

Sherwood Montessori Parent Organization

Bylaws

Article I – Name and Definitions

Section 1. Name. The name of the organization shall be the Sherwood Montessori Parent Organization.

Section 2. Definitions. The following terms are defined as stated.

- a. SMPO shall mean the Sherwood Montessori Parent Organization.
- b. Sherwood shall mean Sherwood Montessori Charter School.
- c. Director shall mean the director of Sherwood.
- d. Board of Directors shall mean the Sherwood Board of Directors.
- e. Executive Committee shall mean the executive committee of the SMPO and as further defined herein.
- f. Members shall mean the members of the SMPO.

Article II – Purpose

The SMPO is organized for the purpose of supporting the education of children at Sherwood by fostering relationships among Sherwood, the parents, teachers and community.

Article III – Members

Section 1. All parents, guardians or other adults standing in loco parentis for a student at the school are Members and have voting rights. The Director and any teacher employed at the school may be a Member and have voting rights.

Section 2. Members shall not be obligated to pay dues as a condition for membership.

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Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, secretary and treasurer.

a. President. The president shall set the agenda and preside over meetings of the SMPO and Executive Board, serve as the primary contact for the Director, represent the SMPO at meetings outside the SMPO, serve as an ex officio member of all committees except the nominating committee, should such a committee be established, and coordinate the work of all the officers and committees so the purpose of the SMPO is served. The president shall also be the SMPO non-voting member of the Board of Directors.

b. Secretary. The secretary shall keep all records of the SMPO, take and record minutes, prepare the agenda, handle correspondence and send notices of meetings to the membership. The secretary shall keep a copy of the minutes book, bylaws, rules, membership list and any other necessary supplies and bring them to meetings.

c. Treasurer. The treasurer shall receive all funds of the SMPO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. The treasurer will present a financial statement at every meeting and at other times of the year when requested by the Executive Board and make a full report at the end of the year.

Section 2. Nominations, Elections and Term. The SMPO shall seek nominations from its Members for nominees to fill the officer positions. Nomination will be taken and finalized at the February meeting. Elections will be held each March. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. Terms of office shall run June 1 through May 30.

Section 3. Eligibility. Members, excluding teachers and the Director, are eligible for office if they are Members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for staggering two-year terms and may serve no more than two (2) consecutive terms in the same office. The initial term for secretary shall be one year with each subsequent term to be two years to establish the staggered term requirement set forth in the Sherwood Montessori Charter. If the incumbent is the sole nominee, the term limit shall not apply.

Section 5. Vacancies. If there is a vacancy in the office of president, the treasurer shall serve as interim president. If there is a vacancy in any other office, the president may appoint a temporary officer to fill the position pending an election. An election shall be held as quickly as reasonably feasible affording the SMPO the opportunity to take nominations and schedule an election for the vacated office.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given. A minimum of fifteen (15) votes is required for removal.

Article V – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, prepare reports and recommendations to the membership and prepare all direct communications to the Board of Directors.

Section 3. Allocation of Funds. The Executive Board, by majority vote, shall determine the allocation of funds raised by the SMPO. The Executive Board shall solicit input from the Board of Directors for the utilization of funds but shall not be bound by any such recommendations.

Section 4. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the Executive Board. Special meetings may be called by any two Executive Board Members with no less than 48 hours notice.

Section 5. Quorum. Four (4) Executive Board Members shall constitute a quorum.

Article VI – Meetings

Section 1. Regular Meetings. The regular meeting of the SMPO shall be on the fourth Tuesday of each month during the school year at 6 p.m., or at a time and place determined by the Executive Board at least one week before the meeting. The annual meeting will be held at the March regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business. The secretary will notify the Members of the meetings at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, any two Members of the Executive Board, or five general Members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the Members at least ten (10) days prior to the meeting.

Section 3. Quorum. The quorum shall be a majority of the Executive Board.

Section 4. Proxy. Voting by proxy is prohibited.

Article VII – Committees

Section 1. Membership. Committees may consist of Members and Executive Board Members with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the SMPO: Fundraising, Facilities, Special Events and Site Support.

Section 3. Additional Committees. The president may appoint additional committees as needed.

Section 4. The quorum for a committee meeting shall be a majority of its members. The chairman and members of committees shall be appointed by the president. A nominated chairman of a committee shall recuse him/herself from a vote appointing said chairman if the nominee is a member of the Executive Board. The term for the chairman shall be one year or until a successor has been appointed. A chairman may serve additional consecutive terms if so elected.

Section 5. Chairmen will present plans of work to the Executive Board for approval. No work shall be undertaken without the consent of the Executive Board.

Section 6. If a chairman is not fulfilling the responsibilities of the office or engages in conduct which the Executive Board determines to be injurious to the SMPO or Sherwood Montessori or its purposes, the Executive Board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate including, but not limited to, removal of the chairman. The two-thirds affirmative vote shall be calculated based on the number of Executive Board members excluding the chairman in question.

Article VIII – Parliamentary Authority

Robert's Rules of Order shall govern the SMPO and Executive Board meetings when the rules are not in conflict with these bylaws, those of Sherwood Montessori, the Sherwood Montessori Articles of Incorporation and the California Nonprofit Corporation Law.

Article IX – Amendments

These bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the Executive Board.