

Jewish Community Center Preschool
SParent Teacher Organization
By-Laws

I. NAME

The name of the organization shall be the Jewish Community Center (JCC) Preschool Parent Teacher Organization (PTO).

II. PURPOSE

The purpose of the organization shall be: To support the mission of the JCC Preschool, Director, teachers, and staff, by providing volunteers to implement projects; to raise funds for the benefit of the school and to oversee the spending of these funds.

III. MEMBERSHIP

Section 1: Definition and Rights.

All Parents/Guardians of children enrolled in the JCC Preschool are considered members of the JCC PTO, upon payment of PTO dues. As members, they shall have the right to attend PTO general meetings, participate in PTO activities, and shall have a right to vote at general meetings.

Section 2: General Meetings.

The General Membership shall meet at least twice a school year. For conducting business at any general meeting, a minimum of 10% of the membership is required. No quorum is required for non-business activities, such as informational programs.

IV. EXECUTIVE BOARD

Section 1: Definition and Rights.

A PTO Executive Board (the Board) shall be convened to act on behalf of the membership and shall be comprised of persons both elected and appointed to the Board. The Board shall determine policy of the PTO and be responsible for control of its activities and assets. The Board shall include officer positions in the form of a president, vice-president, secretary, parliamentarian, and treasurer, as well as the JCC Preschool Director.

Section 2: Board Meetings.

The PTO Executive board shall meet at least quarterly, and as often as necessary. 2/3 of the executive board shall constitute a quorum.

Section 3: Duties.

Duties of the board shall be to transact necessary business of the JCC PTO, whether outside of or between the JCC PTO and the JCC Preschool, to oversee events and projects for the year, and to create and oversee a yearly budget. The board shall also serve as the Nominating Committee.

- A. President: The President shall preside at all meetings, perform duties relating to that office, and act as chairman of the Executive Board. The President is responsible for creating the meeting agenda, leading all discussions, and initiating the voting process.
- B. Vice-President: The Vice-President shall preside at the meetings in the absence of the President, and shall be in charge of projects that do not have a chairman.
- C. Secretary: The Secretary shall record the minutes of each business meeting, and provide copies and/or an overview of minutes from previous meetings and update social media.
- D. Parliamentarian: The Parliamentarian shall ensure that parliamentary procedure is followed during meetings, through the execution of various projects, and by providing interpretation of the by-laws. In the event that the President and Vice-President are unable to attend a meeting, the Parliamentarian shall preside.
- E. Treasurer: The Treasurer or another member of the Board shall be present at all JCC PTO events where money will be handled. The Treasurer shall be responsible for:
 - a. Maintaining the current budget
 - b. Presenting a proposed budget for the following year, in April, for Executive Board approval, and in May for General Membership voting
 - c. Collecting membership dues
 - d. Presenting a financial statement at every general meeting, at the end of the school year, and as requested by the Board
 - e. Assuring that a donation, in an amount determined by vote of the Board, is made to the JCC Preschool, following all fund-raising activities for the year, which shall leave a maximum of the previous year's budget, in the JCC PTO bank account
- F. JCC Preschool Director: The JCC Preschool Director shall bring teachers' concerns and requests to the Board. Additionally, the JCC Preschool Director shall be responsible for:
 - a. Notifying all members of the meeting at least seven (7) days in advance, and making room arrangements for all meetings
 - b. Creating a calendar of the year's meeting and event dates
 - c. Presenting a quarterly report regarding all relevant matters of the JCC Preschool at each meeting
 - d. Keeping records of funds allocated by the JCC PTO to the JCC Preschool

Section 4: Terms of Office.

Terms of office for all positions of the Board shall be one year. Any JCC PTO member may serve more than one term, but no member shall serve in one position for more than two consecutive terms. All terms shall run from June 1st – May 31st.

V. COMMITTEE CHAIRMEN

Committee Chairmen are the Chairmen and Co-Chairmen of any event or project, and shall be in charge of that particular event or project. The Chairmen shall report the plans and activities of each committee to the Executive Board, which must approve all such reports, and shall not enter into any financial, including payment types, or other such obligatory agreement without prior approval of the Board. The Committee Chairmen shall provide a record of income for their event with each deposit to the Treasurer within a timely manner. The Committee Chairmen shall be responsible for maintaining a record of all expenses, staying within the budget for their event/project, and closing out all receipts within one month of the close of their event. Any expense greater than \$500 requires prior approval.

VI. NOMINATION AND ELECTION OF OFFICERS

The Nominating Committee shall be comprised of the Executive Board. Following a nominating period open to the General Membership, the Nominating Committee shall compile a single slate of officers to be presented at the April meeting, or no later than two (2) weeks prior to the May meeting. The Nominating Committee's Executive Board slate shall be presented and voted upon at the general meeting in May. The Nominating Committee shall also appoint Committee Chairmen for the upcoming school year. Any unfilled Committee Chairmen positions shall be appointed by the incoming Executive Board.

VII. VACANCIES AND APPOINTMENTS

Vacancies in office shall be filled by the Executive Board. The Executive Board shall have the authority to make appointments as they deem necessary.

VIII. DUES

The amount of dues shall be established annually by the Board. A membership to the JCC PTO entitles each family to one vote at regular meetings.

IX. AMENDMENTS TO THE BY-LAWS

The By-laws may be amended by a majority of the members in attendance at a general meeting of the JCC PTO, providing there has been two weeks notification, in writing, of the proposed change.