

BYLAWS OF PERRY HIGHWAY LUTHERAN PRE-KINDERGARTEN

ARTICLE I NAME

The name of this organization shall be Perry Highway Lutheran Pre-Kindergarten, with a governing board called Perry Highway Lutheran Pre-Kindergarten Board of Directors, hereinafter referred to as the Board.

ARTICLE II PURPOSE

The objectives of this board shall be to see that all programs are planned, organized and produced according to the goals, policies and guidelines of Perry Highway Evangelical Lutheran Church, hereinafter referred to as the Church, provided such purpose is accomplished in a charitable not for profit manner, pursuant to the terms and subject to the limitations specified in the charter.

ARTICLE III REPORTING STRUCTURE

The Perry Highway Lutheran Pre-Kindergarten is governed by its Board of Directors (Board). The Director of the Pre-Kindergarten (Director) manages daily operations and reports to the Board and the Church Pastor. The Board and the Church Pastor report to the Church Council.

ARTICLE IV OFFICERS

Section 1. The officers of the Board shall be President, Vice President, Treasurer, and Secretary. The members of the Board shall elect officers from the members of the Board each year at the annual meeting. These officers shall be elected by written ballot and shall hold office for a period of one (1) year or until their successors have been chosen, and can serve two consecutive terms. Their term shall begin June 1 of the year for which they were elected. They shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board.

Section 2. The Treasurer may be a non-voting, non-elected member, appointed by the Church Pastor and Pre-Kindergarten Director, and the term of the Treasurer is not limited.

Section 3. The Director of the Pre-Kindergarten shall serve as a non-voting member of the board.

Section 4. Staff persons (employees) of Perry Highway Lutheran Pre-Kindergarten cannot serve as officers of the Board or elected board members.

Section 5. Officer Vacancies. If an office becomes vacant for any reason, the Board may choose a Successor or successors who shall hold office for the unexpired term.

ARTICLE V
MEETINGS

Section 1. Regular meetings of the Board shall be at least four (4) times a year with additional meetings as necessary and as often as once a month. Additionally, the Executive Committee may meet as needed. One of the Board meetings shall be the annual meeting and shall be timed with the Church Council annual meeting.

Section 2. Special meetings can be called by the President, Director or Pastor for any purpose and shall be called by the Secretary upon the request of three (3) or more members, stating the purpose of such meetings. Members must be informed of special meetings no less than five days in advance.

Section 3. A majority of the board members present shall constitute a quorum.

Section 4. After two unexcused absences per within one year, a board member shall be replaced.

ARTICLE VI
BOARD MEMBERS

Section 1. The direction and management of this organization shall be invested in a Board. The number of members shall be seven (7), including the voting officers.

Section 2. Powers of the Board. The responsibility and authority of the Board shall include the following:

- a) To oversee all programs and activities conducted by the Perry Highway Lutheran Pre-Kindergarten.
- b) To assure that programs are operated according to Church standards and policies.
- c) To assure the perpetuation of the Pre-Kindergarten through strategic long range planning and implementation.
- d) To assume fiduciary responsibility, approving all fund raising activities, and approving budgets.

Section 4. Members shall be elected from the Church congregation to serve on the Board for staggered two (2) year terms and may serve two (2) consecutive terms. After one year off the Board, former members are eligible to serve again.

Section 5. Vacancies. When a vacancy arises on the Corporate Board, a majority of the remaining members may, at a meeting of the full Pre-K Board, elect a successor to complete the term of the vacant member.

Section 6. At least sixty (60) days prior to the annual meeting a Nominating Committee of Perry Highway Lutheran Church shall nominate a slate of potential Board members. Nominations, with consent, may also be made from the floor. The slate of members shall be posted with notice of the annual meeting.

ARTICLE VII
COMMITTEES

Section 1. There shall be an Executive Committee of the Board comprised of the officers, Director, and Pastor. The Executive Committee may act for the full Board between regular meetings. Any such action shall be reported at the next full meeting of the Board. A majority of the Executive Committee shall constitute a quorum.

Section 2. The President may appoint standing and special committees, such as Fundraising, Marketing, Communications, Church and Family Relations, Information Technology, and others as deemed necessary to facilitate the operation of the organization. The President shall be ex-officio of all committees except the Church Nominating Committee. The President shall appoint a board member to be the chairperson of each established committee.

ARTICLE VIII
DEDICATION OF ASSETS

The properties and assets of this non-profit organization are irrevocably dedicated to charitable purposes. No part of the net earnings, properties, or assets of this organization on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any board member of this organization. On liquidation or dissolution, all properties and assets and obligations shall be returned to Perry Highway Lutheran Church.

ARTICLE IX
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE X
AMENDMENT OF BYLAWS

These bylaws may be amended at any regular or special meeting by a majority vote, provided that the amendment has been submitted in writing to all Board members at least two (2) weeks prior to such meeting. Amendments must be approved by the Church Council before taking effect.