

Section G

The P.T.A

1. WHY P.T.A
2. BASIC CONSTITUTION AND BYLAWS FOR P.T.A.
3. MONTH BY MONTH P.T.A. ACTIVITIES AT Y.D.R
4. A SAMPLING OF NEWSLETTERS, FLYERS, AND INFORMATION
ABOUT P.T.A. ACTIVITIES

SECTION G. THE P.T.A.

An active, cohesive and supportive P.T.A. is an essential ingredient in a well run Yeshiva. For an institution to be successful it must correctly perceive the needs for the community it serves, it must strive to meet those needs and involve the community in in that pursuit. The P.T.A. is, in most cases, the best vehicle to achieve those goals.

Many principles have found the P.T.A. the best way to keep informed of the needs, wishes, and general direction of a community. A representative group is, in many ways a microcosm of the community and as such can be tremendously helpful in providing information and a crosspollination of ideas. The P.T.A. can be a sounding board and help a principle anticipate community reaction to a policy or decision in the making.

Furthermore, the P.T.A. has, in most schools, become the vehicle to involve the parent body, and community at large in school activities.

In some schools, the P.T.A. is actively involved in the administration, while in others its role is merely to be supportive to the principle. Whatever the case, the principle needs to see the P.T.A. as an instrument which can help make his school a success.

In this section are presented:

- a. Basic constitution and bylaws for a P.T.A. which was published some years ago by the National Association of Hebrew Days Schools P.T.A.'s.
- b. A month by month review of the P.T.A activities of Yeshiva Rabbi Dov Revel, most of which are elaborated upon in the letters and documents which follow.
- c. A selection of informational and promotional pieces.

A MONTH BY MONTH REVIEW OF P.T.A. ACTIVITIES
AT YESHIVA RABBI DOV REVEL

AUGUST

Prepare mailing from P.T.A which includes:

- P.T.A calendar and list of forthcoming activities
- Invitation to purchase school supplies from P.T.A sponsors
- Introduction to memorial and simcha funds

Send birthday cards

Write P.T.A newsletter in preparation for school opening

Create new list of class mothers

Meet with the administration and review plans for beginning of the year

SEPTEMBER

Publish syllabus of after school activities and start registration thereof

Prepare luncheon for teacher orientation

Paid up membership breakfast

Sponsor refreshments for open school night

Distribute token gifts for teachers on opening day

OCTOBER

Sponsor café night with raffle

Sponsor Chol Hamoed Succot activities

First newsletter of school year

Start preparations for:

Art Auction

Chanukah Boutique (Bazaar)

NOVEMBER

Chanukah Boutique (Bazaar)

Art Auction

DECEMBER

Children's Chanukah sales

Chanukah teachers brunch

Chanukah gifts for teachers and administration

Refreshments for Chanukah Chagiga

Class pictures

Refreshments for Parent-Teacher conference

JANUARY

Tu Bshvat baskets
Annual open meeting
Mishalach Manot orders to be mailed

FEBRUARY

Sponsor school at Queen's Purim Parade
Purim goodies for all classes
Distribution of Mishalach Manot baskets
Pesach candy sales

MARCH

Parent-Teacher conference night refreshments
Sponsorship of model Seder for all divisions

APRIL

Book fair

MAY

Sponsorship of Lag Baomer outing
Mother's Day Sales

JUNE

Sponsorship of Salute to Israel Parade
Ballet recital
Father's Day sales
Graduation activities
Teachers end of the year awards dinner

MISCELLANEOUS

P.T.A sponsors volunteers for:

- Tutorial Programs
- Extracurricular school activities
- Testing
- Assistance with annual dinner
- Memorial donations
- Library assistance

and a variety of schools need not be budgeted for in the school budget.

NATIONAL ASSOCIATION OF HEBREW DAY SCHOOL P.T.A'S
GUIDE FOR BASIC CONSTITUTION AND BY-LAWS FOR PARENT TEACHER
ASSOCIATION

ARTICLE I

NAME

The name of this organization shall be the Parent Teacher Association of the _____.

ARTICLE II

PURPOSE

The aims of the Parent Teacher Association shall be the purpose of the National Association as follows:

1. To fulfill our sacred duty to our children by inspiring in them abiding love of G-d, unswerving dedication to the study and discipline of the Torah and deep devotion to the Jewish people.
2. To help the school maintain the highest possible standards in order that it may fulfill its responsibilities as the extension of the parent and the transmitter of our religious heritage.
3. To make parents, teachers, and the community increasingly aware of their mutual responsibilities for the maximum development of every child.
4. To foster programs of parent education as a means of harmonizing the cultural and religious values of the home with the Torah teachings of the day school.
5. To assist parents, teachers, and school administrators by providing a forum for the regular exchange of reliable information concerning the spiritual, psychological, educational, and physical development of our children.
6. To work towards raising the social and economic status of the professional personnel of the day school so that larger numbers of religiously observant men and women, well trained and talented, will be attracted toward the teaching profession.
7. To stimulate the establishment and support day schools on the elementary and secondary levels and to project them to the community as the force which insures the perpetuity, the commitment, and the future leadership of the Jewish people.

