

**Tarbut V' Torah Community Day School  
Parent Teacher Student Organization  
Proposed Operating Guidelines**

**ARTICLE I: NAME**

The name of this organization is the Tarbut V' Torah Community Day School Parent Teacher Student Organization (“PTSO” or “Organization”). It shall have no affiliation with any state or national organization with similar objectives.

**ARTICLE II: MISSION**

The PTSO is an active Parent-Teacher-Student Organization that operates to promote academic and social enrichment, as well as social and cultural opportunities for students and their families. The TVT PTSO serves as the liaison between the school, the student body and the parent body, to provide services and programs that further enrich the TVT experience for our students, families and faculty.

The objectives of the PTSO are to:

1. Provide enrichment and supplemental programs for the students that enhance academic opportunities and student well being.
2. Provide social opportunities and educational programs for the PTSO members.
3. Provide services that enhance Jewish life experiences for students, families and faculty.
4. Enhance the spirit of community among TVT families.
5. Demonstrate appreciation for teachers, staff and administration.
6. Raise funds to facilitate the objectives of the PTSO.
7. Work with the TVT Board to ensure the views of the parent body are represented.
8. Attend and participate in monthly meetings, and to participate on committees.
9. Further the unification of the Upper and Lower school Parent Teacher Student Organizations for the betterment of TVT.
10. Allow students, families and faculty the opportunity to become actively involved in the school community.
11. Strengthen the bonds of communication and community.
12. Promote cooperation between family and school in meeting the needs of children.

**ARTICLE III: POLICIES**

**Section A.** The PTSO is organized and shall be operated exclusively for charitable, scientific, literary, and educational purposes as defined in section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provision hereafter in effect. This Organization operates under the active Internal Revenue Code section 501(c) filing of the TVT Board of Directors (“TVT Board”). The PTSO Operating Guidelines serve as the Organization’s governing document. The Operating Guidelines, including all provisions

and amendments, are subject to the ratification, adoption and/or approval of the TVT Board.

**Section B.** This Organization will cooperate with the faculty, administration and the TVT Board to support TVT. It shall not seek to direct the administrative activities of the school.

**Section C.** No part of the funds of this Organization shall be distributed to its members or officers. The funds raised by and distributed by the PTSO shall be used for the sole purpose of carrying out the mission of the Organization. No funds shall be used for personal gain or interest of the Organization, its members, Officers, Board or Committee Chairpersons.

**Section D.** The Organization shall be authorized and empowered to pay reasonable compensation for services and products it deems necessary to carry out the mission of the PTSO.

**Section E.** In the event of dissolution of the PTSO, 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 entities to be selected by the officers of the PTSO.

#### **ARTICLE IV: MEMBERSHIP**

**Section A.** Active members of the PTSO shall consist of parents or guardians of children currently enrolled in TVT's Lower School, as well as current members of the faculty and staff at TVT, all of whom intend to further the Mission of the Organization.

**Section B.** Parent/guardian membership in the PTSO is automatic for parents and guardians of children currently enrolled in TVT. Membership is included in the Activity Fee portion of tuition. No further dues are required by a parent or guardian to become a member of the PTSO.

**Section C.** The privilege of holding office, making motions, debating and voting on matters concerning the PTSO shall be limited to members of the Organization.

#### **ARTICLE V: PTSO BOARD**

##### **Section A. Function**

This Organization shall function under the general guidance and direction of the PTSO Board ("Board") which shall be comprised of the Officers of the Organization as defined in Article VII below, Committee Chairpersons, the Lower School student body President, the Principal of the Lower School or a representative appointed by the Principal, and a Teacher Representative to be chosen by the TVT Lower School teaching staff. Only the following PTSO Board members shall be voting members of the Board ("Voting Members"): Treasurer, Secretary, Parliamentarian, Vice President Ways and Means, Vice President Adult Programming, Vice President Student Programming, Vice President

Staff Appreciation, Vice President Arts, and Vice President Volunteers.

The Board is bound by the objectives of this Organization. None of its acts shall conflict with action taken by the general membership.

