

## **Cowles Montessori Parent Group Bylaws**

### *Article I Name*

The name of this organization shall be the Cowles Montessori Parent Group (CMPG). It is a Parent Teacher Organization (PTO) for the Des Moines Public School Montessori Program located at Cowles School.

### *Article II Purposes-Mission*

**Section 1.** The CMPG exists to:

- a) Promote high quality Montessori education from pre-kindergarten through 8<sup>th</sup> grade.
- b) Promote the welfare of children and youth in home, school and community.
- c) Bring into closer relationship the home and school so that parents and teachers may cooperate intelligently in the education of the child.
- d) Enhance the educational facilities and opportunities for the students of Cowles Montessori School that are not otherwise provided for in the school corporation budgets.
- e) Serve as a forum to address issues and concerns raised by our membership (all teachers and parents of students currently enrolled at Cowles Montessori).

**Section 2.** The organization is organized exclusively for the educational and/or charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).

### *Article III Membership*

The membership of CMPG shall consist of each parent/guardian of a Cowles Montessori student and each member of the licensed teaching staff at our school. The school administrator with responsibility for the day-to-day operations of the school (the Principal or Released Assistant) shall be considered an advisor and/or consultant to the CMPG.

Any member shall have the privilege of making motions and serving on committees.

### *Article IV Policies*

The following are basic policies of the CMPG:

- a) This organization shall neither seek to direct the administrative activities of the school nor to control its policies.

b) This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions for our students and/or teachers.

c) This organization is noncommercial, nonsectarian, and nonpartisan.

d) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II above.

e) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

f) Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

g) The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

h) The organization abides by the IRS conflict of interest policy, attached to these bylaws as an addendum.

#### *Article V Officers and the Executive Board*

**Section 1.** The officers of this organization shall be a president, a vice president, a secretary, and a treasurer.

**Section 2.** The officers of the organization shall make up the executive board, which is the entity charged with the management and responsibility for the organization.

**Section 3.** Officers shall be elected at the meeting in the month of April and shall serve for a term of one (1) year.

**Section 4.** Officers of this organization shall be elected in the following manner:

- a) There shall be a nominating committee consisting of three (3) members who shall be elected during the February meeting of the organization.
- b) The nominating committee shall consist of (1) member of the CMPG executive board committee, one (1) member of the licensed teaching staff and one (1) parent volunteer.

- c) Appropriate notification of elections will be given to the school populace.
- d) The nominating committee shall present a slate of nominees for all offices to the CMPG members at the March meeting.
- e) Following the report from the nominating committee, an opportunity shall be given for nominations from the floor.
- f) Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.

**Section 5.** The vote shall be conducted by ballot and a majority vote of the members present shall elect. When there is only one candidate for any office that election may be held by voice vote.

**Section 6.** The following provisions shall govern the eligibility of members to be officers of the CMPG.

- a) No officer shall be a paid employee of the Des Moines Independent School District.
- b) No person shall serve as president or as vice-president for consecutive terms in the same office.
- c) A person who has served in an office for more than half of a full term shall be deemed to have served a full term in such office.
- d) In order to qualify for the office of president, the nominee should be an active member or regular attendee as far as able.
- e) Family members cannot serve simultaneously on the executive board.

**Section 7.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president.

**Section 8.** A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board.

**Section 9.** Officers shall assume their official duties at the May meeting of the current school year (i.e. one month following their election.)

**Section 10.** At the close of their service of office, all officers shall deliver to their successors official materials and shall make themselves available for consultation and discussion.

*Article VI* **Duties**

**Section 1.** Duties of the Executive Board.

- a) The executive board will generally manage the affairs of the PTO.
- b) The executive board may approve expenditures within the budget limits up to \$200.00. The Treasurer will note such approvals in the Treasurer's report at the next scheduled meeting. All expenditures above \$200.00 must be approved in a general meeting by the majority of those members present.
- c) The executive board or their designees shall examine the treasurer's books at the close of the school year and shall make a certification as to their accuracy and correctness.

