

## BY-LAWS OF THE SOUTH COLBY PARENT-CHILD COOPERATIVE PRESCHOOL

### PREAMBLE

We, the members of the South Colby Parent-Child Cooperative Preschool do purpose these by-laws on July 1, 2015.

### ARTICLE 1: PURPOSE

1. The purpose of this group shall be to provide for the optimum growth and development of the young preschool child and to further the education of the parent members in the principles of child guidance.
2. The South Colby Parent-Child Cooperative Preschool (hereafter also referred to as "SCCP," "co-op," "preschool," or "school") is organized and operates exclusively for the educational purpose as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

### ARTICLE II: MEMBERSHIP

1. Membership in this group shall consist of people who are a parent or guardian of a child or children enrolled in SCCP.
2. The size of each class shall be set at a maximum number determined by the preschool Board, and the Teachers, prior to registration in the spring. With Board approval, these numbers may be adjusted accordingly throughout the year. Each class must contain one teacher and a minimum of parent aides as mandated by Washington State Law. Additional aides will be in attendance in the event that extra supervision is required.
3. Each member shall be required to give regular service as necessary to maintain adequate supervision for the group. The person who takes care of the child during the day in the case of an employed parent may substitute for the parent at the school. Each member is responsible for maintaining a classroom job and may volunteer on a committee or Board position. Parents who have two children enrolled in the preschool shall work as two parents, as needed. If a parent is unable to work on a scheduled workday, it is their responsibility to get someone to take their place and then contact the teacher or a board member, preferably one from the class in which their child attends, after the trade has been arranged.
4. To withdraw membership, the member must give **two weeks** written notice, to the President, in order to receive any refund.
5. Each member will be given one vote for each position needing to be filled in the following year's board, however if there becomes a vacancy the board will just vote in the new member for the remainder of the year.
6. SCCP is a non-discriminatory group, taking enrollment from any race, creed, color, disability or preference.
7. Due to state laws, all children enrolled at SCCP must have a car seat for field trips. It will be mandatory that a parent/guardian attend field trips with their child as the teacher will not be responsible for the child.

### ARTICLE III: DUES, FEES, AND FINANCE

1. Tuition is due by the first of the month. If tuition is not paid by the 10<sup>th</sup>, a late charge of **\$25.00** will be assessed. If your account has not been paid by the 30<sup>th</sup>, your child will be dismissed until the account is brought current. There is a \$25 fee for any returned checks

made out to SCCP for insufficient funds. A 10% discount will be given if annual tuition is paid in full at orientation.

2. First and last month tuition, the supply fee, cleaning deposit and fundraiser deposit are **due on Orientation Night**. If enrolling after the first day of school, your payments are due at time of registration.
3. The member is enrolled when dues are paid for the entire month whether the child is present or absent (due to sickness or vacation).
4. It is mandatory that at least one parent/guardian participate in 2 fundraising activities and a classroom cleanup. A fine of \$50.00 will be assessed for missed participation in classroom cleanup and a fine of \$100.00 will be assessed for missed participation in fundraising. A deposit of a postdated \$50.00 check and \$100.00 check will be due at Orientation and will be returned once commitment is complete.
5. The President, Vice-President, Event Coordinator and Secretary shall receive a minimum 75%scholarship for monthly tuition, but not for fees; the Treasurer shall receive full scholarship for monthly tuition, but not for fees. **This benefit is dependent on enrollment.** This benefit can be applied to only one child per board position per year. In the case of Co-Officer positions, the scholarship would be evenly divided between the co-board positions.
6. Upon board vote and approval, the Hall Decorator shall receive 50% scholarship for monthly tuition, but not from fees. **This benefit is dependent on enrollment.**
7. The Director shall receive full scholarship for monthly tuition for one child or grandchild, but not from fees. **This benefit is dependent on enrollment.** In the event the Director does not have a child/grandchild enrolled and upon board vote and approval, the Director's scholarship may be given to a child in need chosen by the Director.
8. When funds allow, the Board shall maintain an emergency relief account equal to one month's expenses. The purpose of this fund is to protect the Co-op from any unforeseen urgent future expenses. The reserve shall be established/replenished with the money available at the end of the school year.
9. All supplies and equipment purchased for school use will remain at school and cannot be lent out to any member of the cooperative.

#### ARTICLE IV: ADMINISTRATION

1. The Administrative Board (hereafter referred to as the "Board"), shall consist of the President, Vice President, Event Coordinator, Secretary, Treasurer, Directors, and the Teacher(s). Each Board member has one vote.
2. The Board shall assume all administrative duties of the preschool, and shall make decisions concerning scheduling of parent participation, hiring of all personnel, and collecting and expenditure of funds except any amount over \$200.00 for new equipment, which shall be voted on by the membership. All general business shall be carried on with due regard to suggestions from the Teacher(s) and general membership.
3. The duties of the Board shall be as follows:
  - **President/Registrar:** Shall preside at all Board meetings and call such meetings as deemed necessary. The President shall act as the administrative executive, being responsible for efficient functioning of the preschool. Problems of the parent and child, personal or otherwise, shall be handled by the President and the Teacher.

