



**The Community of Montessori Parents**

### **Bylaws**

“Follow the Child.”

– Maria Montessori

### **Notice of Nondiscrimination Spokane Public Schools**

Spokane School District No. 81 does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment or employment in, its programs and activities. The people listed below have been designated to handle inquiries regarding nondiscrimination policies, compliance efforts, and discrimination complaints or concerns. They can be reached at the school district office, 200 North Bernard Street, Spokane, WA 99201-0282.

Title IX Officer, Jon Swett, (509) 354-7399

Section 504 Coordinator, Wendy Bleecker, (509) 354-7248

ADA Officer, Mark Anderson (509) 354-7272

Affirmative Action Officer, Angela Jones (509) 354-7265

Community of Montessori Parents (CoMP) Bylaws  
6th Revision: March 2014

ARTICLE 1. OFFICES.

Section 1. Principal Office.

The principal office of CoMP (Community of Montessori Parents) is at the site of the Spokane Public Schools (“SPS”) Montessori Program located in Spokane County, State of Washington.

Section 2. Change of Address.

The Board of Directors may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these Bylaws:

P.O. Box 1181, Spokane, Washington 99210-1181

Dated: \_\_\_\_\_, 20  
Dated: \_\_\_\_\_, 20  
Dated: \_\_\_\_\_, 20  
Dated: \_\_\_\_\_, 20  
Dated: \_\_\_\_\_, 20

ARTICLE 2. NONPROFIT PURPOSES.

Section 1. IRC Section 501 (c) (3) Purposes.

This corporation is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code.

Section 2. Specific Objectives and Purposes.

The specific objectives and purposes of CoMP shall be:

- A. To develop a vision and strategic plan regarding the future direction of the SPS Montessori Program and to work with SPS administration to realize that vision and strategic plan.
- B. To increase access to an Association Montessori Internationale (AMI) education for SPS students by increasing the number of SPS Montessori classrooms available to children aged 3 to 18 based on student demand and the availability of AMI-certified teachers.
- C. To support SPS Montessori teachers by funding training opportunities for them, funding acquisition of AMI classroom materials, and advocating for funding by SPS of all necessary and appropriate classroom materials and facilities for SPS Montessori students.
- D. To plan and promote, in conjunction with SPS Human Resources, the hiring of AMI-certified teachers in order to replace departing SPS Montessori teachers and in order to expand the number of SPS Montessori classrooms available to children aged 3 to 18, based on, but not restricted by, student demand and the availability of AMI-certified teachers

- E. To promote communication between teachers, students and parents in the SPS Montessori Program and with SPS administration, with the teachers, students and parents of SPS generally, and with the Spokane community at large.
- F. In conjunction with SPS, to promote the values of AMI education to SPS students and to the Spokane community.
- G. To support, fund and engage in, regular and rigorous program evaluation so that the SPS Montessori Program remains in good standing with AMI.
- H. To provide a forum to hear and address issues and concerns raised by teachers, students and parents in the SPS Montessori Program.
- I. To provide family-oriented and other social functions developed through Committees and projects in order to enhance the general school environment.

### ARTICLE 3. MEMBERSHIP.

#### Section 1. Members.

Any current and retired SPS Montessori teacher and any parent, step-parent, or legal guardian, of a child currently enrolled in the SPS Montessori Program is a Member of CoMP.

#### Section 2. Non-liability of Members.

A Member of CoMP is not, as such, personally liable for the debts, liabilities, or obligations of CoMP.

### ARTICLE 4. DIRECTORS.

#### Section 1. Number.

CoMP shall have no less than twelve (12) directors, including no less than two (2) current SPS Montessori teachers, and collectively they shall be known as the Board of Directors

#### Section 2. Appointment.

- A. The SPS Montessori teachers, with principal endorsement, shall appoint among themselves (2) teachers to serve on the Board of Directors.
- B. The directors other than teachers shall be Members appointed by majority vote of the general Membership.
- C. The Board of Directors may nominate past Members of CoMP for appointment by a majority vote of the general Membership
- D. The Immediate Past-President shall serve on the Board of Directors as an advisor in a non-voting capacity and remain available to assist the President in any necessary manner.
- E. The Principal of the SPS Montessori School (the “Principal”), or his/her designee, shall serve on the Board of Directors in a non-voting capacity.

#### Section 3. Duties.

It shall be the duty of the directors to:

A. Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws.

B. Act in furtherance of the Purposes set forth in ARTICLE 2 above and in the interests of the Members, and at the recommendation of any Committee being held accountable to the Members -for any and all action taken by the Board and any of its directors.

C. Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of CoMP.

