

April 2021

Bylaws:

STERLING MONTESSORI ACADEMY AND CHARTER SCHOOL

PARENT FACULTY STUDENT ASSOCIATION

BYLAWS

Preamble

Sterling Montessori Academy and Charter School Parent Faculty Student Association is authorized by the action of the Board of Directors of Sterling Montessori Academy and Charter School under guidelines hereinafter set forth. This action by the Board of Directors was taken in the belief that such an organization will be a positive and supporting element in the ongoing efforts to advance Sterling Montessori Academy and Charter School and its mission.

Article I: Name

The name of this association is Sterling Montessori Academy and Charter School Parent Faculty Student Association hereinafter referred to as PFSA.

Article II: Purposes

Section 1. The purpose of the PFSA shall be to further the mission of Sterling Montessori Academy and Charter School “to create a diverse educational community, grounded in the Montessori philosophy and teaching practices, that fosters curiosity, creativity, and critical thinking in its students. We strive to empower each student to become life-long learners who respect themselves, others and their environment.” This purpose will be accomplished by assisting in the promotion of excellence in facilities, programs and atmosphere of Montessori education and by providing aid and services to the school’s educational and social functions.

Section 2: The association is organized under the non profit organization status of the Laura Holland Uzzell Foundation (dba Sterling Montessori Academy and Charter School) a non profit organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter “Internal Revenue Code”).

Article III: Basic Policies

The following are basic policies of the PFSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.
- c. The organization 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.
- d. The organization shall support the work of the school to provide quality Montessori education for all children and youth.
- e. No part of the net earnings made on behalf of the organization shall inure to the benefit of, or be distributable to its members, representatives, trustees, chairs 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 hereof. Any payments to any member for services rendered in conjunction with any school activity shall be approved by the Sterling administration in advance of the work being performed unless such payment is considered nominal. No member shall accept any compensation in the form of cash or gifts from any vendor for any school related activity unless nominal in amount. Nominal is defined as less than a cumulative value of \$25 retail for all items received from a vendor during a single fiscal year.
- f. 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.
- g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

Article IV: Membership and Dues

Section 1. Membership in this PFSA shall be made available without regard to race, color, creed, or national origin, under such rules and regulations as may be prescribed in the bylaws of this PFSA, to any individual who subscribes to the objectives and basic policies of this PFSA.

Section 2. Each member of this Sterling community, automatically a member of the PFSA, shall not need to pay such annual dues to said organization as may be prescribed by the organization.

Section 3. This PFSA shall conduct an annual enrollment of members.

Article V: PFSA Representatives

Section 1. Each member of the Sterling community is a member of this PFSA.

- a. The PFSA organization shall consist of two administrative representatives that are parent volunteers; chair representatives for specific events and a liaison in Sterling’s administration. (see sample organizational chart below):



- b. Two PFSA Representatives will be appointed to run the administrative and communication duties of the PFSA organization. These positions will coordinate with the Sterling Administration and Communication Chair to promote PSFA-sponsored initiatives and events.
- c. Representatives and Chairs shall fulfill their official duties through the end of the school year. PFSA Representatives-Elect will work with the current representatives to transition duties and allow for the new community organization to be successful in starting the upcoming school year.

Article VI: Duties of Representatives and Chairs

Section 1. PFSA Administrative Representatives : One or both of the PFSA Administrative Representatives shall preside at all meetings of the association and of the board at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws or assigned to **him/her** by the Sterling administration or by the board; shall be a member ex officio

of all committees except the nominating committee; and shall coordinate the work of the PFSA chairs and committees of the association in order that the Objects may be promoted.

Section 1 The duties of the Representatives and Chairs shall be to transact emergency business in the interval between the board meetings.

Section 2 The majority of the Representatives and Chairs shall constitute a quorum.

Section 3. Meetings of the Representatives and/or Chairs/Committees shall be held as needed.

Section 4: A synopsis of the discussions held during these officer meetings will be presented at the next Board meeting.

Section 5. All Representatives and Chairs shall:

- a. Perform the duties outlined in these bylaws and those assigned from time to time.
- b. If the Representative should resign, the succession will be as follows: the second Representative will assume the role of the first.
- c. If there is a resignation of other representatives or chairs, the Administration or Board will appoint an interim replacement for the vacancy and then, the vacancy will be posted, nominations will be taken, and the position will be filled by approval at the next board meeting.
- d. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the PFSA Representatives, without delay, all records, books, and other materials pertaining to the position, and shall return to the Sterling Administration, without delay, all funds pertaining to the position.

Article VII: Budget

- a. PFSA budgets and monies shall be incorporated into the development budget overseen by the Sterling Administration.
- b. Committee and chairs shall be responsible for tracking all monies raised in activities, received as contributions, or otherwise acquired and belonging to the association to promote and implement a program of services, projects and other activities approved, adopted and directed by the membership of the association.
- c. All expenses should be submitted to the Development office for approval and reimbursement.

Article VIII: The Board

Section 1.

a. The PFSA board shall consist of the administrative representatives of the association, the chairperson of standing committees, and the Sterling administration liaison

Section 2. The duties of the PFSA board shall be: (a) to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association; (b) to oversee Sterling administration-approved standing and special committees; (c) to evaluate the plans of work of the standing committees; (d) to present a report at the regular meetings of the association; (f) to prepare and submit to the association for adoption a budget for the year; (g) to approve routine bills within the limits of the budget.

Section 3. Regular meetings of the PFSA board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the PFSA board members shall constitute a quorum. Special meetings of the board may be called by the Representatives or by a majority of the members of the board, five (5) days' notice being given.

Article IX: Meetings

Section 1. Regular meetings of the entire PFSA Board shall be held each quarter during the months of August, January, and April, at a regular date, time and location to be established by the board. Five (5) days notice shall be given to change the date of a regular meeting. It is recommended that PFSA Committee meetings be held a minimum of three times throughout the school calendar year and may be held in conjunction with PFSA events. Notice of the meeting date, time and location shall be given at least five (5) days prior.

Section 2. The PFSA Representatives or a majority of the board may call special meetings, five (5) days notice having been given.

Section 3. The annual meeting shall be in April.

(At an annual meeting, the officers' and standing committees' annual reports are in order along with any items of business that the bylaws may prescribe.)

Article X: Committees & Chairs

Section 1. The board may create such standing committees, as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chairperson shall be one year or until the selection of a successor.

Section 2. The chairperson of each standing committee shall present a plan of work to the PFSA board for approval. No committee work shall be undertaken without the consent of the PFSA board.

Section 3. The power to form special committees and appoint their members rests with the association, in partnership with the Sterling Administration. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when the work is done and its final report is received.

Section 4: In addition, there may be a Finance Committee, which may serve as advisor to the Board on matters relating to the financing of the Board's administration and that of its program. The committee shall include the Finance Chair, the PFSA Representatives, and the Sterling Administration liaison; the Chairpersons of any money raising activities, and such other members as shall be designated by the Chairperson of the Finance Committee.

Article XI: Fiscal Year

The fiscal year of this association shall begin on July 1 and end on the following June 30.

Article XII: Amendments

Section 1.

- a. These bylaws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least fourteen (14) days prior to the meeting at which the amendment is voted upon.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds vote of the board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c. These bylaws stand as amended this day, April 21, 2021.