

**SFMS Parents' Association**  
**Policies & Procedures**

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**Article 1. Membership**

Each parent and/ or legal guardian is a member of the Parents' Association (PA) and is welcomed and encouraged to attend and participate in general session meetings and events. Sponsorship forms will be maintained in order to communicate with those who choose to sponsor the PA. Sponsorship dues ( if any) shall be used to pay for the annual events as approved by the general membership to cover the nominal expenses required for the general operations of the organization including office supplies, etc. The Sponsorship dues are not required but suggested that each family participate.

**Article 2. Elected Officers & Volunteer Positions**

**President**

- Communicate with officers as necessary regarding the status of all active events and projects in order that the objectives are promoted.
- Preside at all meetings of the association.
- Maintain open and communicative relationship with administration.
- Meet with principle 1-2 times per month to discuss progress and ongoing issues/events.
- Create and distribute agenda for meetings
- Appoint chairs of standing and special committees
- Coordinate the work of the officers and committees of the association
- Outline new goals for the year

**Vice President**

- Shall support the President in any capacity
- Chair meetings in absence of the President
- Coordinate the creation and distribution of an event survey for parents and teachers regarding the success or improvement of SFMS events, and present the findings to the members at meetings designated by the PA board
- At the end of each event and prior to the year-end meeting, shall obtain all pertinent materials and information from officers and chairs/volunteers in writing
- Maintain a central file that contains copies of all event and project materials as created by officers, volunteers, chairs and distribute these to the incoming electorate and volunteer positions

### **Treasurer**

- Have custody of all the funds of the PA
- Keep a full and accurate account of receipts and expenditures
- Make disbursements as authorized by the president or executive board in accordance with the budget
- Require two signatures on all checks. Currently principle and two officers have signing authority
- Prepare a financial statement at every meeting of the PA and at other times requested by the executive board, which shall include expenditures/profits for the event or line item
- Shall turn over to the president all funds, records, books and other materials pertaining to the office upon expiration of the term of office or resignation

### **Communications Officer**

- Keep minutes at each General/Executive meetings and make available to the PA board
- Maintain Bylaw documentation and distribute as requested
- Maintain database of sponsorship
- Maintain organization and distribute articles regarding PA progress/events for the SFMS Chronicle
- Written acknowledgement to all volunteers and sponsors of the PA by way of Thank You notes and a listing in the Chronicle
- Shall turn over to the president all materials pertaining to the office upon the expiration of term of office or resignation

### **Volunteer Positions**

#### **Social Coordinator**

- Plan events to unite the Santa Fe Montessori parent community ie: ice cream social, Family restaurant nights, Parent Date Night or any other suggested by the SFMS community
- Create sub-committees as required for specific projects
- Shall turn over to the president all materials pertaining to the office upon the expiration of term of office or resignation

#### **Fundraising Coordinator**

- Generate and execute ideas to generate funds as required for major projects such as educational and playground enhancements, as well as special events
- Create sub-committees as required for projects.
- Box Top Program, Great Lakes gift cards & E-scrip program designations to be determined by needs of the school. Scholastic book fair designated to return funds to teachers to use in the classroom
- Shall turn over to the president all funds and materials pertaining to the office upon the expiration of term of office or resignation

### **PA Board Position**

- Each classroom to have designated person volunteer to come to all PA meetings
- Teacher/Room mom to decide on delegate for their classroom
- Member to attend all PA board meetings
- To act as liaison between classroom and PA board
- Shall turn over binder to the president upon expiration of term of office or resignation

### **Article 3. Elections**

Voting to be done within Parents' Association Board by consensus. Elected positions to be voted on in May for following school year. Revisions to be made yearly as needed.

### **Article 4. Meeting Protocol**

#### **Section 1. General Meetings**

- President presides over meetings
- Call to order
- Ask if anyone has any additions/corrections for the Minutes. If so, member presents for the record. These are included in the current meeting minutes under "Exceptions." If none, President asks for motion to accept minutes (Motion, second, vote)
- Review of action items from last meeting as noted in minutes.
- Presentation of New Business
- Question, Answer & Discussion by the general membership

Meetings shall be chaired by the President. In order to save time for active events, any presentation or review of past events or "old business" that does not require discussion/voting from the membership shall be submitted in writing to the attending membership and included in the minutes.

