

# BY-LAWS OF THE NOKOMIS MONTESSORI NORTH PARENT TEACHER ORGANIZATION

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*General Meeting of the PTO*



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## PREAMBLE

The major purpose of the Nokomis Montessori North PTO is to promote the welfare of children and youth in the Montessori program by providing parents, teachers, and administrators with a collaborative organizational environment to further the interests, goals and needs of Montessori education in the St. Paul Public Schools.

## OBJECTIVES

1. To encourage the broad participation, collaboration, and cooperation of parents/guardians, teachers, administrators, and interested community residents in promoting the welfare of children and youth in home, school, and community.
  - a. The Steering Committee of the PTO shall dedicate itself to include parents/guardians of students of all color in the functions of the Steering Committee by recruiting officers and other members who are representative of the student population of the school.
2. To provide a forum for addressing concerns and problems affecting Montessori education.
3. To help plan, support, and implement the Montessori program in an advisory capacity.
4. To advise the Principal and the St. Paul Board of Education, and to fully participate in vital matters affecting the Montessori program.
5. To develop resources to address school needs within context of Nokomis Montessori North school vision, school improvement plans, site-based operational parameters, and other overarching school policies.
6. To encourage and provide education for parents/guardians, teachers, administrators and interested community members for furthering the understanding of the needs and goals of Nokomis Montessori North and the Montessori Philosophy.

## ARTICLE I MEMBERSHIP

### SECTION 1. GENERAL PTO MEMBERSHIP

Membership of the PTO shall include Nokomis Montessori North parents/guardians, teachers, administrators, and any community residents who have demonstrated interest and support for Montessori education in the St. Paul Schools.

### SECTION 2. PTO STEERING COMMITTEE MEMBERSHIP

Membership of the PTO Steering Committee shall include the officers, PTO At Large Committee Chairs, Representatives of other active school groups/committees, Nokomis North Principal and three Nokomis North staff.

### SECTION 3. VOTING

- A. **Voting at PTO Meetings.** The right to vote at PTO meetings is universal to all adult members attending. No one shall be denied membership or the right to vote or any other participation



or consideration due to race, gender, religion, national origin, or any other impermissible basis of discrimination.

- B. **Voting at Steering Committee Meetings.** The right to vote at Steering Committee meetings is universal to all members of the Steering Committee present.
- C. **Method of Voting.** Voting shall normally occur as a voice vote or show of hands. Except as otherwise stated in these by-laws, a simple majority vote will carry. Voting may be held as a secret written ballot if approved by a majority of those in attendance. Voting methods are the same for General PTO as well as Steering Committee PTO meetings.
- D. **Proxy, Absentee Voting and Ballots.** Proxy or absentee voting shall not be permitted at any organizational meeting. However, at the direction of the Steering Committee, the Secretary may conduct a formal mailed balloting of the membership. Such balloting must include clearly stated resolutions for which members are asked to vote.

## ARTICLE II STEERING COMMITTEE MEMBERS AND THEIR ELECTION

### SECTION 1. MEMBERS

The steering committee members of the organization shall be the PTO Officers, PTO Standing Committee Chairpersons, **four teachers, one from each teacher committee**, the school Principal, and representatives from other active school-wide organizations. These officers shall serve as the organization's Steering Committee. The Steering Committee may also include, if elected, an Assistant Treasurer, Assistant Secretary, an Assistant Volunteer Coordinator, and Vice-chairs of the Standing Committees. All appointed members, and vacant positions, will be posted by the PTO and made available to any person upon request.

### SECTION 2. ELECTIONS OF PTO OFFICERS, STEERING COMMITTEE MEMBERS AND VACANCIES

- A. The election of PTO officers and steering committee members shall be held each year at the final PTO Meeting for the current PTO Calendar
- B. Members shall vote for a Chairperson, Vice-Chairperson, Treasurer, Secretary, Volunteer Coordinator, Communication/Social Coordinator and Chairpersons of the Standing Committees. When possible, Assistants or Vice-Chairs will be elected to the Secretary, Volunteer Coordinator, and the Standing Committee positions. All Chairs are encouraged to set up their own committees with meeting times and a record of activity.
- C. A representative from each active school organization, such as NCAT and/or other active school-wide groups shall be selected by the members of the respective committees at the time the committee is formed. A representative will preferably be appointed at the PTO officer election meeting. Where a representative can not be appointed during the election meeting, a representative from the respective organization may be appointed by the first General PTO meeting of the new PTO Calendar.
- D. **Three(3)** representative teachers will be selected by the Nokomis Montessori North staff. Preferably, the membership of the PTO shall be given notice of the selection of these representatives during the election PTO meeting. Where the representatives can not be appointed during the election meeting, the teachers may give notice of the selection of the representatives during the first General PTO meeting of the new PTO Calendar.









