**Section 2. Duties of the President.** The president:

- a) Shall preside at all regular and special CMPG meetings and at meetings of the executive board.
- b) Shall coordinate the work of the officers and committees in order that the objectives and policies may be promoted.
- c) Serves as the primary contact for the principal and/or the administration.
- d) Shall be ex-officio member of all committees except the nominating committee;
- e) Shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the executive board.

**Section 3. Duties of the Vice President.** The vice president:

- a) Shall act as an aide to the president, represent her/him upon request, and assume the duties of the president in the absence or inability of that officer to serve.
- b) Shall automatically become president if that position is vacated for any reason.
- c) Shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the executive board.
- d) This is not a president-elect position.

**Section 4. Duties of the Secretary.** The secretary:

- a) Shall record and present the minutes of all CMPG and executive board meetings.
- b) Shall make available copies of meeting minutes for review and approval.
- c) Shall be responsible for maintaining a record keeping system, for the safe keeping of the minutes and other legal non-financial documents.
- d) Shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the Executive Board.

**Section 5. Duties of the Treasurer.** The treasurer:

- a) Shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall make disbursements as authorized by the organization or executive board.
- b) She/He shall present a financial statement at every regular CMPG meeting and at other times when requested by the executive board.
- c) In an emergency or under special circumstances the executive board may be given the responsibility of the treasurer's duties.
- d) Shall prepare all necessary tax returns and maintain the organization's exempt status.
- e) Shall be responsible for maintaining a record keeping system and for the safe keeping of the financial documents and records of the organization.
- f) Shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the executive board.

*Article VII Meetings*

**Section 1.** The annual meeting of the executive board shall be held in July or August of each calendar year, the exact date to be decided upon by the executive board.

**Section 2.** General meetings of this organization shall be held monthly during the school year with the day and time to be fixed by the executive board at its annual meeting.

**Section 3.** Special meetings may be called by the organization or the executive board. Appropriate notification will be given to the school populace by the president or the executive board.

**Section 4.** Three officers and at least two other members present at any general meeting shall constitute a quorum necessary for the transaction of business of the organization.

*Article VIII Standing and Special Committees*

**Section 1.** Standing committees shall be determined annually at the September general meeting of the CMPG.

**Section 2.** Special or *ad hoc* committees may be formed for a specific purpose and as the need arises, and shall automatically cease to exist when the work is done and a final report is shared with CMPG.

**Section 3.** Committees shall seek authorization from, and report to, the executive board.

**Section 4.** No fundraising will be pursued without prior authorization from a majority vote of the CMPG.

*Article IX Parliamentary Procedure*

*Robert's Rules of Order* shall govern this organization in all cases which they are applicable and in which they are not inconsistent with these bylaws. A copy of *Robert's Rules of Order* shall be kept by the PTO.

*Article X Amendments*

These bylaws may be amended at any regular or executive meeting of the organization by a majority vote of the executive board committee members. Notice of proposed amendments shall be made available to CMPG members at least two weeks prior to the meeting. Approval shall require 2/3 vote of CMPG membership.

## Amendments

Bylaws amended by the CMPG Parent Teacher Organization on February 4, 2013

**Amendment 1:** President and Vice President shall not hold the same office for more than two consecutive terms.

Bylaws amended by the CMPG Parent Teacher Organization on May 5, 2014

**Amendment 2:** Any funding request greater than \$5000 must be discussed at two consecutive CMPG meetings. The proposal shall be presented at one CMPG meeting and discussed. Specifics of proposal shall be sent to CMPG members before the next meeting and noted that it will be discussed at next CMPG meeting. At next meeting, proposal will be presented, discussed and may have a vote if properly motioned and seconded.

**Amendment 3:** The Treasurer shall not serve as the chair of any fundraising committee.

---

CMPG Officer

---

CMPG Officer