

JANNEY EXTENDED DAY BY-LAWS

Article I: Name

The corporate name of this organization is Janney Extended Day, hereinafter "JED".

Article II: Purpose

JED aims to promote child development through the operation of high-quality before and after school care for the Janney community.

Article III: Board of Directors

Sec. 1. The corporate powers of the organization are vested in the Board of Directors, who shall approve all matters of policy and expenditure of funds.

Sec. 2. The Board of Directors shall consist of a minimum of seven (7) and maximum of ten (10) members.

Sec. 3. A quorum for the transaction of any business shall be a majority of the number of Directors, and the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Sec. 4. There shall be a minimum of eight (8) meetings a year.

Sec. 5. It is the duty of the members of the Board of Directors to attend meetings regularly.

Sec. 6. The Board of Directors, by resolution adopted by a majority of the Directors in office, may delegate to the Executive Committee, as hereinafter provided for, the management of affairs of the organization for a specified interval of time.

Article IV: Board Officers

Sec. 1. The members shall elect annually from their number the following board officers: President, Vice-President, Secretary, and Treasurer, who shall collectively constitute the Executive Committee. All officers shall be elected for a term of one year, and no officer shall succeed himself/herself more than twice.

Sec. 2. The President shall preside at all meetings of the Board of Directors and shall be ex-officio member of all committees.

Sec. 3. The Vice-President, in the absence of the President, shall preside and perform his/her duties.

Sec. 4. The Secretary shall record and preserve the minutes of all meetings of the Board of Directors and keep an attendance record.

Sec. 5. The Treasurer shall have the responsibility of keeping the Board informed of the organization's financial status. The Treasurer shall countersign checks in excess of a designated amount as authorized by the Board. He/she shall be a member of the Finance Committee.

Article V: Staff

Sec. 1. The Board shall retain such management as the board deems necessary to carry on the work of the organization.

Sec. 2. The management shall employ such staff as are required to carry on the purposes and objectives of the organization in accordance with the policies established by the Board of Directors. Top management shall keep the Board fully informed on all aspects of the program, and shall keep a record of all pertinent information and shall act as a medium of communication between the organization and the community.

Article VI: Board Committees

Sec. 1. Personnel Committee. There shall be a standing Personnel Committee, which shall:

a. Recommend to the Board for employment of top management, when the position(s) is/are or expected to become vacant.

b. Review annually and propose to the Board revisions of personnel practices, job descriptions, and salary scales.

Sec. 2. Finance Committee. There shall be a standing Finance Committee, which shall:

a. Include the Treasurer.

b. Prepare the budget with top management or for presentation to the Board.

c. Assist in obtaining the funds necessary for the operation of the organization.

Sec. 3. Other Committees: The Board may establish additional committees, either standing or temporary.

Sec. 4. The President shall ensure that at least one Member of the Board is appointed to each Committee, and may also appoint non-members of the Board as appropriate.

Article VII: Election of Board Members

Sec. 1. Parents of children attending Janney shall be eligible to serve as Board members, regardless of whether their children go to JED.

Sec. 2. Board members shall be elected and JED shall conduct elections every year. Janney parents shall be eligible to vote for JED directors, regardless of whether they have children in JED.

Sec. 3. A board member's elected term shall be two years, staggered so that half of the Board positions shall be subject to election every year. Board members may serve no more than three full terms.

Sec. 4. Janney parents shall have as many votes as there are openings on the board.

Sec. 5. JED shall endeavor to hold regular Board elections on the third Tuesday in November, or close to that date.

Sec. 6. The Board may also authorize JED to hold a special election for a Board opening that occurs before the regular annual election, and the Board must hold an election as soon as practical if the Board membership drops below six.

Article VIII: Amendments

These By-laws may be amended at any regular meeting of the Board of Directors at which a quorum of Directors is present by a two-thirds (2/3) majority vote at such a meeting.

Approved August 17, 2011