

**BYLAWS OF KHALSA MONTESSORI SCHOOL PARENT/TEACHER  
ORGANIZATION  
(KHALSA MONTESSORI SCHOOL PTO)**

PREAMBLE

Every parent and teacher affiliated with the Khalsa Montessori School is keenly aware of the crucial role a parent's involvement plays in the quality and success of teaching a child. In this era of educational awakening, it is our privilege to serve the individuality of our children who are developing a love of learning, self-direction, and respect for all things.

It is therefore our mission:

To enhance the delivery of excellence in education and cultivate the community of Khalsa Montessori School.

ARTICLE 1: NAME

This organization shall be known as "Khalsa Montessori School Parent/Teacher Organization" (Khalsa Montessori School PTO).

ARTICLE 2: MEMBERSHIP

All parents whose children attend Khalsa Montessori School, are invited and encouraged to attend each Khalsa Montessori School PTO meeting. Any parent who attends a particular PTO meeting is entitled to participate in that meeting and to vote on all matters presented at the meeting. This participation activates the parents "membership" in the PTO. Membership continues so long as the parent attends and participates in PTO meetings. If a parent is absent from a particular meeting, membership is reinstated by attendance at a subsequent PTO meeting.

All teachers and administrators who are employed by Khalsa Montessori School, are also invited and encouraged to attend Khalsa Montessori School PTO meetings, and will be considered members on the same basis as parents.

### ARTICLE 3: OFFICERS

The PTO has as a minimum a president, co-president or vice-president, a secretary and a treasurer. Other officers or chairpersons may from time to time, be determined and appointed as needed by the existing officers. The officers, together, shall make up the Board of Directors.

### ARTICLE 4: ELECTION OF OFFICERS

Officers are elected annually by the attending PTO membership based on majority rule, at the last meeting of the PTO (May) after the recruitment meeting (April). The PTO officers, members of the PTO, and the director may nominate candidates for PTO officers. All candidates must have attended at least one monthly PTO meeting during the preceding school year, and must attend the April recruitment meeting and the May election meeting. Each officer serves a one-year term, from June 1st to May 31st. No one officer may serve more than three (3) consecutive terms. If an officer serves until the term limit, he or she may seek office again after stepping down for a one (1) year period.

If an officer reaches a term limit and no new candidate is nominated for the position, a general notice is posted for two (2) weeks seeking recruits from the parent body. If a candidate comes forth, the election is held as prescribed above. If no candidate comes forth, the position reverts to the incumbent until the next regular election.

### ARTICLE 5: MEETINGS

The officers conduct monthly meetings on the school grounds with the school' director, staff representatives, and general PTO membership. At the first regular meeting in September, the PTO determines meeting dates for the entire school year, then publishes and distributes the PTO meeting calendar to each Khalsa family. Each meeting follows a formal agenda, which may be posted on the web site and is distributed at the meeting. Copies of the meeting minutes may also be posted on the website and copies are provided at the following meeting. The president or a designated person shall provide relevant information regarding PTO activities and events for dissemination in the school newsletter for the benefit of the entire parent body.

Once each quarter, the PTO officers may meet with the school director to evaluate the PTO's efforts, confirm their focus and make any necessary adjustments. Additionally, to ensure a smooth transition and a strong start in September, the incoming officers and available outgoing officers may meet with the director promptly after elections in May, and again in August.

#### ARTICLE 6: COMMUNICATION

Consistent with the partnership between the Khalsa Montessori School PTO, and Khalsa administration and staff, the communication flow on proposed classroom or school events, from conception to implementation, follows the diagram below.

For an idea generated by the parents:

PTO → Director → Staff meeting → PTO

For an idea generated by the staff:

Staff → Director → PTO → Staff

#### ARTICLE 7: VOTING

Any matter before the PTO that requires a vote is done by show of hands, except the election of officers, or unless otherwise determined by the chairing officer. Each officer and member present may cast one (1) vote. Election of officers is done by secret ballot, with votes being tabulated by the outgoing president and a designated member of the PTO not seeking election.

## ARTICLE 8: CHANGE OF OFFICER(S)

If for any reason an officer voluntarily resigns mid-term, a written resignation shall be submitted to the other PTO officers giving fourteen (14) days notice of vacancy. In the case of the president, the vice-president or co-president assumes the duties of the president until the next election. If that officer chooses not to assume the duties, the other PTO officers may appoint a suitable replacement until the next election. For a vacancy in any other office, the duties may either be shared in a mutually acceptable arrangement between the remaining officers until the next election, or the remaining officers may appoint a suitable replacement to act until the next election.

If an officer's actions and conduct are not supportive of the PTO's mission and goals for the school, he or she may be asked to resign. This process requires a two-thirds (2/3) vote of the PTO membership. The vacated office is filled according to the methods described in the preceding paragraph.

## ARTICLE 9: FINANCES

There are no membership dues.

The treasurer keeps the Khalsa School Parent/Teacher Organization bank account. Both President and Treasurer will be authorized to sign checks on the account and either the President or Treasurer may do so. All financial records are open to inspection by the PTO membership, and monthly reports will be made at monthly PTO meetings. A minimum balance of two thousand dollars (\$2,000.00) is maintained in the bank account each May 31st, for the incoming administration. The fiscal year runs from July 1 to June 30.

## ARTICLE 10: DISTRIBUTION OF PROCEEDS

The Khalsa Montessori School PTO has been enhancing the delivery of excellence in education by distributing all net proceeds raised throughout the year directly to each Head Teacher or Directress. These funds are used, at the discretion of the Head Teacher or Directress, for things like additional educational materials (limited only by the needs of the individual class), class environment improvements and continuing education classes for instructors.

The formula utilized for determining the amount of proceeds to be divided is:  $X - Y = Z$ ,

Where  $X$  is the net proceeds from all activities (gross receipts, less costs),  $Y$  is \$2,000.00 to be held in the account for the following year's start up costs, and  $Z$  is the amount of money to be distributed to the classrooms.

$Z$  is then divided among the classrooms utilizing a method designed to balance and equalize the division as fairly as possible.  $\frac{1}{9}$  of  $Z$  is divided equally between the nine classrooms. The remaining  $\frac{8}{9}$  of  $Z$  is divided by the total number of students in the school (at the beginning of the current school year) to arrive at a "per student" amount. That figure is then multiplied by the number of students per class and added to the base amount, to arrive at the final sum to be distributed to each classroom Directress or Head Teacher. After all the hard work is done and the final fundraiser of the year completed, the simple math is performed and every parent knows immediately the number of dollars available to help improve their child's classroom in the upcoming school year. If the figure falls short of an anticipated classroom or school need, Directresses would be able to "pool" their allocated funds, or parents could step in to help solve the challenge.

## ARTICLE 11: ADVISORS

All outgoing officers are encouraged to act in an advisory capacity, allowing new administrations the opportunity to benefit from past experience.