

**American Montessori Academy Family Organization By-Laws**

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**Table of Contents**

**ARTICLE I – NAME..... 4**  
**ARTICLE II – OBJECTIVES..... 4**  
**ARTICLE III – BASIC POLICIES ..... 4**  
    Section A..... 4  
    Section B..... 4  
    Section C..... 4  
    Section D..... 4  
    Section E..... 5  
    Section F..... 5  
    Section G..... 5  
    Section H..... 5  
    Section I..... 5  
    Section J..... 5  
    Section K..... 5  
    Section L..... 6  
    Section M..... 6  
    Section N..... 6  
**ARTICLE IV – MEMBERSHIP ..... 6**  
    Section A..... 6  
    Section B..... 6  
**ARTICLE V – EXECUTIVE ACTION TEAM..... 6**  
**ARTICLE VI – EXECUTIVE ACTION TEAM DUTIES ..... 6**  
    Officer Requirements..... 6  
    PRESIDENT ..... 7  
    VICE PRESIDENT..... 7  
    TREASURER ..... 8  
    SECRETARY ..... 8  
    FUNDRAISING COORDINATOR ..... 9  
    EVENTS AND ACTIVITIES COORDINATOR ..... 9  
    BUILDING AND GROUNDS COORDINATOR ..... 10  
    ROOM PARENT COORDINATOR..... 10  
**ARTICLE VII – ELECTION OF OFFICERS ..... 10**  
    Section A..... 10  
    Section B..... 10  
    Section C..... 11  
    Section D..... 11  
    Section E..... 11  
    Section F..... 11  
    Section G..... 11  
**ARTICLE VIII – EAT/AMFO MEETINGS..... 11**  
    Section A..... 11  
    Section B..... 12  
    Section C..... 12  
**ARTICLE IX– EXECUTIVE ACTION TEAM MEETINGS ..... 12**  
    Section A..... 12  
    Section B..... 12

Section C.....	12
Section D.....	12
Section E.....	12
Section F.....	12
<b>ARTICLE X – INDEMNIFICATION .....</b>	<b>13</b>
<b>ARTICLE XI – AMENDMENTS.....</b>	<b>13</b>
Section A.....	13
Section B.....	13
<b>ARTICLE XIII – PRESENTATION .....</b>	<b>13</b>
Section A.....	13
Section B.....	13

## **ARTICLE I – NAME**

The name of this organization shall be American Montessori Family Organization (AMFO).

## **ARTICLE II – OBJECTIVES**

**The objectives of the AMFO are as follows:**

- To promote a better understanding of all situations involving the education and social welfare of all children attending the American Montessori Academy.
- To establish a close and working relationship between teachers, parents and the community in general.

## **ARTICLE III – BASIC POLICIES**

These bylaws are meant to be general guidelines for the AMFO, and assume that each member will act in good faith for the best interest of the school.

It is provided, however, that the AMFO shall not engage in any activity which would be inconsistent with the status of an educational and charitable organization as defined in section 501(c)(3) of the Internal Revenue Code of 1954 as amended or any successor provision thereto, and provided further that none of the stated purposes of the AMFO shall be construed as other than the public benefit purposes appropriate for such an educational and charitable organization.

### **Section A.**

The AMFO shall be non-commercial, non-sectarian and show no prejudice. The AMFO shall take no part in or lend influence to the nomination, election, or appointment of any political candidate for any governmental office. The AMFO shall also observe all local, state, and federal laws.

### **Section B.**

The name of the AMFO or the name of any member in their official capacities shall not be used for any reason other than the objectives of the AMFO.

### **Section C.**

The Director or his/her administrator designee of the school shall have an active role on the Executive Action Team and will also be a voting member of the team. This will be inclusive of the vote to elect the officers of the Executive Action Team.

### **Section D.**

The AMFO should cooperate with other organizations, groups, and agencies active in child welfare. Our representatives can make no commitments on behalf of our AMFO to other organizations, groups and agencies until a motion has been made to the Executive Action Team (EAT) and is approved.