### **Section B. Duties**

1. Transact necessary business in the intervals between meetings of the Organization and such other business as may be referred to it by the Organization.
2. Assist the President to create standing and special committees deemed necessary to promote the objectives of the Organization.
3. Present a report at the PTSO meeting.
4. Select a Nominating Committee pursuant to Article VII, Section B.
5. Prepare and submit to the PTSO a yearly budget for the Organization.
6. Plan and report on PTSO programs and events.

### **Section C. Meetings**

1. Regular meetings of the Board shall be held at least once a month during the school year, unless otherwise ordered by the officers.
2. Thirty percent (30%) of the Voting Members shall constitute a quorum for the transaction of business at Board meetings and a simple majority of the Voting Members shall carry the vote. In cases where more than one individual shares an office that comprises a Voting Member, the office is entitled to one vote.
3. Special meetings of the Board may be called by the President or by a majority of the members of the Board with one (1) day's notice being given.
4. The final Board meeting of the year shall occur in the last calendar month of the school year.

### **Section D. Term**

The term of the Board shall commence at the June installation meeting of the Officers and terminate at the installation of the subsequent Board.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

### **Section A. Officers and their Election**

1. The Officers of this Organization shall be: President, Vice President Ways and Means, Vice President Adult Programming, Vice President Student Programming, Vice President Staff Appreciation, Vice President Arts, Vice President Volunteers, Secretary, Treasurer, and Parliamentarian. No more than two individuals may be elected by the general membership to hold each office.
2. The privilege of holding office shall be limited to individuals who have been members of the Organization for at least thirty (30) days previous to nomination.
3. Officers shall be elected by ballot in the month of May. The ballot will be made available to members of the Organization no less than two (2) days prior to the election. There shall be one vote per family/guardian member, teacher member and staff member.
4. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected.

5. No Officer shall serve in the same office for more than two consecutive terms. A person who has served more than six months in an office shall be deemed to have served a full term in that office.

### **Section B. Nominating Committee**

1. Nominations for perspective Officers and Committee Chairpersons shall be made by a Nominating Committee.

2. The Board shall select the Nominating Committee, which will consist of five (5) voting members. The Nominating Committee will be selected at least one month prior to the election of Officers.

3. The Nominating Committee will be selected from the General Membership. Interest/nomination forms for all elected offices and committees will be sent home in the Monday transmittal packet and made available on the TVT website at least three (3) weeks prior to the election of Officers. The general membership shall have one (1) week from the date the interest/nomination form is made available to submit all nominations. Instructions for submission of the form will be included on the form.

4. The Parliamentarian will lead the efforts of the Nominating Committee, but will be non-voting except in the case that the Nominating Committee has a tie vote. Immediately upon its formation, the Parliamentarian shall set a date for Nominating Committee's first meeting.

5. The Nominating Committee shall nominate an eligible person(s) for each office to be filled, and report its nominees to the PTSO members at least fourteen (14) day prior to the May PTSO meeting. The Nominating Committee must inform the membership that additional nominations may be submitted by the membership in writing to the Nominating Committee no less than seven (7) days prior to the May meeting. In the event that the Nominating Committee is unable to nominate an eligible person for an elected position, any member of the PTSO may be nominated from the floor at the election meeting.

6. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

7. Except as provided above, the President shall not serve as a member of the Nominating Committee, nor shall the President appoint any member of the Nominating Committee.

8. No member shall serve on the Nominating Committee for more than two (2) consecutive years.

### **Section C. Vacancies**

1. If an office remains vacant after election, the office shall be filled by a person nominated by the Parliamentarian and elected by a majority vote of the remaining Officers of the Board with at least ten (10) days notice. The Secretary shall serve notice of the election to all officers. The Board shall give school-wide notice of the election.

2. A pre-term vacancy occurring in any elected office shall be filled for the unexpired term by a person nominated by the Parliamentarian and elected by a majority vote of the remaining officers of the Board with at least ten (10) days notice. The Secretary shall serve notice of the election to all officers. The Board shall give school-wide notice of the election.

### **Section D. Removal**

By two-thirds vote of the Board, an Officer or Chairperson may be removed for the following reasons:

1. Failure to perform responsibilities and duties as prescribed in these Operating Guidelines.
2. Engaging in conduct injurious to the Organization or its Mission.
3. Failure to attend three consecutive meetings without adequate excuse.

