

BY LAWS OF THE PARENT ASSOCIATION OF  
THE JUDY GORDON NURSERY SCHOOL

**I. Preamble**

A. Description: The Parent Association (“PA”) of the Judy Gordon Nursery School (“JGNS”) is a group of volunteer parents of children attending JGNS who work cooperatively with the director of the JGNS and the JGNS School Committee. Any family of a child enrolled at JGNS is automatically a member of the PA.

B. Purpose: The purpose of the PA is to be an organization that allows and encourages parents to become involved in nursery school activities, and to be a support to the school and each other.

C. Responsibilities: The PA will support JGNS in at least the following ways:

1. Delegate room parent to aid teacher and bridge communication with the class
2. Plan and execute fundraising events
3. Assist teachers for special classroom functions
4. Spend funds raised for school
5. Ability to appropriate funds as needed

D. Fiscal year

The fiscal year shall be September through August.

**II. Officers**

A. Nomination & Election

1. The elective officers of the PA shall consist of two Co-Presidents, A Recording Secretary, A Corresponding Secretary, and a Treasurer.
2. Nomination of officers shall be made by any member of the PA, with a second of that nomination by any member of the PA at the April meeting.
3. Notice of the proposed officers shall be delivered by the Co-Presidents to the general membership no later than April 30<sup>th</sup>.
4. Persons nominated whose proposed positions are not being contested shall be duly elected without vote of the general membership.

5. Notice of election of contested positions shall be given to the general membership no later than April 30<sup>th</sup>.
6. Election of contested positions shall be held by May 31<sup>st</sup>.
7. Balloting shall be by secret ballot and a simple majority of votes cast shall be necessary to be elected.
8. Officers shall be elected to hold office for the term of one year.
9. No officer shall be elected to the same office for more than two consecutive terms.
10. The term of all officers shall be June 1<sup>st</sup> following elections and conclude May 30<sup>th</sup> of the next year.
11. Whenever an office shall become vacant prior to the expiration of the term, the officers may make an appointment for the completion of the term.

#### B. Duties

1. The two Co-Presidents shall preside at all meetings of the PA, appoint committees, call meetings of the general membership, and appoint representatives to all bodies.
2. The Treasurer shall receive moneys and make payments of all authorized moneys for the PA, maintain accurate accounting thereof, and shall deposit funds in the PA's name in a local bank.
3. The Recording Secretary shall be responsible for keeping accurate minutes of all proceedings and shall make the minutes available to all members of the PA.
4. The Corresponding Secretary shall be responsible for writing, proofreading, and distributing correspondence for various PA functions.

#### C. Procedure for Replacement of Officers

If any officer is not doing his or her duties, a majority of officers may vote by secret ballot to replace that officer with another officer.

1. All Officers have a responsibility to attend all general PA meetings
2. Execution of all deeds, leases, transfers, contacts, bonds, notes, checks, drafts, donations, and other obligations made, accepted or endorsed by the PA shall be signed by two of the following: Co-president and Treasurer.

### **III. General PA Meetings**

A. The PA shall meeting on a monthly basis at a place designated by the Co-Presidents. Notice of the meeting and an agenda will be provided prior to each meeting.

B. Special meetings may be called at any time by the Co-Presidents. Additionally, the Co-Presidents shall call a special meeting upon written request initiated by 20 percent of the membership.

C. A quorum must be present at the monthly meeting for any votes taken to have full force and effect. A quorum shall be defined as 8 members of the PA. Each member family shall be allowed 3 proxy votes per school year which they may use for any one vote taken.

D. Each family described in Part I, A gets one vote.

E. Individuals who do not have a child enrolled at the school are welcome to attend the PA meetings and to impart any pertinent advice but will have no voting rights.

#### **IV. Committees**

A. Each committees shall have a chairperson, nominated and elected by the volunteers within that committee at the first meeting of the committee.

B. At present the committees of the PA are Fundraising, Parents Night Out, Enrichment, Events, Challah, and Welcoming. Other Committees may be appointed by the Co-Presidents as the need arises.

#### **V. Betsey Garfinkel Donation**

In honor of Betsey Garfinkel's dedication to the school as both teacher and director, the PA will donate \$50 each year to the JGNS for use in the gross motor room.