

BYLAWS OF THE
MARIN MONTESSORI SCHOOL PARENTS' ASSOCIATION

ARTICLE 1: NAME

The organization hereby adopts the name "Marin Montessori School Parents' Association," which shall be commonly abbreviated as "MMS PA" or "PA".

Members of the Parents' Association, the parents and guardians of current MMS students", are referred to herein as "Members".

The school itself, Marin Montessori School, is referred to herein as "MMS".

When mentioned collectively, the Board of Trustees, Faculty, staff, students, parents and guardians are referred to herein as the "MMS Community".

ARTICLE 2: PURPOSE STATEMENT

The purpose of the Marin Montessori School Parents' Association is to foster and celebrate a strong sense of community among Members outside of the classroom environment via a flexible infrastructure that supports a wide variety of ways for Members to participate in school life in a meaningful way and offer their time and talents to the MMS Community. The MMS PA pledges to support Marin Montessori School's administration, faculty and Board of Trustees ("BOT") in carrying out the mission of the school, which is to nurture the development of each student in the community to his or her potential - an independent, responsible, compassionate, learned individual who thinks critically and realizes clearly his or her role in the world.

The MMS PA will contribute to the MMS Community by:

- Encouraging and coordinating volunteerism among Members
- Organizing social and service-oriented activities in concert with the policies of the BOT and MMS administration
- Promoting the sale of school spirit-related items
- Facilitating communication within the MMS Community on matters that are of interest to the Members

The MMS PA reports directly to the Head of School ("HOS"). The Head of School has final approval and authority for all PA activities.

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ARTICLE 3: GENERAL MEMBERSHIP

Section 3.1 Eligibility

All parents and legal guardians who have at least one child enrolled and are in good standing with MMS shall be eligible as Members of the MMS PA with all rights of membership. Membership is automatically resigned upon termination of enrollment.

Section 3.2 Responsibilities

All Members shall make a reasonable effort to:

- Maintain current contact information with MMS for the purposes of meeting notification and general communications..
- Engage proactively in PA activities and volunteer opportunities that support the Purpose of the PA and the Mission of MMS.
- Communicate openly and in good faith with the PA Executive Committee and PA Leadership Team regarding questions, suggestions or concerns about PA activities.

ARTICLE 4: EXECUTIVE COMMITTEE

Section 4.1 Organizational Structure

The MMS PA shall be governed by a six-member Executive Committee ("PAEC"). The PAEC members include the offices of President, Volunteer Coordination Chair, Community Engagement Chair, Good Works Chair, Events and Socials Chair, and PA Marketplace Chair; these six officers are to be parents and/or guardians of children currently enrolled and in good standing at MMS. The six PAEC officers hold voting positions within the Executive Committee. If an item being considered by the PAEC requires a vote, action may be taken by a simple majority of the members present for the vote.

The PAEC shall provide general guidance for the MMS PA and make an annual determination of the financial and volunteer resources needed to support MMS PA activities for each school year. Each officer will fulfill the responsibilities of their office according to the MMS PA Operations Manual, maintained and updated by the President.

The Executive Committee shall be responsible for general oversight, management, and governance of the MMS PA. These duties shall include, but not be limited to, the following:

- Designing and successfully implementing programs that are consistent with the purpose of the PA as defined in Article 2 above
- Developing and reviewing all budgets and revisions thereto prior to submitting such matters to the MMS Director of Finance

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- Seeking nominees for PAEC Officers
- Reporting annually to the HOS on PA activities
- Making appropriate recommendations on matters to be acted on by the Members, BOT or MMS Faculty or Staff
- Reviewing all proposed revisions to the MMS PA Bylaws prior to submitting to the HOS and MMS BOT for approval

Section 4.2 Appointment of the President

The President of the MMS PA shall be appointed from among the PAEC Officers who have already served one year on the Executive Committee. The MMS Head of School shall make the appointment after conferring with the existing MMS PA President, Chairperson of the MMS BOT. The appointment shall be made no later than March 31 of any school year, for the term of office to begin July 1 in the same year.

In the event no current PAEC officer is available for appointment, a member of the current PA Leadership Team shall be considered for appointment. If no such candidate is available, the position may be opened to nominations and the appointment will be made consistent with the process outlined in the above paragraph.

Section 4.3 Appointment of Executive Committee Officers

On or about April 1 of each year, the MMS PA shall initiate an open application period for Members to apply for positions being vacated June 30. Once applications have been received, a nominating committee shall convene to evaluate all candidates and choose the persons they feel are best suited to fill the open positions. Preference will be shown for Members who have met their volunteer commitment to MMS. The nominating committee will include the Head of School, the current PA President, the incoming PA President, and two additional Members at large who will be chosen by the Executive Committee to provide balance to the nominating committee.

By April 15 the nominating committee shall present a recommendation for new officers to the Executive Committee for ratification by majority vote of the PAEC.