D. Supervise all officers, Committees, agents, and employees of CoMP to assure that their duties are performed properly.

E. Plan and promote, in conjunction with SPS Human Resources, the hiring of AMI-certified teachers in order to replace departing SPS Montessori teachers and in order to expand the number of SPS Montessori classrooms, including promoting the recruitment and hiring of SPS teachers to receive AMI training and become SPS Montessori teachers, and, including, worldwide recruiting and hiring of AMI-certified teachers, or persons in training to become AMI-certified teachers, to become SPS Montessori teachers.

F. Coordinate with Spokane Public Schools in the announcement of any financial support that may be given to teachers in training.

G. Manage the expenditures of CoMP funds. It will approve all expenditures related to operations of the program.

H. Meet at such times and places as required by these Bylaws.

I. Inform the secretary of the corporation of any change in address or telephone number.

J. Actively recruit Members to serve in all Committees of CoMP to insure that the work of those Committees is performed regularly and diligently.

K. Regularly and actively monitor the activities of CoMP Committees to insure that the work of CoMP is being performed regularly and diligently.

L. Convene general meetings of the Members, and or call for the vote of the general Members, as deemed necessary by the Board.

#### Section 4. Term of Office.

Each director shall hold office for a period of two years beginning July 1. A director may serve a third year or longer upon approval by a vote of the general Membership. Terms will be staggered.

#### Section 5. Compensation.

Directors shall serve without compensation. They shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties.

#### Section 6. Place of Meetings.

Board Meetings shall take place at the SPS Montessori School, or another place as designated from time to time by resolution of the Board of Directors.

#### Section 7. Regular Meetings.

A. Regular meetings of the directors shall be held no less than six times per year. Dates and times are to be decided by the Board.

B. Board meeting date and time shall be made known to the Members and all SPS administrators responsible for the Montessori Program (“responsible SPS administrators”) prior to the first meeting of the current school year. Meeting notices may be published in any SPS Montessori school-wide newsletter, or any Montessori teacher update letter. No personal notices will be sent except in the case a special meeting has been called.

C. All board meetings shall be open to Members, and any invited guests. Permanent invitations should be extended to SPS administrators who have responsibility for the SPS Montessori Program.

D. The length of time an invited guest is to remain at the Board meeting shall be determined by the Board.

#### Section 8. Voting.

A. Each director holds voting rights and privileges counting as one, except that the Past-President and the Principal will hold no voting rights. The President votes only in case of a tie.

B. A quorum shall consist of 50% plus one of the voting members of the Board of Directors. Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

#### Section 9. Removal of Director and Vacancies.

Any board member absent for more than two consecutive board meetings will be removed by the Board. Vacancies on the Board of Directors due to the death, resignation, or removal, or due to an increase in the number of authorized directors will be filled by appointment by the Board at the next regular board meeting and such replacement director shall serve the remainder of the term of the director replaced. The above matter will be dealt with at the discretion of the Board as needed.

#### Section 10. Non-liability of Directors

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

#### Section 11. Insurance.

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any AMI Spokane Public Schools teacher employed as teacher in the SPS Montessori Program.

### ARTICLE 5. OFFICERS.

#### Section 1. Designation of Officers.

The officers of CoMP shall be President, President-elect, Secretary, and Treasurer. CoMP may also have other such officers with such titles as may be determined from time to time by the Board of Directors.

#### Section 2. Qualifications.

Any member of the Board of Directors.

### Section 3. Election and Term of Office.

The Officers shall be elected annually by the Board of Directors. Each officer will serve a two-year term, except that the President serves a third year as the Past-President and non-voting member of the Board. Each term will begin on July 1. The office of President will serve one year as President-Elect, and one year as President. All rules pertaining to the Board of Directors also apply to the Board officers.

### Section 4. Duties of the President.

A. Is responsible for the filing of the annual report with the Secretary of State and maintains and submits any and all such documents as required by law.

B. Prepares the agenda for meetings.

C. Presides at all Board of Directors meetings.

D. Ensures the support and cooperation of teachers, Members, responsible SPS administrators in visits by AMI in order to ensure the SPS Montessori Program remains in good standing as to its AMI certification.

E. Prepares annual calendar of meetings.

F. Reviews the numbers of student enrollments/re-enrollments and makes these available to the individual school's parent group chair and the school's principal.

G. Reviews all public notices concerning the SPS Montessori Program for media releases.

H. Develops and maintains CoMP archives, aids in the preparation of the annual report, reviews treasurer's records, contracts, or documents for CoMP grants or loans for persons to receive training for AMI certification, parent newsletters, agendas, minutes of meetings, and other pertinent documents.

