

## **NAME**

The name of the organization shall be the Montessori del Mundo Parent Teacher Organization. Hereinafter referred to as Montessori del Mundo PTO, or MdM PTO.

## **PURPOSE**

Montessori del Mundo's PTO purpose is to support the school's mission of building tomorrow's leaders. We will do this by focusing on three main areas:

1. Community building among the school's families, teachers and administrators.
2. Name recognition within the greater community.
3. Fundraising to help support the school's needs

## **MEMBERSHIP**

### **1. Regular Membership**

All parents and/or legal guardians of students who currently attend MdM shall be eligible for membership in the MdM PTO. Regular Members shall have the right to attend and participate in all meetings and activities (excluding executive sessions) of the MdM PTO and shall have the right to vote or to hold office.

### **2. Faculty Membership**

All faculty and staff who currently are employed at MdM shall be eligible for membership in the MdM PTO. Faculty Members shall have the right to attend and participate in all meetings and activities of the MdM PTO. Faculty Members shall have the right to vote on all issues before the membership, to elect officers, and to hold the designated Teacher Representative positions on the Executive Committee.

## **EXECUTIVE COMMITTEE**

The Executive Committee shall manage the affairs, activities and operation of the MdM PTO. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to the membership or these Bylaws. It may create standing and special committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Montessori del Mundo PTO.

## 1. **Membership**

The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Director of Communications, Member-At-Large, and one-(1) faculty representative. The Faculty representatives are to be selected by the leadership team. The designee selected by the leadership team shall serve as a member and shall be entitled to vote.

## 2. **Meetings**

Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least twenty four (24) hours in advance. When possible, notice of the meetings should be announced to all Members of the MdM PTO. Any member may attend a meeting of the Executive Committee, excluding executive sessions, but shall not be entitled to vote on matters before the body.

## 3. **Quorum**

A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

## 4. **Officer Duties**

### *a. President*

- 1) Preside at all meetings of the organization and the Executive Committee.
- 2) Be a member ex-officio of all committees.
- 3) Perform such duties as may be prescribed by these bylaws or assigned by the organization or the Executive Committee.
- 4) Coordinate the work of the officers and committees, in order that the objectives may be promoted.
- 5) Must be organized & have an agenda at each meeting.

### *b. Vice President*

The Vice President shall act as an aide to the President and shall in their designated order perform the duties of the President in the inability of that officer to serve & may be assigned other duties by the President.

### *c. Secretary*

- 1) Keep an accurate record at all meetings of the organization and the Executive Committee.
- 2) File and distribute said record (including, but not limited to,

meeting minutes)

- 3) Keep on file a copy of the current by-laws. This information is to be kept in a permanent record book that is to be in custody of the current secretary.

d. *Treasurer*

- 1) Receive all monies due of the organization and to disburse same when ordered by the Executive Committee.
- 2) Keep an accurate record of receipts and expenditures.
- 3) Present a financial statement at every meeting of the organization, showing receipts, expenditures and balances on hand in the bank and at times when requested by the Executive Committee.
- 4) Make a yearly report at the annual meeting.
- 5) Signs, along with the President, all check requests to authorize any expenses or reimbursements.

e. *Director of Communications*

- 1) Be responsible for all marketing, communication and advertising needs of the PTO.
- 2) Develop and maintain the PTO Web site, blog, social media and newsletter.
- 3) Coordinate with other committees on an ongoing basis to develop materials as needed (flyers, posters, press releases, newsletter/Web updates, etc).
- 4) Act as liaison between PTO, Montessori del Mundo administration and room parent coordinator.
- 5) Report to the committee on needs and progress.

f. *Member-At-Large*

- 1) Attends all scheduled meetings.
- 2) Presents the views and opinions of different segments of the Montessori del Mundo population.
- 3) Help with various parent group activities.
- 4) May vote in all situations.
- 5) Plays an active role in Montessori del Mundo parent group activities.

