



*Montessori*  
Central Kitsap  
Parents Association

2024 Edition

Central Kitsap Montessori Parents Association

**BYLAWS**

### **Montessori Parents Association**

Understanding that parents are our children’s first teachers, the Central Kitsap Montessori Parents Association (CKMPA) will work diligently to model Montessori philosophy as a way of life for our children. We will honor those who initiated the Central Kitsap (CK) Montessori Program in Central Kitsap School District (District) by committing ourselves to ensure it continues in the District. We will remain true to the ideals of Maria Montessori and support our teachers as they continue to provide high-quality Montessori education in the public-school setting.

### **CK Montessori Advisory Council**

The purpose of the CK Montessori Advisory Council (MAC) is for CK Montessori teachers to work in conjunction with the CKMPA Board to identify needs--volunteer or financial--and help teachers prepare high-caliber and engaging educational material and opportunities for our students while ensuring all district mandates are met. The MAC advises the CK Montessori program and advocates for the integration of the Montessori philosophy and curriculum with district and state standards. It communicates the financial needs of the program, including Montessori instructional materials and staff development, to the CKMPA. The MAC works with the District Community Relations, the school Principal, and the CKMPA to promote the program, publicize the application/enrollment process, and support community education about Montessori. The MAC also assists the District in the recruitment of Montessori-trained teachers, if needed.

## **CKMPA BYLAWS**

1. The **NAME** of this organization shall be Central Kitsap Montessori Parents Association (CKMPA).
2. The **PURPOSE** of the CKMPA shall be to:
  - Provide an organizational structure for volunteers to support the Central Kitsap (CK) Montessori program;
  - Coordinate events that bring the Montessori community together;
  - Raise funds to enhance curriculum and provide additional learning resources and opportunities for CK Montessori students;
  - Provide a strong communication link between staff, CK Montessori families, and the District; and
  - Coordinate activities of standing and ad hoc committees.
3. There is no annual membership fee; all parents/guardians of students enrolled in the CK Montessori program are members of the CKMPA but do not hold voting privileges.
4. CKMPA is a State of Washington non-profit corporation organized under UBI **#601-910-487**.
5. CKMPA is a 501(c)(3) tax-exempt organization under **federal tax ID #91-1931922**.
6. CKMPA must have the following elected positions in order to be in compliance with our 501(c)(3) status per the State of Washington: President, Vice President, Secretary, and Treasurer. It is strongly encouraged to have the following appointed positions filled each year: Auction Chair, Events Coordinator, Fundraising Chair, Garden Chair, Newsletter Editor, and Volunteer Coordinator. Additional appointed positions may be added or removed at the discretion of the CKMPA Board. Additional appointed positions may be found in the CKMPA Policy Manual.
7. All Board positions are volunteer and shall receive no compensation. Should a Board member make an approved expenditure in support of the CK Montessori program, the member may submit the expense to the Board for reimbursement.
8. The **ELECTION** of the following positions (*President, Vice President, Secretary, and Treasurer*) shall take place at the May CKMPA Meeting. Nominations may be taken from the floor. If the position(s) run unopposed, the position(s) will be confirmed at this meeting.
9. The **APPOINTMENT** of the following positions (at minimum) shall be take place at the June CKMPA Meeting: *Auction Chair, Fundraising Chair, Newsletter Editor, and Volunteer Coordinator*. Nominations may be taken from the floor. An election may take place if there is more than one interested person in the position. If the position(s) run unopposed, the position(s) will be confirmed. All remaining open appointed positions shall be filled throughout the summer and by the Fall General Meeting.
10. There must be a quorum (simple majority = 50% + 1) in order to hold a vote at a meeting. All Board members each have a single vote. A vote will pass with a simple majority. Guests may attend meetings but cannot vote.

11. The Secretary must take minutes at each meeting to maintain a record of proceedings. Minutes shall be housed electronically on the CKMPA Google Drive, unless otherwise decided by the Board members. Minutes from each meeting shall be sent to all Board members for review within one (1) week of the meeting.
12. The MAC shall consist of: CK Montessori teachers, the school Principal, and elected CKMPA Board members, all with privilege of voice and vote. All Board members are invited to attend.
13. MAC meetings will be held quarterly.
14. CKMPA Board member meetings shall be held monthly. Semi-annually, the CKMPA shall hold General Meetings for the entire CKMPA membership. It is recommended that these meetings occur once in the fall and once in the spring.
15. All checks, drafts, or other orders for the payment of money issued in the name of the CKMPA shall be signed by the Treasurer. The CKMPA bank account shall have the Treasurer and one other elected officer as signers.
16. The Treasurer shall prepare a proposed budget for approval by the CKMPA Board members by September 1 of each school year. The final budget shall be voted on and approved by October 1. The CKMPA fiscal year runs July 1 to June 30. A monthly Treasurer's report shall be submitted to the CKMPA elected members in writing and will include: income, itemized expenditures, and current balances. CKMPA elected members may reallocate funds up to \$500.00 without calling for a vote on a revised budget.
17. CKMPA Board members shall at any time deemed necessary create an audit committee consisting of three (3) persons appointed by the CKMPA Board members. The audit committee shall review all CKMPA financial documents and Treasurer record-keeping. The CKMPA Treasurer may not be a member of the audit committee.
18. The CKMPA Bylaws shall be reviewed annually and approved by November 1.
19. The CKMPA Bylaws may be amended by a simple majority of Board members.
20. Upon the dissolution of the CKMPA, its assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the IRS code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of or shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.