

MONTESSORI COMMUNITY SCHOOL

PARENT-FACULTY ASSOCIATION **BY-LAWS**

(Adopted February, 1994)

ARTICLE I: NAME

The name of this organization is the Montessori Community School Parent-Faculty Association (MCS PFA) of Honolulu, Hawaii.

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of a constituent organization are the by-laws of such organization.

ARTICLE III: PURPOSE

Section 1: The objectives of the MCS PFA, in keeping with the goals of furthering a spirit of mutual understanding and cooperation among parents, students, faculty, staff, and the Board of Directors of Montessori Community School, are:

- a. To provide direct support to the individual classrooms and teachers through work parties; and to provide resource coordination for speakers, excursions, and other curriculum-enhancing activities as requested by the faculty and/or administration.
- b. To provide educational programs and seminars for parents, faculty, and the general public in order to promote better understanding of Montessori philosophy and education as well as parenting skills.
- c. To provide support activities to the parents of the school, such as car pool coordination; possibly arranging early drop-off child care; to promote informal social gatherings for parents, faculty, and administration to get to know each other; and to generally provide a source of moral support for the parents.
- d. To assist the Development Office in organizing and managing the fundraising activities of the school.

Section 2: The objectives of the MCS PFA are promoted through programs and activities directed towards parents, faculty, and the general public; are developed through committees, projects and programs; are governed and qualified by the basic

policies set forth in Article IV.

Section 3: The organization is organized exclusively for the charitable, scientific, literary, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter referred to as Internal Revenue Code).

ARTICLE IV: BASIC POLICIES

The following are the basic policies of the MCS PFA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf, or in opposition to any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. No part of the net earning of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from the Federal income tax under section 501 (c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the school.

ARTICLE V: MEMBERSHIP AND DUES

Section 1: Membership in the MCS PFA shall be made available without regard to race, color, creed or national origin to any individual who subscribes to the objectives and basic policies as prescribed in the by-laws.

Section 2: MCS PFA shall conduct annual enrollment of members, but may admit persons to membership at any time.

Section 3: Each member of this PFA shall pay annual dues per member in the amount prescribed annually by the executive board and approved by the MCS Board of Directors.

ARTICLE VI: OFFICERS AND THEIR ELECTIONS

Section 1: Each officer shall be a member of the MCS PFA.

Section 2:

- a. The officers of this organization shall consist of a president, vice president (who is also the president-elect), a secretary, and a treasurer.
- b. Officers shall be elected by ballot at the General Membership meeting to be held in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Notification of said election and nominees for office to have been given to the general membership at least thirty days prior to the election.
- d. Officers shall assume their official duties on June 1st and shall serve one year or until their successors are elected.

Section 3: Nominating Committee

- a. There shall be a nominating committee composed of the members of the executive board.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated or elected to such office.

Section 4: Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person

elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The president shall:

- a. Preside at all meetings of the association;
- b. Perform such other duties as may be prescribed in these by-laws or assigned by the association;
- c. Be a member ex officio of all committees;
- d. Coordinate the work of officers and committees of the association in order that the objectives be promoted.

Section 2: The vice president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the absence or inability of that officer to serve;
- c. Serve as president-elect and assume the duties of president in the following term.

Section 3: The secretary shall:

- a. Record the minutes of all meetings of the association, both general and Executive Board;
- b. Have a current copy of the by-laws;
- c. Maintain a current membership list;
- d. Perform other delegated duties as assigned.

Section 4: The treasurer shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures;

- c. Make disbursements as authorized by the president, executive board, or association;
- d. Have checks or vouchers signed by two persons, the treasurer and one other officer;
- e. Present a financial statement at every general and executive board meeting of the association and at other times when requested by the executive board;
- f. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. Have the association accounts examined annually or upon change of treasurer by the school's Business Manager, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- h. Submit the association books annually for an audit by the school's Business Manager at least two weeks before the meeting which new officers assume duties.

