

BYLAWS

for The Ronald C. Wornick Jewish Day School Parent Teacher Organization

ARTICLE I: NAME AND PURPOSE

Section 1: Name

The name of this organization is The Ronald C. Wornick Jewish Day School Parent Teacher Organization hereinafter referred to as the PTO.

Section 2: Purpose

The purpose of the PTO shall be:

1. To enrich the educational experience and learning environment for all students at The Ronald C. Wornick Jewish Day School (“RCWJDS”).
2. To build community among students, parents and faculty of RCWJDS.
3. To promote the welfare of RCWJDS.
4. To provide support and show appreciation for the teachers and staff of the RCWJDS.
5. To provide an open forum for the exchange of issues and concerns involving the RCWJDS community.
6. To sponsor fundraising activities to financially support PTO and other RCWJDS projects.

Section 3: General Policies

1. The PTO shall not engage in any activities that are counter to the policies or procedures of RCWJDS nor shall it seek to control the policies or activities of RCWJDS.
2. All actions by the PTO, including but not limited to the nomination and election of PTO officers, are subject to

veto by either the RCWJDS Head of School or the RCWJDS Board of Trustees (“Board”).

3. The PTO shall encourage the involvement of all parents and guardians of RCWJDS students and all RCWJDS faculty in PTO activities.

4. The PTO shall be non-commercial, non-sectarian, and non-partisan.

5. Neither the name of the PTO nor the names of any of its members in their official capacities shall be used in conjunction with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the PTO.

6. No part of the net earnings of the PTO shall be used for the benefit of, or be distributable to, its members or officers or other private persons, except that the PTO shall be authorized and empowered to pay for services rendered and to make payments and distributions for properly approved PTO activities.

ARTICLE II: MEMBERSHIP AND DUES

Section 1: Membership

All parents and/or guardians of children enrolled in the RCWJDS and all RCWJDS faculty are members of the PTO.

Section 2: Dues

PTO dues for parent/guardian members shall be set annually by the PTO Executive Committee. RCWJDS faculty are not required to pay PTO dues.

ARTICLE III: MEETINGS

Section 1: General Meetings

1. At least six (6) general meetings of the PTO shall be held during each school year.
2. General meetings are open to all PTO members.
3. Notice shall be given to the PTO membership at least five (5) days prior to each general meeting.
4. PTO members present at a general meeting shall constitute a quorum.
5. Each PTO member is entitled to vote at all general meetings of the PTO at which s/he is present, except the PTO President(s) who shall vote only to break a tie. No votes will be accepted by proxy or via absentee ballot.
6. Proposals for PTO commitments and action shall be presented and voted on at general meetings, except as otherwise provided in Sections 2 and 3 of this Article. Such proposals shall become binding commitments of the PTO upon receiving a majority vote of members present at general meetings.

Section 2: Executive Committee Meetings

1. The PTO Executive Committee shall meet at least five (5) times during the year and when deemed necessary by the President(s) or a majority of the Executive Committee members.
2. Notice shall be given to all members of the PTO Executive Committee at least three (3) days prior to each Executive Committee meeting. PTO Executive Committee meetings may be held without notice to the membership.
3. PTO Executive Committee meetings are restricted to Executive Committee members and the Head of School.
4. A majority of the Executive Committee Board present at an Executive Committee meeting shall constitute a quorum. Any action by the majority of the quorum constitutes the action of the Executive Committee.

Section 3: Special Meetings

1. Special meetings of the PTO membership may be called by the PTO Executive Committee or by written request of ten (10) PTO members.
2. Notice shall be given to the PTO membership at least three (3) days prior to any special meeting. Such notice shall include the issue(s) to be discussed at the special meeting.

Section 4: Governing Rules

1. The President shall set the agenda for and preside over all PTO meetings. The agenda shall include all items noted in any special meeting request as described in the previous section. If the President is unavailable, a Vice President chosen by a majority vote of the Executive Committee shall set the agenda for and preside over all such meetings.
2. The President may conduct all PTO meetings informally. Should it become impracticable to conduct PTO business on this basis, the rules contained in the current edition of Robert's Rules of Order Revised Edition shall govern meeting protocol where they are applicable and when they are not inconsistent with these Bylaws or any special rules of order the PTO may adopt.