I. Requests Reviews and informs the Board about any proposed CoMP purchases.

J. Regularly informs Members about upcoming events and activities.

K. Oversees the SPS Montessori enrollment procedures by reviewing printed material, communicating with the Principals and responsible SPS administrators on enrollment qualifications, meeting dates, and deadlines, and facilitates this process.

L. Maintains and facilitates communication and the transfer of information between the Board of Directors, the Principal, Committee chairs, responsible SPS administrators, SPS school board, Members, Montessori students, and the community at large.

M Signs all contracts and obligations authorized by the Board of Directors.

### Section 5. Duties of the President-Elect.

A. Presides in the absence of the president.

B. Chairs the Nominating Committee.

C. Serves as ex-officio member of all committees other than the nominating committee.

D. Assumes the presidency the following year.

E. Reviews all treasurer, CoMP, and Committee records semiannually.

F. Assists with the enrollment process.

G. Coordinates the re-enrollment process for the coming year.

H. Initiates the telephone or email tree.

I. Assists the president.

#### Section 6. Duties of the Secretary.

A. Records the minutes of both Board meetings and the general membership meetings and prepares a copy of the minutes for distribution to Members on a timely basis.

B. Acts as custodian of the records by keeping a notebook of all original minutes signed and dated, Bylaws, Articles of Incorporation, all official documents, and a current listing of all CoMP Members.

C. Handles the correspondence of CoMP.

D. Develops and maintains a collection of publications relevant to the program. This includes press releases, noteworthy articles, committee reports, and documents submitted at meetings. All materials are dated with date received and state any further action taken.

E. Provides for inspection the minutes and official documents to any Member or committee chair, upon reasonable request.

F. Schedules the use of any and all meeting rooms.

#### Section 7. Duties of Treasurer.

A. Has charge and custody of, and is responsible for, all funds of CoMP, and deposits all such funds in the name of CoMP in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

B. Receives and gives receipt for, moneys due and payable to CoMP from any source whatsoever.

C. Keeps and maintains adequate and correct accounts of CoMP business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

D. Provides a financial report for each scheduled Board meeting.

E. Provides for inspection all financial information and records concerning CoMP to any Board director and Member upon reasonable request.

F. Prepares or aids in the preparation of any financial statement to be included in any required reports.

G. Obtains signature cards for new Board members prior to the transfer of office.

H. Provides all necessary documents and materials to an auditor.

I. Uses sound and professional judgment in disbursement-of CoMP funds and/or advising on the disbursement of CoMP funds.

J. Chair the Finance Committee.

## ARTICLE 6. COMMITTEES.

### Section 1. Standing Committees.

A. CoMP shall have the following Standing Committees: Finance, Teacher Support, Alumni, Web, Volunteer Coordinator, Neighborhood Liaison, Vision & Strategic Planning, Pet Care, Community Building/Events, and Teacher Recruitment.

B. Nominating Committee: In addition to the foregoing, there shall be a Standing Nominating Committee which shall present a slate of nominated officers annually to the Board for election and which shall consist, at a minimum, of the following individuals: the Principal, two parents from the general membership not serving on the Board, one teacher, and at least one Board member. The President-elect shall chair this Committee and shall appoint the members of the Nominating Committee no later than February 15th of each year. The Nominating Committee shall present to the board, no later than the April Board Meeting, a slate of names of the candidates for President, President-elect, Treasurer, Secretary, and any other vacant Standing Committee. Additional nominations may be made from the membership at large by means of written communication to the President-elect prior to May 1 of each year, provided the nominee has consented to his or her nomination.

C. Fund-Raising Committee. In addition to the foregoing, there shall be a Standing Fund-Raising Committee, which shall be chaired by a Board Member of CoMP and shall consist of such other Board members or general membership individuals as appointed by the Committee. Such Committee shall approve and present to the Board for its approval, all fund-raising activities undertaken by CoMP, prior to their inception.

### Section 2. Other Committees.

The Board of Directors may, from time to time, create such other Committees which the Board deems necessary and appropriate to carry out any of the purposes and business of CoMP, and the Board may dissolve such Committees when the purposes of such Committee have been accomplished and its business has ceased.

### Section 3. Appointment, Governance, and Reporting.

Any Member may serve on a Committee. Any Member can nominate themselves, or any other Member, to serve on a Committee. All Committee members, as nominated, shall be approved upon a vote of the Board of Directors. Except for the Finance and Nominating Committees, the Chair of all other Committees shall be chosen by the Committee members. Committees shall meet and conduct their business as decided by the Committee members. Committee Chairs shall provide a written report on the activities of the Committee to the Board of Directors, as requested by the President, but, in any case, not less than once during the academic year.

