

# SANDS MONTESSORI PARENT ORGANIZATION

## **BYLAWS**

As adopted on February 19, 2004 and modified on:  
April 2010, April 2011, October 2015, August 2016, April 2018

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SANDS MONTESSORI PARENT ORGANIZATION REVISIONS AND AMENDMENTS LOG

<b>DATE</b>	<b>REVISION</b>	<b>EXECUTIVE SEC SIGNATURE</b>
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	
October 2015	On Record in May 2014 General Parent Meeting Minutes	Kim Symon
August 2016	On Record in April 2016 Rudder Meeting Minutes	Kim Symon
April 2018		

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 the 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 the 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 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 program 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 member 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 the 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, legal guardian or other adult who shares a primary residence with a child enrolled at Sands Montessori School is eligible to be a member.
- 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 (and 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 positions, which shall be filled by teachers). 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 general membership for approval not later than the September (Fall) 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 business days prior to the meeting.
    - 7.3.5.3. The Rudder must ensure that a minimum balance of \$10,000 is maintained for the start of the following year (commencing July 1).
  - 7.3.6. To present a status report at each general membership meeting 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 hold 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 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, Assistant Business Manager, 3-6 Team Teacher Representative, 6-9 Team Teacher Representative, 9-12 Team Teacher Representative, Communications Coordinator, Parent at Large, Fundraising Coordinator, Volunteer Coordinator, Teacher Liaison, 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, and the Assistant Business Manager will succeed the Business manager if the Business Manager position 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 membership meeting, the officer present at such 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 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 is completed.
  - 8.3.1.13. Shall assume 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).
    - 8.3.2.3.1. The Vice President shall serve as President for the duration of the vacated term, and then remain as President for the duration of the original elected term.
  - 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 the Rudder.
  - 8.3.2.9. Shall deliver to his/her successor all official material by July 1, at which time his/her term 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 Rudder 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 to 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 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 successor all official material by July 1, at which time his/her term is completed.

**8.3.4. Business Manager:**

- 8.3.4.1. Shall receive all monies of the SMPO and serve as the 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 exchange at any SMPO-sponsored event.
  - 8.3.4.4.1. Further, the Business Manager is responsible for maintaining an SMPO Funds Handling Procedure document that articulates the funds handling procedure. Any changes to this document must be presented to Rudder and approved by a 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. Assistant Business Manager:**

- 8.3.5.1. Shall act as an aide to the Business Manager.
- 8.3.5.2. Shall be considered "Business Manager in Training."
- 8.3.5.3. Shall succeed the Business Manager if the Business Manager is vacated.
  - 8.3.5.3.1. The Assistant Business Manager shall serve as Business Manager for the duration of the vacated term, and then remain

as Business Manager for the duration of the original elected term.

- 8.3.5.4. Shall be authorized to sign checks drawn in the absence of the Business Manager.
- 8.3.5.5. Shall perform the duties of the Business Manager in the absence or inability of that officer to serve.
- 8.3.5.6. Shall attend as many SMPO events as possible.
- 8.3.5.7. Shall assume the duties of the Business Manager the following year.
- 8.3.6. 3-6 Teacher Representative:**
  - 8.3.6.1. Shall represent their respective level team.
  - 8.3.6.2. Shall also represent the interests of the faculty and staff.
  - 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. 6-9 Teacher Representative:**
  - 8.3.7.1. Shall represent their respective level team.
  - 8.3.7.2. Shall also represent the interests of the faculty and staff.
  - 8.3.7.3. Shall deliver to his/her successor all official material by July 1, at which time his/her term of office is completed.
- 8.3.8. 9-12 Teacher Representative:**
  - 8.3.8.1. Shall represent their respective level team.
  - 8.3.8.2. Shall also represent the interests of the faculty and staff.
  - 8.3.8.3. Shall deliver to his/her successor all official material by July 1, at which time his/her term of office is completed.
- 8.3.9. Communications Coordinator:**
  - 8.3.9.1. Shall coordinate and compile information to be distributed via email, website, social media, in print, or in other relevant mode of communication to the members of SMPO.
  - 8.3.9.2. Shall be the lead administrator for email distribution and the SMPO Facebook page or any other social media, and shall update as necessary.
  - 8.3.9.3. Shall collect information from general parent meetings and Rudder meetings for use in school publications as needed or requested by Sands Montessori staff.
  - 8.3.9.4. 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. Parent at Large:**
  - 8.3.10.1. 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.
  - 8.3.10.2. Shall attend SMPO and Sands activities and events to assist parents with questions about SMPO and Sands.
  - 8.3.10.3. Shall assist new families at Sands, as well as communicate with prospective parents through the website, emails and prospective

parent tours. It is highly recommended that the PAL recruit a partner or assistant to work with new and prospective parents.

8.3.10.4. Shall manage the Parent Center, including the organization of the Parent Center, the resources needed to maintain the Parent Center, and the bulletin boards.

8.3.10.5. Shall assist with beginning of school activities including Back to School Picnic, Open House, and classroom orientations.

8.3.10.6. Shall recruit and help manage a Drop In and Play Leader.

8.3.10.7. Shall deliver to his/her successor all official material by July 1, at which time his/her term of office is completed.

**8.3.11. Fundraising Coordinator:**

8.3.11.1. Shall oversee activities and fundraising events for the SMPO, including but not limited to the fall carnival, spirit wear, solicitation letter(s), and parent party.

8.3.11.2. Shall recruit parents to lead events and activities for SMPO and Sands. Shall provide support for logistical needs such as refreshments, child care, activities, set up, and take-down.

