



“Follow the Child.”
– Maria Montessori

SCAMC

Bylaws

**Spokane Community Advocates
for a Montessori Curriculum**

Notice of Nondiscrimination Spokane Public Schools

Spokane School District No. 81 does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment or employment in, its programs and activities. The people listed below have been designated to handle inquiries regarding nondiscrimination policies, compliance efforts, and discrimination complaints or concerns. They can be reached at the school district office, 200 North Bernard Street, Spokane, WA 99201-0282.
Ivan Bush, Equal Opportunity Officer, (509) 354-7344
Dave Petty, 504 Officer, (509) 354-7207
Randy Ryan, Title IX Officer, (509) 354-7348
Mark Anderson, ADA (Americans with Disabilities Act) Officer,
(509) 354-7272

SCAMC Bylaws

Complete Revision: December 2001

ARTICLE 1 OFFICES

SECTION 1. PRINCIPAL OFFICE

The principal office of SCAMC (Spokane Community Advocates for a Montessori Curriculum) is located in Spokane County, State of Washington.

SECTION 2. CHANGE OF ADDRESS

The Board of Directors may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these Bylaws:

P.O. Box 1181, Spokane, Washington 99210-1181

Dated: _____, 20____

_____ Dated: _____, 20____

_____ Dated: _____, 20____

_____ Dated: _____, 20____

_____ Dated: _____, 20____

Article 2 NONPROFIT PURPOSES

SECTION 1. IRC SECTION 501 (c) (3) PURPOSES

This corporation is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code.

SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES

The specific objectives and purposes of SCAMC shall be:

- A. To develop a vision and strategic plan regarding the future direction of the Spokane Public Schools Montessori Program.
- B. To increase access to an Association Montessori Internationale, hereafter known as AMI, education to students of Spokane Public Schools.
 1. By increasing the number of classrooms to a predetermined schedule based on student demand and availability of teachers.
 2. By assisting in the hiring process of AMI trained teachers qualified to teach ages ranging from 3 to 14.
 3. By offering informational and other support to those willing to obtain the appropriate AMI training.
- C. To coordinate and facilitate communication to all established sites.
- D. To provide support and ensure equal opportunities to teachers at all sites.
- E. To facilitate program objectives and common activities at all sites.
- F. To serve as a focus for public relations with Spokane Public Schools and the general community.
- G. To provide for program evaluation.
- H. To provide a forum to address issues and/or concerns raised by its membership (all teachers and parents of students in the program).
- I. To outline the duties and responsibilities for each officer and member.

ARTICLE 3 DIRECTORS

SECTION 1. NUMBER

SCAMC shall have no less than ten directors, and collectively they shall be known as the Board of Directors. In addition to these ten plus directors, an AMI Montessori teacher representing each school(s) housing the Spokane Public Schools AMI Montessori Program therein shall also serve as a director.

SECTION 2. QUALIFICATIONS

- A. Directors shall be appointed from their individual Spokane Public Schools AMI Montessori School Parent Groups. Parent groups from each site will appoint an equal representation to serve as Board of Directors. Montessori teachers employed with the Spokane Public Schools are also eligible to serve as directors.
- B. Board of Directors may unanimously choose to invite individuals with past Spokane Public Schools AMI Montessori involvement to serve as a SCAMC director.
- C. The Immediate Past-President shall serve on the Board as an advisor in a non-voting capacity and remain available to assist the President in any necessary manner.

SECTION 3. DUTIES

It shall be the duty of the directors to:

- A. Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws.
- B. Act in the interest, and at the recommendation, of the parent group committees, being held accountable to the parent group committees for any and all action taken by the Board and any of its directors.
- C. Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of SCAMC.
- D. Supervise all officers, committees, agents, and employees of SCAMC to assure that their duties are performed properly.
- E. Review the job description for teachers and make recommendations to the principal and the Human Resources department.
- F. Coordinate with Spokane Public Schools in the announcement of any financial support that may be given to teachers in training.
- G. Manage the expenditures of SCAMC funds. It will approve all expenditures related to operations of the program.
- H. Meet at such times and places as required by these Bylaws.
- I. Inform the secretary of the corporation of any change in address or telephone number.