ARTICLE IV: EXECUTIVE COMMITTEE AND OFFICERS

Section 1: Composition

1. The PTO Executive Committee shall be composed of the President, Vice-President, Secretary and Treasurer. All of these offices may be held jointly and there may be more than one Vice President, each with different duties; however, the total number of Executive Committee members shall not exceed 8 (eight).

2. Parent and/or guardian members of the PTO shall hold all PTO offices.
3. No person shall hold more than one position on the PTO Executive Committee at one time.

Section 2: Powers

The activities and affairs of the PTO shall be conducted by and all powers of the PTO shall be exercised by or under the Executive Committee. No individual may bind the PTO, unless such authority has been given by the Executive Committee.

Section 3: Term of Office

Each officer shall hold office for one (1) calendar year commencing on July 1st and continuing through June 30th of the following year. An individual may not hold the same office for more than two consecutive full terms (2 years).

Section 4: Duties

It shall be the duty of the PTO Executive Committee to:

- a) Supervise all PTO activities, and all officers, agents, employees and volunteers of the PTO to ensure that their duties are properly performed.
- b) Schedule and attend PTO general meetings and Executive Committee meetings.
- c) Prepare the annual PTO budget and submit to the PTO membership for adoption.
- d) Recruit, appoint and supervise chairpersons for all PTO Committees.
- e) Review the work plans of all PTO Committees.
- f) Write an Annual Report detailing PTO events, activities and working details to be completed and turned over to his/her successor at the first meeting run by the successor PTO Executive Committee.

- g) Approve PTO expenditures up to \$500 for PTO activities and fundraising events that are not on the approved budget. All such expenditures must be approved by a majority of the PTO Executive Committee. Expenditure requests over \$500 that are not on the approved budget shall require the approval of a majority of PTO members at a general meeting and shall require the signatures of at least two (2) PTO officers, one of which shall be the Treasurer. Only the President(s), the Treasurer and one (1) Vice President may be authorized to sign PTO expenditures over \$500.
- h) Oversee the Volunteer Hour Requirement for RCWJDS families, as set forth in Article VII of these Bylaws, and ensure that appropriate notice and forms required for recording such volunteer hours are provided to RCWJDS families in a timely manner.
- i) Carry on the day to day activities of the PTO.

Section 5: Vacancies

Any vacancy on the Executive Committee shall be filled by majority vote of the remaining PTO officers. Persons filling a vacant directorship shall serve in that position until the end of the term of the officer that s/he replaces.

Section 6: Removal for Cause

Any Executive Committee may be removed for good cause, including but not limited to absence without prior excuse from three PTO meetings, by a vote of the Executive Committee.

ARTICLE V: OFFICERS

Section 1: President

The duties of the PTO President(s) shall be to:

- a) Oversee the running of the PTO.

- b) Set the agenda for and preside over all PTO general and Executive Committee meetings.
- c) Report regularly to the Head of School and Board on the activities of the PTO.
- d) Meet regularly with the Head of School to discuss school issues and concerns voiced by the PTO membership.
- e) Ensure that PTO officers and committees perform their duties.
- f) Ensure that the PTO Executive Committee fulfills its duties in a timely manner.
- g) Co-sign PTO checks over \$500 and sign PTO checks under \$500 in the absence of the Treasurer for disbursements as authorized by the PTO.
- h) Perform other duties as assigned through the PTO Executive Committee.
- i) Serve as an ex-officio member of the Board and attend monthly Board meetings.

Section 2: Vice President

The duties of the PTO Vice President(s) shall be to:

- a) Assist in all President duties and perform the duties of the President when the President is unavailable.
- b) Attend all PTO general, special and Executive Committee meetings.
- c) Coordinate the work of PTO committees.
- d) Review the plans of each PTO committee and present to the Executive Committee for approval.
- e) Co-sign PTO checks over \$500 in the absence of the President for disbursements as authorized by the PTO.
- f) Perform other duties as assigned through the Executive Committee.

