

# **Comox Valley Montessori Society Constitution**

## **May 19, 2010**

**Article I: The name of this organization shall be Comox Valley Montessori Society (CVMS).**

**Article II: The Society has several purposes:**

- To work with School District 71 to integrate a Montessori program of choice into the Comox Valley's public school system.
- Continue working with local School District staff to ensure a sustainable program through to 2009 and thereafter.
- To raise enough money to purchase and maintain the specialized Montessori materials for each classroom
- To promote Montessori education in Comox Valley
- To ensure equal access for any children in Comox Valley to public Montessori education
- To support choices in public education
- To support diversity within our schools and community
- To welcome all ideas put forth by members while encouraging any member who presents a problem to come with a solution in mind when presenting the problem to the board

### ***Bylaws***

**Article I: Membership**

**Section 1: Eligibility**

Membership shall be open to any parent, guardian or grandparent who has a child currently registered in School District 71's Montessori Program of Choice and/or to any person supporting the society's goals.

**Section 2: Selection**

Members are required to provide name and contact information to the Society and are strongly encouraged to attend monthly meetings.

**Section 3: Elections**

Members are eligible to vote at the AGM providing they are a member in good standing for at least 2 months prior to that meeting.

**Article II: Officers – President, Vice President, Secretary & Treasurer**

**Section 1: Officer and Director Responsibilities**

There shall be a maximum of twelve board members at any one time. One of the directors at large must hold the position of Purchaser.

A) During all meetings, the duties of the **President** include but are not limited to the following:

- Determine if a quorum is present and call the meeting to order
- Bring business before the meeting according to the order of business
- Recognize members who seek and are entitled to the floor
- Put all legitimate motions before the group
- Enforce the rules of debate, and grant all members who wish to speak in debate the opportunity to do so subject to rules and limits of debate
- Conduct the votes on all questions, and determine and announce the results.
- Rule improper motions out of order
- Decide questions of order, or ask the members to decide when in doubt
- Respond to inquiries or points of information
- Conclude the meeting by declaring it adjourned when voted by the members, when the appointed hour for adjournment arrives or when all business has been addressed.

Other duties of the **President** include but are not limited to:

- Maintain communications with all officers
- Attend a minimum of 50% of the year's regular meetings
- Promote the Society within the community
- Communicate w/SD staff, principal, teacher, and parents about the program
- Ensure purity of the program in cooperation with teachers, parents, administration and all the Society officers

B) During all meetings, duties of the **Vice-President** include but are not limited to the following:

Presiding over the meetings in the absence of the President

Other duties of the Vice President include but are not limited to:

- Correspond with local media on any particular events of the Society
- Promote the society within the community
- Maintain communications with all other officers
- When requested, assist President with any of his/her duties
- Succeed to the office of President in the case of that officer's resignation or removal outside of regular elections.
- Attend a minimum of 50% of the year's regular meetings.

C) During all meetings, duties of the **Secretary** include but are not limited to:

- Take minutes at all meetings and submit them for approval to the membership at the following meeting.
- Take attendance at each meeting and note attendance on the minutes

Other duties of the **Secretary** include but are not limited to:

- Serve as custodian of the Society's records (except those specifically assigned to officers)
- Make sure the official bylaws, special rules of order, standing rules and current minute book are available for reference at all meetings.
- Make the organizations' records available to members.
- Keep official membership roll.
- Ensure that officers, committee members and delegates are notified when elected or appointed, and are given credentials and any necessary papers.
- Issue the notice (or call) of meetings, and serve as a correspondence secretary
- Prepare the order of business for the presiding officer, showing everything known to be up for consideration at the meeting
- Promote the society within the community
- Maintain communications with all other officers
- Attend a minimum of 50% of the year's regular meetings

D) During all regular meetings, duties of the **Treasurer** include but are not limited to:

- Issuing a monthly written financial report of the Society that is current and includes the society's opening balance, itemized receipts and disbursements, and the closing balance for every account.
- Answer any questions to the best of his/her knowledge regarding financial status of the Society

Other duties of the **Treasurer** include but are not limited to:

- Serve as custodian of the funds of the organization, keeping careful records of all receipts and making no disbursements without the authority of a quorum.
- Prepare financial statements, and report to the board and members at board meetings or via other correspondence
- Take responsibility for any and all reports required by taxing authorities
- Working in conjunction with other directors to develop the society's budget and present it to membership for a vote.
- Cosign on society's cheques when possible
- Work with Purchaser to keep an accurate inventory of all classroom materials purchased by the Society
- Promote the society within the community
- Maintain communications with all other officers
- Attend a minimum of 50% of the year's regular meetings

E) Duties of **Purchaser** include but are not limited to the following:

- Research market for Montessori materials

- Purchase Montessori and other materials required by the society for classroom operation
- Work with the teacher(s) to determine inventory needs for their classrooms.
- Work with Treasurer and another director to keep accurate inventory of all materials
- Promote the society within the community
- Maintain communications with all other officers

**F)** Duties of each other **Director** includes but is not limited to:

- Maintain communication and meet with other board member(s) regularly.
- Attend a minimum of 50% of the year's regular meetings
- Maintain awareness of financial expenditures.
- Promote the society within the community
- Maintain communications with all other officers

## **Section 2: Term of Office**

Each officer is expected remain in office for 24 consecutive months, beginning May 1, 2007, with the exception of directors at large who will remain in office for one-year terms with the opportunity to be re-elected on an annual basis. Officers may be re-elected.

## **Section 3: Nominations and elections**

All officers and directors of the Society must be elected into his/her position. To be eligible for nomination, that person must have held membership with the Society for at least six months. Executive Officers will be nominated and elected on a rotating basis. President and Vice-President will be nominated and elected bi-annually, beginning in 2009. Treasurer and Secretary will be nominated and elected bi-annually, beginning in 2010.

### **Paragraph 1: Nomination procedures**

Nominations for board positions are open to all eligible the Society members in good standing for at least 2 months prior to the election. All members must be given notice of nomination procedures at least one month prior to the election date. At the end of the nominations, two members who do not wish to be elected into an executive position must be responsible for recording all names of nominees and presenting this tally to the membership.

### **Paragraph 2: Election procedures**

Unless otherwise decided, elections will be conducted at the society's AGM. Notice of election date will be given to membership at least one month in advance. Votes are to be cast by secret ballot using the nomination procedure outlined. Two members in non-officer positions not wishing to be nominated/elected themselves will conduct the election.

The person receiving the most votes from membership determines election into a board position.

## **Section 4: Vacancies**

Vacancies of office must strictly adhere to the following:

### **Paragraph 1: Resignations**

An officer wishing to resign from his/her position is required to either verbally state his/her resignation at a board meeting or provide written resignation to another officer, which must then be read at a board meeting.

### **Paragraph 2: Removal**

Board members may be removed from office by majority (51%) of vote of the other board members if actions are deemed inappropriate by the membership. The board member is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The board member is not permitted to participate in the deliberation of the board of directors regarding the changes.

### **Paragraph 3: Filling vacancies**

When a vacancy occurs, that position will automatically be filled by membership vote with the exception of the President position. If the President position is vacated, the Vice-President will automatically take role of the acting President until the next AGM.

## **Article III: Committees**

The Society will typically maintain a Fundraising Committee, a Membership Committee and a Finance Committee. The chair of each standing committee must report to the membership of the Society. The chair of each standing committee may be appointed by motion. Unless mentioned in this constitution, the board will determine the role of each committee.

Ad Hoc committees may be established as issues arise and/or at the will of the board when it is necessary to do so to maintain the society's goals.

## **Article IV: Finance**

### **Section 1: Oversight**

The treasurer together with the finance committee is responsible for any oversight in funds.

### **Section 2: Source of funding**

Accumulation of funds for the Society will rely on fundraising efforts, donations, grant applications and other legal means.

### **Section 3: Maintenance of funds**

All monies belonging to Comox Valley Montessori Society shall be deposited and disbursed through a bank account established for Comox Valley Montessori Society by a signing officer.

**Section 4: Disbursement of funds**

All requests for funding, whether through cheque or purchase order, must be approved by quorum. All requests must include a receipt or invoice.

**Article V: Rules of Procedure**

**Section 1: Meetings**

Regular board meetings will take place once a month with the exception of the following months: July, August.

**Section 2: Attendance**

All board members are required to attend a minimum of 50% of the year's regular board meetings. When at board member cannot attend all efforts must be given to present any written report to another board member prior to the meeting.

**Section 3: Quorum**

A quorum is defined as 50% of board membership. A quorum must be in attendance in order to conduct the business of the organization.

**Section 4: Minutes**

In the Secretary's absence, any board member shall take minutes. Minutes must be taken in order for business to be conducted.

**Article VI: Amendments**

Any board member may propose amendments to this constitution. The board of directors must review all amendment proposals. The President of the Society and a majority of board members must approve all amendments.

\_\_\_\_\_  
Signature of President

Date: \_\_\_\_\_