - 7.6.1.2. To report to the ILT the business of the SMPO.
8. OFFICER DUTIES
- 8.1. The officers of this organization shall be President, Vice President, Executive Secretary, Business Manager, Teacher Representative, Reporter Publisher, Parent-At-Large, Resource Coordinator, Hospitality Coordinator, 3-6 Team Coordinator, 6-9 Team Coordinator, 9-12 Team Coordinator, Volunteer Coordinator, School Enrichment Programs Coordinator, Technology Coordinator, and Athletic Coordinator.
  - 8.2. There shall be no hierarchical ranking among the officers and no order of succession except that the Vice President will succeed the President if the Presidency is vacated. If the President and Vice President are absent from any Rudder meeting, the Rudder members present at that meeting shall elect a temporary chair for the purpose of that meeting only. If the President and Vice President are absent from any general SMPO meeting, the officer present at such meeting who is next listed in 8.1 shall call such meeting to order and preside over such meeting until either the President or Vice President shall arrive.

8.3. The duties of the SMPO officers shall be:

8.3.1. President:

- 8.3.1.1. Shall preside at all meetings of the SMPO and of the Rudder.
- 8.3.1.2. Shall establish the agenda and goals for the current year.
- 8.3.1.3. Shall represent the SMPO at school board meetings when deemed necessary by the Rudder.
- 8.3.1.4. Shall coordinate the work of the officers.
- 8.3.1.5. Shall coordinate the work of the committees.
- 8.3.1.6. Shall be an ex-officio member of all committees, but may not serve as chairperson of any committee.
- 8.3.1.7. Shall be authorized to sign checks drawn in the absence of the Business Manager.
- 8.3.1.8. Shall verify the Business Manager's records are satisfactorily audited by September 30 and all required IRS forms have been filed no later than October 30.
- 8.3.1.9. Shall attend as many SMPO events as possible.
- 8.3.1.10. Shall perform such other duties as may be prescribed in these bylaws or assigned by the SMPO or by the Rudder.
- 8.3.1.11. Shall not be eligible to vote on any motions except as necessary to break a tie.
- 8.3.1.12. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.1.13. Shall assume the duties of Past President the following year.

8.3.2. Vice President:

- 8.3.2.1. Shall act as an aide to the President.
- 8.3.2.2. Shall be considered "President-In-Training."
- 8.3.2.3. Shall succeed the President if the Presidency is vacated (subject to Section 10.3)
- 8.3.2.4. Shall perform the duties of the President in the absence or inability of that officer to serve.
- 8.3.2.5. Shall be eligible to serve on any committee, but may not serve as chairperson of any committee.
- 8.3.2.6. Shall attend as many SMPO events as possible.
- 8.3.2.7. Shall act as parliamentarian.
- 8.3.2.8. Shall perform such other duties as may be prescribed in these bylaws or assigned by the SMPO or by the Rudder.
- 8.3.2.9. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.2.10. Shall assume the duties of the President the following year.

8.3.3. Executive Secretary:

- 8.3.3.1. Shall keep all the records of the SMPO on file, including official documents, bylaws, correspondence, minutes and committee reports.
- 8.3.3.2. Shall keep a current list of all SMPO officers.
- 8.3.3.3. Shall record the minutes of all general meetings of the SMPO, making the proposed minutes available for review within 10 days following the meeting.
- 8.3.3.4. Shall record the minutes of all Rudder meetings, making the proposed minutes available to the President for review within 10 days following the meeting, and to other Rudder members before the next Rudder meeting.