**Section E.**

AMFO meetings and Executive Action Team (EAT) meetings shall not be used as a forum for the airing of or for determining a solution to any individual parent problems or conflicts with American Montessori Academy staff members or parents.

**Section F.**

This organization shall maintain sufficient funds in the treasury account. The AMFO shall use its funds only to accomplish the objects and purposes specified in these By-Laws and no part of said funds shall be used to benefit the members of the AMFO or EAT.

**Section G.**

In the event the AMFO ceases to function as an active group at the American Montessori Academy, it shall be understood that all AMFO assets will be used by the American Montessori Academy to purchase items that will benefit the children at American Montessori Academy.

**Section H.**

All team members shall deliver to their successors all official materials within ten (10) days following the last regular meeting of the school year.

**Section I.**

The banking institution shall remain the same unless a change is authorized by both the AMFO and the American Montessori Academy Board. To authorize any payments or expenses two signatures from EAT board members are required on anything over \$500.00 and all request forms must be filled out in their entirety.

Only Academy staff members, EAT members, or specified AMFO members with an approved criminal background check are allowed to collect, count, deposit or distribute funds for any school-related function, fundraiser, field trip, activity, or event. In addition, only these individuals are allowed to have access to checkbooks or to write checks.

Academy fundraisers should encourage money orders so that minimal cash exchanges hands. No funds should be kept in an unsecured or unlocked area. Cashing of personal checks or payment out of the funds collected is forbidden. Counting of funds should be completed in a secured location not easily observed by unauthorized personnel.

**Section J.**

All proposed budgets must be approved by the EAT and the Director. The AMFO shall start each school year with an approved budget that covers the key and reoccurring events and activities from year to year.

**Section K.**

A request form must be filled out in its entirety and a valid receipt or purchase order must be attached to receive reimbursement of funds spent on AMFO behalf. All reimbursement shall be paid out at the monthly AMFO meeting.

All cash and checks must be deposited in a timely manner to reduce the risk of loss or theft. All deposits of AMFO funds shall be made bi-weekly. An immediate deposit is required if the accumulation of cash and checks is in an amount of greater than \$500.

**Section L.**

The AMFO will assess their own charge of \$25.00 for all non-sufficient fund checks received in addition to any fees charged by the bank.

**Section M.**

This organization prohibits all monetary contributions or donations to any outside organization.

**Section N.** The AMFO will pay for childcare for any AMFO sponsored event.

**ARTICLE IV – MEMBERSHIP**

**Section A.**

All parents/guardians who have children attending American Montessori Academy and all staff are members of the AMFO.

**Section B.**

Each registered family will only have one (1) vote regardless of the number of children attending the American Montessori Academy.

**ARTICLE V – EXECUTIVE ACTION TEAM**

The Executive Action Team shall consist of the President, Vice President, Secretary, Treasurer, AMA Director or his/her administrator designee, and Coordinators of all standing teams. All EAT members must have an approved criminal background check. There are several possible coordinator roles within the EAT and it is possible that for a given year the EAT from the previous year will decide that one or more of the coordinator roles are not needed or should be combined within another position.

**ARTICLE VI – EXECUTIVE ACTION TEAM DUTIES**

All EAT members are required to attend all AMFO and EAT meetings and to vote. In the event that an EAT member is unable to attend a meeting, they must contact the appropriate officer. An EAT member may request a medical or a personal leave of absence for up to 2 meetings or 60 days. In the event that an EAT member is unable to return to active duty after that time, the office will be considered vacated and the EAT may appoint a successor per the AMFO by laws. Leave of absence requests must be submitted in writing to a member of the EAT.

**Officer Requirements**

- Must have an approved criminal background check
- Attend all AMFO and Executive Action Team meetings and vote (except President).

- Contact President if you will be absent.
- Attend School Board Meetings on a rotating basis and present issues. One EAT member must be at all school board meetings. Coordinators are exempt from this rotation.
- Create a positive and motivating atmosphere.
- Be responsible for the smooth transition of future EAT members and Coordinators.
- Contribute to the newsletter and supplemental flyers as necessary.

