

By-Laws
Covington Cooperative Preschool

May 2003

(Revised 5/15/03, Revised 9/14/10, Revised 5/12/11, Revised 6/6/11)

(Revised 4/29/12, Revised 5/15/12, Revised 5/2/16, Revised 9/2/24)

ARTICLE I: NAME

The group shall be known as the Covington Cooperative Preschool. There may be one or more classes. Two through five year olds may participate. The classes may be divided by age or made up of a mixture of these ages.

ARTICLE II: PURPOSE

Section A: This organization is a cooperative preschool operated exclusively for education purposes.

Section B: The purpose of this preschool shall be:

1. Child education through a program consisting of education, social and recreational activities.
2. Adult participation through:
 - a. Opportunity to work with their own and other children under the direction and guidance of a qualified preschool teacher.
 - b. Attendance of parent meetings
3. Notwithstanding any other provisions of these bylaws, this organization will not engage in any activities not permitted under Section 501 (C)(3) of the Internal Revenue Code.

ARTICLE III: QUALIFICATIONS FOR MEMBERSHIP

Section A: Only parents who can participate as a cooperative member and who can accept the obligations and privileges of membership shall be allowed to admit their children. One working adult per family is required in each class. Exceptions can be allowed if approved by the teacher and the class.

Section B: Non-Working Parent Plan

- 1) Non-working parents are excused from in-classroom participation for the entire school year. All other obligations (parent meetings, fundraising, housekeeping, etc.) are still required. Priority of non-working status is

awarded to returning or alumni families in good standing first. New families can apply for consideration after committing to meeting all of the requirements. All non-working status families will be monitored quarterly by their class chair and the treasurer to make sure they are meeting their commitments. If they are not meeting expectations, they will be given a reminder warning as a first step. The second step will be a meeting to outline a plan to catch up and continue to meet requirements. The last step is losing their non-working status. There will be no half time non-working status allowed.

- 2) Tuition for non-working parents is the regular rate plus an additional 50% of that class's tuition. Parents cannot hold non-working status for more than one child per class.
- 3) Non-working parents are not eligible for financial scholarships.
- 4) The number of non-working parents will depend on child age group and class size. All classes (except for blue) will have a ratio of 1 non-working parent to every 6 working families enrolled. Note details below for opening non-working slots during registration.
- 5) At registration, non-working parent slots are on hold for all families until appropriate enrollment is reached. The first non-working slot opens once 7 families register and a second slot opens when 14 families have registered. Non-working status is first come, first waitlisted based on returning and alumni non-working families having had the chance to register first; then new families who agree to the commitments can be considered. Waitlisted families are in order of registration submission, not lottery.

Section C: A participating child shall be no younger than 2 or older than 5 years by August 31 of the current year. Exceptions will be allowed by approval of the Teacher and the Board.

Section D: The Covington Cooperative Preschool does not discriminate against anyone based on race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, or the presence of any sensory, mental or physical disability, or status as a disabled person or veteran of war.

Section E: Enrollment shall be limited to not more than 14 children in a group unless approved by the Teacher.

Section F: Vacancies shall be filled in order of application. It will be up to the Teacher and parents of the class to accept new members after March 1st.

- Section G:** Registration preferences for the following school year will be:
- 1) Current members (child) enrolled;
 - 2) Current members (siblings)
 - 3) Former Covington Co-op members;
 - 4) Open House Registration (If class requests exceed spots open, class will be filled based on a lottery).
 - 5) Parents currently enrolled in the Non-Working Parent Plan will get preference for the Non-Working Parent Plan for the following year.
- After Open House, registration for anyone will be on a first come, first served basis.

ARTICLE IV: RESPONSIBILITIES OF MEMBERS

- Section A:** Attend monthly class meetings. If unable to attend your parent class, notify your Class Chairperson or Class Secretary. It is your responsibility to obtain missed information.
- Section B:** Assist the Teacher on regularly scheduled days and arrive early as required by job cards. If unable to work on a scheduled day, you must find a substitute. Assist with excursions as needed.
- Section C:** Attend orientation and workshop before preschool starts in the fall.
- Section D:** Fulfill responsibilities of a class job. In the case of members fulfilling two class job positions (as in enrolling twins or siblings), the parents shall be entitled to “first choice” of job in the oldest child’s class or “first choice” of job prior to choosing jobs in the twins class.
- Section E:** Fulfill the fundraising requirements as follows: one shift at the plant sale or other approved activity, and earn a minimum dollar amount per family, as approved by the membership, by participation in various fundraisers during the school year.
- Section F:** Must be on a housekeeping team at least twice a year per child. If unable to clean the assigned day, reschedule to clean as soon as possible.
- Section G:** Maternity leave of 4 to 6 weeks is allowed and the parents will be excused from the work schedule. The Parent Scheduler must be notified. Parents who miss regular work days due to maternity leave do not need to make up missed work days.
- Section H:** Members shall keep a child home if there are any signs of infection. The Teacher will be notified of all contagious diseases.
- Section I:** If requested, any parent substituting for an absent Teacher will be paid 75% of the Teacher’s hourly wage per session. It shall be the Teacher’s

responsibility to contact a parent substitute. There will be a resource list of parents willing to substitute, in addition to the four working parents.