Section 5: All officers shall perform the duties outlined in these by-laws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII: EXECUTIVE BOARD

Section 1:

- a. The executive board shall consist of the officers of the association, the chairpersons of standing committees, a faculty representative, and the director of the school or the director's appointed representative. The chairpersons of the standing committees shall be selected by the officers of the association, the faculty representative, and the director/director representative.
- b. The president may appoint a parliamentarian, subject to the approval of the association.

Section 2: The duties of the executive board shall be:

- a. To transact necessary business in the intervals between association

meetings and such other business as may be referred to it by the association;

- b. To create standing and special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the association;
- e. To approve routine bills of the association.

Section 3: Regular meetings of the executive board shall be held during the school year as follows: June, September, November, February, April, May. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of members of the board, ten (10) days notice being given.

ARTICLE IX: MEETINGS

Section 1: Two regular meetings of the association shall be held during the school year as follows: October and April, unless otherwise provided by the association or by the executive board, ten (10) days notice being given of change of date.

Section 2: Special meetings of the association may be called by the president or by a majority of the executive board, ten (10) days notice having been given.

Section 3: The annual meeting shall be held in May.

Section 4: A simple majority of members shall constitute a quorum for the transaction of business in any general meeting of this association.

ARTICLE X: COMMITTEES

Section 1: Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2: The term of each chairperson shall be one (1) year or until selection of a successor.

Section 3: The standing committees of the association shall be: Special Events and Programs, Fundraising, and Volunteer Coordination.

Section 4: The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 5: The executive board may create such special committees, as it may deem necessary to promote the objectives and carry on the work of the association.

Section 6: The president shall be a member ex officio of all committees.

ARTICLE XI: FISCAL YEAR

The fiscal year of the MCS PFA shall begin on September 01 and end on the following August 31 to coincide with the school-s fiscal year.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert-s Rules of Order, Newly Revised* shall govern in all cases in which they are applicable and in which they are not in conflict with these by-laws.

ARTICLE XIII: AMENDMENTS

Section 1:

- a. All proposed amendments to these by-laws are subject to approval by the school-s administration and the Board of Directors.
- b. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws by a majority vote at a meeting of the association, or by two-thirds vote of the executive board. The adoption of a revised set of by-laws shall be the same as in the case of an amendment.

These by-laws were passed by a 2/3 vote of the general membership of the MCS PFA at a meeting held on _____.

President

Date

Secretary

Date

MONTESSORI COMMUNITY SCHOOL

PARENT-FACULTY ASSOCIATION STANDING COMMITTEES

1. SPECIAL EVENTS AND PROGRAMS:

- a. This committee shall be composed of members who volunteer and/or can be appointed by the Executive Board.
- b. The chairperson for this committee shall be selected by the officers of the association, faculty representative, and director/director representative.
- c. This committee shall be responsible for organizing any special events, work parties, or programs as agreed upon and approved by the administration.

2. FUNDRAISING:

- a. This committee shall be composed of members who volunteer and/or can be appointed by the Executive Board.
- b. The chairperson for this committee shall be selected by the officers of the association, faculty representative, and director/director representative.
- c. This committee shall be responsible for assisting the Development Office of the school in organizing and managing any fundraising campaigns as approved by the administration.
- d. There may be a number of subcommittees for individual fundraisers such as:
 - 1) Annual Giving Campaign
 - 2) Grocery Certificate Challenge
 - 3) Annual Fun Run for Education
 - 4) Spring FundraiserEach committee will have its own chairperson who will report to the fundraising Committee chairperson.

3. VOLUNTEER COORDINATION:

- a. This committee shall be composed of members who volunteer and/or can be appointed by the Executive Board.
- b. The chairperson for this committee shall be selected by the officers of the association, faculty representative, and director/director representative.
- c. This committee shall be responsible for the following:
 - 1) Coordinating all volunteer help for all events, fundraisers, work parties, development office assistance, etc.
 - 2) Maintaining current the volunteer talent pool information cards on file in the Development Office.
 - 3) Maintaining volunteer records for appropriate recognition in newsletter, *Perspectives*, etc.