## **ARTICLE VII: DUTIES OF OFFICERS**

### **Section A. PRESIDENT**

The President Shall:

1. Coordinate the work of the Officers and committees of the PTSO.
2. Call and preside over all PTSO meetings as specified in Article IX.
3. Confirm that a quorum is present before conducting any business at any meeting of the PTSO.
4. Create all committees deemed necessary to promote the objectives of the Organization (“Special Committees”).
5. Appoint the Chairpersons of the Special Committees.
6. Issue guidelines for Special Committee Chairs.
7. Sign all forms related to capital expenditures and be authorized to sign on bank accounts.
8. Maintain a position of impartiality and therefore not vote on any issue except in the case of a ballot vote.
9. Be an ex-officio member of all committees except those committees, including the Nominating Committee, as may otherwise be specified herein.
10. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.

### **Section B. VICE PRESEDENT of WAYS AND MEANS (“VP Ways and Means”)**

VP Ways and Means Shall:

1. Organize and supervise fundraising activities, included but not limited to Family Fun Day and Sally Foster.
2. Submit to the administration for review an outline of all fundraising programs.
3. Submit to the administration for authorization any materials for distribution.
4. Present a report of committee activities to the PTSO membership at the monthly meetings.
5. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.
6. The following Committee Chairpersons report to the VP Ways and Means:
  - a. Scrip
  - b. Hanukkah Boutique
  - c. Challah
  - d. Mishloach Manot

- e. PTSO Directory
- f. Any additional Chairpersons of committees deemed necessary to carry out the office of VP Ways and Means.

**Section C. VICE-PRESIDENT of ADULT PROGRAMMING** (“VP Adult Programming”)

VP Adult Programming shall:

1. Coordinate and supervise the PTSO sponsored adult educational and social programs, including but not limited to Parent Education Speakers and the Ice Cream Social.
2. Submit to the administration for review an outline of all fundraising programs.
3. Submit to the administration for authorization any materials for distribution.
4. Present a report of committee activities to the PTSO membership at the monthly meetings.
5. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.
6. The Welcome Breakfast Committee Chairpersons shall report to VP Adult Programming.

**Section D. VICE-PRESIDENT of STUDENT PROGRAMMING** (“VP Student Programming”)

VP Student Programming shall:

1. Coordinate and supervise the PTSO sponsored student educational, Judaic, mitzvah and social programs, including but not limited to the following:
  - a. Children’s ID Program
  - b. Picture Day
  - c. Holiday programs such as Tu B’Shevat, Passover Seder, Sukkot, and Rosh Hashanah
  - d. B’nai Mitzvah
2. Submit to the administration for review an outline of all fundraising programs.
3. Submit to the administration for authorization any materials for distribution.
4. Present a report of committee activities to the PTSO membership at the monthly meetings.
5. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.
6. The following Committee Chairpersons report to the VP Adult Programming:
  - a. Adopt a Family
  - b. Scholastic Book Fair
  - c. Author Programs
  - d. Mitzvah Makers
  - e. Any additional Chairpersons of committees deemed necessary to carry out the office of VP Student Programming.

**Section E. VICE-PRESIDENT of STAFF APPRECIATION** (“VP Staff Appreciation”)

VP Staff Appreciation shall:

1. Coordinate and supervise PTSO sponsored staff appreciation activities including, but not limited to the following:

- a. Year End and Hanukkah Gifts
- b. In-Service Breakfast/Lunch
- c. Staff Appreciation Week
- d. Ongoing staff appreciation gifts and programs
2. Submit to the administration for review an outline of all fundraising programs.
3. Submit to the administration for authorization any materials for distribution.
4. Present a report of committee activities to the PTSO membership at the monthly meetings.
5. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.

**Section F. The VICE-PRESIDENT of ARTS (“VP Arts”)**

VP Arts shall:

1. Coordinate and supervise PTSO sponsored student art programs including but not limited to the following:
  - a. Art Masters
  - b. Orange County Performing Arts Center Arts Teach Program
  - c. South Coast Repertory
2. Submit to the administration for review an outline of all fundraising programs.
3. Submit to the administration for authorization any materials for distribution.
4. Present a report of committee activities to the PTSO membership at the monthly meetings.
5. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.
6. The Talent Show Committee Chairperson shall report to the VP Arts.

