

**Preschool Learning Center
PATTCH PTO Bylaws**

Article I. NAME

The name of this PTO organization shall be Parents and Teachers Together for Children or PATTCH.

Article II. PURPOSE/GOALS

- A. PATTCH is organized for the purpose of:
 - a. providing new opportunities for the students, building school community, and complimenting the school's curriculum with additional resources for the staff and teachers for supplemental educational materials and experiences.
- B. PATTCH was created with the following goals for the school, students, staff and community:
 - a. provide new opportunities by:
 - i. providing and supporting social and educational events and activities
 - ii. encouraging parent involvement in school and PATTCH events
 - iii. welcoming new families into the school community
 - b. provide support and guidance through:
 - i. providing volunteers for school-related functions
 - ii. utilizing a prayer leader on our steering committee
 - iii. spearheading a give-back initiative during times of need
 - iv. allocating resources to support functions
 - c. fund the PATTCH budget in order to support the activities and enhancements at Preschool Learning Center, we will:
 - i. conduct fundraising programs and events, where appropriate, subject to the school administration.

Article III. MEMBERSHIP & DUES

- A. Membership shall automatically be granted to all parents and guardians of Preschool Learning Center students once class fund fees are paid which are voted on by the steering team at the first PATTCH business meeting.
 - a. The class fund is collected, per student, and distributed to each room mother for teacher birthdays, silent auction art pieces, class parties, and school events. A decided upon portion goes toward the annual Teacher Appreciation Week Luncheon and \$5.00 goes toward PATTCH.
- B. Preschool Learning Center staff are automatically granted membership.

Article IV. STEERING COMMITTEE MEMBERS & ELECTIONS

- A. *Chairman:* The Chairman shall preside over PATTCH and committee meetings, serve as the primary contact for the director of the school, represent PATTCH at any

school-related meetings and coordinate the work of all officers and committees to ensure that the purpose of PATTCH be served.

- B. *Co-Chairman*: The Co-Chairman shall assist the Chairman and carry out the Chairman's duties in his or her absence or inability to serve.
- C. *Secretary*: The Secretary takes and records minutes, prepares meeting agendas, sends notices of meetings to the membership, and compiles meeting minutes for publication on the school's membership group. In addition, the secretary updates PATTCH section within the monthly school newsletter. The Secretary also keeps a copy of the minutes and Bylaws to be passed onto the incoming PATTCH steering team.
- D. *Fundraising Coordinators (2)*: The Fundraising Coordinators shall (1) be responsible for coordinating and/or overseeing all fundraisers during the school year as approved by the PATTCH Steering Committee; (2) be responsible for coordinating and/or overseeing any and all fundraising-related activities during school wide events; (3) ensure the delivery of funds raised to the PATTCH account; and, (4) report on funds raised to the members meeting. The fundraising coordinators shall report to the chairman and work with the event coordinators, when applicable. The primary fundraising events of the year include but are not limited to:
 - a. Christmas Market
 - b. Book Fair
 - c. Spaghetti Dinner

These events will require chairs which will be delegated by the chairman and co-chairman.

- E. *Teacher Appreciation Coordinators(2)*: Teacher Appreciation Coordinators will organize and schedule staff appreciation opportunities throughout the school year for the teachers and staff at Preschool Learning Center. In addition, the Teacher Appreciation Coordinators shall be aware of the various observances that occur each year, such as School Principals' Day, Administrative Professionals Day, etc. and shall coordinate a token of appreciation from PATTCH for each. The Teacher Appreciation Coordinators shall report to the Chairman.
- F. *Room Parent Coordinator(1)*: The Room Parent Coordinator organizes the room parents here at Preschool Learning Center, ensures each classroom has class parent coverage, prepares email information that must be sent out through class parents, ensures class parents are organizing class parties and works to resolve issues that may arise. Most of the work of this job is at the end of the summer and right at the beginning of school. The coordinator runs one or two training meetings and must find helpers for classes where no one originally volunteered. Once class parents are up and running, very little maintenance is required except to remind class parents about party emails and to solve any one off issues that come up. The room parent coordinator shall report to the Chairman and the school director.
- G. *Staff Liaison(1)*: Serve as an advocate for PATTCH and as a liaison to create a positive working relationship between PATTCH and the teachers at Preschool Learning Center. Receive agendas and minutes for, and attend as possible all committee meetings with

voice. If he/she desires to be on the agenda or to participate in a specific discussion or vote, he/she shall be given a certain time. Explain PATTCH positions and disseminate PATTCH information to teachers at Preschool Learning Center.

