**BYLAWS**

**of**

**The Springs Parent Ambassador Committee**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization is the Springs Parent Ambassador Committee (“SPAC”). The SPAC is located at the Springs Montessori School (“the Springs”), 7719 Fullerton Road, Springfield, VA 22153.

**Section 2: PURPOSE** – The purpose of the SPAC is to enhance and support the education of children at the Springs by fostering relationships among the school, parents, and teachers.

**ARTICLE II – MISSION STATEMENT**

**Section 1:**  The Springs Parent Ambassador Committee is dedicated to enhancing and supporting the educational environment at the Springs by providing volunteer resources to meet school needs, fostering a vibrant school community through social and philanthropic events, and promoting communication between parents and Springs teachers and administration.

**ARTICLE III – MEMBERSHIP**

**Section 1:**  Membership shall consist of the Board of Directors. Members have voting privileges, one vote per member.

**ARTICLE IV – OFFICERS**

**Section 1: BOARD OF DIRECTORS** – The Board of Directors shall consist of the following officers:  Chair, Vice Chair, Recording Secretary, Communications Secretary, Treasurer, Fundraising Coordinator, two (2) Event Coordinators, Room Parent Liaison, and three (3) Members at Large.  Officer positions can be shared.  The Head of School, or his/her designee, is a non-voting member of the Board of Directors.

**Section 2: NOMINATIONS AND ELECTIONS** -Elections will be held at the second to last Board of Directors meeting of the school year. The Board of Directors shall solicit candidates for each office and present a slate at a meeting held one month prior to the election. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. All members of the Board of Directors, as well as all other attendees who are currently parents or legal guardians of a student at the Springs, may vote.

**Section 3:  TERM OF OFFICE** – The term of office for all officers is one year with the option to continue a second year. The term of office begins immediately upon election. The term of office ends upon officer election following the first school year if the office does not continue for the optional second year and two school years if the officer continues for the second year. Officers may serve no more than two consecutive terms in the same office.

**Section 4:  QUALIFICATIONS** – Any parent or legal guardian of a child enrolled at the Springs who is in good standing may become an officer of the SPAC. A person is in good standing if he or she is complying

with the Springs’ policies and procedures as outlined in the Springs Parent Handbook.

**Section 5:  DUTIES** –

Board of Directors – Develop the SPAC’s annual budget, establish and oversee committees to conduct the work of the SPAC, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than $500.00.

Chair – Preside at General SPAC meetings and Board of Directors meetings, serve as the official representative of the SPAC, and retain all official records of the SPAC.

Vice Chair – Oversee the committee system of the SPAC, assist the Chair and chair meetings in the absence of the Chair.

Recording Secretary – Record and distribute minutes of all Board of Directors meetings and all General SPAC meetings, prepare agendas for official SPAC meetings, hold historical records for the SPAC.

Communications Secretary – Manage communications and marketing for the SPAC including, but not limited to SPAC newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer – Serve as custodian of the SPAC’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Fundraising Coordinator – Serve as coordinator for fundraising efforts organized by SPAC, oversee marketing of fundraising events to Springs and local community, report revenue collected and expenses incurred to Treasurer for reconciliation after fundraising events.

Event Coordinators (2) – Serve as coordinators for social, community, and volunteer events run by SPAC, including logistics, volunteers, marketing, and budgeting.

Room Parent Liaison – Serve as a liaison between the teachers and room parents and coordinate new parent outreach.

Members At Large (3) – Serve as a member of SPAC Board of Directors, preside over or participate in ad hoc committees.

**Section 6:  BOARD MEETINGS** – The Board of Directors shall meet monthly during the school year, or at the discretion of the Chair. Attendance at Board of Directors meetings is mandatory unless the officer has a reasonable excuse. Notice of board meetings shall be provided orally, electronically, or in writing.

**Section 7: ANNUAL BOARD MEETING** - The Board of Directors shall hold an annual meeting.

**Section 8:  REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Board of Directors.

**Section 9:  VACANCY** – If a vacancy occurs on the Board of Directors, the Chair shall appoint a SPAC member to fill the vacancy for the remainder of the officer’s term.

**Section 10: QUORUM** – Five (5) members of the Board of Directors present and voting constitute quorum for the purpose of voting.

**ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the SPAC begins August 1 and ends July 31 of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of SPAC, requiring two signatures of the Board of Directors and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system.  The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.  The SPAC shall arrange an independent review of its financial records each year.

**Section 3: ENDING BALANCE** - The organization shall leave a minimum of $200.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** - Contract signing authority is limited to the Chair or the Chair’s designee.

**ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any officer of the Board of Directors.  Amendments presented at a SPAC Board of Directors meeting shall be considered for voting at a subsequent meeting.  2/3 approval of all officers present and voting is required to adopt an amendment to the Bylaws.

**ARTICLE VII - DISSOLUTION**

In the event of dissolution of the SPAC, any funds remaining shall be distributed to any parent organization of the Springs that replaces SPAC. If there is no parent organization that replaces SPAC, the remaining funds shall be donated to the American Montessori Society.

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

**These bylaws were adopted on December 9, 2016 and amended May 9, 2017.**