**Section G. The VICE-PRESIDENT of VOLUNTEERS (“VP Volunteers”)**

VP Volunteers shall:

1. Coordinate and supervise the Room Parent Coordinator(s).
2. Submit to the administration for review an outline of all fundraising programs.
3. Submit to the administration for authorization any materials for distribution.
4. Present a report of committee activities to the PTSO membership at the monthly meetings.
5. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.
6. The Ambassador Committee Chairperson reports to the VP Volunteers.

**Section H. SECRETARY**

The Secretary shall:

1. Prepare all correspondence, newsletters, communications and publicity of the Organization which includes overseeing of all information posted on the TVT official website.
2. Notify all members of the Board of their meetings and shall be responsible for notifying the membership of all general meetings of the Organization.
3. Keep an accurate record of the proceedings of all meetings of the Organization and the Board, which will constitute the official record of this PTSO.

4. Keep a current list of active members of the Organization.
5. Keep a current copy of the PTSO Operating Guidelines.
6. Notify Officers of the election and Chairpersons of their appointments.
7. Send out notices of meetings to all PTSO Board members and provide a copy of the minutes of the previous meeting.
8. Keep an annual notebook of PTSO generated documents which is a permanent record for the Organization to utilize in the future as it sees fit.
9. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.

### **Section I. TREASURER**

The Treasurer shall:

1. Keep an accurate record of the receipts and disbursements in a ledger, which is a permanent record of the PTSO. The account and records shall be sufficient to establish the items of gross income, receipts, and disbursements of the Organization. Such records shall include bank statements, receipts, budgets, invoices, paid receipts and canceled checks for a period of seven (7) years, including the current year.
2. Make disbursements in accordance with the budget adopted by the PTSO.
3. Be authorized to sign on bank accounts.
4. Upon receipt of the required Check Authorization Form, pay all bills as authorized by the Officers of the PTSO.
5. Sign all checks and secure second signature from the President.
6. Receive all monies for the PTSO accompanied by a check deposit form, and deposit them in the name of the PTSO in a bank approved by the Board.
7. Submit the books and financial records to the school upon request.
8. Present to the Officers of the Organization at each meeting a written financial report of income and expenditures for the past period.
9. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.

### **Section J. PARLIAMENTARIAN**

The Parliamentarian shall:

1. Attend all meetings of the PTSO.
2. Advise on matters of parliamentary procedure when requested.
3. Call the first meeting of the Nominating Committee and give instructions on nominating procedures.
4. Ensure that all parts of the Operating Guidelines of the PTSO are upheld.
5. Review the Operating Guidelines annually and present any proposed amendments pursuant to Article XIII.
6. Make a copy of the Operating Guidelines available to any member of the PTSO in good standing who so requests.
7. Install the incoming Officers at the final meeting of the existing Board.
8. Nominate candidates to fill pre-term PTSO office vacancies pursuant to Article VII, Section C of the Operating Guidelines.
9. Perform such other duties as may be prescribed in these Operating Guidelines or assigned by the Organization.

**Section K: GENERAL DUTIES OF ALL OFFICERS.**

1. Maintain a notebook with information pertinent to the Office in which they are serving, and deliver the notebook, along with any other pertinent materials, to their successors within 15 days following the date upon which their successors assume their duties.
2. Make best efforts to attend all regular and special meetings of the Board and the PTSO general membership.
3. Perform the duties outlined in these Operating Guidelines and those assigned from time to time.
4. Authorize fiscal expenditures within the limits of the PTSO operating budget, subject to vote by the Board.
5. Assist the President in the creation of committees deemed necessary to promote the objectives of the Organization.
6. Make best efforts to attend PTSO sponsored events and programs.