SECTION 4. TERM OF OFFICE

Each director shall hold office for a period of two years beginning July 1. A member may serve a third year or longer with unanimous approval by the Board. Terms will be staggered.

SECTION 5. COMPENSATION

Directors shall serve without compensation. They shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties.

SECTION 6. PLACE OF MEETINGS

Until the time at which all Spokane Public Schools AMI Montessori Schools have one central location, meetings shall be held at Spokane Public Schools Administration Building, 200 N. Bernard, or another place as designated from time to time by resolution of the Board of Directors.

SECTION 7. REGULAR MEETINGS

- A. Regular meetings of the directors shall be held no less than six times per year. Dates and times are to be decided by the Board.
- B. Board meeting date and time shall be made known to the membership and all appropriate Spokane Public Schools administration staff prior to the first meeting of the current school year. Meeting notices will be published in the individual school's newsletter. No personal notices will be sent except in the case a special meeting has been called.
- C. All regular board meetings shall be open to the SCAMC membership, and any invited guests. Permanent invitations should be extended to principals of Spokane Public Schools, which house the AMI Montessori Program and Spokane Public Schools central administrators who have responsibility for the AMI Montessori program.
- D. The length of time an invited guest is to remain at the Board meeting shall be determined by the Board.
- E. AMI Montessori teachers employed to teach in the Spokane Public Schools AMI Montessori Program shall send a representative from each school to be present at each SCAMC meeting.
- F. General meetings of the membership will be called throughout the year as deemed necessary by the Board.

SECTION 8. VOTING

- A. Each director holds voting rights and privileges counting as one. Each Spokane Public Schools AMI program site votes once through the AMI teacher representing said program. The president votes only in case of a tie. The past-president position has no voting privileges.
- B. A quorum shall consist of 50% plus one of the members of the Board of Directors. Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.
- C. Any major decision that will greatly affect the general membership will need to be voted on by the general membership. Votes shall take place after any discussion, at a general meeting or by mail. Any vote must have consensus of the general membership as determined and communicated by the Board to the general membership.

SECTION 9. VACANCIES

Vacancies on the Board of Directors shall exist (1) upon the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased. Any board member absent for more than two consecutive board meetings will be replaced through appointment by the Board at the next regular board meeting and approved by the individual Spokane Public Schools AMI Program SCAMC parent committee.

The above matter will be dealt with at the discretion of the Board as needed.

SECTION 10. NON-LIABILITY OF DIRECTORS

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

SECTION 11. INSURANCE

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any AMI Spokane Public Schools teacher employed as teacher in the Spokane Public Schools Montessori Program.

ARTICLE 4 OFFICERS

SECTION 1. DESIGNATION OF OFFICERS

The officers of SCAMC shall be President, Secretary, and Treasurer. SCAMC may also have other such officers with such titles as may be determined from time to time by the Board of Directors.

SECTION 2. QUALIFICATIONS

Any member of the Board of Directors.

SECTION 3. ELECTION AND TERM OF OFFICE

Elections for Board officers shall take place annually. Each officer will serve a two-year term. Each term will begin on July 1. The office of President will serve one year as President-Elect, and one year as President. All rules pertaining to the Board of Directors also apply to the Board officers.

