

Wausau Area Montessori Charter School Governance Board
Bylaws

ARTICLE I- OBJECTIVES

The objectives of this organization shall be:

- The Wausau Area Montessori Charter School (WAMCS) will feature a Montessori child development curriculum consistent with the instructional and educational theories of Maria Montessori. The mission of WAMCS is to use Montessori principles, including experiential learning and individualized instruction, to help students achieve academic success, advance their awareness of self, encourage their responsibility to and for each other, and guide them to work together towards improving their community and the larger world.
- To support, promote and develop those policies and programs which provide the optimal education environment for all students at WAMCS.
- To promote interest, knowledge, and active participation by the parents in the education and welfare of their children.
- To promote and develop an interactive relationship between WAMCS and its community, so as to provide an optimal educational environment for every child.
- To provide opportunities for and encourage parents of students at WAMCS to participate in school governance and educational decision making.

ARTICLE II- MEMBERSHIP

Membership shall consist of no fewer than five, nor more than nine voting WAMCS Governance Council members, and two ex officio members. Ex officio members are to include the WAMCS Head of School and the Wausau School District Liaison.

SECTION 1. Eligibility

Eligibility for the WAMCS Governance Council is not limited to parents of current students, and shall include one WAMCS guide as voting member to act as a staff liaison to the council.

SECTION 2. Terms of Office

Voting council members may serve three two-year terms, staggered so that not all member's terms expire in a given year. If a member would like to serve in furtherance of the three two-year terms, the member would be eligible to reapply for membership for an additional two-year term, following a one-year absence from the council. This additional term may not be renewed.

SECTION 3. Vacancies

Council members wishing to resign their position shall do so in writing to the president or secretary. Council members will be notified of vacated positions prior to the next council meeting.

SECTION 4. Nominations

A Nominating Committee shall be established each year at the council meeting two months prior to the annual organizational meeting to solicit candidates for anticipated council openings. At the monthly meeting which follows the annual organizational meeting, the council will vote on candidates to fill all appointments.

ARTICLE III- OFFICERS AND THEIR DUTIES

SECTION 1. Titles

The elected officers of the council shall include: President, Vice President, and Secretary. These form the Executive Committee.

SECTION 2. Terms of Office

2.1 The term of office shall be two years and those elected shall take office at the monthly organizational meeting following the annual meeting. If a member was previously removed from an officer position under Article III, SECTION 4, that member may not be nominated to hold an officer position. New terms begin at time of appointment, following a vote by a majority of the council.

2.2 "Majority" is defined as a number of eligible voting members equalling more than half of the eligible voting members present. "Members present" is defined in ARTICLE III, SECTION 4.1. Members deemed to have a conflict of interest shall not vote on related issues.

2.3 New officers will assume responsibilities immediately upon election.

2.4 Officers wishing to resign their position shall do so in writing to the president or secretary. Council members will be notified of vacated positions prior to the next council meeting.

SECTION 3. Duties of Officers

3.1 President

The president shall preside at council meetings, shall appoint members to serve on committees, and shall communicate on behalf of the council in cooperation with the secretary. Furthermore, the president shall serve on the executive committee, call special meetings when necessary, conduct new member orientation, and coordinate periodic council assessments with the district liaison.

3.2 Vice President

The vice president shall serve on the executive committee and perform the duties of the president when the president is unable to do so.

3.3 Secretary

The secretary shall keep and maintain the official record of the proceedings and actions of council meetings, including notices, agendas, and material distributions, and prepare and maintain minutes of each council meeting in time for review and adoption at the next appropriate meeting. The secretary shall serve on the executive committee and assume the responsibilities of the president in the absence of both the president and vice president.

SECTION 4. Disciplinary Action

An officer or member who fails to attend three consecutive meetings without prior approval of the president or vice president or violates the WAMCS Governance Council Code of

Conduct (as described in ARTICLE VI) shall be subject to Disciplinary Action as described in ARTICLE III, SECTION 4.1.