By April 30 the Executive Committee shall present a recommendation for the new slate of officers of the to the Head of School for final approval.

New PAEC officers shall begin their terms July 1. Outgoing officers shall work in good faith with the new PAEC Officers to ensure an orderly transition.

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Section 4.4 Eligibility and Terms

4.4.1 Eligibility

Officers must be eligible Members at all times, as defined hereinabove, and in good standing with MMS. Any officer shall be deemed to have resigned effective the first date that all of their children are no longer enrolled in MMS.

4.4.2 Officers and Terms

The President shall be appointed for a one-year term after completing a minimum of one year on the Executive Committee. Upon completing the one-year term, the President is eligible to serve in a non-voting advisory Ex-Officio role to the PAEC for a one-year period. The HOS may appoint the sitting President for one additional one-year term, at his or her discretion.

The Volunteer Coordination Chair, Socials & Events Chair, Good Works Chair, Community Engagement Chair, and PA Marketplace Chair shall be appointed for two-year terms. For continuity within the Executive Council, to the extent possible the appointments shall be staggered such that their terms begin in alternate years.

All terms shall begin on July 1 of the year in which the appointment is made. All officers are limited to one consecutive term on the PAEC, except in the case of a sitting officer who has completed their two-year term being appointed to serve an additional one-year term as President.

4.4.3 Dismissal and Resignation

All PAEC officers serve at the pleasure of the Head of School.

The HOS may dismiss any officer at his/her discretion for reasons included, but not limited to, failure to act in the best interests of the school, and/or for failure to perform the duties of their positions.

A PAEC officer or member of the PA Leadership Team may resign upon written notice to the Executive Committee. An officer or chairperson may resign from office for various reasons, including accepting a different position on the PAEC.

In the event that an officer must resign or be dismissed mid-term, a successor will be appointed by the PAEC, with approval of the HOS, for the remainder of the term and the successor is eligible to serve a total of two years on the PAEC.

In the case of resignation or dismissal of the President, the Chairman of the BOT and the MMS Head of School shall appoint a new President to serve the remainder of the term.

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Section 4.5 Responsibilities

4.5.1 President

The President shall oversee the work of the Marin Montessori School Parents' Association and its Executive Committee and Leadership Team. Specific duties include:

- Work with the Head of School, the school's business manager, and the BOT Finance Committee as needed to develop an annual budget for MMS PA activities.
- Plan and execute Parent University in cooperation with the DOE
- Act as the MMS PA liaison to the MMS administration, faculty and BOT
- Supervise the work of the PAEC and Leadership Team
- Preside over MMS PA General Meetings and Forums, as needed
- Ad-hoc projects
- Other duties as assigned by the Head of School

4.5.2 Volunteer Coordination Chair

The Volunteer Coordination Chair shall generally provide assistance and support to the President and shall be the President's representative as needed. The VC Chair works in coordination with the administration to supervise event Leads and activate volunteers for school-sponsored events. Specific duties include:

- Volunteer Activation- Volunteer guide and Get Involved communications
- Ad Hoc projects at the request of the HOS
- Other duties as assigned by the PA President
- Supervision of the following PA Leadership Team members:
 - Back-to-School Night volunteer coordination
 - Community-Open House volunteer coordination
 - Recruitment of Parent Ambassadors in cooperation with the Director of Admissions

4.5.3 Socials and Events Chair

The Socials and Events Chair is generally responsible for supervising events Leads in planning and executing MMS PA social events on and off campus. Specific duties include:

- Organize regular PA Member coffees
- Other duties as assigned by the PA President
- Supervision of the following PA Leadership Team members:
 - Parent Socials
 - Family Socials
 - Spring Fling

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4.5.4 PA Marketplace Chair

The PA Marketplace Chair shall generally supervise the PA Leads of MMS PA programs that support school spirit and generate modest funds for MMS. Specific duties include:

- Promotion of Easy Money programs and events
- Other duties as assigned by the PA President
- Supervision of the following PA Leadership Team members:
 - Production and Sales of Spirit Wear
 - Production and sales of the Memory Book
 - Coordination of Book Browse in cooperation with DOE

4.5.5 Community Engagement Chair

The Community Engagement Chair is generally responsible for MMS PA activities that connect Members individually and in smaller groups throughout the year. Specific duties include:

- Act as the liaison to MMS classroom parents
- Other duties as assigned by the PA President
- Supervision of the following PA Leadership Team members:
 - Facilitate Interest Groups
 - Recruit and mobilize Care and Concern volunteers
 - New Parent Liaison

4.5.6 Good Works Chair

The Good Works Chair is generally responsible for MMS PA activities that promote service to our local communities. Specific duties include:

- Book Drive
- Other duties as assigned by the PA President
- Supervision of the following PA Leadership Team members:
 - Coastal Clean-up
 - Thanksgiving Food Drive
 - Ring Mountain Clean-up

