

Approved at the 2009 May Business Meeting

## **TOLLAND COOPERATIVE PRESCHOOL, INC. BY-LAWS**

### **ARTICLE I – Name, Purpose, and Mission**

Sec. 1 The name of this Corporation shall be the Tolland Cooperative Preschool, Inc. (herein also called the School, the Cooperative, or the Corporation), which shall be non-profit and non-sectarian.

Sec. 2 The Purpose is to provide pre-kindergarten training and a wide variety of educational benefits to the children enrolled from Tolland, Connecticut and the surrounding towns. It is also the purpose of the Corporation to promote parent participation.

Sec. 3 Our mission at Tolland Cooperative Preschool is for parents and an early childhood educator to provide a quality, developmentally appropriate learning experience for children in a program that focuses on learning through play, active exploration of the environment, and interactions with peers and adults in preparation for future education.

### **ARTICLE II – Membership**

Sec. 1 Members of the Cooperative shall include parents or guardians of each child enrolled in the school.

Sec. 2 Prospective members and student applicants to Tolland Cooperative Preschool shall never be discriminated against on the basis of race, religion, sex, sexual orientation, color, creed, national origin, or handicap.

Sec. 3 A child shall be eligible for enrollment in the applicable class if his/her 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> birthday falls on or before December 31. Parents may petition the Executive Board for special placement of a child who does not meet the standing age requirement.

Sec. 3A All children entering the school must be toilet trained by date of entry.

Sec. 4 Prior to enrollment and as a prerequisite thereto, each parent or guardian and child shall complete the necessary forms required by the Corporation and the State of Connecticut and meet all health requirements. No child will be admitted to classes until all requirements are fulfilled.

Sec. 5 Health requirements for children in the school shall include a current physical exam and required immunizations per the State of Connecticut (unless appropriate medical release completed) to cover the school year. It is a parent's duty to provide updated medical forms as applicable.

Sec. 6 The parents or guardians of each child shall execute a financial contract with the Corporation for the school year by the date specified. The form and content of the contract shall have been approved by the Executive Board of the Corporation.

Sec. 7 Membership in the Corporation entitles each family one vote regardless of the number of children per family enrolled. Each family is only required to take one position on the Board or on one Standing Committee regardless of the number of children enrolled. However, each family is required to fulfill all Helping Parent duties for each individual child enrolled.

Sec. 8 The number of children admitted to the school for any one session shall be determined each year by the Executive Board with the approval of the Connecticut State Health Department or succeeding State organization.

Sec. 9 Any openings occurring in the school membership shall be filled in accordance with seniority from the waiting list created during the registration process.

Sec. 10 At least one member per family of the Corporation is required to attend the May Business Meeting and the August Parent Orientation Meeting. Members shall also be required to actively serve on the Executive Board or on a

Standing Committee. Any member who does not fulfill his Cooperative duties or abide by the rules and regulations and By-Laws of the school shall be considered remiss. In such event, the Executive Board will evaluate the circumstances and take appropriate action, including possible termination of membership.

Sec. 11 Any member who wishes to reserve their membership during a child's leave of absence during the school year (for any reason) will be responsible for the full year's tuition. Parents are responsible for all tuition regardless of whether or not a child attends classes (i.e. absences for vacations, illnesses, extenuating circumstances, etc.).

Sec. 12 Registration privileges shall be extended in the following order:

- current members as of December 31<sup>st</sup> of the current school year;
- siblings of current members;
- previous members;
- the general public.

The registration process will consist of a lottery being held for each class pursuant to the order of registration privileges. In the event of siblings being entered into the lottery for the same class, their names will be placed on one ballot for the lottery. As circumstances arise annually, the Executive Board will further determine the course of registration.

Sec. 13 For each payment date on the tuition payment schedule there is a 10-day grace period. If payment is not made within this time, a late fee will be imposed based on the following schedule:

11-20 days after the due date	\$5.00
21-30 days after the due date	\$10.00
31-40 days after the due date	\$15.00
Each additional 10-day increment	\$5.00 per 10-day increment

### **ARTICLE III – Officers**

Sec. 1 The officers of the Corporation shall be as follows:

- President
- Vice-President (4-Day Class)
- Vice-President (3-Day Class)
- Vice-President (2-Day Class)
- Recording Secretary
- Treasurer
- Membership Chairperson
- Fundraising Chairperson
- Standing Committee Chairperson

Sec. 2 All officers shall be eligible for only one successive re-election to the same office and shall not hold more than one office at a time. In the event that no eligible members volunteer for a Board position, a vote may be taken at the May Business Meeting to override any requirement to hold such Board position.