- 8.3.3.5. Shall sign and file the approved minutes of all general meetings, Rudder meetings, and other certified acts of the SMPO.
- 8.3.3.6. Shall collect all inclusion from general meetings and Rudder meetings to the school newsletter and serve as SMPO liaison to the school secretarial staff.
- 8.3.3.7. Shall keep and bring to all general meetings and Rudder meetings a current approved copy of the bylaws, a copy of the current edition of Robert's Rules of Order Revised, past meeting minutes, and any other necessary records or supplies.
- 8.3.3.8. Shall be eligible to serve on any committee, but may not serve as the chairperson of any committee.
- 8.3.3.9. Shall attend as many SMPO events as possible.
- 8.3.3.10. Shall perform such other duties as may be prescribed in these bylaws or assigned by the SMPO or by the Rudder.
- 8.3.3.11. Shall deliver to his/her successors all official material by July 1 at which time his/her term of office is completed.
- 8.3.4. Business Manager
  - 8.3.4.1. Shall receive all monies of the SMPO and serve as primary contact with the bank handling SMPO funds.
  - 8.3.4.2. Shall keep an accurate record of receipts and expenditures.
  - 8.3.4.3. Shall execute expenditures in accordance with the approved budget as authorized by the SMPO.
  - 8.3.4.4. Shall designate at least one SMPO member responsible for all funds exchanged at any SMPO sponsored event.
    - 8.3.4.4.1. Further, the Business Manager is responsible for maintaining a SMPO Funds Handling Procedure document that articulates the funds handling procedure. Any changes to this document must be presented to Rudder and approved by majority vote.
    - 8.3.4.4.2. The Business Manager is responsible for maintaining a Summary of Funds Received form to be completed any time funds are counted.
  - 8.3.4.5. Shall report at each general membership meeting.
  - 8.3.4.6. Shall submit all accounts to an independent auditor or auditing committee by August 30. The auditor(s), when satisfied that the Business Manager's accounts are correct, shall sign a statement of that fact.
  - 8.3.4.7. Shall file all required IRS forms by October 30.
  - 8.3.4.8. Shall file state corporate status filings as required.
  - 8.3.4.9. Shall be eligible to serve on any committee, but may not serve as chairperson of any committee.
  - 8.3.4.10. Shall attend as many SMPO events as possible.
  - 8.3.4.11. Shall perform such other duties as may be prescribed in these bylaws or assigned by the SMPO or by the executive committee.
  - 8.3.4.12. Shall deliver to his/her successor all official material by July 1 except for materials required for completion of the duties of this office which extend beyond such date, which he/she shall deliver to his/her successor no later than October 30.
- 8.3.5. Teacher Representative
  - 8.3.5.1. Shall represent the interests of the faculty.
  - 8.3.5.2. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.

- 8.3.6. *Reporter* Publisher
  - 8.3.6.1. Shall coordinate and compile minutes, articles, and calendar information for publication in the *Reporter*.
  - 8.3.6.2. Shall distribute the *Reporter* each month from September through May, with a goal of distribution by the 5th but in no event later than the 10th day of the month.
  - 8.3.6.3. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.7. Parent-At-Large:
  - 8.3.7.1. Shall be the representative of the parents on Rudder. The person in this position will be a key resource for parents, and a known entity of the parents.
  - 8.3.7.2. Shall attend SMPO and Sands activities and events to assist parents with questions about SMPO or Sands.
  - 8.3.7.3. Shall assist new families at Sands, as well as communicate with prospective parents through smpo.net, emails and prospective parent tours. It is highly recommended that the PAL recruit a partner or assistant to work with new and prospective parents.
  - 8.3.7.4. Shall manage the Parent Center, including the organization of the Parent Center, the resources needed to maintain the Parent Center, and the bulletin boards.
  - 8.3.7.5. Shall coordinate with Parents For Public Schools.
  - 8.3.7.6. Shall assist with beginning of school activities including the Back-to-School Picnic, Open House, and classroom orientations.
  - 8.3.7.7. Shall recruit and help manage a Drop In and Play leader.
  - 8.3.7.8. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.8. Hospitality Coordinator:
  - 8.3.8.1. Shall recruit parents to lead events and activities for SMPO and Sands. Shall provide support for logistical needs such as refreshments, childcare, activities, set-up and take-down.
  - 8.3.8.2. Shall create and update a list of all events and activities that occur for SMPO and at Sands during the year.
  - 8.3.8.3. Shall create and maintain a file detailing what occurs at each event, as well as the food, drink and materials needed at each event.
  - 8.3.8.4. Shall create, maintain and provide volunteer lists needed at each SMPO and Sands event.
  - 8.3.8.5. Shall manage the materials, equipment and consumables at Sands to be used at SMPO and Sands events, including maintaining a list of vendors for food, drink and supplies.
  - 8.3.8.6. Shall manage the childcare requirements for SMPO and Rudder events including the General Parent Meeting and Ice Cream Social.
  - 8.3.8.7. Shall manage the teacher luncheon (to be held the last day of school) with the assistance of the Team Coordinators and Room Parents.
  - 8.3.8.8. Shall attend as many SMPO events as possible.
  - 8.3.8.9. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.