### **Coordinator Requirements**

- Must have an approved criminal background check
- Attend all AMFO and Executive Action Team meetings and vote.
- Contact the Vice President if you will be absent.
- Provide appropriate updates and information for discussion at the AMFO and EAT meetings.
- Create a positive and motivating atmosphere.
- Contribute to the newsletter and supplemental flyers as necessary.
- Be responsible for the smooth transition of future EAT members and Coordinators.
- Hold appropriate / regular committee meetings. Inform EAT of meeting date, time and location.
- Provide team members with a monthly agenda.
- Lead the team meeting.
- Turn in a monthly team agenda and minutes to the Secretary.

### **PRESIDENT**

- Must have an approved criminal background check
- Coordinate the activities of the AMFO and the presiding board with the Director and Academy administration
- Lead the EAT meetings.
- Maintain control of the meeting, by following Robert's Rules of Order.
- Follow the EAT agenda. If the agenda is different from Article IX Section F, distribute 1 week prior to the meeting.
- Partner with all Coordinators on planning and progress of team actions.
- Coordinate attendance to monthly School Board Meetings.

Voting: President is accountable for facilitating the voting process according to Robert's Rules of Order. The President is exempt from voting, except in the event that a vote results in a tie. In that event, the President shall cast the deciding vote. This includes voting associated with AMFO/EAT business as well as elections.

### **VICE PRESIDENT**

- Must have an approved criminal background check
- Assume the duties of the office of President in the event that the office is vacated or that the President becomes unable to meet the demands of the position.

- Be responsible for the duties of both President and Vice President until such time as a new Vice President is appointed or a new President is elected.
- Be responsible for newsletter.
- Maintain content of AMFO Web page when created.
- Provide periodic mailing communications with membership.
- Lead EAT meeting in case of absence of President; take notes in case of absence of Secretary.
- Ensure EAT Agenda is followed.
- Work with all Coordinators on planning and progress of events.
- Bring information forth on behalf of absent members; communicate relevant information back to absent members.
- Receive, review and process requests for AMFO funds.

### **TREASURER**

- Must have an approved criminal background check
- May be bonded (AMFO will handle procedure).
- Collects money owed on any “post pay” fundraiser, including taking any action if needed.
- Collects money from any returned checks that were deposited.
- Treasurer or appointed representative must count all money in the presence of either an AMA staff member or another member of the EAT.
- Maintain copies of all deposits. Deposit all money.
- Establish a bonded, backup person to make deposits.
- Maintain checkbook balance.
- Maintain Treasurer file of all requisitions & receipts.
- Provide copies (upon request) of Check Register Report each month.
- Provide an update of income and expenses each month.
- Provide copy of all reports to Secretary.
- Announce fundraiser profit in newsletter.
- All financial records, including invoices, receipts, deposits and bank statements, and the AMFO checkbook shall be retained at the academy, and shall be audited annually by the Academy auditor.

### **SECRETARY**

- Must have an approved criminal background check
- Records attendance and introduce visitors at EAT meetings.
- Take notes of all discussions that take place at the EAT and AMFO meetings. Distribute to all EAT members.
- Collect and forward as appropriate, AMFO correspondence from the school mailbox. Review correspondence as needed at EAT meetings.
- Type up minutes and distribute within two weeks after meeting to all EAT members. Make these available to all AMFO members
- E-mail AMA Director or administrator his/her designee, a copy of the minutes for the AMFO web page.



- Create letter to send out and post all positions for a minimum of ten (10) days prior to elections.
- Prepare EAT elections.
- Keep track of who is excused at monthly meeting.

### **FUNDRAISING COORDINATOR**

Objective: To generate funds to supplement the tools and resources of the school for the good of the student body, to finance the activities of the events committee that take place during the school day and to do so while offering fundraisers that were not a burden to our AMA families.

Note: It is possible that this position will be combined with the Events and Activities Coordinator role. In that event the position is to be structured as one head coordinator with two EAT appointed sub-coordinators.