ARTICLE III

POLICIES

Section 1. The Program of the Parent Teacher Association shall be educational and shall be developed through committees and projects. The Parent Teacher Association may also undertake special fundraising projects which benefit education, health, and welfare of students. These fundraising projects must be reported on periodically to the general membership.

Section 2. The Parent Teacher Association shall work closely with the school administration to further the welfare of the children and the school, but it shall not attempt to direct or control administrative activities and policies.

Section 3. The Parent Teacher Association shall be affiliated with the National Association of Hebrew Day Schools PTA's, and shall be maintained in conformity with its objectives and principles.

The purpose of the National Association of Hebrew Day Schools PTA's is to stimulate excellence in all areas of P.T.A. activity and to insure the interchange of ideas with other Day Schools around the country.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1. Anyone interested in the purpose for which the Association is organized may become a member upon payment of the dues of _____ per school year. Only paid members are eligible to vote.

Section 2. The Parent Teacher Association, as a member of the National Association of Hebrew Day School PTA's pay affiliation dues at the beginning of each school year.

ARTICLE V
OFFICERS AND THEIR ELECTION

- Section 1. Officers of this Association shall be President, three Vice-Presidents, Recording Secretary, Corresponding Secretary, Financial Secretary and Treasurer. The principals of the Hebrew and general studies departments shall be honorary members of the Executive board.
- Section 2. Nominations for officers shall be made by a nomination committee: the chairman to be appointed by the president. The Slate of Nominations shall be presented at the February Board Meeting. Further nominations shall be accepted from the floor at the next open meeting.
- Section 3. The Officers shall be elected at the Open meeting in March and installed in May. Election shall be by ballot when more than one candidate is nominated for any office.
- Section 4. A vacancy occurring in an office shall be filled by Presidential appointment.

ARTICLE VI
DUTIES OF OFFICERS

- Section 1. The president shall preside at all meetings of the Association, shall be a member of ex-officio of all committees except the nominating committee, and shall perform all other duties usually pertaining to the office.
- Section 2. Vice President:
- a. The Vice President is in charge of fundraising, shall appoint chairmen for all such functions, and act in an advisory capacity to assist these chairmen and committees.
 - b. The Vice President in charge of Programming shall be in charge of programming for fundraising functions.
 - c. The Vice President in charge of Class Mothers shall supervise the Class Mother Program, including meetings and conferences. She and her committee shall prepare full minutes and analyses of all class meetings. Copies of these minutes shall be given to the principal and Parent-Teacher Association President.
 - d. It shall be the duty of the first Vice President to perform the duties of the President during the absence of the President.

- Section 3. The Recording Secretary shall take the minutes of all meetings of the association and shall include the names of all those in attendance at the meetings.
- Section 4. The Corresponding Secretary shall attend to all correspondence of the Association and send out notices of meetings.
- Section 5. The Historian shall be responsible for collecting and compiling all minutes, correspondence, publications, meetings notices, committee reports, and publicity. It is his/her duty at the end of the year to have all relevant material typed and properly bound.
- Section 6. The Financial Secretary shall be responsible for collecting membership dues.
- Section 7. The Treasurer shall be in charge of all monies of the Association. He/She shall pay bills authorized by the executive board and present a fiscal report to the Recording Secretary and Historian. All bills and other expenditures should be paid by check so as to ensure proper record keeping of this public money and all checks shall bear the signature of the President and Treasurer.

ARTICLE VII
MEETINGS

- Section 1. The Open Meetings of the Association shall be on the third Tuesday of each month, beginning with September and ending with June. If this date falls upon a Jewish or legal holiday, the meeting date shall be set by the Executive Board.
- Section 2. The Executive Board Meetings shall be held on the second Monday of each month.
- Section 3. The meeting for the election of Officers shall be held in March.
- Section 4. The Annual Meeting for Installation of Officers shall be held in May.
- Section 5. A Special Meeting may be called by the president or upon written request of five members of the Association.

ARTICLE VIII
EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Officers of the Association and Chairman of standing committees.

Section 2. The Executive Board may transact the business of the Association between regular meetings and act in an emergency.

ARTICLE IX
COMMITTEES

Section 1. There shall be such standing committees created by the President as may be required to promote the objectives and interests of the Association.

Section 2. Official representatives of the Association to other organizations, local and national, shall be appointed by the President.

ARTICLE X
ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

Section 1. The order of business at the regular Board Meetings shall be as follows:
Reading of Minutes of Previous Meeting, Committee Reports, Treasurer Report, Unfinished Business, New Business, Adjournment.

Section 2. 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 these by-laws.