

St. Joseph Montessori School  
Family Association Bylaws

**Article I: Name**

The name of this association shall be the St. Joseph Montessori School (SJMS) Family Association, hereinafter "Association."

**Article II: Purpose**

The purpose of this Association shall be to:

1. Provide support for the SJMS community by:
  - a. initiating and implementing specific social, enrichment, service, and fundraising projects as requested by the SJMS community,
  - b. providing classroom/teacher support wherever possible,
  - c. designating funds in excess of those needed to operate this Association for specific purposes in support of school programs, and
  - d. enhance communication within the SJMS community.
2. Strengthen the bond between SJMS and its families by providing support and programs of interest for family and personal growth.
3. Promote public awareness of the school's uniqueness and philosophy by being effective and positive representatives in the community.

**ARTICLE III: Membership**

Section 1. Eligibility:

Parents with a child enrolled in SJMS, teachers, and staff will be members of this Association.

Section 2. Dues:

Dues will not be a requirement of membership in this Association.

Section 3. Voting Rights:

Each member shall have one vote in matters presented to the general membership.

**ARTICLE IV. Funding**

Section 1. This Association will rely on funds collected through various Association projects for its general operating funds and is self-supporting.

Section 2. This Association's fiscal year will be the same as the fiscal year of SJMS as set forth in Article VIII of the SJMS Bylaws.

Section 3. Following an annual review of the Association treasurer's report, the Executive Council will determine if excess funds exist and will designate disbursement of these funds for specific school programs.

Section 4. Requests for funding made by those outside of the Executive Council will be considered pursuant to the Request for Funding Guidelines attached hereto as Appendix I.

**ARTICLE V. The Executive Council**

Section 1. Function:

The Executive Council shall be the policymaking body of the Association.

## Section 2. Membership:

The Executive Council shall consist of the officers of the Association, the chairpersons of the Standing Committees (Article IX), five members-at-large to be elected from the general membership, up to three members-at-large to be appointed by the president, and one children house teacher representative and one elementary teacher representative, both chosen by the teachers. The Head of School (or designee) shall be an ex-officio voting member of the Executive Council.

## Section 3. Duties of the Executive Council:

The duties of the Executive Council shall be to:

- a. work as a team to formulate policy, plan, and implement programs and activities,
- b. serve on Standing and Special Committees as needed,
- c. authorize disbursements of funds in a responsible manner in accordance with Article IV
- d. consider requests for help in implementing general school activities not initiated by the Executive Council,
- e. appoint appropriate persons to chair Standing Committees,
- f. assist Standing Committee chairpersons in recruiting appropriate persons to chair Special Committees and events, and
- g. appoint a member of Executive Council to serve as the Association's one non-voting member representative to the Board of Trustees in accordance with Article IV, Section 4.2 (f) of the SJMS Bylaws.

## Section 4. Terms:

The terms of the Executive Council shall be as follows:

- a. The term of officers and the five elected members-at-large shall begin on the day following the last day of class during the school year in which they were elected and shall end on the last day of class of the following year.
- b. The term of the three appointed members-at-large shall begin on the day of their appointment and shall end on the last day of class of the following year.
- c. The term of the Head of School shall be in perpetuity so long as employed as Head of School at SJMS.
- d. The terms of the teacher representatives shall begin upon appointment and shall continue until a new appointment is made.

## Section 5. Vacancies:

In the event of a resignation or vacancy of a member-at-large or a chairperson of the Standing Committees, the Executive Council shall elect by simply majority a new member to fill the position. In the event of a resignation or vacancy by the Head of School, that position shall remain vacant until an interim or permanent Head of School is appointed. In the event of a resignation or vacancy by a teacher representative, that position shall remain vacant until a new appointment is made by the teachers.

## Section 6. Meetings of the Executive Council:

The Executive Council shall meet once each month or as necessary for the efficient conduct of business.

## Section 7. Quorum:

Executive Council members present at a meeting of the Executive Council shall constitute a quorum.

## **ARTICLE VI. Officers**

Section 1. The officers of this Association shall be president, vice president, secretary, and treasurer.

Section 2. Qualifications of president:

The president shall have served at least one term as a member of the Executive Council prior to serving as president.

Section 3. Term lengths shall be as stated in Article V, Section 4.

Section 4. The duties of the officers shall be as follows:

a. President:

1. oversees all activities of the Association,
2. communicates with the Head of School,
3. serves as, or appoints, a delegate to any committees of the school that invites a delegate from the Association,
4. serves as ex-officio, non-voting member of all Standing and Special Committees except Nominating Committee, and
5. makes appointments including chairpersons and Special Committees as necessary to support Article II.

b. Vice President:

1. assists president as requested,
2. serves as president in case of absence of president,
3. assumes office of president in case of vacancy in office of president, and
4. reviews bylaws on a yearly basis and oversees revision process according to Article XI.

c. Secretary:

1. records minutes of all Executive Council and general membership meetings,
2. distributes minutes of Executive Council and general membership meetings to members of the Executive Council,
3. advises Executive Council members of meetings approximately one week in advance of the meetings,
4. informs general membership of Executive Council and Association activities,
5. maintains all records of the Executive Council and transfers them to the new secretary following the end of term of office, and
6. maintains the membership roll of the Association and distributes the voting ballots prepared by the Nominating Committee as set forth in Article VII, Section 4.

d. Treasurer:

1. authorizes the SJMS bookkeeper to make payment of expenditures for activities approved by Executive Council,
2. provides an oral financial report at each Executive Council meeting

- with one written copy for the secretary for inclusion in the minutes,
- 3. attends all Association functions at which funds must be accounted or designates an alternate,
- 4. accounts for all funds collected at various events and programs, and
- 5. submits a written report to the president and the SJMS bookkeeper within two weeks following the end of term of office.