Section J: A leave of absence due to a family illness shall be considered by the Board on an individual basis.

ARTICLE V: DUTIES OF THE EXECUTIVE BOARD

Section A: The Board shall serve as liaison between the groups. The Executive Board shall consist of the Board Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, Board Secretary and Board Treasurer. The Board of Directors shall consist of the Executive Board plus Newsletter Coordinator, Spirit Event Coordinator, Class Chairpersons, Registrar, Auction Chair, Housekeeping Chair, Supply Purchaser, and Scholastic Chair.

Section B: All Board of Directors positions shall be filled by election in the Spring of the preschool year by the membership. If a vacancy does occur during Spring/Summer, someone shall be appointed by the Board, followed by an election in September. If a vacancy does occur at any other time, the Board shall appoint a person to the open position.

Section C: Board meetings will be held monthly. All Board members must attend. A Board member may send a proxy to one meeting; other absences shall be dealt with at the discretion of the Board.

Section D: The Board meeting will be open to all parents, but voting rights are reserved for the Board. Parents with concerns can attend a Board meeting, contact a Class Chairperson or Board Member.

Section E: The Board will review and respond to the program evaluations.

Section F: The elected officers will be expected to fulfill all responsibilities and obligations of members, except as stated herein.

Section G: Each Board member is to keep and maintain a detailed notebook to pass on to the succeeding Board members.

Section H: All purchases over \$50 must be approved by the Board.

Section I: Executive Board members shall not be allowed to hold the same position on the Board for more than two (2) consecutive years.

ARTICLE VI: DUTIES OF THE OFFICERS

Section A: DUTIES OF THE BOARD CHAIRPERSON

1. The Board Chairperson shall plan meetings with the Teacher, conduct business meetings, appoint committees and see that they function, represent members of the preschool when necessary, and perform executive duties as detailed in their job folder.
2. Attend and preside at monthly Board meetings.
3. Serve as liaison to the church. Negotiate the lease agreement.
4. This is an all school job.

Section B: DUTIES OF THE 1ST VICE CHAIRPERSON

1. The 1st Vice Chairperson shall conduct meetings if the Board Chairperson is absent.
2. Coordinate fundraisers with the 2nd Vice Chairperson.
3. Set a fundraising schedule to be submitted to the Board for approval and then distributed to the membership at the beginning of the year.
4. Attend monthly Board meetings and perform executive duties as detailed in their job folder.
5. This is an all school job.

Section C: DUTIES OF THE 2ND VICE CHAIRPERSON

1. The 2nd Vice Chairperson shall conduct meeting if Board Chairperson and 1st Vice Chairperson are absent.
2. Coordinate fundraisers with the 1st Vice Chairperson.
3. Set a fundraising schedule to be submitted to the Board for approval and then distributed to the membership at the beginning of the year.
4. Attend monthly Board meetings and perform executive duties as detailed in their job folder.
5. This is an all school job.

Section D: DUTIES OF THE BOARD SECRETARY

1. The Board Secretary shall keep a record of Board minutes and take care of Board or co-op correspondence.

2. Post minutes of Board meeting in a public place.
3. During the summer, organize, update and put together class job folders, class job cards, parent information folders and the handbook and give to Class Chairpersons before class workshops.
4. Organize, file & distribute all parent forms at the beginning and end of the school year.
5. Attend monthly Board meetings and perform executive duties as outlined in the job folder.
6. Responsible for keeping a key log and distributing all preschool keys.
7. Act as co-signer with Board Treasurer on all checks.
8. This is an all school job.

Section E: DUTIES OF THE BOARD TREASURER (Accounts Receivable)

1. The Board Treasurer shall maintain a complete set of books, obtain receipts for all money distributed, pay all bills and collect all fees and tuition.
2. Make out salary checks and necessary government forms.
3. Provide accurate financial reports and accurate tuition reports each month to the group.
4. Provide a budget forecast for the coming school year.
5. Provide three copies of Teacher contract: one for the Teacher, one for the files and one for the Board Chairperson.
6. The Board Secretary and the Board Chairperson shall be authorized to perform all banking transactions.
7. Attend monthly Board meetings and perform executive duties as detailed in their job folder.
8. This is an all school job.

ARTICLE VII: RESPONSIBILITIES OF THE TEACHER

- Section A:** Always be responsible for functioning of the classroom and in charge.
- Section B:** Present needs for equipment and materials to the Board.
- Section C:** Present a written schedule of activities.
- Section D:** Report absences to Treasurer and arrange for a substitute. There will be a resource list of parents willing to substitute, in addition to the four working parents.

