
University Park Preschool Association
BYLAWS

ARTICLE I
Name

The name of this Association shall be the University Park Preschool Association, hereafter referred to as the Association.

ARTICLE II
Mission

The mission of this Association shall be to educate the parent on the growth and development of the child, and to promote socialization between parents and between preschoolers. This Association shall support the University Park Elementary School through its annual fundraiser.

ARTICLE III
Restrictions

This Association shall be non-commercial, non-sectarian and non-partisan. This Association shall endorse no commercial enterprises or any candidate. Neither the name of this Association nor any officer thereof in her official capacity may be used in connection with a commercial concern or with a political interest.

ARTICLE IV
Membership

Section 1 - ELIGIBILITY. Parents of children, infant through kindergarten age, who reside in the University Park Elementary School Attendance Area may become active regular members upon payment of the dues as provided in Section 2 of this Article. Parents of children, first grade through fourth grade, who attend University Park Elementary School may become active sustaining members upon payment of the dues as provided in Section 2 of this Article.

Section 2 - DUES. The annual dues for active regular membership shall be \$45.00 and for active sustaining membership shall be \$35.00 per member, subject to change upon approval by the Board of Officers.

Section 3 - NFP STATUS. The University Park Preschool Association and the University Park Parent-Teacher Association (hereinafter referred to as UP-PTA) are two separate organizations that share the same NFP (not for profit) number. The Association does not have any other affiliation with the UP-PTA. Since the Association is considered a chapter of the UP-PTA, the Association may have two tax-exempt fundraisers. Currently, the Association has only one fundraiser that is tax-exempt.

ARTICLE V
Officers & Election of Officers

Section 1 - OFFICERS. The officers of this Association shall consist of a President, President-Elect/Parliamentarian, Secretary/(Internal Communications Chairperson), Treasurer, Treasurer-Elect, PTA Representative, and chairpersons for the following areas: Membership, Meeting Host, Programs/Speakers, Fundraising, Fundraising/-Elect, Publicity, Hospitality, Parents Parties, Playgroups/Small Groups, Mom's Night Out, Community Service, Website, Family Events and Kinder Events.

Section 2 - BOARD OF OFFICERS. All Officers shall serve on the Board of Officers. The position of Chairperson-Elect may be created at the discretion of the Board of Officers and subject to approval of the Association and shall serve as a member of the Board of Officers. Committee members, as designated by the Board of Officers, may attend Board meetings.

Section 3 – TERM. No officer shall be eligible for the same office for more than two (2) consecutive years, unless approved by the Nominating Committee. A one-year term shall be from May to May the following year.

Section 4 – NOMINATIONS. Nominations for officers shall be made by a Nominating Committee of six (6) members: President-Elect/Parliamentarian, two (2) other Board members appointed by the President-Elect, and three (3) non-Board members, selected from the general membership at least one (1) month prior to the election in April. Nominees shall be contacted before the Nominating Committee presents the slate. The President-Elect shall be the chairman of this committee and shall serve in a non-voting, advisory capacity. The Nominating Committee shall report at the election meeting, having the name of a candidate for each office to be filled. Additional nominations may be made from the floor.

Section 5 - ELECTION. Election shall be by secret ballot when there is more than one (1) nominee for an office, otherwise, by acclamation.

Section 6 - NOTIFICATION. The President-Elect shall notify the officers in writing no more than two weeks after the election. The officers shall be announced at the May meeting, or via the May Membership Newsletter in the event of no scheduled May meeting.

Section 7 -TURNOVER. The President-Elect will schedule a separate turnover meeting in May following the election. The meeting will consist of outgoing and incoming Board members to discuss duties. Prior to this meeting, outgoing officers shall transfer their notebooks and written reports, as described at the beginning of Article VI, regarding the year's activities and suggestions for improvement to their successors.

Section 8 - VACANCIES. The Board of Officers shall fill any and all vacancies.

Section 9 - REMOVAL. Any officer may be removed either with or without cause, by a majority vote (2/3) of the Board of Officers at any regular or special meeting.

Section 10 - ABSENCE: In the absence of the president, the duties of the office shall be performed by the President-Elect/Parliamentarian, and the Treasurer, in that order.

ARTICLE VI
Duties of the Officers

A notebook for each office shall be maintained, which shall include a detailed description of the duties of that office and in which each officer shall maintain records of her activities during the year and suggestions for her successor.