- Vice-President: In the President's absence, shall assume the duties of the President. The Vice-President shall coordinate group and Teacher cooperation and shall function as Chairman for special events (all school) and Fundraising Committee.
- Event Coordinator: Shall coordinate with the Vice President for special events and fundraisers. Will be in charge of maintaining the school facebook page and updating it, putting up fliers, and the marketing of the preschool.
- Secretary: Shall conduct correspondence and keep minutes of the board meetings. In the absence of the President and Vice-President, shall assume the duties of the President. The Secretary is responsible for a monthly newsletter to inform parents of other class activities so as to retain preschool unity and inter-class cooperation. The Secretary is also responsible for maintaining all paperwork for student files. The Secretary shall maintain monthly work schedules for all classes. Computer skills are helpful for this position.
- Treasurer: Shall be custodian of the funds for the group. Shall collect all dues and fees. Receive all monies and make or assign others to make purchases of daily supplies as needed. The Treasurer shall keep accurate records of receipts and expenditures and report to the group at the regular business meetings. The Treasurer shall also be responsible for filing appropriate government reports (tax forms). Financial and computer skills are helpful for this position.
- Teacher/Parent Educator: Shall supervise and conduct daily sessions, receiving a salary as their contract designates. Shall assist the parents in their participating and their understanding of the guidance methods used by the group.

4.

The Board shall meet at the option of the President or a majority of the Board members. The date, time, and place will be posted at least one week in advance and open to any members who wish to attend. All Board members must attend all Board meetings. In the case of a board member missing more than two scheduled meetings during a term, upon the Board's discretion, the Board may request a voluntary resignation from the office of that member (Refer to Article IV: Administration #8).

5. In the event that more than one person wished to fill the same office on the Board and those people prefer not to run against one another in an election, the duties, responsibilities, and benefits of that office shall be shared by mutual agreement of those people.

6. Suspension:

- A member or child may be *suspended* from SCCP for behavior that is perceived as an immediate threat to the health and/or safety of the children or other members. A child should not be removed from SCCP solely based on the actions of their parents. In these situations, the SCCP staff and adult members present should express their concerns to the individuals involved, request that the individuals leave the school grounds if necessary, and inform a Board member of the situation as soon as possible. If the behavior involved is life threatening, call 911. The SCCP staff and adult members involved must document the actions that were taken.

- A written warning, as described below in Section 9, will be sent to the suspended individuals, and they will not be allowed in the classroom until the situation is resolved. If the situation cannot be resolved, the individual may be removed from the school. Examples of behavior that may warrant suspension include:
  - Threatening and/or harassing other members, children or staff
  - Treating children, members, or staff in an aggressive or physically inappropriate manner
  - A member is at school while under the influence of illegal drugs or alcohol
  - A member brings a deadly weapon, such as a firearm into the school

7. Disciplinary Action or Removal:

- A member or child may be subject to *disciplinary action* or *removed* from the preschool for any behavior that is detrimental to the best interests of the preschool, its members or staff.

Such behavior may include:

- Discussing inappropriate subjects in front of the children
  - Using foul language in front of the children
  - Failure to pay tuition or fees in a timely manner
  - Failure to participate in a mandatory fundraising event, or work in the classroom on a scheduled date without seeking a substitute
8. Removing Board Members: The Board members may request the voluntary resignation of another Board member. Members of the Board can only be removed from office by a majority vote of the people who they represent.. The President, Vice President, Secretary, or Treasurer may be removed from office by a vote of the general membership.
9. Notification Process: Once a problem has been identified, that may result in disciplinary action, suspension, or removal, parents or staff should inform a Board Member as soon as possible. The facts should be investigated and verified prior to any type of disciplinary action. The individuals accused of improper behavior need to be told about the concerns and given a reasonable amount of time to correct the problem. Once a problem has occurred, or a member of preschool staff expresses a concern, the following process should be used.

Throughout the process, the Board must keep each other advised of the situation. Each time a verbal or written warning is issued, it should contain the following information:

- Explanation of the problem
- Summary of actions to date
- The specific correction that is required
- An expected time frame for the correction
- Explain the next step in the disciplinary process if problem is not corrected
- Explain the appeal process, or other relevant options

**Step 1: Verbal Warning:** The verbal warning may be issued through a Board member. The verbal warning should contain the information listed above, and be carefully documented for future reference. Depending on the seriousness of the problem, the notification process may start with a written warning.