## 5. Elections

a. *Procedure*

The election of officers shall take place during the month of May. All Members of the MdM PTO may participate in the election.

b. *Term of Office*

The term of each officer shall be one year, beginning on June 1

and ending on May 31 of each year. A person may be elected to the same or other office for more than one term.

c. *Selection*

A majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

d. *Vacancies*

The Executive Committee for the un-expired portion of the term shall fill any vacancy in office because of death, resignation or inability to serve. However, should a vacancy occur in the office of the President, the Vice President should immediately assume the office. Should a vacancy occur in the office of Vice President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

## **PTO FUNDS**

1. All money raised by the PTO at MdM will be allocated to aid the school. The PTO Board with the majority vote of members present will allocate funds. A yearly financial report will be required for the audit of the treasurer's records.
2. The Executive Committee shall appoint an auditing committee of not less than 3 members.
3. A copy of the financial statement shall be available to PTO members upon request.
4. Reimbursement requests shall be submitted, with receipts, within 30 days of purchase, to the Treasurer.
5. Two authorized signatures shall be required on each check request over the amount of \$200.00. Authorized signers shall be the President and the Treasurer.
6. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of members present.
7. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with the membership's approval, spent for the benefit of the school.

## **BUSINESS PRACTICES**

### **1. Supervision**

- a) The Treasurer is to supervise the financial and business operations of the PTO.
- b) The Executive Committee is strongly encouraged to implement the accounting procedures.
- c) The PTO falls under the Montessori del Mundo School 501(c)(3) status.
- d) The Executive Committee is to ensure PTO compliance with applicable civil law including, but not limited to, rules and regulations concerning sales tax collection and remittance, fundraising and copyright laws
- e) It is recommended that the Treasure should be an individual who is trained, experienced, and skilled in business and accounting.

### **2. Budget**

- a) The Treasure is responsible to prepare a budget for the PTO period from June to July during the month of June. The PTO Executive Committee must approve the budget.
- b) Every operating expenditures, not included in the approved budget (defined as the purchase of goods or services that will be expensed in the PTO's statement of activities) must be approved by the Board of Directors

### **3. Cash Management and Oversight**

- a) The PTO bank accounts are under the school bank accounts.
- c) The signers on the bank accounts cannot be the staff or volunteers who also prepare the checks, perform the bank reconciliations or have control over the accounting program or financial reporting system. Specifically the PTO treasurer may not be a signer on any PTO accounts unless specifically allowed within these guidelines.
- d) The PTO is encouraged to accumulate savings for cash flow management, emergencies and future projects.
- e) A blank check or a check made to cash is never to be signed.

#### **4. Cash Expenditures**

- a) All payments of PTO funds must be supported by appropriate documentation such as original receipts, invoices, contracts, etc. This documentation must be maintained in an orderly filing system. The documentation or receipt is to be marked in a manner that identifies payment. PTO funds may only be used for a proper PTO expense.
- b) All reasonable and necessary PTO bills shall be paid on a timely basis and entered into the school accounting system.
- c) Whenever possible, all PTO expenses are to be paid by school check and within seven (7) days.
- d) Invoiced accounts paid by the PTO will ensure that the PTO is not paying unnecessary taxes.
- e) Payments to vendors for services rendered should not be made until the PTO is in receipt of a W-9 form from the vendor, has substantiated the vendor's IRS status and determined that the vendor is a known corporation, not-for-profit, or governmental entity. The W-9 information will be necessary if the PTO is required to issue a 1099-Misc. form.
- f) Expenses to be reimbursed must be a legitimate PTO expense and incurred on behalf of the PTO. These expenses are to be substantiated with original receipts and a written description of the expense and business purpose.
- g) PTO expense reimbursements are paid solely by school check.

#### **5. Cash Collections**

- a) PTO is to take all necessary precautions to protect the cash of the PTO by implementing safeguards to prevent unauthorized use. Supervision of cash collections is to include secure handling of cash receipts and cash disbursements of PTO funds in a manner that minimizes the potential for waste, fraud, or abuse, and establishes accountability for financial activities.
- b) Secure storage of money collections and an established procedure for making deposits in a rapid and safe manner are to be implemented.
  - 1. PTO must deposit cash collections intact. No monies are to be withdrawn from the collection prior to deposit for any purpose, including (but not limited to) funding petty cash, cashing checks, or

paying reimbursements.