4.1 Disciplinary Action shall be initiated by written notice from the executive committee. An officer may be removed from office by motion from an officer and majority vote of the eligible voting council members present. A council member who is not an officer may be removed from the WAMCS Governance Council by motion from an officer and majority vote of the eligible voting council members present. "Members present" is defined as council members who are physically present as well as those who are able to participate via technology whereas the member can both hear all discussion and fully participate in said discussion. Non-eligible voting members are defined as the ex officio members and the member/officer facing disciplinary action. The council's notice and agenda must cite that a vote will be taken by the council as a disciplinary action against the council member/officer.

ARTICLE IV-MEETINGS

SECTION 1. Time and Location

WAMCS Governance Council meetings shall be held at a minimum of once per month, at a time agreed upon by the council. Parents and other interested parties may attend and otherwise participate. Meetings notices shall be posted and meetings shall be conducted in accordance with applicable Wisconsin open meeting laws.

SECTION 2. Business

Meetings shall be convened by the council president, vice president, or designee and shall follow the posted agenda according to open meetings law. The president or secretary shall solicit agenda items from council members prior to all meetings. To request that an item be added for discussion, parents and other interested parties should contact the council president. Business shall include but not be limited to:

1. Welcome and introductions, mission moment
2. Secretary's report
3. Head of School report
4. Executive Team Report
5. Administrative Liaison Report
6. Committee updates
7. Subsequent meeting dates

2.1 Quorum

A quorum is defined as a majority of the voting members of the council. Council members deemed to have a conflict of interest shall not vote on related issues.

ARTICLE V-COMMITTEES

Council committees shall be established for the purposes of meeting program goals, conducting research, and reviewing policy. Committee membership and participation shall be open to parents and other interested persons. Standing committees shall be as follows, with additional committees appointed as needs arise:

1. Strategy & Tactics: Evaluate and update the WAMCS Strategic Plan as a living document and assist council and staff with short-term policy projects.
2. Facilities and Financials: Determine growth objectives, facility needs, and respond to staffing needs.

ARTICLE VI-CODE OF CONDUCT

In accordance with Montessori virtues, all council members shall:

Abide by all Open Meetings Law requirements.

Respect the role of Head of School in day-to-day leadership of the school and therefore not purport personally to direct any staff member or student at the school, or to communicate, outside of official council processes, judgments or assessments of said personnel.

Respect the integrity of the Council process, and therefore:

- Listen, speak honestly, and share all relevant information with other members in a courteous manner.
- Respect the opinions of others.
- Address issues, not personalities, and thus not speak negatively about other members, staff or WAMCS, or the Wausau School District, as a whole to parties inside or outside the school community.

- When receiving criticisms from parents or other interested parties about staff or other council members, the member shall direct the speaker to the council president or the Head of School.
- Once a vote has been taken, accept and respect the decision of the council and support its implementation.
- Except when carrying out delegated duties, not purport to conduct WAMCS business outside of council meetings.
- Except as otherwise explicitly authorized, not attempt to speak for WAMCS, or represent WAMCS, provided that the president may represent the council in appropriate meetings and functions and communicate the results of such meetings to the council as a whole.

Act for the benefit of the school, and therefore:

- Not use a council position for the economic advantage of self, relatives, friends, or for any business in which he or she has an interest.
- Not use a council position to benefit any organization other than WAMCS.
- Disclose any conflict of interest in accordance with WAMCS charter agreement.

Respect confidentiality and protect and maintain the proper confidences of WAMCS, and therefore:

- Under no circumstances reveal any family or student confidential information including family addresses, phone numbers, email addresses or other contact information.
- Under no circumstances disclose to others properly confidential deliberations of the council.

These By-Laws have been developed by the Wausau Area Montessori Charter School Governance Council and are subject to review and revision as deemed necessary by the Executive Committee of the WAMCS Council.

Adopted 17 October, 2017