Section 3: Secretary

The duties of the PTO Secretary(s) shall be to:

- a) Attend all PTO general, special and Executive Committee meetings.
- b) Record the minutes of all PTO general and special meetings and disseminate them to all PTO members.
- c) Keep records of attendance for each meeting and a roll of PTO officers and committees.
- d) Maintain a central repository for PTO information at a designated location in the school.
- e) Perform other duties as assigned through the Executive Committee.

Section 4: Treasurer

The duties of the PTO Treasurer shall be to:

- a) Attend all PTO general, special and Executive Committee meetings.
- b) Manage all financial accounts and funds of the PTO.
- c) Keep accurate records of PTO membership and dues.
- d) Collect funds from all PTO events and other revenue sources.
- e) Co-sign PTO checks over \$500 and sign PTO checks under \$500 for disbursements as authorized by the PTO.
- f) Provide a detailed written report of the financial condition of the PTO in semi-annually and present each report at general meetings.
- g) Provide a summary report, including beginning and ending balances, at each meeting.
- h) Coordinate the preparation of all required state and federal filings
- i) Perform other duties as assigned through the Executive Committee.

ARTICLE VI: COMMITTEES

Section 1: PTO Committees

The Executive Committee shall establish PTO Committees deemed necessary to implement the programs of the PTO, subject to approval by the Head of School and Board. The Executive Committee shall publish a list of all PTO Committees to the PTO membership no later than October 1 of each school year.

Section 2: Committee Chairpersons

1. Each PTO Committee shall have one or two Chairpersons appointed by the Executive Committee. The chairperson(s) of each committee shall be appointed by the Executive Committee for a term of one year commencing on July 1st and terminating on June 30th of the following year.
2. The duties of each chairperson(s) shall be to:
 - a) Oversee and ensure the completion of his/her committee.
 - b) Submit a work plan to the Executive Committee.
 - c) Recruit and appoint committee members as are necessary to carry out the business of the committee.
 - d) Be responsible for notifying committee members, in a timely fashion, of the time and place of all committee meetings.
 - e) Provide a summary of committee progress at general PTO meetings.
 - f) Provide a written report to the PTO Secretary following the completion of the committee's task(s).
 - g) Handle money and expenditures in accordance with the Treasurer's guidelines.
 - h) Express appreciation to volunteers and students who participate in the work of the committee.
 - i) Provide information to the Executive Committee, or a person designated by the Executive Committee, to disseminate to the PTO membership concerning committee work.

ARTICLE VII: VOLUNTEER HOURS

Section 1: Volunteer Requirement

Each RCWJDS family is required to donate a minimum of eighteen (18) hours of its time during the school year in order to assist the PTO in executing its purposes as stated in Article I.

Section 2: Reporting Requirement

Each RCWJDS family is required to submit a record of its volunteer hours during the school year. The PTO Executive Committee shall provide notice and forms to each RCWJDS family for submitting such records and shall set a deadline for the submission of such records.

Section 3: Donation in Lieu of Volunteer Requirement

1. Families who do not wish to fulfill the volunteer hours requested or who are unable to do so will be asked to donate \$18 per volunteer hour not completed.
2. In the event that a family is unable to fulfill their volunteer hours due to extenuating circumstances, that family will have the opportunity to fulfill its volunteer hour requirement in a manner designated by the Head of School.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee

1. A Nominating Committee shall be formed no later than March 15th of each year to assist in the election process for PTO officers for the following year.

2. The Nominating Committee shall consist of at least two (2) and no more than four (4) parent/guardian members of the PTO, at least one of whom is currently serving as a PTO officer.

3. The Nominating Committee members shall be nominated by the Executive Committee and elected by simple majority vote of the PTO members present during a general meeting no later than March 15th of each year.

