

CONSTITUTION AND BY-LAWS OF THE
OAK RIDGE NURSERY SCHOOL ASSOCIATION, INC.

Preamble

Because so many patterns of behavior important to the happiness, well-being, and social effectiveness of individuals are established in early childhood, it is a matter of parental and community concern to find practicable ways of extending the opportunity for nursery school education to the pre-school children of the community.

Article I - Name and Location

Section 1. The name of this organization shall be the Oak Ridge Nursery School Association, Inc., hereinafter referred to as the Association.

Section 2. The principal office of the Association shall be at the School, located at 151 Robertsville Road, Oak Ridge, Tennessee.

Article II - Purpose and Policy

Section 1. The Purpose of the Association shall be:

- a. to promote parent and parent-teacher cooperation in providing a nursery school program for the children enrolled in Oak Ridge Nursery School.
- b. to help coordinate the interests of parents, schools, and community in the field of nursery school education.

Section 2. Policy - The Association shall seek the financial and advisory help of its Members and the community, and of local, state, or national groups and agencies whose concern is the welfare of the pre-school child. It shall, through its Board of Directors, enter into agreements establishing reciprocal responsibilities between the Board and the Association Members, and between the Association and community groups, and shall comply with the requirements for nursery schools as set forth by the licensing program of the Tennessee Department of Human Services.

Article III - Membership

Eligibility: Any person who subscribes to the purposes and policies of the Association shall be eligible for Membership.

Section 1. Membership of the Association shall be composed of Voting and Associate Members.

- a. Parents, legal guardians or custodians of children enrolled in Oak Ridge Nursery School, Board members, Director and teaching staff shall constitute the Voting Membership of the Association.
- b. All other Members shall constitute the Associate Membership.

Section 2. Requirements - Voting Membership of parents in the Association is effective from the time of the entry of the child, provided the parents, guardians, or custodians are in compliance with all rules established for enrollment of a child in Oak Ridge Nursery School.

Article IV - Organization and Administration

Section 1. The legislative body of the Association shall be composed of the voting Membership.

Section 2. The policy-making body of the Association shall be the Board of Directors, who shall administer the affairs of the Association. The actions of the Board of Directors shall be governed by and consistent with the By-Laws of the Association.

Section 3. The administrative head of the School shall be the Director.

Article V - Board of Directors

Section 1. The Board of Directors of the Association is elected by the Membership, except for a limited number of appointed, non-voting, and ex-officio members. The Officers of the Association shall be the President, Vice President, Recording and Corresponding Secretary, and Treasurer. These Officers shall comprise the Executive Committee of the Board. In addition to the Executive Committee, at least three additional Board Members shall serve as Members-at-Large. The immediate past-President shall serve as a voting ex-officio member of the Board, and the Director of the School shall serve as a non-voting member of the Board.

Section 2. Duties of the Officers

- a. President - shall preside at all meetings of the Association and the Board, and shall be an ex-officio member of all committees. The President shall appoint the chairperson of each Standing Committee from the Association's Voting Membership, and shall appoint the members of the Nominating Committee from the Association's Voting Membership, with the approval of the Board of Directors.
- b. Vice President - shall take the place of the President in his or her absence and shall assist the President in all ways to carry out the duties of the office.
- c. Recording and Corresponding Secretary - shall record the minutes of all meetings of the Association and of the Board; shall preserve one copy of the minutes as a permanent record of the School, and shall distribute other copies as instructed by the President; and shall take care of all correspondence for the School, and shall send out all bulletins and other information to the parents.
- d. Treasurer - shall administer all funds of the Nursery School Association, shall prepare the budget with the assistance of the Director, and shall make arrangements for collection of all past-due fees.
- e. Members-at-Large - shall conduct the business of the Association and represent the viewpoint of the parents.

Section 3. Nomination and Election of the Board of Directors - The President will submit to the Board, for its approval, a Nominating Committee composed of three Voting Members of the Association. The Nominating Committee will then prepare a full slate of candidates to run for the Board, including at least one candidate for each office and at least three candidates for Members-at-Large, and present the slate to the Membership at least two weeks before the Annual Membership Meeting. At the Annual Membership Meeting, nominations for the Board may also be made from the floor, providing previous consent has been obtained from the nominee. Association Members present at the Annual Membership Meeting shall elect the Board from among the candidates and nominees by a simple majority vote. The elected membership of the Board must include four Officers and three Members-at-Large, each of whom has a child in the School at the time of the election. The elected Board may, at its discretion and by two-thirds vote of the Board, appoint up to three additional Members-at-Large from the Voting Membership of the Association.

