

BY-LAWS OF THE  
RICHMOND MONTESSORI PARENTS' ASSOCIATION

(Revised April 14, 2010)

ARTICLE I: Name

The name of this association shall be the Richmond Montessori Parents' Association (RMPA).

ARTICLE II: Purpose

To nurture a strong school community for the students and families of Richmond Montessori School (RMS) by supporting the school (financially and in other ways that may be requested by the RMS Administration), and its strategic and operations goals:

- a. Operating under the Board of Trustees and Administration of RMS to carry out stated policies and strategic plan.
- b. Helping to inform parents about RMS and Montessori philosophy;
- c. Assisting the Executive Director and the staff with various school activities as requested.
- d. Raising funds to support school projects and improvements with the general guidance of the Executive Director and the Board of Trustees.
- e. Recognize and honor faculty and staff members in appropriate ways in keeping with administrative guidelines.

ARTICLE III: Membership

Membership shall consist of dues-paying parents or legal guardians of children enrolled in RMS.

Each family will be charged a membership fee to join the RMPA. The amount of this fee will be set annually by the Executive Committee with approval by the Executive Director.

ARTICLE IV: Executive Committee

1. Elected Executive Committee

Only members of the RMPA shall be eligible to serve in any of its elected positions.

2. Executive Committee Members

The Executive Committee members of the association shall be a President, a Vice President, a Secretary, a Treasurer, and the Executive Director (Ex Officio).

### 3. Role of the Executive Committee

The Executive Committee takes on the primary annual task of writing the agenda and objectives for the upcoming school year. The agenda and objectives are derived from the bylaws' Article II, and from the school's planning documents as translated into operations needs by the administration.

### 4. Duties of the Executive Committee Members

#### a. President – The President shall:

- preside at all meetings of the association and of the Executive Committee and Steering Council (described in Article 7) at which he/she shall be present;
- be responsible, with treasurer, for monthly budget review;
- perform other such duties as may be prescribed in these by-laws or assigned to him/her by the association or the Executive Committee;
- lead executive committee in setting the goals and agenda for the coming year;
- coordinate the work of the officers and committees of the association to accomplish annual goals and agenda;
- represent RMPA on Board Committees as requested by Board Chair or Executive Director;
- attend Board of Trustees meetings as requested by Board Chair and/or Executive Director.

#### b. Vice President – The Vice President shall:

- act as an aide to the President and perform the duties of the President in the absence of the President;
- perform such other duties as may be assigned to him/her by the association or the Executive Committee.
- assist the President in leading the executive committee in setting the goals and agenda for the coming year.

#### c. Secretary – The Secretary shall:

- attend meetings of the RMPA Executive Committee and the RMPA Steering Council and take the minutes;
- maintain the RMPA records (paper and electronic) in accordance with the school's document retention policy;
- perform other duties as may be assigned to him/her by the association or the Executive Committee.

In the absence of the Secretary from meetings for the Executive Committee or the Steering Council, a delegate will be assigned by the Secretary or the President.

Any resolutions or elections voted on by the Executive Committee or the Steering Council shall be counted and recorded, in the minutes, if they address the following:

1. Adoption of by-laws or their amendments;
2. Adoption of a budget, major project or major fundraiser;
3. Election of officers.

The minutes of meetings of the Executive Committee and the RMPA shall be posted on the RMS website.

d. Treasurer – The Treasurer shall:

- Reconcile monthly expenditures to annual budget of the association managed by RMS Business Office ;
- present a financial report at every meeting of the Steering Council and at other times when requested by the Executive Committee;
- communicate event project budgets to event coordinators;
- disbursements over \$500 shall require the approval of the RMPA president or treasurer;
- assist RMS Business Office in all requests for information related to the school's annual audit;
- Appropriately share financial information with general membership;
- perform such other duties as may be assigned to him/her by the association or the Executive Committee.

## ARTICLE V: Nominations and Assumption of Responsibilities

### 1. Nominations

- a. The nominating process shall begin in February of each year with a meeting of the Executive Committee, which shall serve as the Nominating Committee.
- b. The Nominating Committee shall present a slate of officers, approved by the Executive Director, for a vote at the scheduled May meeting of the RMPA.
- c. The nominating committee shall arrange the details of the election.

Officers shall assume their official duties on June 1. The outgoing Treasurer shall be responsible for RMPA financial reporting through June 30.