Section 1 - PRESIDENT. The President shall preside at all meetings of the Association and of the Board of Officers and shall be a member ex-officio of all committees. The President shall serve on the UP Elementary Enhancements Committee and the UP Elementary Gift Committee.

Section 2 - PRESIDENT-ELECT. President-Elect is a two-year commitment to the Board of Officers, first as President-Elect and second as President. The President-Elect shall act as Parliamentarian at meetings, oversee nominations for the following school year, see that Article XII (Succession of Office) is carried out, and recognize the outgoing president at the May meeting. In addition, the President-Elect is responsible for reviewing the monthly financial reports prepared by the Treasurer-Elect, signing and providing said reports to the Treasurer-Elect each month, appointing an Advisory Committee as described in Article X, and updating and maintaining the Association bylaws.

Section 3 – SECRETARY (INTERNAL COMMUNICATIONS CHAIRPERSON). The Internal Communications Chairperson shall assemble, produce and distribute updates and news to the internal Association in two capacities, as Secretary and thru the monthly on-line newsletter. Secretary shall keep an accurate record of all meetings of the Association, the Board of Officers, and the Executive Committee, and shall submit meeting minutes to the President on a monthly basis and submit a written report of the past year's activities to the President at the end of the year. The secretary shall also attend to the general correspondence pertaining to the Association.

The Internal Communications Chairperson shall be responsible for the assembly, production, and emailing of the Association's newsletter. Responsibilities include: finding a sponsor/underwriter for the newsletter where appropriate; obtaining the membership list from the Membership Chairperson; obtaining a Welcome Letter, Mid-Year Letter, and Good-bye Letter, at a minimum, from the President for the newsletter; and maintaining the content of the newsletter so that it is professional and non-offensive. The content of the submissions to the newsletter shall not be revised without the submitter's permission. Any serious newsletter content disagreements shall be immediately forwarded to the Association's Advisory Committee for resolution.

Section 4 - TREASURER. The Treasurer shall receive dues from membership and will collect and receive all money due to the Association and disburse same when so ordered by the President and approved by the Association. She shall reconcile the Association's accounts each month, provide monthly bank statements to the Treasurer- Elect for review, and make a report at each Board meeting showing receipts, disbursements and balance on hand. She shall also be responsible for processing online dues and event registration payments. Treasurer should also supply all information concerning Association finances to the UP Elementary accountant for preparation of financial reports and all required tax forms.

Section 5 -TREASURER-ELECT. The position of Treasurer-Elect shall require a two-year commitment to the Board of Officers, first as Treasurer-Elect and second as Treasurer. The Treasurer-Elect shall assist the Treasurer with the responsibilities outlined in Article VI, Section 5. In addition, the Treasurer-Elect shall conduct monthly financial reviews of the Association's bank accounts, make written quarterly reports regarding same to the President, President-Elect, and Treasurer and maintain said reports (signed by the President-Elect) in a "Financial Reports Binder." The reports shall be written for the quarters ending October, January, April and July and completed no later than the last day of the month following the review period. The "Financial Reports Binder" shall contain the last three years of reports. The Treasurer-Elect shall not have signature authority on any Association bank account.

Section 6 - MEMBERSHIP CHAIRPERSON. The Membership Chairperson shall be responsible for leading membership recruiting, maintaining a list of all members, and producing the Annual Directory and mid-year addendum. The Annual Directory shall contain, at a minimum, a list of members, the Board of Officers, the Advisory Committee, a list of past Association Presidents, and the By-Laws. In the absence of a physical directory, any of the above not included in the online version must be included on the Association's website. The Membership Chairperson shall be responsible for coordinating a Buddy System for the Association's New Members and for creating and distributing membership information for annual enrollment and underwriting campaign for annual fundraiser. The Membership Chairperson shall also be responsible for planning the Newcomer's party to be held a few weeks after the Association's first general meeting and a spring new member coffee.

Section 7 - PROGRAMS/SPEAKERS. The Program/Speakers Chairman shall plan varied and interesting programs to be presented for the year; compile and submit a list of the programs to the President for approval; and send letters of confirmation after a telephone/email acceptance, as well as notes and gifts of thanks to speakers.

Section 8 – MEETING HOST/COORDINATOR. The Meeting Host/Coordinator shall be responsible for securing homes, providing nametags, coordinating the use of the Association's tableware, and coordinating the refreshments for all general and annual fundraiser meetings.