Sec. 2a The immediate past President and/or one immediate past Officer may be a member of the following year's Executive Board, in an advisory capacity if requested by the President and if he/she so desires and is able. In the event that he/she cannot hold this position, another member of the previous board may fill the position. An individual serving in an advisory capacity shall not be entitled to vote as a member of the Executive Board, but may vote as a member of the Cooperative on matters presented to the members for vote. This member may not hold a post on the incumbent Board other than that of "Past Board Advisor."

Sec. 3 The officers for the subsequent school year shall be elected by the members of the Cooperative at the May Business Meeting. A member may cast one vote for each officer position in accordance with Article II, Section 7. Newly elected Officers shall take office on July 1.

Sec. 4 Nominations for any officer may be made by regular members from the floor at the May Business Meeting with the prior consent of the nominee.

### **ARTICLE IV – Duties of Officers**

Sec. 1 It is required that the President be someone who was on the Executive Board the previous school year. The duties of the President shall be to preside at all meetings of the Corporation, including the mandatory monthly meetings of the Executive Board, and to prepare the agenda of all such meetings. Under the direction and subject to the control of the Executive Board, the President shall have general supervision of the affairs of the Corporation, and as authorized by the Executive Board, shall sign contracts and bank signature cards. The President shall make reports to the Executive Board and to the regular members, shall be in charge of the school calendar, shall act as liaison with the landlord, and shall perform all other such duties as are incident to his/her office or are properly required of him/her by the Executive Board. The President shall answer all complaints and handle all suggestions from parents to the best of his/her ability within the scope of the By-Laws and with the advice of the Executive Board. Formal action taken in response to a complaint or suggestion shall be voted upon by the Executive Board.

Sec. 2 The persons holding the Vice President positions are required to have at least one year of experience at the Tolland Cooperative Preschool before holding this position, but need not have been a prior member of the Executive Board. The Vice-Presidents will coordinate the schedules for parents who participate in the classroom as helping parents (the "Helping Parents") and record the number of days per family to ensure equal distribution of responsibilities. Although it is the duty of a Helping Parent to find a substitute if not available, the Vice-President will be helping parent for any session when other arrangements cannot be made. He/she will compile a list of substitute teachers and give copies to the teacher and the President. The Vice Presidents will create and maintain an emergency phone tree for his/her class and is responsible for sending out all correspondence about class parties and special events. The Vice Presidents will keep track of all snow days for the class. The applicable Vice President will work with the Field Trip Coordinator to coordinate all field trips. It is mandatory to attend monthly board meetings

Sec. 3 The duties of the Recording Secretary shall be to inform the President of all matters of business, to keep an accurate record of the minutes of meetings of the Corporation and the mandatory monthly meetings of the Executive Board, to maintain all official records of the Corporation except those of the Treasurer, and to send out official notices. The Recording Secretary shall notify the Executive Board if there is an emergency meeting, and keep the minutes of such emergency meeting. The Recording Secretary shall timely make available all meeting minutes for member review, as well as all official records of the Corporation. It is mandatory to attend monthly board meetings.

Sec. 4 The duties of the Treasurer shall be to hold all funds belonging to the Corporation, and disperse payments as necessary to maintain the daily affairs of the Corporation, including payroll. An appropriate accounting system shall be maintained, including an expense journal, balance sheet, and income statement. The books of the Corporation are to be reconciled at least once per month. The expenditure of funds for items outside the daily affairs of the Corporation shall first be approved by the Executive Board. The Treasurer shall present a written financial report at every Executive Board meeting and annually submit a projected budget for the following year. The books of the Treasurer shall be available for examination at the regularly scheduled Executive Board meetings. The Treasurer shall submit payments to applicable government agencies and file related forms and returns. The Treasurer shall maintain all existing insurance policies and renew said policies for the succeeding policy year. The Treasurer must prepare a financial statement at the end of the fiscal year and present it the President for auditing. Prior to the new Treasurer assuming office on July 1, the outgoing Treasurer shall arrange to meet with the newly elected Treasurer to instruct the new Treasurer on the duties of the position. The Treasurer shall provide the newly elected Treasurer with a written document specifying the relevant duties, including applicable deadlines as they existed during the prior term. The Treasurer must be bonded. It is mandatory to attend monthly board meetings.