- H. *Hospitality Coordinator*: The Hospitality Coordinator oversees and executes Preschool Learning Center's community outreach in times of need by (1) setting up meal trains, collecting donations, getting card signatures on behalf of the school body. (2) encourage the spiritual development of Preschool Learning Center families through prayer by organizing prayer requests, prayer meetups, See You at the Pole™, and any other needs of prayer for students, families, staff, and the school. The Hospitality Coordinator shall report to the chairman and school director.
- I. Elections: The steering team of the PATTCH shall be elected from and by members of the PATTCH and a nominating committee.. Nominations of officers shall be solicited by a nominating committee. The nominating committee shall be composed of at least five volunteers from the parent body, with one individual being a former PATTCH Steering Committee Member.

The Nominating Committee appointments are made at least three months prior to the election. The nominating committee shall report at least one name for each office to the Executive Board at a meeting that is held at least one month prior to the election. The consent of all nominees must be obtained before the slate is finalized and approved by the Steering Committee..

The officers of PATTCH shall be elected from and by members of the PTO during a General Membership Meeting. The election meeting shall take place at the last business meeting of the school year and prior to May 1.

All PATTCH members and members of the nominating committee shall be entitled to one vote. Voting shall be by voice vote and a show of hands at the election meeting. The nominating committee shall establish procedures for conducting absentee balloting and shall give notice of the final slate of candidates for office to the general membership one week prior to the election. This notice shall be disseminated through normal school channels (i.e., school newsletter).

Election results shall be tabulated by the nominating committee at the election meeting and results announced before the close of business. A majority of votes cast shall be sufficient to elect candidates to office. The Steering Team Members shall assume their duties immediately following the close of the meeting in the month of May.

The Steering Team Members shall serve a term of one school year or until their successors are elected. No person shall hold more than one committee spot at a time. No committee member shall serve more than 2 consecutive terms in their position. Vacancies in any position shall be filled by a majority vote of the steering team.

Article V. FINANCES

- A. One treasurer shall be responsible for all PTO funds and finances.
- B. The fiscal year of PATTCH matches that of the Preschool Learning Center's school year.
- C. Funding the PATTCH events, projects, and activities may come from fundraisers, student activity fees, donations or grants. The Steering Committee of PATTCH must approve changes in the type or manner of primary fund acquisition process when it is different from previous years.
- D. All funds shall be kept in a financial institution in the name of Preschool Learning Center PTO. Checks require one signature. PATTCH will have a minimum of two bank-approved signers.
- E. All financial activity shall be recorded in a computer based accounting system or spreadsheet. The treasurer shall give a brief financial update during regular PATTCH meetings. The PATTCH PTO organization will make available for review its financial records each year at the request of the school's audit group.
- F. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article VI. MEETINGS/VOTING

- A. General PATTCH meetings shall be held to conduct the business of PATTCH. Meetings shall be held monthly during the school year.
- B. Each member in attendance at a PATTCH meeting is eligible to vote. Voting is a simple majority, no ballots.

Article VII. PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall govern meetings when they are not in conflict with the PATTCH's Bylaws.

Article VIII. AMENDMENTS

Amendments to the By-laws shall be made by a two-thirds vote by the PATTCH Steering Committee provided written notice has been given to the general membership at least 21 days prior to the meeting and a quorum is present. Notice published in the school newsletter shall constitute sufficient notice for purposes of this article. A quorum for the purpose of this article shall be those members present. Amendments are subject to final approval of the Preschool Director.