

**BY-LAWS
OF
Parent Teacher Team**
(for Jerome Lippman Jewish Community Day School)
Revised May 16, 2008

ARTICLE I -- NAME

The name of the association shall be Parent Teacher Team.

ARTICLE II – PURPOSE & OBJECTIVES

The purpose of Parent Teacher Team is:

- a. To foster a close relationship between home and school, which allows parents and teachers to cooperate in the education and welfare of our children.
- b. To develop and implement programs throughout the year, for our children, regarding safety, health, education, social events and holidays.
- c. To support the school, where possible, with fundraising events and projects.

ARTICLE III -- PRINCIPLES

This association shall not conduct activities that conflict in any way with the operational policies and principles of Lippman Day School.

ARTICLE IV – MEMBERSHIP, MEETINGS & VOTING

Section One: MEMBERSHIP

The membership of this association shall consist of all parents/legal guardians of Jerome Lippman Jewish Community Day School students.

Section Two: MEETINGS

- A. The Annual Meeting will be held during the month of April or May of each year with the Annual Meeting including the election or instillation of new officers.
- B. Regular meetings shall be scheduled every month from September through May.
- C. A special meeting may be called by any of the officers, with written notification at least seven (7) days prior to the meeting.
- D. To resolve points of procedures, Roberts Rules of Order shall be consulted.

- E. For regular monthly meetings 2/3 of the officers shall constitute a quorum.
- F. Officer absence at two (2) regular meetings, during the school year, may be cause for removal from the position

Section Three: VOTING

- A. All questions, except the election of officers shall be decided by a simple majority of those present at any meeting at which there is a quorum present.
- B. All officers, with the exception of the Immediate Past President, shall be elected by the membership of the association by paper or electronic ballot at or prior to the annual meeting held in the spring. Each officer will serve (1) year, with the President-Elect serving one year and succeeding the President the following year.

ARTICLE V -- OFFICERS

The officers of this association shall be:

- 1. President
- 2. President elect
- 3. Immediate past president
- 4. Vice-president
- 5. Secretary
- 6. Treasurer

All officers shall have had previous involvement in Lippman activities or in the Parent Teacher Team and all officers must have children attending the Jerome Lippman Jewish Community Day School.

ARTICLE VI -- DUTIES OF OFFICERS

Section 1

The President shall preside at all meetings of the association and is an ex-officio member of all committees related to the association, except the nominating committee. This officer will study information and material secured from predecessor; maintain a fair and impartial position at all times; follow the accepted order of business; consult with officers and chairs before each meeting; and represent the association at all the necessary meetings and events including but not limited to Open House and 8th Grade Graduation. At the beginning of the school year the President shall establish a calendar of monthly meetings, and the calendar shall be publicized in the minutes, Geshet, and other appropriate sources.

Section 2

The President-Elect shall assist with and learn the duties of the president. S/he will serve in the role of president in the succeeding year. The President-Elect serves as a liaison and contact

person between the association and the school. This officer shall secure room parents for each classroom by the end of September of the school year his/her term is served. This officer will designate a head room parent per classroom and will communicate room parent needs and requests through these head room parents. This officer and the head room parents will assist in various activities and fundraisers throughout the school year.

Section 3

The Immediate Past President serves a one-year term following their year as president. They assist the President with their duties as required, including but not limited to chairing the nominating committee for subsequent officer elections.

Section 4

The Vice-President shall serve as an aide to the president and assume responsibilities of the president in the event of resignation, for the remainder of the term, assisted by either the Immediate Past President or the President Elect. This officer will preside over meetings in the absence of the president and represent the president at meetings upon request. The Vice-President shall take charge of the Parent Teacher Team bulletin board, assisted by the other officers and members of the association.

Section 5

The Secretary shall keep accurate records of the proceedings for the association. This officer will record all transactions at each meeting, including a record of members present, absent with notice, and absent without notice and submit minutes for approval at each proceeding meeting; have available for reference a copy of the association by-laws, minutes of previous meetings, and a list of committees and their members; act as custodian of all records, except those specifically assigned to others, and promptly deliver these to the successor; and in the absence of the president and vice-president preside over the meeting. Minutes of association meetings must be distributed within two weeks to officers, ex-officio members, and the membership at large.

Section 6

The Treasurer is required to keep an accurate and detailed account of all monies received and paid out; present a financial statement at each regular meeting and upon request of the association officers and a full report at the annual meeting. The Treasurer and/or President authorize payment of approved expenses. The association fund raising monies are to be collected and counted by the treasurer and one other officer of Parent Teacher Team, with both officers signing to verify the amount.

ARTICLE VII – OFFICER VACANCIES

In case an officer is unable to fulfill their duties, the president will bring forth to the officers the name of a candidate to fill the vacant office. The officers will vote to approve the candidate, with a simple majority of the votes needed.

ARTICLE VIII – TEACHER REPRESENTATIVE

The Teacher Representative is appointed by the Head of School and facilitates communication between the association and the teachers and staff. The Teacher Representative is a voting member of the officers

ARTICLE IX -- COMMITTEES

Section I

The association shall form committees, as needed, to achieve the objectives of the association. The decisions and/or actions of all committees are subject to the approval of the association officers.

Section 2

The Immediate Past President shall appoint a Nominating Committee. This committee shall be charged with identifying a slate of officers. The slate of officers will be presented to the membership for voting at least 10 days prior the annual meeting.

ARTICLE X -- AMENDMENTS

These by-laws may be amended or repealed at a meeting of the association, called for that purpose, by a majority vote of the members present. Written notification of such meeting must be given no less than seven (7) days prior to the meeting. All officers of the association must be present for such meeting.

ARTICLE XI -- RATIFICATION

These by-laws are effective following its adoption by a majority vote of the officers of the association.