Sec. 4a At the close of the fiscal year, any remaining surplus shall be transferred into the general reserve account (the "Reserve Account"). The Reserve Account shall be used to rectify a deficit which might exist at the end of a fiscal year. Upon approval by the Executive Board, the Reserve Account may also be used to make capital improvements. These shall include upgrades to and/or new computer hardware, computer software, electronics, furniture and fixtures, and teaching items outside those traditionally purchased in the past. The Reserve Account shall not be invaded for any other purpose.

Sec. 4b The members of the Cooperative recognize that the duties of Treasurer, including those pertaining to federal and state tax requirements and accounting, can be complex and may be beyond the general knowledge of the Treasurer. Therefore, except in the case of gross negligence, the Corporation and its members shall hold harmless the Treasurer for any loss sustained incident to the performance of the Treasurer's duties, including penalties and interest which might be assessed by a taxing authority.

Sec. 4c An assistant treasurer shall be appointed by the Executive Board from the membership. The Assistant Treasurer is not a member of the Executive Board. The duties of the Assistant Treasurer shall be to make all deposits to the operating account and promptly provide the Treasurer with an itemized accounting of the deposits in accordance with the Treasurer's instructions. The Assistant Treasurer shall also maintain an accounting of tuition payments received and shall provide the Treasurer and President with a tuition accounting report on a monthly basis.

*Sec. 5 The Membership Chairperson is responsible for all registration procedures and documents. The Membership Chairperson prepares and distributes information packets to the families prior to the May Business Meeting and August Parent Orientation Meeting. The Membership Chairperson organizes all forms submitted by the families, and works with the Health Form Coordinator to ensure that all health forms are updated. Prepares and updates the class lists as the slots are filled, and maintains an active waiting list. Prior to the first day of school, he/she will create an Emergency List for each class, which includes all emergency contact information, and any allergy information for each child. The Membership Chairperson also attends all registration meetings, typically in December, January and February. Responds to inquiries about the school and prepares information packets for prospective members as necessary. This position requires the majority of the work to be done during registration time (December/January), when informational packets are prepared for the May Business Meeting, and in August prior to the start of school. It is mandatory to attend the monthly board meetings.*

Sec. 6 Fundraising Chairperson–The Fundraising Chairperson shall be responsible for coordinating all fundraising activities and supervising the Fundraising Committee. The number of fundraisers will be determined annually by the Executive Board. He/she shall also be responsible for collecting all funds from the fundraisers and turning said funds over to the Treasurer/Assistant Treasurer. It is mandatory to attend the monthly Board meetings.

Sec. 7 Standing Committee Chairperson – At least one year of experience at the Tolland Cooperative preschool is required before holding this position. The duties of the Standing Committee Chairperson shall be to assume all duties and responsibilities of the President in his/her absence, or to assume (if he/she desires and is able) all duties and responsibilities of the President in the event of the resignation or retirement of the President during the year. Along with these duties, he/she is in charge of overseeing and organizing all Standing Committees. The Standing Committee Chairperson insures that the standing committees are correctly fulfilling all job duties. This person coordinates the nominating and placement of members in Executive Board and Standing Committee jobs with the Nominating Committee. The Standing Committee Chairperson coordinates the annual By-Law review by the Executive Board. The Standing Committee Chairperson maintains updated descriptions of all job duties in order to maintain an efficient distribution of jobs year to year and to answer any questions of the teacher, the Standing Committees and/or the Executive Board members regarding a position's duties. It is mandatory to attend the monthly board meetings.

Sec. 8 All outgoing officers and committee chairpersons shall be responsible for turning over to the Standing Committee Chairperson all records (electronic and paper) and written recommendations pertaining to their respective offices and committees by the end of March, as well as to provide copies of the same to their successor by the end of the school year.

## **ARTICLE V – The Executive Board**

Sec. 1 The executive board of the Corporation (the “Executive Board” or “Board”) shall consist of a President, 4-day Vice-President, 3-day Vice-President, 2-day Vice-President, Recording Secretary, Treasurer, Membership Chairperson, Fundraising Chairperson, Standing Committee Chairperson, and teacher(s). The Executive Board may also include immediate past President or an immediate past Officer in an advisory capacity as stated in Article III, Sec. 2A.