### Section 4. Committee Work.

It is the charge of all CoMP Committees to carry out the work of CoMP, according to the purposes of CoMP, as set forth in ARTICLE 2 of these ByLaws, subject to the supervision of the Board.

## ARTICLE 7. EXECUTION OF LOANS, GRANTS, DEPOSITS AND FUNDS.

### Section 1. Loans and Grants.

The Board of Directors may provide loans and, or, grants, subject to such terms and conditions as the Board may establish, in order to meet the tuition, books, materials, living, travel, or any other costs of qualified persons who commit to a course of study leading to certification as an AMI teacher. The amount of such loan, or grant, is to be determined by



the Board on an individual needs basis. The Board of Directors may, by resolution, authorize any officer or agent of CoMP to enter into said contract or execute and deliver any instrument in the name of and on behalf of CoMP. Unless so authorized, no officer, agent, employee, Committee Chair, Committee member, or Member shall have any power or authority to bind CoMP by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

#### Section 2. Checks and Notes.

The CoMP President is allowed to sign and reimburse for maintenance expenditures. Any other expenditure will need Board approval. Examples of maintenance expenditures are postage, stationery, paper, post cards, reservation of CoMP annual events, refreshments, floral gifts, and end of the year recognition gifts.

#### Section 3. Deposits.

All funds of CoMP shall be deposited from time to time to the credit of CoMP in such banks, trust companies, or other depositories as the Board of Directors may select.

#### Section 4. Account Names.

All CoMP funds shall be deposited in the name of Community of Montessori Parents, or CoMP.

#### Section 5. Gifts.

The Board of Directors may accept on behalf of CoMP any contribution, gift, bequest, or device for the nonprofit purpose of CoMP.

### ARTICLE 8. IRC 501(c) TAX EXEMPTION PROVISIONS.

#### Section 1. Limitations on Activities.

No substantial part of the activities of CoMP or a CoMP Committee shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code), and CoMP and CoMP Committees shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provisions of these bylaws, CoMP and CoMP Committees shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

#### Section 2. Prohibition Against Private Inurement.

No part of the net earnings of CoMP shall inure to the benefit of, or be distributed to, its members, directors, officers or other private persons, except that CoMP shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes of CoMP.

#### Section 3. Distribution of Assets.

Upon the dissolution of CoMP, its assets remaining after payment, or provision for payment, of all debts and liabilities of CoMP shall be distributed for one or more exempt purposes within the meaning of Section 510 (c) (3) of the Internal Revenue Code, or as stated in the Articles of Incorporation, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

### ARTICLE 9. AMENDMENT OF BYLAWS.

## Section 1. Amendment.

Amendment of these Bylaws shall be considered a Major Decision, and, therefore shall be amended upon a copy of the proposed amended Bylaws being made available to Members reasonably in advance of a vote by the general Membership, and approval by the Members, as set forth in ARTICLE 11.

## ARTICLE 10. CONSTRUCTION AND TERMS.

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of CoMP, the provisions of the Articles of Incorporation shall govern. Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding. All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding documents CoMP filed with an office of this state and used to establish the legal existence of CoMP. All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

## ARTICLE 11. MAJOR DECISIONS AND MEMBER VOTING.

### Section 1. Major Decisions.

Any major decision that will greatly affect the general membership will need to be voted on by the general Membership. Votes shall take place after any discussion, at a general meeting, or by mail, or by a combination of voting at a general meeting plus voting by mail.

### Section 2. General Membership Voting.

On any matter requiring a vote by the general Membership, each family with one or more children enrolled in the SPS Montessori Program shall exercise one vote.

### Section 3. General Membership Voting Quorum.

On any matter requiring a vote by the general Membership, a quorum for such vote shall consist of participation by at least fifty percent (50%) plus one of the votes eligible to participate.

### Section 4. Approval by a Vote of the General Membership.

On any vote by the general Membership on a matter, a majority of the eligible votes cast for approval of such matter shall constitute approval by the Members of such matter.

### Section 5. Certification by the Board of Directors.

On any matter requiring a vote by the general Membership, the Board of Directors shall certify to the Members, within 30 days of the completion of such vote, the participation by a quorum in such vote and whether the matter was approved, or rejected by the Members.

## ADOPTION OF BYLAWS

We, the undersigned, are all the directors and we consent to, and hereby do in accordance with a quorum vote of the general membership, adopt the foregoing Bylaws, consisting of the preceding pages, as the Bylaws of CoMP.


Dated: