



P.O. Box 684 ■ Casper, WY 82602 ■ 265.0249 ■ montessoriofcasper.com

Montessori School of Casper By-laws

Amended 8/27/2012

Article I – Name

The name of this organization is the Montessori School of Casper.

Article II – Affiliations

This organization may affiliate with any organization so long as that affiliation is consistent with and promotes the goals of this organization.

Article III – Purpose

The purpose of this organization shall be the operation of an educational institution based upon the principles of Dr. Maria Montessori.

Article IV – Membership

Section 1.

Parent or guardian members.

Parents of a child shall become members when notified of the admission of their child to the school under its current tuition and admission policies.

Membership shall terminate upon withdrawal of the child or at the end of the school year unless an application for re-enrollment is filed prior to the end of the school year.

Membership resulting from such application for re-enrollment terminates at the beginning of the next school year if the child is not re-admitted.

Membership shall not be transferable. Members shall have one vote per enrolled student which must be exercised in person.

Article V – Board of Directors

Section 1.

Any member of this organization is eligible to hold office. Only one member of a family or household may be a Board of Director member during any term in office.

Section 2.

Members of the Board of Directors will be elected at the spring general meeting and hold office for a period of two years. Terms shall coincide with the fiscal year of the organization, July 1 to June 30, of each year. Terms of the Board member shall be staggered so that one-half the member are replaced (or re-elected) each year.

Section 3.

Members of the Board of Directors must exercise their voting rights in person. Provided, however, that the Board of Directors may take action upon an affirmative vote of a majority of the members of the Board, conducted by e-mail. Record of the action shall be recorded in the minutes of the next regularly scheduled meeting of the Board.

Section 4.

If for any reason any directorship on the Board of Directors becomes vacant the Board of directors shall fill the unexpired term by a majority vote of those present.

Section 5.

Any officer or director may be removed from office by a two-thirds vote of the general membership at any duly called general or special meeting.

A petition for removal containing the signatures of fifteen voting members or twenty percent of the total membership, whichever is greater, shall be submitted to the Board Secretary. Voting on removal of officers or directors shall be secret. Upon receipt by the Secretary of a petition for removal duly executed in accordance with this section, the President must subsequently call a special meeting to be held within fourteen (14) days after receipt of such petition. The purpose and the date of this meeting must be announced by written notice to all members at least seven (7) days prior to such a meeting.

Section 6.

The Board of Directors shall consist of ten (10) members, with no more than two (2) members being from outside the current membership of the parent Coop (parent of current student). All Board members shall attend Board meetings and special functions of the school. The Guide/Administrator shall serve as one of the ten members, which will not count as one of the 2 members from outside the parent Coop. The Guide/Administrator will act as an ex-officio non-voting member unless a tie-breaking vote is necessary.

Section 7.

Prior to the fall general meeting, the Board of Directors shall annually elect a President, Vice President, Secretary, and Treasurer.

Section 8.

The Board of Directors shall not conduct business in the absence of a quorum, which shall consist of fifty percent (50%) of the Board members.

Section 9.

The Board of Directors is responsible for the general operation of the organization and school. Any decision made by the Board may be overridden by a vote of two-thirds (2/3) of the general membership at any general or special meeting at which a quorum is present. A quorum of the general or special meeting shall be one-third (1/3) of the general membership.

Section 10.

The Board must meet prior to any general membership meeting and at any other time when called by the President or by request of a majority of members of the Board. All Board meetings are open to the general membership. When necessary the Board may move into executive session in order to discuss issues of a confidential nature. This requires a motion from the floor and a majority vote of the Board members present. During executive session votes will not be taken nor will minutes be recorded. The Board must reconvene to open session before action can be taken.

Section 11.

The Board shall approve a proposed budget for the ensuing school year prior to final approval of the budget by the general membership.

Section 12.

The President shall:
be the executive officer of the corporation; preside over meetings of the Board and general membership meetings; furnish the staff secretary an agenda based on input from staff, other Board members and/or parents for the Board of Directors meeting and general membership meetings; assign duties to other Board members as appropriate; and enforce Robert's Rules of Order.

Section 13.

The Vice-President shall:
assume the duties of the President in the absence or resignation of the President; perform such other duties as may from time to time be assigned by the President of the Board; be President-elect; be a member, ex-officio, of all standing and special committees; appoint chairmen of standing committees that will report to the Vice-President; and appoint committee members with concurrence of the chairmen of the committees; and enforce Robert's Rules of Order.

Section 14.

The Secretary shall:
maintain accurate and complete minutes of all meetings of the Board and general membership; maintain an accurate and up-to-date membership list; maintain such other files or records as may be required by law, the President, or the Board; shall give proper notice of all meetings of the Board or general membership in accordance with these bylaws; take roll at all general meetings; and perform such other duties as established by the Board or President.

Section 15.

The Treasurer shall:

be responsible for the receipt, disbursement, and safekeeping and auditing of all the School's money and for making full and complete reporting and disclosure upon on such receipts, disbursements and audits; pay expenses established by and in accordance with the approved budget and pay all expenses not permitted by the approved budget with the approval of the Board; and perform such duties as assigned by the Board or President.

Section 16.

New Board members begin attending meetings in May before their term in July to get acquainted and ensure the continuity of the Board from year to year. The new Board members have no vote in May or June, but may offer their opinions and suggestions. A Board member who resigns for any reason is replaced by a simple majority vote of the other seven members of the Board. The criteria for asking a Board member to resign: Three unexcused absences from scheduled meetings; unwillingness to work on committees; unwillingness or inability to work on large projects.