Section 4. Terms of Office - Members of the Board shall be elected at the Annual Membership Meeting, and begin an initiation period with the current Board April 1st through May 31st. The newly elected Board shall assume office June 1st, and serve for a term of 14 months (April 1st - May 31st).

Section 5. Unexpired Terms - A vacancy occurring in the Board of Directors may be filled by an appointee chosen by majority vote of the Board's remaining members. In the event that the Board must fill three or more vacancies at any one regular meeting, the Nominating Committee shall submit candidates for the election of new Board members by the Membership at its next meeting.

Section 6. Powers and Duties - The Board of Directors shall have full authority to manage and conduct the property and business of the Association in accordance with the By-Laws, subject to the reversal of any action by a vote of three-quarters of the Voting Membership at a regular or special Membership meeting. The Board shall plan and direct the work necessary to accomplish the purposes of the Association and shall create and designate such special committees as may be necessary for this purpose.

Section 7. Meetings - Regular Board meetings shall be held monthly unless otherwise voted by the Board. Regular Board meetings are open to all Members of the Association. The agenda will be posted at the Nursery school in advance to inform the Membership of the business to be conducted. The President may call special meetings of the Board and shall call a special meeting upon the written request of two members of the Board. Three consecutive absences without a valid reason by any Board member shall be considered a resignation.

Section 8. Quorum - Four voting members of the Board of Directors shall constitute a quorum.

Article VI - Standing Committees

The Standing Committees shall be Public Relations, Parent Education, Maintenance, Nominating, By-Laws, and Executive. Their functions are:

1. Public Relations - To formulate and execute plans for promoting the Nursery School, to solicit community involvement, to coordinate fund raising activities, to research grant options, and to facilitate effective communication between the Membership and the Board of Directors.

2. Parent Education - To work with the Director, teachers, and community sources in setting up and providing an education program for the parents.
3. Maintenance - To formulate and execute plans for overall maintenance of the school. These plans shall include maintenance of:
 - a. the inside and the outside of the building.
 - b. grounds and playground equipment.
 - c. plans for emergency repairs.

This committee shall present written plans to the Board of Directors for approval before extensive maintenance is done.

4. Nominating - To prepare a slate of candidates for election to the Board of Directors, that is presented to the Membership before the Annual Meeting, and to submit candidates for election of replacements, should the Board need to replace three or more members at any regular meeting.
5. By-Laws - To provide the Membership with copies of the Constitution and By-Laws sufficient for familiarity, and to, after study, recommend amendments to the By-Laws when necessary.
6. Executive Committee - To co-sign checks, to conduct the annual performance evaluation of the Director, to review annual performance evaluations of teachers, and to work with the Director to resolve personnel issues of a confidential or sensitive nature.

The Board shall have the authority to create and designate any additional special committees as it may deem necessary to perform its functions.

Article VII - Membership Meetings

Section 1. Membership Meetings - Meetings shall be held annually. Special Membership meetings may be called by the Board, and the Board shall call a special meeting upon the written request of fifty per cent of the Voting Membership. All Association Members are encouraged by the Board to attend regular monthly Board meetings, in addition to regular or special Membership meetings.

Section 2. Notification - Written notification of the time and place of a Membership meeting will be distributed to all Members at least 30 days in advance of a Membership meeting.

Section 3. Annual Membership Meeting - The March Board meeting shall also be designated as the Annual Membership Meeting of the Association. At the Annual Membership Meeting, the Membership shall:

- a. discuss plans for the ensuing year.
- b. elect members of the Board.
- c. transact such other business as may properly come before it.

Section 4. Quorum - Twenty per cent of the Voting Membership and one Officer shall constitute a quorum. In the event that a quorum is not present at a Membership meeting, business may nevertheless be conducted and motions carried by a vote equal to what would be a majority of a quorum, provided there is no objection by anyone present.

Article VIII - Parliamentary Authority

The rules contained in Roberts' Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the Association.

Article IX - Amendments

The Constitution and By-Laws of the Association may be amended by a majority vote of Members present at any official Membership meeting, provided the amendment was submitted to the Membership in writing at least one month in advance of a specified meeting date.

Authored: 1963
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