- 8.3.9. Resource Coordinator
  - 8.3.9.1. Shall oversee fundraising events for the SMPO including but not limited to the fall carnival, spiritwear, holiday paper and candy sale, solicitation letter(s), and silent auction.
  - 8.3.9.2. Shall coordinate the activities of the event chairperson.
  - 8.3.9.3. Shall submit income statements for each event to the business manager.
  - 8.3.9.4. Shall assist in the budget planning process.
  - 8.3.9.5. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.10. 3-6 Team Coordinator
  - 8.3.10.1. Shall meet with 3-6 team teachers on a regular basis to discuss needs and concerns including but not limited to Montessori materials and building and ground issues.
  - 8.3.10.2. Shall assist 3-6 room parents in developing phone trees and class directories.
  - 8.3.10.3. Shall coordinate with the Vice-President and the other team representatives in developing a school-wide directory.
  - 8.3.10.4. Shall assist the Hospitality Coordinator in his/her hospitality duties for any 3-6 SMPO or school function including but not limited to the teacher luncheon (to be held the last day of school).
  - 8.3.10.5. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.11. 6-9 Team Coordinator
  - 8.3.11.1. Shall meet with 6-9 team teachers on a regular basis to discuss needs and concerns including but not limited to Montessori materials and building and ground issues.
  - 8.3.11.2. Shall assist 6-9 room parents in developing phone trees and class directories.
  - 8.3.11.3. Shall coordinate with the Vice-President and the other team representatives in developing a school-wide directory.
  - 8.3.11.4. Shall assist the Hospitality Coordinator in his/her hospitality duties for any 6-9 SMPO or school function including but not limited to the teacher luncheon (to be held the last day of school).
  - 8.3.11.5. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.12. 9-12 Team Coordinator
  - 8.3.12.1. Shall meet with 9-12 team teachers on a regular basis to discuss needs and concerns including but not limited to Montessori materials and building and ground issues.
  - 8.3.12.2. Shall assist 9-12 room parents in developing phone trees and class directories.
  - 8.3.12.3. Shall coordinate with the Vice-President and the other team representatives in developing a school-wide directory.
  - 8.3.12.4. Shall assist the Hospitality Coordinator in his/her hospitality duties for any 9-12 SMPO or school function including but not limited to the sixth grade recognition event and the teacher luncheon (to be held the last day of school).
  - 8.3.12.5. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.

- 8.3.13. Volunteer Coordinator:
  - 8.3.13.1. Shall organize volunteer opportunities and needs for SMPO and Sands.
  - 8.3.13.2. Shall maintain a volunteer calendar documenting volunteer opportunities with the help of the other Rudder positions.
  - 8.3.13.3. Shall recruit volunteers for Room Parents, SMPO activities and Rudder positions.
  - 8.3.13.4. Shall send out Volunteer Request Sheets.
  - 8.3.13.5. Shall recruit and manage Room Parents.
  - 8.3.13.6. Shall manage the Election Committee and the Rudder, and LSDMC Parent Representative election process.
  - 8.3.13.7. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.14. School Enrichment Programs Coordinator
  - 8.3.14.1. Shall determine and coordinate SMPO school enrichment programs (SEP) that will be offered at Sands Montessori.
  - 8.3.14.2. Shall oversee all registration activities, which includes: collecting registration forms and fees to be turned over to individual instructors, creating a master list of all students/classes for faculty and staff, and sending home enrollment confirmation.
  - 8.3.14.3. Shall coordinate and screen instructors who are used to teach SEPs including ensuring instructors have had background checks and have agreed to and signed the SMPO SEP policy document.
  - 8.3.14.4. Shall coordinate SEPs schedules and SEPs locations within the Sands Montessori facility.
  - 8.3.14.5. Shall coordinate and establish standards related to SEPs tuitions, scholarships and financial aid with families and instructors. However, the SEP Coordinator or SMPO will not necessarily manage the collection and disbursement of tuition between families and instructors.
  - 8.3.14.6. Shall oversee the administration of the Sharon McCreary SEP Scholarship Fund.
  - 8.3.14.7. Shall coordinate communications to families and school administration regarding SEPs either directly or through instructors, along with parent and student feedback to determine the usefulness and success of SEPs.
  - 8.3.14.8. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.
- 8.3.15. Technology Coordinator
  - 8.3.15.1. Shall monitor maintenance and upgrading of classroom computers.
  - 8.3.15.2. Shall recommend to the Rudder new hardware and software purchases as needed.
  - 8.3.15.3. Shall serve as the parent representative to the school's technology committee.
  - 8.3.15.4. Shall be responsible for school technology plan.
  - 8.3.15.5. Shall maintain the SMPO website along with other said duties (adding to the website).
  - 8.3.15.6. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.

