

**BYLAWS OF THE
MONTESSORI INTERNATIONAL CHILDREN'S HOUSE
PARENT TEACHER ORGANIZATION**

ARTICLE I. NAME, PURPOSE, AND MEMBERSHIP

Section 1.01. Name.

The name of the organization shall be the Montessori International Children's House Parent Teacher Organization. The term "MICH Parent Teacher Organization" and the term "MICH PTO" are used interchangeably, and without connoting any difference or distinction, in describing and referring to the Montessori International Children's House Parent Teacher Organization (hereinafter "MICH PTO" or "Organization").

Section 1.02. Purpose.

The purpose of the Organization shall be to aid the students of Montessori International Children's House ("MICH") by providing support for their educational and recreational needs and to promote open communication between the administration, teachers, and parents. MICH is the school owned and operated by the charitable, educational, and non-profit corporation known as Parents for Montessori Education, Inc. (PME, Inc.).

Section 1.03. Membership.

All persons who are Members of PME, Inc. (as defined by the PME, Inc. Bylaws as amended from time to time) shall be Members of the MICH PTO.

ARTICLE II. MEETINGS, NOTICE, AND VOTING

Section 2.01. Regular Meetings.

Regular meetings of the Organization shall be held monthly during each school year, except for May, in which month the annual meeting is held as specified in Section 2.02. Regular meetings shall be open to all Members, however, the Executive Committee, as representatives and agents of all Members, shall have the sole right to vote on all business resolved at a regular meeting.

Section 2.02. Annual Meeting.

The annual meeting of the Members shall be held in May of each year. The business of the annual meeting shall include the election of the Executive Committee and such other business as the Executive Committee determines is required or preferred to be voted upon by the membership in its entirety.

Section 2.03. Special Meetings.

Additional meetings of the Organization may be called, and the time and place fixed by the Executive Committee, the President, or by any five (5) Members.

Section 2.04. Notice.

Notice stating the place, date, and hour of each meeting of the MICH PTO shall be delivered to each Member at least ten (10) calendar days before the date of a regular, annual, or special meeting. Notice shall be sufficient if sent to the physical or electronic mailbox on record at MICH, or if posted on the MICH PTO website. The purpose for which any such meeting is called shall be stated in the notice for any special meetings or when otherwise required by law.

Section 2.05. Quorum.

Three (3) members of the Executive Committee shall constitute a quorum for the transaction of business at regular meetings or Executive Committee meetings (see section 4.01(a)). Five (5) Members shall constitute a quorum for the transaction of business at the annual meeting or any special meeting.

Section 2.06. Voting Rights.

(a) Each Member, as defined in Section 1.03, shall be entitled to one vote per child enrolled in the school on any matter on which they are entitled to vote. Families with more than one enrolled child may split their votes between parents.

(b) Each employee is entitled to one vote, except that employees who are entitled to vote in accordance with Subsection (a) of this Section, shall not be entitled to any additional votes because of their employee status.

(c) Members of the Executive Committee are entitled to only one vote in carrying out their responsibilities as a member of the Executive Committee.

Section 2.07. Vote Required for Action.

The act of the majority of Members present and entitled to vote at a meeting at which a quorum is present shall constitute an act of the MICH PTO.

Section 2.08. Method of Voting.

Votes may be solicited and cast via postal mail, electronic mail, or in person. Any action required or permitted to be taken at a meeting of the Executive Committee or committee may be taken without a meeting, if a unanimous written consent which sets forth the action is signed by each member of the Executive Committee or committee or submitted by electronic means (including by e-mail) and filed or recorded with the minutes of proceedings of the Executive Committee or committee.

Section 2.09. Rules and Order of Business.

The MICH PTO may adopt rules and regulations not inconsistent with applicable law, the Charter and Bylaws of Parents for Montessori Education, Inc. (PME, Inc.), or these Bylaws that the Executive Committee deems advisable for the conduct of its meetings.

ARTICLE III. OFFICERS

Section 3.01. Number, Designation, and Qualifications.

The officers of the Organization shall consist of a President, Vice President, Secretary, and Treasurer. Officers must at all times be Members of the MICH PTO, with voting rights under as set forth in Section 2.06.

Section 3.02. Term of Office.

The term of each officer shall be one year, beginning on June 15 and ending on June 14 of each year. With the exception of the offices of President and Vice President, a person may be elected to the same or other office for more than one term, but not more than two consecutive terms in any office. There shall be no election for the office of President, as the Vice President shall automatically assume the position of President at the completion of his or her term.

Section 3.03. Election.

The officers of the MICH PTO shall be elected at each annual meeting. The Nominating Committee (as provided for in Section 4.02) shall nominate persons for election as officers. Further nominations may be made from the floor by any Member at the annual meeting. The election of the slate, if non-contested, may be by voice vote. In the event that there should be more than one (1) person nominated for election to any office, voting should be by ballot.**Section 3.04. Vacancies.**

Any vacancy occurring in any office (except for the office of President) for any reason, shall be filled by appointment by the Executive Committee, which appointment shall continue until the next annual meeting. Should a vacancy occur in the office of the President, the Vice President shall immediately assume the office.

Section 3.05. President.

