

Whitehorse Montessori Society By-laws

SECTION 1: NAME

- 1.1 The name of the Society shall be the Whitehorse Montessori Society, hereafter referred to as “the Society”.
- 1.2 The name of the Society’s classroom shall be the Fireweed Montessori Classroom, hereafter referred to as “the Classroom”.

SECTION 2: OBJECTIVE

The main objectives of the Society are to provide a Montessori preschool environment for Yukoners, based on Montessori principles and standards, and to support a professional, educational and vibrant Classroom.

SECTION 3: FISCAL YEAR

The fiscal year of the Society shall begin on the first day of July and end on the last day of June of each year.

SECTION 4: NON-DISCRIMINATION POLICY

The Society admits students of any sex, race, colour, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the preschool. The Society does not discriminate on the basis of language, mental or physical state, sex, race, national or ethnic origin, or colour in the administration of its education and admission policies.

SECTION 5: MEMBERSHIP AND MEMBERSHIP RIGHTS

- 5.1 Anyone over the age of 18 shall be eligible to become members of the Society on payment of annual membership dues.
- 5.2 The annual membership dues may be incorporated in the first tuition payment each school year (September) or at the Annual General Meeting of the Society.
- 5.3 Membership fees shall be \$5.00 dollars per family.
- 5.4 All members of the Society shall have the right to take part in all the Society’s open meetings. These include the Annual General Meeting and open meetings of the Board of Directors of the Society.

5.5 Only one vote per family is accepted as valid at any meeting where voting is required.

5.6 Where practicable, members may take part in school functions.

SECTION 6: DUTIES, WITHDRAWAL AND EXPULSION OF MEMBERS

6.1 It is incumbent upon members to read and adhere to the By-laws of the Society.

6.2 Any member may withdraw from membership in the Society by notice in writing to the President, or by non-payment of annual membership dues.

6.3 Upon withdrawal from membership, a member shall not be refunded his/her membership fee.

6.4 By a two-thirds majority vote, the Board of Directors have the right to expel members from the Society for breaking the rules and regulations of the Society.

6.5 A member who is excluded from the Society due to a withdrawal or expulsion will no longer have the right to vote in the Society's elections.

6.6 A member who has been expelled may not re-apply for membership in the same school year as expulsion.

SECTION 7 – NON-LIABILITY OF MEMBERS

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

SECTION 8 – OFFICERS AND THEIR ELECTION

8.1 At the Annual General Meeting there shall be no fewer than four Directors elected from among the members of the Society to form the Board of Directors.

8.2 The Board of Directors shall consist of the President, the Vice President, the Treasurer, the Secretary and Directors at large.

8.3 Directors shall be elected to the Board of Directors by a majority of the Members present at the Annual General Assembly. The Board of Directors shall then determine positions by consensus, but for the President and the Vice President.

8.4 The Vice President elected the previous year shall become the President.

- 8.5 The majority of the Board shall elect the new Vice President annually.
- 8.6 Any vacant office may be filled by a majority vote of the remaining Board of Directors. The Officer so appointed shall retire from office at the end of the year but may choose to stand for election and subsequently be re-elected in at the Annual General Assembly.
- 8.7 In the case of vacancy of the Office of the President, the Vice President shall succeed to the position for the remainder of the year.
- 8.8 Any Officer may be expelled by a two-thirds majority vote of the remaining Board of Director's for failing or refusing to carry out his/her duties as assigned by the President.
- 8.9 No remuneration shall be paid to any Officer.

SECTION 9: DUTIES OF THE BOARD OF DIRECTORS AND OFFICERS

- 9.1 The main and overall functions of the Board of Directors shall form a function distinct from the day-to-day operations performed by the staff. The Board of Directors' focus shall be setting the strategic direction of the Classroom, creating policy to make the strategic direction achievable and monitoring of broad policies and overall strategies.
- 9.2 The function referred to in 9.1 includes, but is not limited to:
- 9.2.1 Providing strategic leadership, not operational decision –making;
 - 9.2.2 Monitoring performance, not managing operations;
 - 9.2.3 Ensuring that the Classroom's systems enable, drive and support; behaviour consistent with Montessori principles;
 - 9.2.4 Defining and regularly reviewing the Society's purpose, vision and mission;
 - 9.2.5 Developing and regularly reviewing the Society's strategic plan;
 - 9.2.6 Hiring the Classroom staff;
 - 9.2.7 Determining and providing an adequate remuneration package for the staff;
 - 9.2.8 Assessing and supporting the development of staff through evaluations and training;
 - 9.2.9 Monitoring child and parent satisfaction;
 - 9.2.10 Ensuring adequate resources are available to meet goals and objectives by cultivating sustainable long-term sources of revenue;
 - 9.2.11 Ensuring suitable systems are in place to enable efficient and reliable operations;
 - 9.2.12 Working to assess and strengthen the Society's programs, policies, services and systems;

9.2.13 Creating and mandating committees and sub-committees as necessary; and,

9.2.14 Ensuring communication to members is open and transparent.

9.3 The President shall preside as the Chair at all meetings. The President will coordinate and oversee the work of all officers and committee and ad hoc committee members. The President will appoint members and officers to committees and all non-elected positions. The President will be familiar with the rights and duties of all officers and committees and shall act and to guide and supervise this work. The President has signing authority on all cheques paid out by the Society.

9.4 The Vice-president shall preside as chair at any meeting that the President cannot attend. The Vice-president has signing authority on all cheques paid out by the Society.

9.5 The Secretary shall keep accurate minutes of all meetings of the Society. The Secretary shall make available copies of minutes of all meetings to officers for review after each meeting. The Secretary shall keep accurate and organized record of minutes of each meeting and make these records available for each meeting. The Secretary shall schedule the place and location of each meeting by the Society and notify officers and members of the meetings 7 days prior to each meeting. The Secretary shall be the custodian of the Society's records.

9.6 The Treasurer shall prepare the annual budget, calculate and pay staff salaries or invoices of contractors, reimburse expenses to staff or officers for agreed upon expenses, prepare the annual financial report for review at the AGM, collect membership fees, fulfill minimum financial requirements of the Society's Act and have signing authority for cheques paid out by the Society

9.7 Officers may take on other responsibilities beyond those stated above, or may delegate responsibilities where appropriate.

SECTION 10 - MEETINGS

- 10.1 The Annual General Meeting of the Society shall be held at the end of the school year.
- 10.2 The Board of Directors will schedule and attend meetings one time a month.
- 10.3 Special meetings of the Society shall be held at the call of the President or if absent, at the call of the Vice-President.
- 10.4 If the President and the Vice-President are unable to attend the meeting, any other board member can be elected Chairman by the board before the meeting begins.
- 10.5 Notice of the Annual General Meeting and Special Meetings will be posted in writing on the Classroom notice board and in writing to all board members seven days prior to date set for meeting in writing.
- 10.6 Four Directors will constitute quorum at any Board of Director's meeting.

SECTION 11 –AMENDMENTS TO BY-LAWS

- 11.1 The enactment, amendment or repeal of By-laws must be proposed by a member of the Society.
- 11.2 By-laws of the Society shall be enacted, amended or repealed only with the approval of a majority of the Board of Directors.