**ARTICLE VIII: LS PTSO MEETINGS**

**Section A. PTSO Meetings** shall be held monthly according to a schedule determined by the Board. The first meeting of the school year will be held in September or October, at which time the PTSO operating budget for the school year will be approved by the PTSO. Ten percent (10%) of the Organization's members constitutes a quorum for the transaction of business at any general membership meeting. A simple majority shall carry the vote, except as otherwise set forth in these Operating Guidelines.

**Section B. Time and date** of the monthly meetings will be established by the Board prior to the beginning of the school year. Five days notice shall be given if any change of date is needed for a regular meeting.

**Section C. Motions and Voting:** All PTSO members in attendance are free to debate all issues and suggest motions. However, the privilege of making motions and voting shall be limited to the Voting Members pursuant to Article VI, section A.

**Section D. Special Meetings** of the PTSO general membership may be called by the President or by a majority of the Board upon no less than two (2) days notice.

**Section E. Budget Committee Meeting:** A meeting shall be called annually by the President for the purpose of discussing a budget for the coming year. The outgoing Treasurer shall serve as Chairperson for this meeting. The committee for this meeting shall be comprised of the incoming Treasurer, incoming and outgoing President, incoming and outgoing VP Ways and Means and the Principal or Principal representative. This meeting should occur prior to the end of the current school year.

**Section F. Calendar Meeting:** A meeting shall be called annually by the President for the purpose of establishing a calendar for the new school year. The committee for this meeting shall be comprised of incoming and outgoing President, Vice Presidents, Secretary, Principal or principal representative and a Teacher Representative. This meeting should occur prior to the end of the current school year.

## **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

**Section A. Standing Committees** are those representing activities that are continuing in the program of the PTSO. Standing Committees are subject to the following:

1. Such committees shall be created or abolished by the Board as may be required.
2. The President, subject to the approval of the Board, shall appoint the Chairperson of such committees.
3. The Committee Chairperson shall present an outline of its proposed activities and/or programs to the Board for review and ratification.
4. Program/event evaluations shall be completed annually by all Chairpersons and filed with the President.
5. The Committee Chairperson's term of office is consistent with that of the Board but may continue until such time as a successor is appointed.

**Section B. Special Committees** shall be appointed as deemed necessary by the President and / or the Board. The President, subject to the approval of the Board, shall appoint Chairpersons to serve for a designated period of time. The provisions of Article X, Section A above apply to Special Committees.

## **ARTICLE X: FINANCIAL POLICIES**

**Section A.** The fiscal year of this organization shall begin on July 1 and end on June 30.

**Section B.** Any donations received, and not designated for a specific purpose, shall go to the general operating fund.

**Section C.** The LS PTSO shall not assume any financial obligation in any one fiscal year that will be carried over into the succeeding term.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

In the absence of provisions to the contrary, Robert's Rules of Order, Newly Revised, shall prevail.

## **ARTICLE XII: OPERATING GUIDELINES AND AMENDMENTS**

These Operating Guidelines may be amended from time to time.

**Section A.** These Operating Guidelines may be amended at any regular meeting of the Organization by a two-thirds vote of the PTSO members present and voting at that meeting, provided that notice of the proposed amendment(s) was given at the previous regular meeting or 30 days prior to the meeting at which the amendment is voted upon. A written copy of the proposed amendment(s) shall be made available in the school office and/or on the school website during the period from the notification meeting until the meeting when the vote is taken. Amendments are subject to ratification by the TVT Board.

**Section B.** Any PTSO member in good standing may propose an amendment to the Operating Guidelines, which shall be presented to the Parliamentarian prior to a vote by

the general membership.

**Section C.** A revised set of Operating Guidelines may be substituted for the existing Bylaws at any regular meeting of the Organization. The requirement for adoption of a revised set of Operating Guidelines is the same as in the case of an amendment as outlined in Section A, above.

**ARTICLE XIII: STANDING RULE**

At the beginning of each term of office, every member of the Board shall be given a copy of these Operating Guidelines and will be responsible for making a thorough study of them. A copy of these Operating Guidelines will be made available to any member of the Organization upon request.

Officers and Chairpersons of this Organization shall follow the Operating Guidelines set forth herein in the performance of their duties.

Adopted: \_\_\_\_\_, 2009

\_\_\_\_\_  
Parliamentarian

\_\_\_\_\_  
Secretary