Sec. 2 A Parliamentarian may be appointed by the President to advise him/her regarding proper procedure. The Parliamentarian will not be considered a voting member of the Executive Board unless he/she is a current member of the Executive Board.

Sec. 3 All vacancies occurring on the Executive Board shall be approved by a majority vote of the Executive Board.

Sec. 4 It shall be the duty of the Executive Board to govern the activities of the Corporation and to determine the rules and regulations applicable to the year. The Executive Board's objective in carrying out these duties is to support the teacher(s) goals, to foster and encourage parent participation, to promote a fun-filled educational environment, and to promote the mission as stated in Article 1 Sec. 3.

Sec. 5 The hiring and dismissal of the Cooperative's teacher(s) shall be determined by the Executive Board. The salary of the teacher(s) shall be submitted to the membership for approval at the May Business Meeting as part of the proposed budget.

Sec. 6 The Executive Board shall be responsible for the handling and disbursement of all monies of the Corporation

with prior approval of the budget by Corporation members at the May Business Meeting. Actual expenses charged to line items may exceed budgeted amounts during the course of the fiscal year with approval of the Executive Board by simple majority. Emergency over-budget spending may be approved by the President prior to the Treasurer dispersing the funds. These emergency approvals shall be reviewed by the Board at the next regular monthly meeting. It is the Treasurer's responsibility to bring to the attention of the board any anticipated over-budget spending so that approval from the board may be granted to reduce the occurrence of emergency approvals.

Sec. 6a Any proposed amendments to the approved budget will be presented to the general membership at a regular Executive Board meeting and acceptance requires a 2/3 majority vote of those present (no proxies), provided notice in writing of the proposed amendment has been made available at least one week preceding the meeting.

Sec. 6b The Executive Board is responsible for preparing and recommending a budget to the general membership for approval at the annual May Business Meeting. See Article VI Sec. 3.

Sec. 7 The Executive Board shall be responsible for being aware of all State and Federal Government regulations and shall comply with same.

Sec. 8 The President shall be a voting member of the Executive Board only in the case of a tie. The President may vote as a general member of the Cooperative on all other (non- Executive Board) matters. The teacher(s) is a non-voting member of the Executive Board and, unless the teacher has a child enrolled in the Cooperative, is not a member of the Cooperative.

Sec. 9 It is mandatory for all members of the Executive Board to attend monthly board meetings. Any Executive Board member who is repeatedly absent from Board meetings will be asked to resign.

Sec. 10 The Executive Board shall prepare a statement, for the benefit of future Boards, summarizing the actions of the Executive Board through the year and any recommendations the Board may have with respect to the successful operation of the school. This report shall be filed with the President of the Corporation.

## **ARTICLE VI – Meetings**

Sec. 1 The Executive Board shall meet once per month during the school year at a time decided by the Board. Five (5) members present will constitute a quorum.

Sec. 2 An annual business meeting of the Corporation shall be held before the end of May (the "Business Meeting"), at which time written reports shall be presented for the preceding year. Officers for the ensuing year shall be elected at said meeting.

Sec. 3 Prior to the May Business Meeting, the Treasurer shall distribute to the membership an Executive Board recommended budget for the following fiscal year, which shall be voted upon at the May Business Meeting.

Sec. 4 Special business meetings may be called by the President or one-third of the regular voters of the Corporation, within a reasonable amount of time and with proper notice posted.

Sec. 5 A quorum for the May Business Meeting shall consist of  $\frac{3}{4}$  of the entire membership.

Sec. 6 Notice of all business meetings and their tentative agenda shall be made available (via email or otherwise) at least one week preceding the meeting.

Sec. 7 All Corporation members are encouraged to attend Executive Board meetings, and the tentative agenda shall be made available (via email or otherwise) prior to the meeting. If a member would like an item placed on the agenda for an Executive Board meeting, he/she shall submit such agenda item to the President at least one week prior to the scheduled meeting.

## **ARTICLE VII – Teacher(s) & Members**

Sec. 1 The teacher(s) shall be appointed by the Executive Board. There shall be a substitute teacher provided when necessary.