- 8.3.16. Athletic Coordinator
  - 8.3.16.1. Shall coordinate sports programs at the school.
  - 8.3.16.2. Shall introduce new sports programs to the school if feasible.
  - 8.3.16.3. Shall pool resources and recruit volunteer coaches for the internal after-school programs.
  - 8.3.16.4. Shall oversee the management of the soccer and baseball coordinators.
  - 8.3.16.5. Shall coordinate the after-school sports programs with Cincinnati Recreation Commission.
  - 8.3.16.6. Shall recommend to the Rudder the purchasing and maintaining of team uniforms.
  - 8.3.16.7. Shall deliver to his/her successor all official material by July 1 at which time his/her term of office is completed.

#### 9.0. OFFICER NOMINATIONS

- 9.1. There shall be a nominating committee consisting of three members: the Volunteer Coordinator shall be chair and manage the nominating committee, and the President shall appoint two remaining members from among the general membership.
- 9.2. No person shall serve on the nominating committee in two consecutive years.
- 9.3. The committee shall be established no later than the January Rudder meeting.
- 9.4. The nominating committee shall publicize the nominating procedures to the membership by the end of February and shall begin accepting nominations the first school day in March.
- 9.5. The nominating committee shall solicit and receive all nominations from among the SMPO membership for persons to serve in officer positions.
- 9.6. Only those who have consented to serve shall be eligible for nomination.
- 9.7. The nominating committee shall accept nominations until 5 business days prior to the Spring general parent meeting. A member may submit his/her name for more than one position. If a position has no nominee at the time of the Spring general parent meeting, nominations may be accepted during the meeting from a member who has agreed to run.
- 9.8. The nominating committee shall publish the current list of nominees to the general membership no later than 5 business days before the Spring general parent meeting.
- 9.9. Officer positions (except Teacher Representative) are open only to members who are parents. The Teacher Representative position is open only to members who are teachers.

#### 10. OFFICER ELECTIONS AND TERMS

- 10.1. Officers and two (2) LSDMC Parent Representatives for the next term shall be elected by written ballot vote at the Spring general parent meeting. The Volunteer Coordinator will count the votes with the results being confirmed by the President and Executive Secretary.
- 10.2. Officer and LSDMC Parent Representative positions shall be elected in the following order: Vice-President, Executive Secretary, Business Manager (if open), Teacher Representative, Reporter Publisher, Parent-At-Large, Resource Coordinator, Hospitality Coordinator, 3-6 Team Coordinator, 6-9 Team Coordinator, 9-12 Team Coordinator, Volunteer Coordinator, School Enrichment Programs Coordinator, Technology Coordinator, Athletic Coordinator, and LSDMC Parent Representatives.