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ARTICLE 5: PA LEADERSHIP TEAM

Supporting the Executive Committee will be a team of Member volunteers who agree to be chairpersons (PA Leads) for the various events and groups formed to further the purpose of the MMS PA . These PA Leads will collectively be referred to herein as the "PA Leadership Team" or "PALT". The PA Lead positions are subject to change as needed, but currently include:

- Back to School Night
- Parent Ambassadors
- Spring Fling
- Memory Book
- Spirit Wear
- Care and Concern
- Coastal Clean-up
- Ring Mountain Clean-up
- Community Open House
- Parent Socials
- Family Socials
- Book Browse
- Interest Group
- New Parent Liaison
- Thanksgiving Food Drive

The PA Executive Committee appoints PA Leads by May 31 of each year, based on the completion of current PA Lead terms. Preference is given to Members with recent experience volunteering for each specific event or program. PA Leads shall serve for a term of one year, beginning on July 1 and ending the following June 30. A PA Lead shall serve a maximum of two successive terms in the same position. Additional PA Lead positions may be necessary for Ad Hoc projects and will be appointed by the PAEC as needed.

The PA Leadership Team shall ensure that the activities of the various committees, clubs, or other groups set each school year by the Executive Committee are carried out. This may include soliciting and coordinating volunteers, overseeing expenses and publicity, and determining facility and supply needs for various activities.

PA Leads shall maintain relevant documentation regarding their activities. Each PA Lead is responsible for keeping expenses within budget in order to ensure reimbursement for all expenses. Responsibilities specific to each PA Lead shall be specified annually by the Executive Committee, as documented in the PA Operations Manual.

ARTICLE 6: FUNDING

The MMS PA shall receive funds annually through the MMS budget. The MMS PA President shall create an annual budget and submit to the HOS for approval. The President shall report and track expenditures for MMS PA activities in cooperation with the MMS Director of Finance.

Any funds raised by the efforts of the MMS PA are raised on behalf of Marin Montessori School and shall be deposited in the school's operating-budget account.

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ARTICLE 7: MEETINGS & COMMUNICATION

Section 7.1 Executive Committee Meetings

The Executive Committee will hold its own meetings as necessary to provide supervision and guidance for the MMS PA. The PAEC will meet at least one time per month during the school year.

Section 7.2 Member Meetings

The MMS PA shall convene a minimum of two Member meetings throughout the school year. The MMS PA shall attempt to meet the needs of the entire Member community by alternating daytime and evening meetings. As Members of the MMS PA, all Marin Montessori School parents are invited to each Member meeting. The Executive Council shall set a schedule for general meetings for the coming school year, and shall ensure that this schedule is published in the school calendar.

Section 7.3 Special Meetings

Special meetings of the Members may be called by the Executive Committee, with notice regarding the date, time, location and purpose to be given to Members at least seven (7) days prior to the meeting. The notice period may be waived if the circumstances are deemed appropriate by the HOS.

Section 7.4 Meeting Notices

Notice of regular and/or special meetings of the Members may be provide by any or all of the following means: MMS website, MMS Thursday Bulletin and/or through broadcast emails to MMS parents/guardians. Members shall be individually responsible for ensuring that their own email information is on file with MMS and is accurate.

Section 7.5 Communication

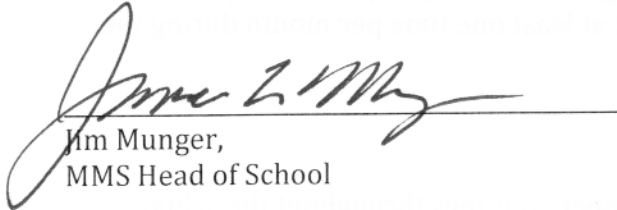
The PAEC will make a reasonable effort to solicit and consider the input of the General Membership. The PA will seek to facilitate Members' proactive participation in the PA through transparent communication of its by-laws, officers, projects, project leaders, calendar and opportunities for volunteer involvement through the MMS website.

ARTICLE 8: AMENDMENTS

These bylaws may be amended as necessary by unanimous vote of the Executive Committee, with final approval of the HOS and MMS BOT.

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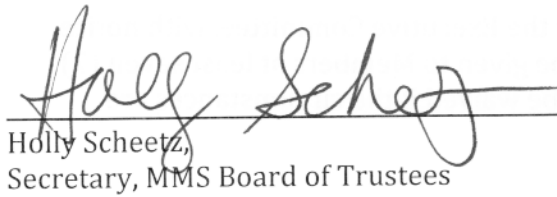
Approved and executed herein by:


Jim Munger,
MMS Head of School

May 11, 2011
Date


Jeff Snipes,
President, MMS Board of Trustees

MAY 11, 2011
Date


Holly Scheetz,
Secretary, MMS Board of Trustees

May 11, 2011
Date