Sec. 2 The duties of the teacher(s) shall be to maintain educational standards and practices. With the approval of the

Executive Board, the teacher shall be responsible for the curriculum to be discussed at the August Parent Orientation Meeting.

Sec. 3 For morning classes, it is the member's responsibility to bring the child to the preschool by 9:00 am, no earlier than 8:55 am, and arrive for dismissal by 11:30 am. For afternoon classes, it is the member's responsibility to bring the child to the preschool by 12:45pm, no earlier than 12:40pm, and arrive for dismissal by 3:15pm. No child is to be left before the arrival of the teacher. Any child not picked up by 11:40am (for morning classes) or by 3:25 (for afternoon classes) will be reported to the Executive Board. Repeat offenses may result in suspension or expulsion from the school.

Sec. 4 There is no provision under these By-Laws for any member of this Cooperative to be excused from the helping parent role. Should the member be unable to fulfill this obligation, it is his/her duty to find a suitable, permanent substitute, who will meet all of the school requirements for a helping parent. Extenuating circumstances are subject to approval by the Executive Board.

Sec. 5 Each member is required to keep him/herself aware of Corporation business and policies by reviewing the school By-laws, Parent Handbook, all minutes and postings received via email or otherwise, and by timely reviewing all paperwork sent home with students.

### **ARTICLE VIII – Insurance**

Sec. 1 Commercial General Liability, Workers Compensation, Commercial Crime Bond, and Commercial Property Insurance shall be taken out yearly by the Cooperative, and shall be in accordance with state law and the recommendations of the state.

### **ARTICLE IX – Amendments**

Sec. 1 All amendments to the By-Laws must be in accordance with our Articles of Association and shall at no time exempt the Corporation from being a non-profit, tax-exempt organization.

Sec. 2 These By-Laws may be amended at any regular meeting or special business meeting of the Corporation by a two-thirds vote of all regular members present and voting (no proxies), provided notice in writing of the proposed amendments has been made available to the membership one week preceding the meeting.

Sec. 3 These By-Laws will be reviewed by the Executive Board annually and all revisions will be presented at the May Business Meeting for approval by the general membership.

### **ARTICLE X – Fiscal and Preschool Year**

Sec. 1 The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June of the following year.

Sec. 2 The preschool year shall run from September to May pursuant to the Cooperative's contract with the Landlord. The specific dates of the school year will be set by the Executive Board annually.

### **ARTICLE XI – Policies and Procedures**

Sec. 1 All Policies and Procedures, including those in the Parent Handbook, must be abided by as long as they are not in conflict with these By-Laws and the Articles of Association.

Sec. 2 A majority vote of the Executive Board is required to revise Policies and Procedures.

Sec. 3 The Executive Board will annually review the number of snow day occurrences and determine any appropriate measures. Any more than two snow days will be made up with either extended school days, additional field trips or extra school days as decided upon by the Executive Board.

### **ARTICLE XII – Dissolution**

Sec. 1 No officer, regular member, or employee of said corporation shall at any time whatsoever, during the life or

at the dissolution hereof, receive any pecuniary profit from the operation hereof except a reasonable compensation for the services in effecting the educational purpose hereof.

Sec. 2 The Corporation will be dissolved by presentation of the written consent of three-fourths of the active members at a duly called meeting unless within seven (7) days after such meeting a group of ten (10) or more members petition the Executive Board to continue the Corporation.

Sec. 3 In the event of the dissolution of this Corporation, all assets there of shall first be used to satisfy all debts. Remaining assets shall be transferred to such other Connecticut corporation or corporations carried on exclusively for educational purposes and not for profit, which corporation or corporations shall have provisions permanently devoting assets thereof and income therefrom to educational purposes.

### **ARTICLE XIII – Parliamentary Authority**

Sec. 1 The rules contained in Roberts' Rules of Order Revised shall act as a guideline in governing this Corporation when they are in are in keeping with the stated objectives of the Executive Board and when in accordance with these By-Laws.

### **ARTICLE XIV – Separation of Articles**

Sec. 1 If any of the articles or sections in the By-Laws become inoperable due to changes in Federal, State, or Local Laws, the remaining articles and sections will remain in force. Should this occur, the Executive Board will meet to propose amendment(s) to bring the By-Laws into compliance with the new laws for membership approval.