SECTION 4. DUTIES OF THE PRESIDENT

- A. Is responsible for the filing of the annual report with the Secretary of State and maintains and submits any and all such documents as required by law.
- B. Prepares the agenda for meetings.
- C. Presides at all Board of Directors meetings.
- D. Appoints committee chairs except the parent committee chairs. These chairs are appointed, elected, or chosen by the individual school parent group.
- E. Prepares annual calendar of meetings.
- F. Reviews the numbers of student enrollments/re-enrollments and makes these available to the individual school's parent group chair and the school's principal.
- G. Reviews all public notices concerning the Spokane Public Schools AMI Montessori Program for media releases.
- H. Develops and maintains SCAMC archives, aids in the preparation of the annual report, reviews treasurer's records, teacher loan contracts, parent newsletters, agendas, minutes of meetings, and other pertinent documents.
 - 1. Requests purchases from the Spokane Public Schools print shop.
- J. Informs the general membership about upcoming events and activities.
- K. Oversees the Spokane Public Schools Montessori enrollment procedures by reviewing printed material, communicating with involved schools' principals and central staff administrators on enrollment qualifications, meeting dates, and deadlines, and facilitates this process.
- L. Maintains and facilitates communication and the transfer of information between the Board of Directors, committee chairs, Spokane Public Schools, the SCAMC membership, and the community at large.
- M. Is responsible for seeing to the implementation of joint interests amongst the Spokane Public Schools AMI Program parent committees, especially those advocating for the continuation and expansion of AMI programs within Spokane Public Schools.
- N. Signs all contracts and obligations authorized by the Board of Directors.

SECTION 5. DUTIES OF PRESIDENT-ELECT

- A. Presides in the absence of the president.
- B. Chairs the nominating committee.
- C. Serves as ex-officio member of all committees other than the nominating committee.
- D. Assumes the presidency the following year.
- E. Reviews all treasurer, SCAMC, and parent committee records semi-annually.
- F. Assists with the enrollment process.
- G. Coordinates the re-enrollment process for the coming year.
- H. Initiates the telephone tree.
- I. Assists the president.

SECTION 6. DUTIES OF THE SECRETARY

- A. Records the minutes of both Board meetings and the general membership meetings and prepares a copy of the minutes for distribution to each family enrolled in the program on a timely basis.
- B. Acts as custodian of the records by keeping a notebook of all original minutes signed and dated, Bylaws, Articles of Incorporation, all official documents, and a current listing of all SCAMC members.
- C. Handles the correspondence of SCAMC.
- D. Develops and maintains a collection of publications relevant to the program. This includes press releases, noteworthy articles, committee reports, and documents submitted at meetings. All materials are dated with date received and state any further action taken.
- E. Will submit the minutes and official documents to any SCAMC general member or committee chair for inspection, as is their right.
- F. Schedules the use of any and all meeting rooms.

SECTION 7. DUTIES OF TREASURER

- A. Has charge and custody of, and is responsible for, all funds of SCAMC, and deposit all such funds in the name of SCAMC in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- B. Receives and gives receipt for, moneys due and payable to SCAMC from any source whatsoever.
- C. Keeps and maintains adequate and correct accounts of SCAMC business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- D. Provides a financial report for each scheduled Board meeting;
- E. Exhibits at all reasonable times any and all financial information and records concerning SCAMC to any Board member and general member on request.
- F. Prepares or aids in the preparation of any financial statement to be included in any required reports.
- G. Obtains signature cards for new Board members prior to the transfer of office.
- H. Provides all necessary documents and materials to an auditor.
- I. Uses extreme professional good judgment in disbursing of SCAMC funds and/or advising on the disbursement of SCAMC funds.

ARTICLE 5 COMMITTEES

SECTION 1. PARENT GROUP COMMITTEE

- A. Each Spokane Public Schools AMI Montessori Program shall form a representative parent group committee from the general membership attending said AMI Montessori Program.
- B. Each parent group committee will determine its own size and structure, to be altered as necessary. The parent group committee, in conjunction with Spokane Public Schools AMI Montessori teachers employed at the parent group committee's school, will assess the needs of the general membership attending said AMI Montessori Program and address them in a responsible and timely fashion. The parent group committee will maintain a working and cordial relationship with the PTG, site councils, principals, AMI Montessori teachers teaching in the Spokane Public Schools Montessori Program, and the general population of the school housing said AMI Montessori Program.
- C. Each parent group committee will appoint a treasurer to maintain and keep a checking account to facilitate the day-to-day operations of the parent group. The treasurer shall follow the same guidelines as the SCAMC Board treasurer.
- D. The parent group is responsible for recording the minutes of any meeting of said committee.
- E. From this parent group an equal representation shall be elected to serve on the SCAMC Board of Directors.