8.3.11.3. Shall coordinate the activities of an event chairperson.

8.3.11.4. Shall submit income statements for each event to the business manager.

8.3.11.5. Shall assist in the budget planning process.

8.3.11.6. Shall deliver to his/her successor all official material by July 1, at which time his/her term of office is completed.

**8.3.12. Teacher Liaison:**

8.3.12.1. Shall meet with all team teachers on a regular basis to discuss needs and concerns, including but not limited to Montessori materials and building and grounds issues.

8.3.12.2. Shall assist room parents in developing phone trees and class directories, and coordinate with the Vice President in developing a school-wide directory, if available.

8.3.12.3. Shall coordinate any teacher appreciation meals and/or gifts.

8.3.12.4. 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 Parent, 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 processes.

- 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, including: 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 information.
  - 8.3.14.3. Shall coordinate and screen instructors who are used to teach SEP, including ensuring instructors have had background checks and have agreed to and signed the SMPO SEP policy document.
  - 8.3.14.4. Shall coordinate SEP schedules and SEP locations within the Sands Montessori facility.
  - 8.3.14.5. Shall coordinate and establish standards related to SEP 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 communication to families and school administration regarding SEP, either directly or through instructors, along with parent and student feedback to determine the usefulness and success of SEP.
  - 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 serve as the parent representative on any school technology committee.
  - 8.3.15.2. Shall maintain the SMPO website and email hosting, as well as other duties relating to the website.
  - 8.3.15.3. Shall deliver to his/her successor all official material by July 1, at which time his/her term of office is completed.
- 8.3.16. 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 after-school programs.
  - 8.3.16.4. Shall oversee the management of sports 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. OFFICER NOMINATIONS

- 9.1. There shall be a nominating committee consisting of three members.
  - 9.1.1. 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 other than the Volunteer Coordinator 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 procedure 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 five 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 five business days before the Spring general parent meeting.
- 9.9. Officer positions, except Teacher Representative positions, are open only to members who are parents. The Teacher Representative positions are only open to members who are Sands Montessori teachers.

## 10. OFFICER ELECTIONS AND TERMS

- 10.1. Officers, the Assistant Business Manager, 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, Assistant Business Manager and LSDMC Parent Representative positions shall be elected in the following order: Vice President, Executive Secretary, Assistant Business Manager, Teacher Representatives, Communications Coordinator, Parent At Large, Fundraising Coordinator, Teacher Liaison, 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 position 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 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 member no later than July 1 of the current year, and serve until all official materials are passed to the next SMPO Rudder member no later than July 1 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 8.3.4.6 and 8.3.4.7 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 parent 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 the Rudder. The Volunteer Coordinator shall 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 email or other relevant mode of communication.
- 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 is a one year commitment. The Assistant Business Manager is an aide to the Business Manager and the intent is that the Assistant Business Manager learn the position in an apprenticeship. The Assistant Business Manager of the current year shall automatically become the Business Manager the following year. If the Assistant Business Manager attained such office through any other means, then the Business Manager position for the

following year shall be elected at the general parent meeting in April, pursuant to Section 10.1.

- 10.10. A vacancy occurring in the office of Business Manager shall be filled for the remaining term by the current Assistant Business Manager, who shall then serve his/her automatic term as Business Manager the following year (subject to Section 10.3).

## 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 no later than the second 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 by the Vice President if the President is incapacitated, or by any other Rudder member if both the President and Vice President are incapacitated. No less than three school days notice is required for all Rudder meetings, and seven school days notice for all general membership meetings.

- 11.2. Absences:

- 11.2.1. An officer who missed four 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 missed two 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. Two-thirds of the officers of the Rudder then in office shall constitute a quorum for the transaction of business at any regular meeting, special meeting or vote by electronic means of the Rudder. An email vote of 67% 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 parent 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 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 Fundraising Coordinator for all activities and events and to the President for all other committees not less than three school days before each regularly scheduled Rudder meeting.
- 12.5. The chairperson of each committee shall submit all records to the new Fundraising Coordinator or 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 five 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 parent 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 SMPO email, via social media, or other form of communication, provided such notice is delivered 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 SMPO email 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 parent 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**

1. 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.
  - 1.1. Pursuant to the 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.
  - 1.2. SMPO Funds Handling Procedure Document:
    - 1.2.1. The Business Manager is responsible for maintaining a SMPO Funds Handling Procedure document that articulates the funds handling procedure.
    - 1.2.2. 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.
    - 1.2.3. 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.
  - 1.3. 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.
  - 1.4. The handing of SMPO funds and the SMPO Funds Handling Procedure should reflect the following best practices:
    - 1.4.1. 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.
    - 1.4.2. All funds should be counted by two members of SMPO who have read and signed the Funds Handling document. Any difference should be reconciled immediately. A Summary of Funds Received form shall be completed detailing the amount and type of funds and initialed by 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 designed to handle funds pursuant to SMPO Bylaws, Section 8.3.4.4.
    - 1.4.3. Location of SMPO Funds:

- 1.4.3.1. When possible, SMPO funds should be kept in the SMPO designated bank account or locked at Sands Montessori.
- 1.4.3.2. SMPO funds should not be taken home. If SMPO funds do have to be taken home, the Business Manager or SMPO member designed to handle funds for that event pursuant to SMPO Bylaws, Section 8.3.4.4 should keep the funds. If the Business Manager or 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.
- 1.4.3.3. 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 SMPO Funds Handling Procedure document. The funds and the signed documents 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.
- 1.4.4. Members who count funds cannot be related by blood, marriage or domestic partnership.
- 1.4.5. All funds received and properly counted pursuant to 1.4.2 of this amendment shall be deposited 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.**