

**POTOMAC ASSOCIATION OF COOPERATIVE TEACHERS, Inc.
BY-LAWS**

**Approved by the membership at the
Spring Professional Development Day
March 28, 2019**



Article I Purpose of Organization

Potomac Associate of Cooperative Teachers, Inc. (hereafter referred to as PACT) is a professional organization of cooperative preschool teachers. Its primary purpose is to serve as a Professional Development Institute which provides training for members through workshops and speakers in all areas pertaining to early childhood education usually through two Professional Development Days (hereafter referred to as PDD) per program year. PACT also seeks to promote the concept of pre-school education through the cooperative model for parents and teachers.

Article II Membership

Section 1 General Membership Requirement: General membership is open to any person interested in the education of young children. PACT Board membership requirements and position terms in office are described in Article IV.

Section 2 Membership Dues: Membership dues are set by the incumbent Board, paid annually prior to the Fall PDD and entitles a member to attend both the Fall and Spring PDD programs. If a member joins PACT after the Fall PDD then a reduced membership fee will be charged which entitles the member to attend only the Spring PDD.

Section 3 Membership Term: Membership is for the program year, (which corresponds to the traditional school year), and must be renewed annually in the fall.

Article III Meetings

Section 1 Meetings of Members: A general meeting of members shall take place semi-annually at both the Fall and Spring PPDs.

Section 2 Board Meetings: Board meetings shall be held during the year, the frequency and dates set by the President(s).

Article IV Officers

Section 1 The President(s) shall:

- A. Preside at all membership meetings and all Board meetings.
- B. Appoint a nominating committee consisting of a chairman and at least two other members from Virginia, Maryland, and the District of Columbia, prior to the Spring meeting, for the purpose of selecting qualified officers for the following year. Notification of the slate of officers shall be sent in the newsletter to the general membership at least two weeks prior to the general meeting. Nominations shall also be made from the floor.
- C. The Presidents' term of office is for a minimum of one year.
- D. The President(s) shall have been a member of the former Board of P.A.C.T.
- E. Following the term as President it is advisable that the outgoing President serve at least one year on the Board in an advisory capacity.
- F. The President(s) will be responsible for meeting State credentialing requirements, submitting necessary paperwork in a timely manner to the appropriate offices.

Section 2 The Vice-Presidents of Program shall:

- A. Plan the program for the Fall and Spring Professional Development Days.
- B. Handle all arrangements pertaining to the presenters and speakers.
- C. Hold office for a two-year term, each being elected on alternate years.

- D. Assist the President(s) in the discharge of their duties, and in the absence or disability of the President(s), act in their stead.

Section 3 The Vice President of Membership shall:

- A. Maintain a current database file of all members.
- B. Distribute PACT Fall and Spring newsletters via e-mail to members and area schools
- C. Collect membership fees.
- D. Register members for both Fall and Spring Professional Development Days.
- E. Distribute membership cards

Section 4 The Secretary shall:

- A. Keep correct minutes of all membership and Board meetings, making one copy for the Presidents' file.
- B. Be in possession of a copy of the By-Laws and see that a copy of these and the minutes are on hand at all business meetings and whenever needed by the President(s).
- C. Send out notices of Board and Committee Meetings.
- D. Conduct all correspondence delegated to her by the President.
- E. Hold office for a two-year term; election to be held on alternate years with the Treasurer.

Section 5 The Treasurer shall:

- A. Maintain a checking account in which all funds shall be deposited and thereafter paid out by check signed by the Treasurer.
- B. Maintain accounting records that will at all times reflect the cash position of the organization and the paid membership account of each member.
- C. Receive and keep receipts of expenditure; prepare and submit a budget yearly.
- D. Hold office for a two-year term; election to be held on alternate years with the secretary.

Section 6 The Hospitality Chairs shall:

- A. Make all arrangements for the refreshments at the Fall and Spring Professional Development Days.
- B. Hold office for a minimum of one year.

Section 7 The Logistics Chairs shall:

- A. Make all logistical arrangements for meetings except program.
- B. Hold office for a minimum of one year.

Section 8 The Exhibits/Resource Table Chair shall:

- A. Solicit and make arrangements for exhibitors to display educational materials that will enrich the Fall and Spring Professional Development Days.
- B. Set up a Resource table at both conferences for the display of materials pertaining to early childhood education.

Section 9 The Evaluations Chair shall:

- A. Distribute and collect evaluation forms from members attending the Fall and Spring Professional Development Days.
- B. Tally evaluation forms and distribute summary to Board members.

Section 10 The Newsletter Editor shall:

- A. Prepare the semi-annual newsletter.
- B. Hold office for a minimum of one year.

Section 11 The Website Chair shall:

- A. Maintain the PACT web site
- B. Hold office for a minimum of one year

Section 12 The Listserv Chair shall:

- A. Maintain the PACT Board listserv and the PACT members' listserv.
- B. Distribute the Fall and Spring newsletters via the list-serves.

Section 13 Replacement of Officers:

- A. If a vacancy occurs in any office, a replacement will be appointed according to procedures outlined in Section 1 (B) of the By-Laws.
- B. An addition to the Board, one person from a non-cooperative school may be made by the current Board. The term shall be for one year.
- C. Additional Board Officers, as deemed necessary by the Board, may be added.*

Section 14 The Legislation and Education Chairs shall:

- A. Obtain information pertaining to current legislation regarding the education of young children.
- B. Present information at the general membership meetings.
- C. Obtain from the general membership requests for courses to be offered by area universities.
- D. Assist in the arrangements for said courses with the university authorities.
- E. Hold office for one year.

Section 15 The Professional Development Day Administrator shall:

- A. Assist with all aspects of the Professional Development Days.
- B. Hold office for one year.

Article V Amendment of the By-Laws

The By-Laws may be amended by a majority vote of the general membership present at the business meeting portion of a PDD, an election meeting or at a special meeting. Proposed amendments must be made known to the general membership no less than one week in advance of the meeting at which action is to be taken.