2. Cash and check receipts should also be in the possession of more than one unrelated individual at the time of collection, counting, and deposit to school. The deposit must be reported in a form to be signed by this people and the school staff assigned to receive the collection.
3. Cash and checks from all sources should be given to the school's executive director, or designee, and retained in a safe at all times other than during collection, counting, or depositing at the bank. These funds should be deposited into a bank account within five (5) business days.
4. For any funds collected, the PTO should issue receipts. One copy of the receipt should be given to the payer, one copy to the school accountant for recording in the financial system, and one copy is attached to the check(s) or cash.
5. Upon receipt of bank statements, school should ensure that the deposit count sheet total amounts and related deposit receipts agree to the deposits reported on the bank statement. Any significant discrepancies should be investigated and reported to the Executive Committee.

## **6. Financial Reporting**

The school business office is to report to the PTO monthly regarding the operating budget and financial statements, including a summary balance sheet and income statement, reflecting the total PTO financial activity. This report will be sent to the Treasurer.

## **7. Fundraising, and Gift Acceptance Guidelines**

- a) PTO may accept unrestricted gifts of cash, stock and bonds to the PTO so long as such gifts do not convey an ownership position that could give rise to potential liability.
- b) PTO should consult with the School before accepting or agreeing to planned gifts or complicated bequests or will arrangements. Planned giving can require and result in legal issues that need to be evaluated prior to acceptance.
- c) PTO should be cautious in accepting restricted gifts as such restrictions may simply impose conditions that are too onerous to manage. PTO should consult with the school before accepting.
- d) If PTO conducts any gaming activity, it must comply with federal and state laws including those pertaining to income tax, employment, excise tax, fundraising and bingo and raffle regulations.
- e) For fundraising, the Executive Committee must approve fundraising

initiatives.

- f) Fundraising efforts are to be for defined needs.

## **FISCAL YEAR/FISCAL POLICIES**

1. The fiscal year of this PTO shall begin on July 1 of each year and end on June 30 of the following year. All requests for reimbursements shall be made by June 15 and the Treasurer must approve any expenditure after June 15.
2. No part of the net earnings of the PTO shall be incurred or distributed to its members inure to the benefit of, or be distributed to, its members, officers, or other private persons. However, the organization shall be authorized and empowered to pay reasonable compensation for services rendered by a third party vendor.
3. A draft budget for the following school year shall be approved by the PTO in the last meeting of the fiscal period.
4. The Executive Committee shall present to the membership at the first regular meeting of the year a budget of anticipated revenue and expenses and a calendar of events for the year for approval. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.
5. The Treasurer shall present a financial report at each regular meeting of the PTO, shall prepare a final report at the close of the PTO fiscal year, and present the final report at the May regular PTO meeting. The Executive Committee shall have the report and the accounts examined annually each June by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

## **STANDING COMMITTEES**

1. **Fundraising** – Plans and coordinates all fundraising activities of the organization.
2. **Membership** – Promotes and increases PTO membership. Keeps a permanent record of membership growth.
3. **Hospitality** – Plans any social functions, receptions, luncheons, etc. that



are approved by the board.

4. **Room Parent Coordinator** – Acts as a contact between PTO and the children’s parents in each classroom. Makes phone calls as needed to ensure participation in sponsored activities.

## **AMENDMENTS**

1. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote at a meeting of the PTO Executive Committee, provided a quorum has been established.
2. Articles may be amended at any Executive Committee PTO meeting provided: one, the amendment does not change the purpose of the Organization and violate the statutes of a 501(c)(3) organization; two, a quorum is present at this meeting; and three, that notice to the entire membership of the proposed amendments was given at least thirty (30) days prior to the meeting.

## **DISBANDING THE PTO**

If this PTO wishes to disband it must proceed in the following manner:

Upon dissolution, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Montessori del Mundo.