



FUM Preschool Advisory Board Bylaws

I. The name of the organization shall be First United Methodist Preschool (FUM Preschool).

II. Sponsorship/Ownership

FUM Preschool is a ministry of the First United Methodist Church of Austin, Texas (FUMC). FUM Preschool is an extension of FUMC's outreach to children and their families.

III. FUM Preschool Mission Statement

The FUM Preschool strives to create an atmosphere of love and acceptance in which each child can develop socially, emotionally, physically, spiritually, and intellectually.

IV. FUM Preschool Advisory Board Purpose Statement

The purpose of the FUM Preschool Advisory Board is to provide support and guidance in designated matters for FUM Preschool to pursue its mission.

V. FUM Preschool Advisory Board (Advisory Board)

A. Membership The Advisory Board is composed of 14 members. Members shall consist of

1. The FUM Preschool Director (a non-voting member)
2. Six members-at-large. The members-at-large may be FUM Preschool parents or FUMC members. One-half of the Advisory Board members must be members of FUMC. Any exceptions must be approved by the FUMC staff supervisor and/or Senior Pastor of FUMC.
Members-at-large should be:
 - i. An early childhood educator or similar education background
 - ii. An attorney
 - iii. An accountant or similar business background
 - iv. Three FUM Preschool parents with at least one year of FUM Preschool enrollment
3. Six ex-officio members. Ex-officio members will attend meetings as necessary and/or requested.
 - i. An FUMC Pastor and/or FUMC Staff Supervisor
 - ii. The FUMC Director of Children's Ministries
 - iii. The FUMC Director of Finance or designate
 - iv. The FUMC Finance Team Chair
 - v. The FUMC Board of Trustees Chair
 - vi. A member of the FUMC Staff-Parish Relations Committee (FUMC SPRC)

B. Terms of Office. Terms for members-at-large shall be a minimum of two years with the option to add additional years each August. Terms shall begin in August.

C. Duties. All members shall:

1. Support the mission and values of FUM Preschool through engagement with the FUM Preschool Director through vision casting and providing program support to encourage and strengthen the mission of FUM Preschool
2. Monitor the financial status of FUM Preschool, including approving a FUM Preschool budget
3. Approve matters regarding the FUM Preschool structure (mission statement, philosophy, hours, ages, ratios) with approval of the FUMC Charge Conference,

where applicable

4. Enhance FUM Preschool's public standing, adhering to legal and ethical standards, including keeping the Advisory Board business confidential
- D. **Meetings.** Meetings will be held four times per year and/or as needed. Members-at-large are expected to attend all Advisory Board meetings and be actively involved with their position/committee. Meetings will be held virtually or in person. A meeting must have a quorum of at least one-half of the members-at-large present. After missing two Advisory Board meetings in one school year and/or failing to complete responsibilities, the member will be encouraged to resign.
- E. **Voting.** Votes are passed with a simple majority. Voting occurs in meetings or via email to board members.
- F. **Officers of the Advisory Board.** Officers shall be: Chair, Treasurer, and Secretary. 1. The Chair shall:
 - i. Preside at all meetings
 - ii. Appoint all committees
 - iii. Represent the Advisory Board to FUMC
 - iv. Chair the Nominating Committee
 - v. Serve on the Finance Committee
2. The Treasurer shall:
 - i. Review monthly/yearly financial statements of the FUM Preschool, provided by the FUMC Finance Department or FUM Preschool Director/Office Staff, and present those findings to the Advisory Board
 - ii. Review the draft of FUM Preschool budget provided by the Preschool Director.
 - iii. Chair the Advisory Board Finance Committee
 - iv. Attend FUMC Finance Team meetings as requested by FUMC
3. The Secretary shall:
 - i. Take minutes and record attendance at Advisory Board meetings
 - ii. Send meeting minutes to the FUM Preschool Director for archiving and distribution
 - iv. Preside in the absence of the chair
4. Committees of the Advisory Board shall include: Finance and Nominating
 - i. The Advisory Board Finance Committee shall be composed of the Treasurer, Board Chair, FUM Preschool Director (a non-voting member), and one at-large member appointed by the Chair. They shall be responsible for reviewing a budget, which includes teacher and staff salaries and preschool tuition and fees, in accordance with the guidelines set forth in the document "Establishment of First United Methodist Preschool."
 - ii. The Advisory Board Nominating Committee shall be composed of the Advisory Board Chair, at least two current Advisory Board members, and the FUM Preschool Director. They shall submit nominations for members-at-large and shall fill vacancies as necessary, bringing nominations to the Advisory Board for appointment. Nominations shall be included in the FUMC Nominations Report and approved annually by the Charge Conference

VI. FUM Preschool Director

The FUM Preschool Director is an FUMC staff member. The Director shall be responsible to an FUMC staff supervisor designated by the Senior Pastor. Hiring and dismissing the Director is the responsibility of the FUMC SPRC, with input from the staff supervisor, Senior Pastor, and/or the Advisory Board. The Director is evaluated by the staff supervisor following a similar schedule to all church staff evaluations. The year-end evaluation may include feedback from the annual program evaluation completed by FUMC families. The supervisor will recommend an annual compensation

package to the Advisory Board finance committee. The Director shall:

- A. Oversee and manage the daily operations of FUM Preschool
- B. Keep FUM Preschool in compliance with all state and local requirements
- C. Create and/or administer the policies of FUM Preschool and FUMC
- D. Create a draft budget for review by the FUM Preschool Treasurer
- E. Report to the Advisory Board at every meeting
- F. Carry out all hiring, supervising, and dismissal of school staff
- G. Keep Advisory Board meeting minutes, roster, and contact information
- H. Conduct a family program evaluation annually, which includes an opportunity for Director feedback, and share the results with the staff supervisor.

VII. Amendments

Amendments or other changes in the Bylaws may be proposed by either the Advisory Board or FUMC. Final approval shall be by an affirmative vote of the FUMC Charge Conference after consultation with the Advisory Board.