Section 2: Nominating Committee Duties

The duties of the Nominating Committee shall be to:

1. Oversee, with the assistance of the current PTO Executive Committee and the Head of School, all aspects of PTO officer elections for the following school year.

2. Present to the PTO membership a detailed description of each officer position and an application for parent/guardian members of the PTO to indicate interest in a particular office. This information shall be presented to the PTO membership no later than April 15th of each year and at least 30 days prior to the scheduled election.

3. Ensure that there are candidates for each office and recruit candidates to share offices and fill vacant offices as necessary.

4. Meet with the Head of School to review applications of those interested in running for PTO offices.

5. Provide notice given to the PTO membership of the date of the election for PTO officers no later than April 30th and at least fourteen days prior to the scheduled election.

6. Prepare a ballot listing the candidates for all offices.

7. Manage the election of PTO officers at the general meeting, including distributing and collecting ballots from the membership.

Section 3: Requirements for Candidates

1. All candidates for PTO offices should have attended a majority of the PTO general meetings during the election year to be eligible for nomination.
2. All candidates for PTO offices are expected to be active members of the PTO during the election year to be eligible for nomination.
3. All candidates for PTO offices are subject to veto by either the Head of School or the Board.

Section 4: Election Procedures

1. Officers shall be elected by secret, written ballot at a general meeting no later than May 31st of each school year. Election shall be by simple majority vote of the members present during that general meeting.
2. If there is an uncontested candidate (or co-candidates) running for any office, election for that office shall be held by hand unless a secret ballot is requested by any PTO member.

ARTICLE IX: AMENDMENT OF BYLAWS

Section 1: Review of Bylaws

The PTO Executive Committee shall review these Bylaws annually.

Section 2: Amendment of Bylaws

Any member of the PTO, including any PTO officer, may propose changes to these Bylaws to the Executive Committee.

Section 3: Procedure for Amending Bylaws

1. Written notice to the entire PTO membership of any proposed amendments to these Bylaws must be given at least 28 days prior to the vote. During the 28 day period between the notice and the vote, the proposed Bylaw

amendments shall be made available to the entire PTO membership by the PTO Executive Committee.

2. Proposed amendments to these Bylaws will be approved by a 2/3 majority vote at a PTO general or special meeting.

3. The PTO Executive Committee is responsible for ensuring that these Bylaws are updated to reflect any such amendments.

4. When deemed necessary, the Executive Committee shall appoint a Bylaw Review Committee.

ARTICLE X: DISSOLUTION

Section 1: Dissolution of PTO

The PTO may be dissolved with a 2/3 vote of PTO members present at a special meeting called for such a purpose. At least two weeks notice of the special meeting and its purpose shall be given to the entire PTO membership.

Section 2: Disposition of Assets Upon Dissolution

The property, assets, profits, and net income of the PTO are irrevocably dedicated to educational purposes and no part shall benefit any director, officer or member. Upon dissolution of the PTO, its net assets remaining after the discharge of all its debts and liabilities shall be distributed to a non-profit fund, foundation, association or corporation that is organized and operated for assisting the Jewish community.

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the PTO of RCWJDS, as amended (Art. VII, Sec. 3, 1), and that such Bylaws were duly adopted by the PTO membership at their meeting in May 2006.

Date: _____

Signed: _____

PTO Secretary

Link to Common Ground ([I have attached two brochure items to this email that we would like as part of the Common Ground link. The Common Ground chairs info is listed below.](#))

Our next event (and first of the year) is a panel discussion next week! The particulars: Wednesday, October 17th, 7:00 p.m., at Woodside High School. The topic: Getting School Right: Helping Kids Stay Healthy, Happy and Engaged: A Panel Discussion with David Elkind, Madeline Levine, Denise Pope, and Brad Sachs.

The Common Ground website is www.commongroundspeakerseries.org

For information or questions please contact: Liz Mester at <edm2727@yahoo.com>, Sarit Netanel at sarit_netanel@hotmail.com, or Emilie Goldman at emiliegoldman@comcast.net.