Section 5. The officers shall have the authority to transact necessary business in the intervals between meetings of the Executive Council when such business must be handled before the next meeting of the Executive Council.

Section 6. Vacancy in Office:

In the event of a resignation or vacancy in an office for any reason, the Executive Council shall elect by simple majority a new officer to fill the position, with the exception of a vacancy in the office of the president, in which case the vice president shall assume office.

## **ARTICLE VII. Nominating Committee**

Section 1. The president shall authorize a Nominating Committee at the January meeting each year.

Section 2. The Executive Council will appoint a Nominating Committee which will choose its own chairperson.

Section 3. The Nominating Committee will advise the general membership that it will be accepting suggestions for nominations of officers and members-at-large during the month of February each year and that after that time nominations will be closed.

Section 4. The Nominating Committee will draw up a slate of at least one candidate for each of the offices of president, vice president, secretary, treasurer, and five members-at-large for presentation at the March meeting of the Executive Council.

## **ARTICLE VIII. Election of Officers and Members-At-Large**

Section 1. The election of officers and members-at-large of the Executive Council will be accomplished by a vote of the general membership during the month of April by regular mail, electronic mail or any other method deemed appropriate by the Executive Council.

Section 2. The election shall be completed so that the results shall be announced at the SJMS Annual Meeting.

Section 3. Each member shall have one vote and will be trusted to exercise one vote.

Section 4. The Nominating Committee will assign the duty of counting and verifying the vote to a neutral committee of three as determined by the Nominating Committee.

Section 5. Members may write in the name of a candidate not apparent on the ballot.

Section 6. Election of officers and members-at-large will be by simple majority of those members voting.

## **ARTICLE IX. Standing Committees**

### **Section 1. Volunteer Committee:**

- a. shall be chaired by a person who shall be a member-at-large of the Executive Council or a member of the Association who has been appointed as chair by the president.
- b. will be responsible for all recruiting and coordinating of volunteers as needed to carry out the purposes as stated in Article II.
- c. the chairperson shall recruit committee members from Executive Council or general membership as needed to complete duties.

### **Section 2. Social and Enrichment Committee:**

- a. shall be chaired by a person who shall be a member-at-large of the Executive Council or a member of the Association who has been appointed as chair by the president.
- b. shall plan and coordinate activities of a community-building nature generally not designed to produce income that support Article II.
- c. the chairperson, with assistance of the chairperson of the Volunteer Committee, shall recruit committee members from the Executive Council or general membership as needed to complete duties.

### **Section 3. Revenue Committee:**

- a. shall be chaired by a person who shall be a member-at-large of the Executive Council or a member of the Association who has been appointed as chair by the president.
- b. shall plan and coordinate revenue generating activities which support Article II.
- c. the chairperson, with assistance of chairperson of the Volunteer Committee, shall recruit committee members from the Executive Council or general membership as needed to complete duties.

### **Section 4. Room Parent Committee:**

- a. shall be chaired by a person who shall be a member-at-large of the Executive Council or a member of the Association who has been appointed as chair by the president.
- b. the chairperson shall recruit lead room parents to serve on the committee as representatives of their respective classroom and provide appropriate guidance and support.
- c. the committee, with the assistance of chairperson of the Volunteer Committee, shall recruit from the group of parents of their respective classrooms as needed to complete duties.

Section 5. Each Standing Committee chairperson will be required to submit a report of the committee's work at the May meeting of the Executive Council.

## **ARTICLE X. Special Committees**

Section 1. The president may authorize the activation of Special Committees.

Section 2. Special Committees shall be for the purpose of planning specific activities and programs and will serve only as long as the activity requires.

Section 3. A chairperson will be designated for each Special Committee and that

person will provide updates to the Executive Council as appropriate and shall submit a final report at the first Executive Council meeting following the conclusion of the Special Committee's work.

Section 4. The president will determine the placement of Special Committees with specific Standing Committees.

#### **ARTICLE XI. Amendment of Bylaws**

Section 1. Amendment of these bylaws shall be accomplished by a 2/3 majority vote of the Executive Council in attendance at a specified meeting of the Executive Council, provided members have been advised of the intent to vote at least one month in advance and provided the vote is then ratified by a vote of the general membership.

Section 2. Amendment of these bylaws shall be ratified by the members of the Association by a 2/3 majority of those voting by regular mail, electronic mail or any other method deemed appropriate by the Executive Council or at a designated general membership meeting of which members have received notice at least one month in advance.

#### **ARTICLE XII. Parliamentary Authority**

Section 1. The rules contained in the current edition of Robert's Rules of Order newly Revised shall govern this Association in the cases in which they are consistent with these bylaws and any special rules of order the Association may adopt.

#### **ARTICLE XIII. Transition**

Section 1. These revised bylaws are effective March 28, 2011.

Approved 1986

Revised and accepted 1-25-1994

Amended and ratified 3-28-2011