Section 9 - CHILDREN'S ACTIVITIES CHAIRPERSON. The Children's Activities Chairperson shall be responsible for planning, executing and selecting dates for at least, but not limited to, two (2) children's activities/parties, currently the Fall Children's Halloween Carnival and the UPPA Easter Egg Hunt.

Section 10 – FUNDRAISING/FUNDRAISING-ELECT CHAIRPERSON. The Fundraising Chairperson shall be responsible for planning the annual fundraising events of the group to benefit the University Park Elementary School. All fundraising events must be approved by a majority of the Board of Officers. Any member of the Association may make suggestions for fundraising events to the Fundraising Chairperson.

At a minimum the Fundraising Chairperson shall be responsible for planning and organizing the Association's annual fundraiser. This responsibility includes setting a budget for the event and obtaining Executive Committee approval of said budget. In addition, the Fundraising Chairperson shall organize a committee to plan the annual fundraiser for the following calendar year. Said committee shall include, at a minimum, chairpersons for the following areas: Event Registration, Entertainment & Facility, Food/Mess Hall, Underwriting/Sponsorship, Volunteers and Technology/Website. The President and President -Elect shall also serve on the Annual Fundraiser Committee in a non-voting advisory capacity.

The position of Fundraising Chairperson shall have two-year commitment to the Annual Fundraiser Committee. There shall be a Chairperson and Chairperson-Elect, which overlap for a one (1) year term of office. The Chairperson shall be in her second year of tenure, and the Chairperson-Elect shall be in her first year of tenure.

Section 11 - PUBLICITY CHAIRPERSON. The Publicity Chairperson shall be responsible for communication and coordination of news information regarding the Association to local publications and within the Park Cities area. The Publicity Chairperson shall also keep a record of such information. General Association Publicity responsibilities include: updating and distributing membership banners and posters in coordination with other HPISD preschool associations; notifying local publications and UP Elementary School publications about meeting/membership information as well association events; and submitting follow-up articles and pictures of Association Activities. The Chairperson shall also be responsible for overseeing the print, program and media needs of the Annual Fundraiser.

Section 12 - PTA REPRESENTATIVE. The PTA Representative shall represent the Association at the UP-PTA meetings and perform the duties required by that organization only as those duties pertain to the Association. The PTA Representative shall be responsible for informing the Association members of the date of the Kindergarten Round-Up and all other UP Elementary events. The PTA Representative shall also be responsible for coordinating the Kindergarten lunch buddy program.

Section 13 - HOSPITALITY CHAIRPERSON. The Hospitality Chairperson shall be responsible for arranging meals and other acts of kindness for members in need as well as organizing and distributing welcome gifts for new members.

Section 14 – PARENTS PARTIES CHAIRPERSON. The Parents Parties Chairperson shall be responsible for at least two (2) parties with the members and their spouses during the year, one in the Fall/Winter (Progressive Dinner) and one in the spring. This includes securing venues for the events, as well as arranging food, drinks and entertainment at the events.

Section 15 - PLAYGROUPS/SMALL GROUPS CHAIRPERSON. The Playgroups/Small Groups Chairperson shall organize playgroups by age and other social activities deemed appropriate for children. In addition, the Chairperson may organize "social groups" for active UPPA members.

Section 16 - MOM'S NIGHT OUT CHAIRPERSON. The Mom's Night Out Chairperson shall be responsible for planning and coordinating dates and activities for the Association's Mom's Nights Out (2-3 per year).

Section 17 - COMMUNITY SERVICE COORDINATOR The Community Service Coordinator shall be responsible for organizing and coordinating an on-going philanthropic/charitable program each school year. This responsibility includes ensuring that any proceeds resulting from said activity (or activities) - including monetary donations and/or tangible products - are properly dedicated and delivered to the chosen beneficiary of the event(s).

Section 18 - WEBSITE COORDINATOR. The Website Coordinator shall act as "webmaster" for the Association's website and shall be responsible for updating and maintaining said website in a timely manner. Responsibilities include: coordinating with Board members regarding material to be included on the website and maintaining the content of the website so that it is professional and non-offensive. Any serious disagreement regarding website content shall be immediately forwarded to the Association's Advisory Committee for resolution. In addition, the Website Coordinator shall set up and manage a Yahoo group site for members of the Association.

Section 19 - FAMILY EVENTS CHAIRPERSON. The Family Events Chairperson shall be responsible for planning and coordinating dates and activities for the Association's events, which include the entire family (parents and children), one of which is the annual holiday hayride.