Before addressing the membership, members should say their name in order that their or suggestions. They may also offer any resolution that may be approved by the membership, providing that it is in keeping with the agenda topic as submitted in advance to the membership and that the proper protocol is met (motion, seconded, vote). If a majority determines that the topic/suggestion requires more information prior to passing any resolution, that topic will be added to the agenda at the next general meeting as described in Section 3.

During the final portion of the meeting (Q& A / Discussion), any member(s) in attendance may raise any topic for discussion.

## **Section 2. Minutes**

- Documented by the Communications officer
- Available to general membership (via email, web or hard copy request) no later than five days after a meeting
- Will include any written submissions made to the general membership
- Any exception (noted by any member) to any inclusion or omission may be presented at the start of the next meeting. See Article 6, Section 1. Meeting Protocol.

## **Section 3. Agenda**

- See above Section 1. (Meeting Protocol) for content
- Created by the Executive Committee from general organizational business at the end of the previous meeting (Volunteer requests, project proposals etc)
- Any member may submit a topic for the agenda to the Executive
- Any items requiring voting by the membership will be detailed and distributed together with the agenda or separately no later than seven days before vote
- The final agenda must be distributed to the general membership

## **Section 4. Voting during general or special meetings**

Any motions or submissions made during the course of a meeting will be voted on by a show of hands. Prior to voting, should any member present feel that the motion tabled requires the input from the whole membership at large; they will put forth a motion to create a general vote. The membership present will then vote, by a show of hands (facilitated by the raised will)

President) whether or not to table the topic at hand with the entire membership or vote only with those in attendance.

If the majority determines that a general vote is required, then a ballot stating the motion will be created and a general vote will commence as per the Election standards in Article 5, Section 2. Should this be defeated, the motion tabled will proceed and be determined by those in attendance.

## **Article 5. Fiscal Policies**

### **Section 1. Policies**

All funds must be used or spent by this requirement the end of the calendar school year. Should a project not be able to be paid in full, the money raised will be used as a down-payment or deposit to fulfill the obligation...

All fundraisers shall describe the general project(s) that will benefit and amount of funds being raised (i.e. for every photo sheet sold, the school will receive \$X).

SFMS funds acquired under Sponsorship may be used as "seed money" to pay for the events and must be reimbursed upon completion of the event.

### **Section 2. Disbursement of Funds:**

All budgeted expenditures may be disbursed by the Treasurer if in accordance with the current approved budget. Un-budgeted items, which exceed \$100 or those amounts that are not in accordance with the budget may be disbursed only after receiving approval of the general membership through a regular meeting vote.

## **Article 6. Annual Calendar**

### **General Monthly Calendar**

- Agenda set by the Executive at Monthly meeting for the next meeting
- Agenda sent to membership in advance of meeting
  
- Meeting Date
- Minutes distributed no later than 5 days after meeting date

### **Annual Event Calendar**

#### **September**

- Monthly Meeting: (1st meeting of the school year). President requests volunteers for open Event Chair and other positions.
- General Membership brainstorm for new projects, events & fundraising ideas.
- President assigns volunteers to follow up on ideas and present at the October meeting. New activities may be added any time that the membership votes to include a new event.

#### **October**

Agenda as set by Executive

#### **November**

Agenda as set by Executive

#### **December**

Agenda as set by Executive

#### **January**

Agenda as set by Executive

#### **February**

Agenda as set by Executive

#### **March**

Agenda as set by Executive

#### **April**

Agenda as set by Executive which will include:

- 1st week -Review events with parents and teachers via a survey (created by the Executive) to determine which were successful and which to adjust or drop

#### **May**

- Election of new Officers in first week of the month
- Agenda as set by (Outgoing) Executive which will include:
  - Budget Presentation
  - Installation of new Executive Members
  - Presentation of the survey findings and brainstorm with parents for new ideas
  - Call for volunteers for Social, Fundraising, and Assembly Coordinators

#### **June**

- Agenda as set by (New) Executive which will include:
  - Vote in tentative events and election of Event Chairs
  - Set tentative schedule for next year so that President may check w/ church as to availability.

**July** No meetings

**August** No meetings

6/10-updated.