**Step 2: Written Warning:** The Board shall issue a written warning to the individual involved upon a second offense, or if the original problem is not corrected. The written warning must contain the information listed above.

**Step 3: Final Letter of Removal:** The Letter of Removal shall be sent by the Board and contain all the information in the written warning. The decision to remove a SCCP member or child may be made by a majority vote of the Board, unless appealed to the general membership by the individuals involved.

10. Appeal Process: At any point during the disciplinary process, the individuals involved will have the right to appeal. The individual may choose to appeal their case by meeting with the SCCP Board or calling a general membership meeting to present their case.
11. Right to Privacy: Members accused of detrimental behavior or actions that were not witnessed by the children have a right to privacy during the disciplinary process, if they so desire. In these cases, the member involved may request that the Board handle the disciplinary process. However, other parents need to know about potentially detrimental situations that were witnessed by, or may affect the welfare of their children. Any potentially detrimental behavior should be reported to the parents of the children who may be affected.

#### ARTICLE V: SUPERVISION

1. An individual shall be hired as a Teacher to conduct preschool class in a manner prescribed either by contract or as directed by the Board.
  - a. A contract shall be negotiated and its terms mutually agreed upon between the individual Teacher and the Board. And with the aforementioned parties signing a contract prior to commencing a new school year (if renewing, then each spring), with the approval of the majority vote of all co-op members.
  - b. The contract shall be written to clearly define the terms of the Teacher's employment and his/her obligation to the preschool (and/or co-op membership). It shall also clearly define the Co-op's (and the Board's) responsibilities to the individual Teacher.
  - c. The Teacher will be given paid leave during each school year, amount of leave to be determined upon negotiation of renewal of contract and Board discretion. Leave may be used at the Teacher's discretion for illness, emergency or bereavement of an immediate family member. It may also be used, with Board approval, for purposes such as vacation, bereavement (other than immediate family member), personal appointments, or preventative health care.
  - d. A Teacher's request of a protracted period of emergency or sick days off (other than already defined within the contract) shall be reviewed by the Board. Acceptance or denial of that request shall be based upon review of the Teacher's absenteeism record.
2. Class cannot be conducted if there are not an adequate number of parent aides available.
3. In the event of Teacher absence, the class substitutes must be available to teach or class will be cancelled. At least one person working in the classroom must have CPR certification.
4. Days missed because of weather will not be made up. School shall be closed for the holidays and vacations observed by South Kitsap School District.
5. In the case of an accident, the Teacher shall notify the parent whether the injury to the child is visible or not.

#### ARTICLE VI: NON-PROFIT STATUS:

1. The South Colby Parent-Child Cooperative Preschool shall be a non-profit organization, with the funds remaining in the treasury at the end of the tax year (designated as June 30<sup>th</sup>) to be carried over to the following tax year.
2. Notwithstanding any other provisions of these by-laws, the SCCP shall not carry out any other activities not permitted to be carried on by the organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Service.
3. Upon the winding and dissolution of the SCCP, after paying or adequately providing for the debts and obligations of the organizations, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operates exclusively for charitable, educational, religious, or scientific purpose, and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Service.
4. SCCP is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

ARTICLE VII: AMENDMENTS AND RULES OF ORDER

1. The by-laws may be amended by a majority vote of the membership present at a general meeting of the preschool.
2. Robert's Rule of Order shall be used, as guidance for all matters of procedures not specifically covered by the by-laws or subsequent amendments.

ARTICLE VIII: NULLIFICATIONS

These by-laws shall be effective upon adoption and shall supersede and nullify all previous by-laws and amendments.

DATE BY-LAWS ADOPTED: MARCH 12, 1981

DATE BY-LAWS ADOPTED: JULY 30, 1986

DATE BY-LAWS ADOPTED: AUGUST 5, 1987

DATE BY-LAWS ADOPTED: JUNE 11, 1990

DATE BY-LAWS ADOPTED: AUGUST 12, 2000

DATE BY-LAWS ADOPTED: NOVEMBER 19, 2002

DATE BY-LAWS ADOPTED: AUGUST 13,  
2003

DATE BY-LAWS ADOPTED: JULY 14, 2005

DATE BY-LAWS ADOPTED: AUGUST 14, 2006

DATE BY-LAWS ADOPTED: AUGUST 8, 2007

DATE BY-LAWS ADOPTED: AUGUST 6, 2009

DATE BY-LAWS ADOPTED: JULY 17, 2010

DATE BY-LAWS ADOPTED: JULY 1, 2015

DATE BY-LAWS ADOPTED : JUNE 6, 2016