Section 20 - KINDER EVENTS CHAIRPERSONS. The Kinder Events Chairpersons shall include a representative from the current Kindergarten class and the incoming Kindergarten class. The Chairpersons shall be responsible for planning and coordinating dates and activities for the upcoming kindergarten classes at University Park Elementary. This includes, at a minimum, the Kindergarten popsicle party in August and a Kindergarten Moms' Night Out in September.

ARTICLE VII

Meetings

General meetings of the Association shall be held as deemed appropriate by the Board of Officers in a member's home, unless otherwise ordered by the Association. The Association shall have at least 4 general meetings throughout the school year, two of which will have a program or speaker, and typically one with a member of the UP Elementary faculty addressing the Association's members (either the Principal, the Counselor, or a Kindergarten Teacher)

ARTICLE VIII

Quorum

A quorum for a meeting shall be fifteen (15) members; the quorum for a Board of Officers shall be five (5) members.

ARTICLE IX

Executive Committee

The Executive Committee shall consist of the President, the President-Elect, the Secretary, the Treasurer and the Fundraising Chairperson of the Association and shall transact the business of the Association between meetings when called by the President or by a majority of the Board Officers. The Executive Committee shall meet in the early summer to discuss plans for the year including: listening to the report of the planning committee for the fundraiser next year, setting the Association's budget, determining the prospective funding for the budget, and voting on the budget. The Executive Committee also determines the amount of funds donated to UP each year. Each officer is responsible for her particular office's duties as well as serving as an active member of the Board.

ARTICLE X

Committees

The Committee Chairman as necessary shall appoint standing committees. To promote the objectives and interests of the Association, additional committees may be created. No project other than that stated in the By-Laws shall be undertaken without the approval of the Board of Officers.

ADVISORY COMMITTEE. In the spring of her upcoming year, the President-Elect shall appoint an Advisory Committee comprised of three (3) Ex-Presidents. The newly appointed Advisory Committee will not serve until the President-Elect serves her term as President. Any arbitration and/or serious concerns by any Association member may be referred to the Advisory Committee for resolution. The Association Advisory Committee names and numbers will be published in the Annual Directory and/or website for referral.

ARTICLE XI

Amendment of By-Laws

These by-laws may be amended at any general meeting of the Association by a two-thirds (2/3) vote of the members present.

ARTICLE XII
Succession of Office

There shall be a joint meeting of outgoing and incoming officers during the month of May each year, at which time duties will be explained to the incoming officers. Prior to this meeting, outgoing officers shall transfer their notebooks described in Article VI, and written reports regarding the year's activities and suggestions for improvement to their successors. The new Board of Officers will meet in the late summer and prior to the first general meeting.

ARTICLE XIII
Government of Meetings

Section 1 - Robert's Rules of Order, Newly Revised, shall govern this Association in all cases not covered by these by-laws.

Section 2 - The President-Elect/parliamentarian shall advise the presiding officer on points of parliamentary law and give similar advice to the Board of Officers, when it so requests.

ARTICLE XIV
Financial Matters

Section 1 - All purchases require a receipt in order to be reimbursed. Taxes for items purchased may not be reimbursed by the organization. The UP-PTA's Limited Sales Tax Permit (since the Association is considered a chapter of UP-PTA) shall be used when making purchases for the organization and its fundraisers. Purchases using this permit do not require the purchaser to pay taxes on the items purchased.

Section 2 - The Executive Committee will approve the annual budget. Over budget expenses will not be reimbursed once the Executive Committee has approved the budget. If it is anticipated that a committee will go over budget, the Executive Committee must approve the expenditure prior to the expense being incurred and prior to going over budget in order to ensure reimbursement.

Section 3 – For cash contributions of \$250 or greater received by the Association, it is required practice to issue a tax receipt/letter. Written acknowledgment should be sent as donation is received or by January 31st of the year following donation.

Section 4 – There should be at least three (3) individuals on the signature card of Association's bank account, President, President-Elect and Treasurer. Checks written out of the Association's bank account should require signature of two (2) officers. The Association's bank statements should be delivered to University Park Elementary, not an individual home address. The President should approve any/all expenses/disbursements over \$250. This approval should be noted on the documentation for disbursement.

Section 5 – Funds raised as a result of the annual fundraiser shall be gifted to University Park Elementary School, typically in May. If excess funds are in the Association's bank account after the gift has been made, the Executive Committee shall meet to determine if an additional donation shall be made to UP Elementary on behalf of the Association.