- 10.3. Pursuant to Section 9.7, If a member is not elected for a position(s) in which he/she was a nominee, that member may submit his/her name as a nominee for a remaining positions yet to be voted on at the general parent meeting if that position had no nominees prior to five business days before the Spring general parent meeting. All LSDMC Parent Representative nominees will be voted on at once with the two nominees receiving the most votes becoming the LSDMC Parent Representatives.
- 10.4. Two or more members may agree to share an officer position on Rudder except for President, Vice President and Business Manager. If an officer position is shared, that office will still only have one vote on motions at Rudder meetings. The members who share the officer position must notify the President and Executive Secretary at each Rudder meeting who is the designated voting representative at that respective meeting.
- 10.5. Officers shall assume their official duties when all official materials have been transferred from the previous SMPO Rudder no later than July 1 of the current year, and serve until all official materials are passed to the next SMPO Rudder no later than July 1 of the following year. However, each outgoing officer shall serve as an advisor for his/her replacement for a period of thirty (30) days following the expiration of his/her term to assist in a smooth transition of duties. In addition, the outgoing Business Manager shall remain responsible for completion of the duties described in Sections 8.3.5.6. and 8.3.5.7. with respect to the fiscal year ending during his/her term.
- 10.6. The Vice-President of the current year shall automatically become the President the following year, if such person was elected to the office of Vice-President in the annual elections held the preceding April. If the Vice-President attained such office through any other means, then the office of President for the following year shall be elected at the general SMPO meeting in April pursuant to section 10.1.
- 10.7. A vacancy occurring in any elected Rudder officer position or LSDMC Parent Representative position after the Spring general election up until the end of the term for that office shall be filled for the remaining term by a member of the SMPO elected by a written ballot of the remaining members of Rudder. The Volunteer Coordinator will count the votes with the results being confirmed by the President and Executive Secretary. If the vacancy is in the Volunteer Coordinator position, the ballots shall be counted by the Executive Secretary. After the election, official notice is to be given to the general membership in the next issue of the Reporter.
- 10.8. A vacancy occurring in the office of President shall be filled for the remaining term by the current Vice-President, who shall then serve his/her automatic term as President the following year (subject to Section 10.3.).
- 10.9. The Business Manager position shall be a two year commitment.

## 11. MEETINGS

- 11.1. General membership meetings and Rudder meetings of this organization are open to all members and shall be held as determined by the Rudder.
  - 11.1.1. The Rudder shall set and publicize the dates for the regular meetings of both the Rudder and the general membership not later than the 2nd week of school.
  - 11.1.2. Repeat notices of regular meetings shall be posted at the school and publicized appropriately with not less than three school days notice for all Rudder meetings, and seven school days notice for all general membership meetings.
  - 11.1.3. Emergency meetings may be called by the President, or (if the President is incapacitated) or by (if the President and the Vice-President are both

incapacitated) the Vice-President or by any other Rudder member with not less than three school days notice for all Rudder meetings, and seven school days notice for all general membership meetings.

11.2. Absences:

11.2.1. An officer who misses 4 regularly scheduled Rudder meetings during his/her term of office for any reason whatsoever shall be dismissed and replaced as described in Article 10 of these bylaws.

11.2.2. An officer who misses 2 consecutive regularly scheduled Rudder meetings during his/her term of office for any reason whatsoever shall be dismissed and replaced as described in Article 10 of these bylaws.

11.3. Quorum:

11.3.1. 75% shall constitute a quorum for the transaction of business in any Rudder Meeting. An email vote of 75% of Rudder members by email shall suffice for the transaction of business.

11.3.2. Fifteen members shall constitute a quorum for the transaction of business in any general SMPO meeting.

12. COMMITTEES

12.1. The Rudder may create committees as deemed necessary to promote the objectives and carry out the work of the SMPO. The President shall appoint a chairperson of each such committee.

12.2. Except for the Nominating Committee and the Audit Committee, the chairperson of each committee shall recruit and coordinate committee members and shall present a plan of work to the Rudder, via the Vice-President, for approval. No committee work shall be undertaken and no public information including but not limited to advertisements, announcements, posters and flyers, shall be distributed without the recorded consent of the Rudder.

12.3. The chairperson of each committee shall submit minutes of all committee meetings to the President.

12.4. The chairperson of each committee shall submit a progress report to the President not less than 3 school days before each regularly scheduled Rudder meeting.

12.5. The chairperson of each committee shall submit all records to the new Vice-President by July 1 of the current year.

13. PARLIAMENTARY AUTHORITY

13.1. The current edition of *Robert's Rules of Order Revised* shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws. The Vice President shall act as parliamentarian using *Robert's Rules of Order Revised* as established in these bylaws.

14. AMENDMENTS AND REVISIONS

14.1. These bylaws may be amended at any regular meeting of the SMPO by a two-thirds vote of the members present, provided notice of the proposed amendment shall be given at least 5 school days prior to the meeting.

14.2. A committee may be appointed to submit a revised set of bylaws (as a substitute for these bylaws in their entirety) only by a majority vote at a general meeting of the SMPO, or by a two-thirds vote of the Rudder.

15. NOTICES

15.1. All notices shall be given by inclusion in the latest issue of the Reporter provided such issue is delivered by at least the number of days required in these bylaws for each specific event (including any matters for which notice is required under these

bylaws). If the delivery of the next Reporter issue will not provide the required notice period for any event, then notices shall be sent in a written form to be distributed via students' backpacks and to mailboxes of each teacher and staff person. Additional methods of notice are encouraged.