All officers shall serve, in the same position, for a term of one year with a maximum of three consecutive terms for Vice President and President.

### 2. Vacancies

A vacancy occurring in any office except that of President shall be filled immediately for the unexpired term, by a person elected by the Executive Committee as approved by the Executive Director.

In the case of a vacancy in the office of President, the Vice President shall succeed to the office of President and exercise all duties described in these by-laws for the balance of the unexpired term. The vacancy of the office of Vice President shall be filled as above.

### 3. Removal

Any officer may be removed, with or without cause, by a 2/3 majority vote of the Steering Council then holding office, at any special or regularly scheduled meeting of the RMPA Steering Council.

## ARTICLE VI: Meetings

1. Meetings are open to all members.

2. The RMPA Steering Council shall hold monthly meetings. The dates of the monthly meetings will be published in the school calendar and on the school website. Meeting minutes will be posted/archived on the school website.

3. The Executive Director or Administrative Designee must be present at any meeting of the Parents Association, Steering Council or Executive Committee.

Special meetings of the Executive Committee may be called by any member of the Executive Committee with 24 hours' notice having been given.

When voting on any matter before the association, so long as three days' notice of a meeting has been given, a majority of the Executive Committee and those active members present shall constitute a quorum, and a simple majority is all that is necessary for any vote to pass.

Members may participate in a meeting of the RMPA by means of conference telephone or similar communications equipment if all persons participating in the meeting can hear each other at the same time. Participation in the meeting by these means constitutes presence in person at a meeting.

The Executive Committee shall have and may exercise all of the authority of the Membership, except to approve an amendment to the Association By-Laws. The Executive Committee shall meet as necessary, upon the call of the Chairperson, between meetings of the RMPA to handle time-sensitive business. All actions of the Executive Committee shall be reported to the Membership and shall be subject to ratification by the Membership at their next regular or special meeting.

## ARTICLE VII: The Steering Council

1. The Steering Council shall consist of the Executive Committee and the chairs and co-chairs of the committees formed to support the goals and agenda for the year.
2. The Advancement Director, or administrator assigned by the Executive Director, will serve as administrative liaison to the Steering Council.
3. The Steering Council is the working arm of the association whose members implement plan and/or serve as committee chairs as created by the Executive Committee to accomplish the annual agenda.

## ARTICLE VIII: Ad Hoc Committees

1. The Executive Committee shall create such committees as it deems necessary to promote the objectives and carry on the work of the association.
2. The Executive Committee shall select the chair of each ad hoc committee.
3. The term of each chair shall be one year, or until the appointment of his/her successor.
4. The chair of each standing committee shall present a project plan and estimated budget to the Executive Committee for approval. Once a project has been approved, any increase in the budget must be approved by the Executive Committee.
5. Ad Hoc Committees may include Hospitality Committee (to plan refreshments for special events such as High School Fair, Grandparents/Grandfriends Days, staff appreciation) Family Events Committee (plan annual events for family participation, such as the fall Harvest Festival and community education), Fundraising Committee (raise funds to support RMS projects and improvements as identified by the Executive Director and Board of Trustees, such as Pizza Friday and Book Fair), Room Parent Committee, and Auction Committee or other committees as needed to accomplish the annual agenda.

## ARTICLE IX: RMPA Annual Budget

1. The RMPA Executive Committee shall develop an annual budget for approval by the Steering Council by June 1<sup>st</sup> for the fiscal period July 1<sup>st</sup> to June 30<sup>th</sup>.
2. Funds raised by RMPA will support school projects and improvements as identified and/or approved by the Executive Director.

## ARTICLE X: Parliamentary Order

Roberts' Rules of Order shall govern this association in all cases in which they are applicable and in which they are not in conflict with these by-laws.

## ARTICLE XI: Amendments

1. These by-laws may be amended by a two-thirds vote of the members present at any general meeting provided the proposed Amendment has been approved by the Steering Council and circulated (via e-mail notification and/or web-posting) to the membership fourteen (14) days before the meeting at which the vote will be taken. By unanimous vote, the Steering Council can amend the bylaws pending ratification of that amendment at the next meeting of the general membership.
2. The President shall appoint a committee of at least three members to review the by-laws and make recommendations for changes in the form of amendments at least every two years.
3. Revisions to the RMPA by-laws must be submitted to the Board of Trustees for review and approval.

Revised: November 2, 1998

Current Revision: April 14, 2010 - Approved by the Board of Trustees