- (a) The President shall be a member of the Executive Committee.
- (b) The President shall be the principal executive officer of the Organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise all of the activities of the Organization.
- (c) The President shall preside at all meetings of the MICH PTO.
- (d) The President shall serve as the President of the Executive Committee and preside at all meetings of the Executive Committee.
- (e) With the approval of the Executive Committee, the President shall appoint the chairpersons of all standing and special committees and shall be an *ex-officio* member of all committees of the organization.
- (f) The President shall enforce and carry into effect, or cause to be enforced and carried into effect, all resolutions and orders of the MICH PTO, and shall have all the usual duties and powers as may be prescribed from time to time.
- (g) The President shall be a voting member of the PME, Inc. Board of Directors.

Section 3.06. Vice President.

- (a) The Vice President shall be a member of the Executive Committee.
- (b) The Vice President, in the absence of the President, shall perform the duties of the President.
- (c) The Vice President shall perform such other duties as are assigned by the President or the Executive Committee.
- (d) The Vice President, after having served for one year, shall automatically become the President of the organization.

Section 3.07. Secretary.

- (a) The Secretary shall be a member of the Executive Committee.
- (b) The Secretary shall keep the records and minutes of the proceedings of all meetings.
- (c) The Secretary shall see that all notices are duly given in accordance with these Bylaws.
- (d) The Secretary shall keep the official history of the Organization and shall keep an annual record of all of the activities of the Organization.
- (e) The Secretary shall perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

Section 3.08. Treasurer.

- (a) The Treasurer shall be a member of the Executive Committee.
- (b) The Treasurer shall have charge of and be responsible for all funds of the Organization.
- (c) The Treasurer shall receive and give receipts for monies due and payable to the Organization from all sources.
- (d) The Treasurer shall deposit such funds in such banks or other organizations as are selected by the Executive Committee and as prescribed under Section 5.05.
- (e) The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget.
- (f) The Treasurer shall receive all membership dues as are established by the Organization.
- (g) The Treasurer shall present a financial report at each meeting and at other times as requested by the Executive Committee.
- (h) The Treasurer shall submit the MICH PTO financial records to the MICH Office Manager by June 30th of each year.

ARTICLE IV. COMMITTEES

Section 4.01. Executive Committee.

The Executive Committee shall consist of the President; Vice President; Secretary; Treasurer; the chairpersons of each of the standing committees; and the Administrative Director or Educational Director, as an *ex-officio* voting member.

(a) Meetings of the Executive Committee may be called by the President or by a majority of the Executive Committee upon three calendar (3) days' notice, which notice shall be given in writing or orally. Any Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

(b) The Executive Committee shall manage the affairs, activities, and operation of the Organization.

(c) The Executive Committee may transact necessary business during the intervals between the regular meetings of the membership and such other business as may be referred to it by the membership or these Bylaws.

(d) The Executive Committee may create standing and special committees and approve the plans and work of such committees.

Section 4.02. Nominating Committee.

The Nominating Committee shall consist of three (3) persons who shall be selected by the Executive Committee by February of each year. The Vice President shall be an *ex-officio* member of the committee. The Nominating Committee shall seek, recruit, and recommend new officers.

Section 4.03. Standing Committees.

The Executive Committee may establish such standing committees as it deems necessary and advisable. The chairperson shall report the plans and activities of the committee to the Executive Committee as often as requested by the Executive Committee.

Section 4.04. Special Committees.

The Executive Committee may establish special committees. Special committees shall have a specific charge and exist for a prescribed period of time, as directed by the Executive Committee. The chairperson of such special committees shall regularly report to the Executive Committee the progress and activities of their committees.

ARTICLE V. GENERAL PROVISIONS

Section 5.01. Budget.

The Executive Committee may present to the membership at the first regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year.

Section 5.02. Obligations.

The Executive Committee may authorize any officer(s) to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officer(s) shall not have the authority, however, to enter into such agreements on behalf of MICH, nor should they hold themselves out as having such authority.

Section 5.03. Loans.

No loans shall be made by the Organization to its officers or members, or anyone else.

Section 5.04. Commercial Paper.

The Treasurer shall sign all checks, drafts, or other orders for the payment of behalf of the Organization, or by any other person as authorized in writing by the Executive Committee.

Section 5.05. Deposits and Disbursements.

The Treasurer shall deposit all funds of the Organization to the credit of the Organization in such banks, trust companies, or other depositories which are insured by the Federal Deposit Insurance Corporation (FDIC) as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. The Treasurer and President, or the Vice President in the case of Presidential absence, must authorize disbursements in writing. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

Section 5.06. Financial Report.

The Treasurer shall present a financial report at each meeting of the organization and shall prepare a final report at the close of the year. PME, Inc. will have the report and the accounts examined annually by an independent auditor.

Section 5.07. Dues.

The Organization shall authorize and receive membership dues per family to be used for the operation of the Organization. Any changes in the amount of dues shall be approved by a vote of the Members at an annual meeting.

ARTICLE VI. THE BYLAWS AND AMENDMENTS THERETO

Section 6.01. Amendments to Bylaws.

These Bylaws may be altered, amended or repealed, in whole or in part, and new Bylaws may be adopted by the Members, at any meeting; provided, however, that the notice of such meeting shall state that a change in the Bylaws is to be proposed and shall state, in substance, the nature of the proposed change.

Section 6.02. Repeal of Existing Bylaws.

Any and all Bylaws of the MICH PTO existing at the time of the adoption of these Bylaws are hereby expressly repealed.

Adopted by the MICH PTO at the May 6, 2009 meeting, to become effective on the date of adoption.