- Plan all active and passive fundraisers and chart progress.
- Collect and prepare fundraiser deposits with Treasurer. In absence of Treasurer, any of the EAT board members may substitute.
- Keep accurate records of all fundraisers, past and present.
- Keep accurate records of monies owed by families for all fundraisers.
- Obtain volunteers for fundraisers.
- Review fundraisers and document successes and necessary improvement.
- Set dates for future fundraisers.

### **EVENTS AND ACTIVITIES COORDINATOR**

Objective: To enrich the learning and education of the student body through special programs and assemblies during the school day, and to build a sense of community amongst AMA families through after school and evening opportunities to interact and enjoy wholesome family activities.

Note: It is possible that this position will be combined with the Fundraising Coordinator role. In that event the position is to be structured as one head coordinator with two EAT appointed sub-coordinators.

- Plan and arrange annual events.
- Plan and arrange outings and other extra activities and events. Include free or low cost activities in the surrounding communities.
- Obtain volunteers for events.
- Chart attendance and results of events.
- Evaluate events and document successes and necessary improvements.

### **ROOM PARENT COORDINATOR**

- Identify and align a minimum of one parent volunteer per classroom to act as Room Parent.
- Work with school to ensure volunteers have been background cleared.

- Work with teachers to identify both general and specific requests and support needs.
- Conduct a Room Parent Orientation to educate parent volunteers.
- Maintain contact with Room Parents on a regular basis (a minimum of once per month).
- Gather feedback and input from Room Parents to share at the AMFO Meetings.
- Communicate requests for special projects as appropriate.

## **BUILDING AND GROUNDS COORDINATOR**

Note: This position is optional.

- Coordinate beautification and maintenance projects as needed.
- Ensure sport, playground, and recreational equipment and supplies are inspected, counted, and maintained.
- Partner with Physical Education teacher, Director, Teachers, and parents to assess needs and desires; Research programs & options and make recommendations to the AMFO and EAT; Coordinate execution of key projects and initiatives as appropriate.

## **ARTICLE VII – ELECTION OF OFFICERS**

### **Section A.**

An annual election for EAT positions will take place at the April meeting. Any registered member may run for any team position.

### **Section B.**

The procedure for election of EAT members is as follows:

- No more than one year shall pass between elections for members of the EAT.
- All members will be notified a minimum of ten (10) days prior to the April elections.
- The presence of any registered AMFO member other than EAT members comprises a quorum.
- Each office will be voted on separately in the following order:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Events Coordinator
  - Fundraising Coordinator
  - or as combined position Events and Fundraising Coordinator
  - Room Parent Coordinator
  - Building & Grounds Coordinator (if position is needed)
- The candidate with the most votes wins.
- Votes will be done by ballot of those in attendance.
- Two members will count all votes. Candidates, including the incumbent EAT members (if applicable) are ineligible to count the votes. The results will be announced following the vote.

- If there is only one nomination for each office, a motion may be made and voted upon to accept the slate as a whole.
- A term is one (1) year, or the remainder of 1 year in the event of an interim election. There is no maximum term. A term is defined as May through May, and is dependant on annual election.
- The May EAT meeting shall include both incoming and outgoing officers. Newly elected officers will assume their duties at the May EAT meeting. At this meeting only the outgoing board members will have voting privileges.

**Section C.**

The process for running for office will be to submit name, desired position and be given 5 minutes to speak at the electoral Meeting.

**Section D.**

If a candidate is unopposed, that candidate is elected by acclamation.

**Section E.**

A vacancy occurring in any office other than President, or for any reason other than removal, shall be filled by appointment by the remaining members of the EAT, subject to majority approval of the AMFO membership at the next AMFO meeting.

In the event that the office of President has been vacated, the Vice President shall be given the option to assume the Office of President, or to reclaim the office of Vice President once an interim election has been executed. An interim election shall follow the same procedure as outlined in Article VII, Section B.