16. DISSOLUTION

16.1. This organization may be dissolved by a two-thirds vote of the members present at a general membership meeting, provided notice of the proposed dissolution shall be given at least 14 days prior to the meeting.

16.2. Upon dissolution of this organization, all outstanding bills shall be paid and the remaining assets shall be given to Sands Montessori School subject to Section 4.3 hereof.

## **SMPO BYLAWS ADDENDUM A**

### **Handling of SMPO Funds Received**

- A. All SMPO members who receive and/or manage SMPO funds have a fiduciary duty to handle all funds in a manner approved by the SMPO Bylaws, the Rudder and the Business Manager.
- A.1. Pursuant to SMPO Bylaws, Section 8.3.4.4, the Business Manager shall designate at least one SMPO member responsible for all funds exchanged at any SMPO sponsored event.
- A.2. SMPO Funds Handling Procedure Document
- A.2.1. The Business Manager is responsible for maintaining a SMPO Funds Handling Procedure document that articulates the funds handling procedure.
- A.2.2. For each specific activity or event involving SMPO funds, the designated SMPO member or Business Manager must have each volunteer dealing with funds read and sign the SMPO Funds Handling Procedure. This document shall be filed with the business records maintained by the Business Manager for that current school year.
- A.2.3. If an SMPO member refuses to read and sign or refuses to follow the procedures listed in the funds handling procedure document, that member shall not be allowed to handle any SMPO funds.
- A.3. The Business Manager is responsible for maintaining a Summary of Funds Received form to be completed any time funds are counted. This form should provide the total balance of funds received, list the types of funds received, and list any categories to which the funds apply to such as the type of event or type of fundraising. This form should then be signed by the SMPO members who counted the funds and who have read and signed the SMPO Funds Handling Procedure. This document shall be filed with the business records maintained by the Business Manager for that current school year.
- A.4 The handling of SMPO funds and the SMPO Funds Handling Procedure should reflect the following best practices:
- A.4.1 No member should handle SMPO funds without the knowledge and consent of the Business Manager or SMPO member designated to handle funds pursuant to SMPO Bylaws, Section 8.3.4.4
- A.4.2. All funds should be counted by 2 members of SMPO who have read and signed the Funds Handling document. Any differences should be reconciled immediately. A Summary of Funds Received form shall be completed detailing the amount and type of funds and initialed by the two or more members who counted the funds. Once the counting of funds is complete and the form signed, the funds should be sealed and delivered to the appropriate member for deposit. The form should be delivered to the Business Manager or SMPO member designated to handle funds pursuant to SMPO Bylaws, Section 8.3.4.4.
- A.4.3. Location of SMPO Funds:
- A.4.3.1. When possible, SMPO funds should be kept in the SMPO designated bank account or locked at Sands Montessori.
- A.4.3.2. SMPO funds should not be taken home. If SMPO funds do have to be taken home, the Business Manager or the SMPO member designated to handle funds for that event pursuant to SMPO Bylaws, Section 8.3.4.4 should keep the funds. If the Business Manager or the SMPO designated member cannot take the funds home, then another

member shall be designated to take the funds home and the Business Manager shall be notified of this person.

A.4.3.3. If SMPO funds are taken home, prior to going home all funds should be counted, detailed by type (i.e. cash, check, gift card, etc.), and the amounts documented and signed by two designated SMPO members who have read and signed the Funds Handling document. The funds and the signed document detailing the amounts should be locked in a lock box and remain locked in the lock box until the lock box can be taken to school. Once returned to school, the lock box can be opened, recounted and the enclosed document can be signed confirming that all funds were present.

A.4.4. Members who count funds cannot be related by blood, marriage or domestic partnership.

A.4.5. All funds received and properly counted pursuant to A.4.2 shall be deposit into the SMPO bank account within two business days following the counting of the funds. These funds should be kept at school and locked until deposit. The deposit slip shall be delivered to the Business Manager or SMPO member designated to handle funds pursuant to SMPO Bylaws, Section 8.3.4.4. **Under no circumstances should any member deposit SMPO funds into any bank account other than the SMPO bank account managed by the Business Manager.**