

DIVINE STREET UNITED METHODIST CHURCH PRESCHOOL BY-LAWS

I. OFFICE AND PROGRAM

- A. The office of the Divine Street United Methodist Church Preschool shall be located at 400 W. Divine Street, Dunn, North Carolina 28334.
- B. The program of the Divine Street United Methodist Church Preschool shall be located at 400 W. Divine Street, Dunn, North Carolina 28334.

II. BOARD OF DIRECTORS

- A. The Board of Directors shall manage the business of the Divine Street United Methodist Church Preschool.
- B. The Board shall consist of nine members with full rights and voting privileges.
- C. and four ex-officio (non-voting) members.
 - 1. Director of DSUMC Preschool
 - 2. Pastor of DSUMC
 - 3. Christian Education and Discipleship Coordinator of DSUMC
 - 4. One (1) DSUMC Preschool Teacher
 - 5. Two (2) Parent Representatives
 - 6. One (1) Certified Teacher
 - 7. One (1) Attorney
 - 8. One (1) Accountant
 - 9. Four (4) At-large members
- D. New board members shall be selected when necessary to fill vacancies.
- E. Filling Board member positions shall follow the process of the Divine Street United Methodist Church Nominating and Lay Development Committee and shall be approved by a vote of the Charge Conference.

III. MEETING OF THE BOARD

- A. The Board of Directors shall meet quarterly, holding its annual meeting in July of each year.
- B. All meetings of the Board will be held at Divine Street United Methodist Church unless another site is agreed upon by all Board members. The date and time of each meeting will be determined by consent of those Board members present at the July meeting.
- C. Notice of all Board meetings will be made in the church bulletin and newsletter and/or through mailings, email, or telephone.
- D. Regular attendance at all meetings is expected of all Board members. If two (2) consecutive meetings are unattended, the chair will contact the Board member.

IV. FINANCIAL ARRANGEMENTS

- A. The fiscal year of the Divine Street United Methodist Church Preschool program shall commence on July 1 and end the following June 30.
- B. The annual budget shall be prepared by the Board Treasurer, Chair and Preschool Director to be presented at the July meeting.
- C. The treasurer shall give an update of the financial status of the program at each regularly scheduled Board Meeting.
- D. All funds of the DSUMC Preschool shall be deposited to the credit of the program in such bank(s) as Divine Street United Methodist Church uses.
- E. All requests for reimbursements shall be made to the Program Director who shall sign and submit the appropriate forms to the Divine Street United Methodist Church Treasurer for payment.

V. BOARD OF DIRECTORS MANUAL

- A. Board Member Code of Ethics (see attached)
 - 1. The Board Member Code of Ethics shall be signed and dated by each member annually at the July meeting.
 - 2. The signed and dated forms shall be kept by the Board Secretary as a permanent record.
- B. Board Responsibilities (see attached)
 - 1. The job of the governing board of a nonprofit organization includes these basic responsibilities:
 - a. To make policy
 - b. To set goals and to plan implementation and evaluation
 - c. To guide long range planning
 - d. To ensure adequate resources
 - e. To help set the budget and monitor financing
 - f. To make recommendations on the administration staff to
the
DSUMC Staff Parish Relations Committee
 - 2. The role of individual board members includes:
 - a. Stay informed of the Divine Street United Methodist Church Preschool program
 - b. Prepare for and attend meetings
 - c. Maintain appropriate confidentiality
 - d. Read and understand the financial statements
 - e. Support the pastor, director and staff in managing the
program
 - f. Follow appropriate channels in Board work
 - g. Ensure quality programs and services
 - h. Enhance the public image
 - i. Be accountable to Divine Street United Methodist Church
 - j. Make recommendations regarding staff to the DSUMC SPRC

C. Board Member Job Description

1. Purpose
 - a. To serve the Board as a voting member
 - b. To develop policies, procedures and regulations for the operation of the preschool program
2. Attendance
 - a. To attend regularly scheduled meetings
 - b. To attend and participate in special events as needed
3. Obligations of the Board
 - a. To establish policy
 - b. To make recommendations to the DSUMC SPRC regarding the hiring/dismissal/evaluation of the Program Director and to approve the Director's recommendations of other staff
 - c. To monitor adequacy of facilities
 - d. To monitor finances
 - e. To maintain and update long range plans
4. Specific Duties
 - a. To know the mission, goals, policies, program, services, strengths, and needs of the program
 - b. To contribute skills, knowledge, and experience when appropriate
 - c. To participate in organizational decision making
 - d. To support the financial stability of the organization
 - e. To assume leadership roles in specified board activities
 - f. To represent the organization to the church and to the public
 - g. To be aware of the needs of those served by the preschool program
 - h. To maintain independence and objectivity and make decisions with fairness and integrity

D. Board Officers

1. Chair
 - a. Set agenda and conduct Board meetings
 - b. Work with Board members in the hiring and evaluation of staff
 - c. Represent the Board at special functions
 - d. Serve as board liaison with church Trustees and other church committees
 - e. Represent the Board at Divine Street United Methodist Church Council meetings and SPRC meetings as needed
2. Vice-Chair
 - a. Coordinate projects, special programs, activities
 - b. Conduct Board business in the absence of the chair
3. Secretary
 - a. Keep minutes of all Board meetings

- b. Assist in the preparation and distribution of program forms and various handbooks
4. Treasurer
 - a. Cooperate with Board members in preparing the annual budget
 - b. Maintain all financial records
 - c. Present a report at each Board meeting and an annual report at the conclusion of each fiscal year
5. Members
 - a. Attend Board meetings
 - b. Maintain confidentiality
 - c. Act as liaison with other preschool parents
 - d. Work on special events and activities
6. Director
 - a. Prepare for and attend all board meetings
 - b. Provide enrollment and program updates
 - c. Meet with Divine Street United Methodist Church Pastor as needed