**Section F.**

1. Any member can be removed from office by a two thirds majority vote of the EAT, if supported by a two-thirds majority vote at the AMFO meeting. Notification of proposed action must be sent to all AMFO members a minimum of 10 days prior to the meeting.
2. An unsatisfactory criminal background check will result in immediate removal from the EAT, after notice and opportunity to respond have been provided by the Director. No details will be given to AMFO members without the express permission from the removed EAT member. If the issue is resolved, reinstatement may occur. Any office vacated via the removal process shall be filled via an interim election.

**Section G.**

Any EAT member wishing to resign shall submit a letter of resignation and all materials in a timely manner.

**ARTICLE VIII – EAT/AMFO MEETINGS**

**Section A.**

All meetings for the first month of the school year will be scheduled at the May meeting.

**Section B.**

Monthly meetings shall be scheduled during the school year. The schedule will be communicated to all AMFO members.

**Section C.**

A vote shall be carried by simple majority of those present.

**ARTICLE IX– EXECUTIVE ACTION TEAM MEETINGS**

**Section A.**

Monthly meetings shall be scheduled. At the discretion of the EAT officers, meetings scheduled for June, July, or August may be combined or cancelled.

**Section B.**

EAT meetings are open to all elected AMFO members.

**Section C.**

We welcome and encourage a teacher liaison to provide a perspective from the teachers' point of view and communicate AMFO information to staff.

**Section D.**

A majority of EAT members comprise a quorum. All EAT members must be notified twenty-four (24) hours in advance of any special meeting. Voters must be present to vote. No proxy voting is permitted.

**Section E.**

Any EAT member may request a written vote.

**Section F.**

**EAT Meeting Guideline:** Each EAT / AMFO agenda should include or consider these key points. The order and inclusion of these points are flexible based upon the business appropriate for any given meeting due to the applicability and/or attendance.

- Meeting opened - - Meeting Chairperson
- Roll call and introduction of visitors - - Secretary
- Approval of agenda and additions to agenda if needed - - Meeting Chairperson
- Approval of minutes - - Meeting Chairperson
- Information from the Administration
- Information from the Teacher Liaison
- Old Business – Meeting Chairperson
- Treasury report - -Treasurer
- Team updates and corresponding requisitions (each team has 5 min. floor time)
- Other Requisitions and Voting - - Treasurer
- General Discussion
- Secretary's correspondence
- Review school board meeting
- Discuss any issues for upcoming meeting

- Public Participation
- EAT comments
- Meeting Adjourned - - Meeting Chairperson

## **ARTICLE X – INDEMNIFICATION**

Each person who is or was an EAT member shall be indemnified by the AMFO against all expenses and liabilities, including counsel fees, reasonably incurred by the EAT member to the fullest extent permitted by the laws of the State of Michigan as they may be in effect at that time; except in such cases where the EAT member is found guilty of willful or wanton misconduct or gross negligence in the performance of their duties. Any claim for reimbursement or indemnification, shall apply only if the AMFO and Director approves such settlement and reimbursement as being in the best interests of the AMFO. The AMFO may provide liability insurance to the EAT at its discretion.

## **ARTICLE XI – AMENDMENTS**

### **Section A.**

Any proposed Amendments to these By-laws shall be submitted in writing to the EAT and the Director at least ten (10) days prior to the meeting at which they are to be acted upon. The AMFO's By-Laws may be amended by a majority vote of the EAT during any regular meeting providing the agenda for the meeting includes the amendments. If it is accepted by the EAT and additionally approved by the AMA Director or his/her administrator designee, the amendment will be presented at the following AMFO meeting for a vote. An approval by a majority of AMFO members present at that meeting is required.

### **Section B.**

Any AMFO Committee may be added or dissolved as deemed necessary by the EAT. Committee leaders are not elected positions. When a committee is dissolved, all records and any receipts shall be turned in within 10 days to the treasurer.

## **ARTICLE XIII – PRESENTATION**

### **Section A.**

The By-laws shall be made available to any member upon request.

### **Section B.**

The Executive Action Team Secretary shall maintain a copy of the By-laws at every meeting to be used as a basis of reference during meetings of this organization.