

MARYLAND AVENUE MONTESSORI SCHOOL FUND

BYLAWS

ARTICLE I ORGANIZATION

1. The name of the organization shall be the Maryland Avenue Montessori School Fund (“the Fund”). The Fund shall be a Subsidiary Fund of the Milwaukee Public Schools Foundation and shall be subject to the laws and rules governing the MPS foundation.
2. Mission
The Maryland Avenue Montessori Fund is dedicated to enriching the education of children attending Maryland Avenue Montessori School by supporting projects and programs that enhance the educational community and support the mission of Maryland Avenue Montessori School.
3. Goals and Objectives
The Maryland Avenue Montessori School Fund will seek to fund programs and/or projects for which public funding, at such time, is unavailable. The programs will support one or more of the following objectives:
 - Enhancing Montessori-based learning opportunities for students
 - Promoting teacher training in Montessori method
 - Promoting Maryland Avenue Montessori School in the community and encouraging private-sector involvement
 - Providing support for other projects dedicated to the enrichment of the educational experience of children attending Maryland Avenue Montessori School.

ARTICLE II BOARD OF TRUSTEES

The business of the Fund shall be managed by a Board of Trustees in a manner consistent with these Bylaws, the Bylaws of the Milwaukee Public Schools Foundation, and other applicable laws. The Board of Trustees shall make appropriate delegations of authority to the Officers, and may authorize one or more committees to act on its behalf when it is not in session.

The Board of Trustees shall have at least nine and not more than seventeen members. The principal of Maryland Avenue Montessori School shall be an ex-officio member of the Board of Trustees. At least two teachers currently employed full-time at Maryland Avenue Montessori School shall be ex-officio members of the board. However, the total number of employees of the school serving on the Board shall not exceed 49% of the Board membership.

The trustees shall be elected by the Board of Trustees at the annual meeting of the Fund for a term of two years. The foregoing notwithstanding, half of the members of the initial Board of

Trustees shall serve a term of one year so that the terms thereafter will be staggered. Trustees shall take office at the June meeting of the Board of Trustees. A trustee having served a total of four years shall be ineligible for re-election for a period of at least one year.

Vacancies in the Board of Trustees shall be filled by a vote of the majority of the trustees then in office. A trustee elected to fill a vacancy shall serve for the balance of the term of the predecessor.

Members of the Board of Trustees, as such, shall not receive any salaries for their services. Reimbursement for expenses shall not be authorized.

The Board of Trustees shall adopt a Board Expectations Statement to guide the conduct of the members of the Board. A trustee may be removed by the affirmative vote of two-thirds of the Board when sufficient cause exists for such removal.

ARTICLE III MEETINGS

The Board of Trustees shall only act in the name of the organization when it shall be regularly convened by its chairperson after due notice to all the trustees of such meeting. The chairperson shall provide a meeting agenda to all trustees not less than 48 hours in advance of the meeting.

The Board of Trustees may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

1. Annual Meeting

The annual meeting of the Fund shall be held in May of each year at such date and time as shall be designated by the Board of Trustees. The Secretary shall cause to be delivered via school communication channels (including emails, newsletters, and folders) to all school families, teachers, and staff notice of the time and place of such annual meeting.

At the annual meeting, the Board of Trustees shall provide, either in writing or through a presentation, an annual report to include:

- An accounting of the Fund revenues and expenditures over the past twelve months;
- A fundraising plan for the coming twelve months;
- An expenditure plan for the coming twelve months.

2. Regular meetings

Meetings of the Board of Trustees of the Fund shall be held regularly during the school year and shall be open to the public.

3. Quorum

A majority of the Board of Trustees shall constitute a quorum for the transaction of business and the act of a majority of the trustees present at a meeting where a quorum is present shall be the act of the Board of Trustees. Participation in a Board of Trustees meeting via live audio or audio/video communication is permissible and shall constitute attendance at a meeting.

ARTICLE IV VOTING

Each trustee shall have one vote and voting may not be done by proxy.

For election of officers and trustees ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and trustees; otherwise, votes shall be by voice.

New requests for funding must be submitted to the President in writing with the "Allocation Request Form" six weeks before the regularly scheduled meeting at which the board will vote on the request. The written request will be distributed to the rest of the board, and should contain budget estimates and a written rationale in support of the request. Requests to renew funding for items previously approved must be submitted to the President in writing two weeks before the regularly scheduled meeting at which the board will vote on the request.

Emergency requests will be considered only with a majority vote of the full board, conducted over email in advance of the next regularly scheduled meeting. Emergency requests should not be considered routine.

ARTICLE V OFFICERS

The officers of the Fund shall be President, Vice President, Secretary, and Treasurer.

The officers shall be elected annually by the Board of Trustees at the annual meeting. New offices may be created and filled at any meeting of the Board of Trustees. Each officer shall hold office until his successor has been duly elected.

Any officer elected or appointed by the Board of Trustees may be removed for sufficient cause by two-thirds vote of the Board of Trustees. A vacancy in any office may be filled by the Board of Trustees for the remainder of the term.

Powers and Duties:

The President shall preside at all Board meetings; present at each annual meeting of the organization an annual report of the work of the Fund; appoint all Board committees, temporary or permanent; serve as the designated parent representative to the MPS Foundation and, when

duly authorized by Board resolution, sign for the disbursement of funds from the MPS Foundation; and see that all books, reports, and certificates required by law are properly kept or filed.

In the event of the absence or inability of the President to exercise their office, the Vice President shall become acting president of the organization with all the rights, privileges, and powers as if they had been the duly elected president.

The Secretary shall keep the minutes and records of the organization in appropriate books; file any certificates required; submit to the Board of Trustees any communications which shall be addressed to them as Secretary of the organization; attend to all correspondence of the organization; post and maintain schedules of meetings, meeting agendas, and past meeting minutes on a website or other publicly accessible form, or delegate that work to another volunteer; and exercise all duties incident to the office of Secretary. The Secretary will distribute minutes of the previous meeting to the board not less than one week before the next regularly scheduled meeting.

The Treasurer shall have the care and custody of all monies belonging to the Fund; promptly remit any monies collected for the Fund to the Milwaukee Public Schools Foundation; provide a written account of the finances of the organization for each Board meeting not less than one week before the meeting (to be included in the minutes of such meeting); serve as the representative to the MPS Foundation regarding financial matters; and exercise all duties incident to the office of the Treasurer.

ARTICLE VI COMMITTEES

All committees of the Fund shall be appointed by the Board of Trustees and their term of office shall be for a period of one year or less if sooner terminated by the action of the Board of Trustees. Committees may meet in person, or via telephone or electronic means or other means that facilitate the accomplishment of their tasks.

ARTICLE VII AMENDMENTS

These Bylaws may be altered, amended, repealed, or added to by an affirmative vote of not less than two-thirds of the membership of the Board of Trustees.

ARTICLE VIII NON-DISCRIMINATION POLICY

As a subsidiary of the Milwaukee Public Schools Foundation, Inc. (MPS Foundation), the Fund is committed to non-discrimination for all individuals, regardless of race, color, ancestry, religion, gender, national origin, disability, age, creed, sexual preference, marital status, or any status as a disabled or Vietnam veteran. The MPS Foundation will not tolerate discrimination at any level or form.