ARTICLE 6 EXECUTION OF LOANS, DEPOSITS AND FUNDS

SECTION 1. LOANS

The Board of Directors shall provide educational AMI training loans to qualified persons wishing to obtain their AMI training. The amount is to be determined on an individual needs basis. The Board of Directors may, by resolution, authorize any officer or agent of SCAMC to enter into said contract or execute and deliver any instrument in the name of and on behalf of SCAMC. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind SCAMC by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

The SCAMC treasurer is allowed to sign and reimburse for maintenance expenditures. Any other expenditure will need Board approval. Examples of maintenance expenditures are postage, stationery, paper, post cards, reservation of SCAMC annual events, refreshments, floral gifts, and end of the year recognition gifts.

SECTION 3. DEPOSITS

All funds of SCAMC and SCAMC parent group committees shall be deposited from time to time to the credit of SCAMC and committees in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4. ACCOUNT NAMES

All SCAMC funds shall be deposited in the name of Spokane Community Advocates for a Montessori Curriculum. SCAMC parent group committees shall deposit funds under the name of SCAMC + geographic location or other identifying name, e.g. SCAMC South, SCAMC North, SCAMC Preschool.

SECTION 5. GIFTS

The Board of Directors may accept on behalf of SCAMC any contribution, gift, bequest, or device for the nonprofit purpose of SCAMC.

ARTICLE 7 IRC 501(c) TAX EXEMPTION PROVISIONS

SECTION 1. LIMITATIONS ON ACTIVITIES

No substantial part of the activities of SCAMC or SCAMC parent groups shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h) of the Internal Revenue Code), and SCAMC and SCAMC parent group committees shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these bylaws, SCAMC and SCAMC parent groups shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

SECTION 2. PROHIBITION AGAINST PRIVATE INUREMENT

No part of the net earnings of SCAMC or SCAMC parent group committees shall inure to the benefit of, or be distributed to, its members, directors, officers or other private persons, except that SCAMC and SCAMC parent group committees shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes of SCAMC and SCAMC parent group committees.

SECTION 3. DISTRIBUTION OF ASSETS

Upon the dissolution of SCAMC, its assets remaining after payment, or provision for payment, of all debts and liabilities of SCAMC shall be distributed for one or more exempt purposes within the meaning of Section 510 (c) (3) of the Internal Revenue Code, or as stated in the Articles of Incorporation, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

ARTICLE 8 AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

These Bylaws shall be amended with two stipulations:

- A. A copy of the amended Bylaws is made available to the general membership.
- B. A quorum votes to approve the amended Bylaws by mail, e-mail, telephone, or at a general meeting.

ARTICLE 9 CONSTRUCTION AND TERMS

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of SCAMC, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding documents SCAMC filed with an office of this state and used to establish the legal existence of SCAMC.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

ARTICLE 10 MEMBERS

SECTION 1. GENERAL MEMBERSHIP

Membership shall be open to any parents of students enrolled in any Spokane Public Schools AMI Montessori Program or any SCAMC-sponsored AMI Montessori Program.

SECTION 2. VOTING

One vote per family enrolled in the Spokane Public Schools AMI Montessori Program or participating in a SCAMC-sponsored AMI Montessori Program is a valid vote at any general meeting where a vote is required.

SECTION 3. NON-LIABILITY OF MEMBERS

A member of SCAMC is not, as such, personally liable for the debts, liabilities, or obligations of SCAMC.