ARTICLE VIII: NOMINATION AND ELECTION OF BOARD MEMBERS

- Section A:** Elections shall be held at the Spring All School Meeting. Officers elected will serve for the following year beginning in June.
- Section B:** Only members with a child enrolled for the upcoming school year in the Fall may be nominated, with the exception of the Board Treasurer, and this is only if a member with proper qualifications is not available. In such instances, if a non-member is nominated and elected, the position shall be titled Interim Board Treasurer.
- Section C:** The presiding officer will accept nominations from previously posted positions and from the floor at the Spring All School Meeting.
- Section D:** Voting will be by secret paper ballot. Voting shall be done in a democratic manner.
- Section E:** Officers will be decided by plurality.
- Section F:** Each member present is entitled to one voter per family.
- Section G:** The term of office shall be one school year.
- Section H:** Any vacancy occurring during the school year shall be handled by the Executive Board.

ARTICLE IX: SELECTION AND HIRING OF TEACHER

- Section A:** At contract time, the Board will discuss if needed, the Teacher’s classroom performance and review with the Teacher.
 1. The Board will decide on the retention of the current Teacher or initiating the hiring process.

- Section B:** The Board shall determine the elements of the contract
- Section C:** The Board shall give the Teacher his/her contract no later than five days after the Spring All School Meeting. The Teacher must communicate his/her decision within ten working days of receipt of the contract.
- Section D:** The Board shall advertise any vacation position locally.
- Section E:** The Board shall appoint a Hiring Committee.
- Section F:** Applicants shall submit formal written application with resume.
- Section G:** Applicants shall have at least one personal interview.
- Section H:** Applicants must observe at least one class prior to interview.
- Section I:** The committee will make their recommendation(s) known to the Executive Board who may then offer a contract.
- Section J:** No Teacher candidate shall be discriminated against due to sex, racial, religious, or ethnic background.
- Section K:** Preschool child of Teacher may not be permitted to enroll in the same class for which the Teacher is hired, unless allowed by the Board.
- Section L:** Teacher will be evaluated by members as part of the program evaluation.

ARTICLE X: SCHOOL CALENDAR

- Section A:** Supervised activities shall be held one day a week for 2 and 3 year olds, two days a week for 3 and 4 year old, and two or three days a week for 4 and 5 year olds, unless otherwise established by vote of the membership.
- Section B:** Time of class shall be a decision made by the Board and the Teacher.
- Section C:** School beginning and ending dates shall be determined by the Teacher and the Board.
- Section D:** Vacation and holidays will follow the schedule of the Kent School District except for the Kent School District Workshops, in which case preschool will be held except as voted by the class(es).
- Section E:** In the event of snow, preschool will be closed when the Kent Public Schools are closed. Closing for emergencies during school hours will be at the discretion of the Teacher. Any additional snow policy will be determined by each individual class in the Fall.

ARTICLE XI: MEETINGS

Section A: Regular parent meetings will be held at the school for each class and shall include communications regarding class business, curriculum, etc. provided by the Teacher and Class Chairperson.

1. Class Chairperson must be contacted prior to the meeting if a parent will be unable to attend. The parent will be responsible for obtaining missed information.

Section B: Members will be required to attend two membership meetings: (1) fall orientation and (2) spring all school.

Section C: Fifty-one percent of active membership shall constitute a quorum.

Section D: A simple majority of the quorum shall be considered binding.

ARTICLE XII: FEES

Section A: The tuition and fees will be recommended by the Board and submitted to the membership for approval.

Section B: A non-refundable registration fee is required for each child at enrollment.

Section C: May tuition will be paid with registration fee at time of registration. May tuition is refundable only if Registrar and/or Board is notified of dropping from preschool before January 1st with a 2-week notice.

Section D: A monthly tuition shall be payable at the monthly parent meeting or by the last day of each month, whichever is the latest. Tuition is due on the 1st of the month.

Section E: If a new child is entered during the month, the tuition shall be prorated for the balance of the month.

Section F: A parent may withdraw his/her child at any time. The Teacher and Class Chairperson will be notified in writing two weeks prior to withdrawal to receive a tuition refund. There will be no refund of May tuition after May.

Section G: Scholarship Fund

1. Applications shall be made to the Board Treasurer, Class Chairperson, or Teacher.

2. Once individual scholarship awards have been approved, Covington Co-Op will pay a portion of class tuition. The percentage of tuition paid by Covington Co-Op will be determined by the Board, and will be dependent on the YTD Budget and the number of scholarships needed that year. Exceptions will be allowed if approved by the Board.
3. If scholarship requests exceed available funds, the Board will determine how to fund all requests.
4. A one month waiting period after enrollment is necessary before scholarship is awarded and exceptions will be allowed by the Board.
5. A parent receiving scholarship funds must fulfill two 2 ½ hour commitments.
6. Registration fee is to be paid by the applicant.

Section H: No tuition is refundable for absence or forced school closure.

Section I: Anyone from the Board of Directors is eligible to apply for a merit scholarship. Any other co-op member who meets the criteria can also apply. Information can be obtained from the Board Treasurer.

Section J: Visitors and/or siblings are permitted to attend class or excursions only with permission from the Teacher. Infants who can be carried on the parent at all times are approved to attend class up to 5 months of age. All other siblings will need prior approval from the Teacher every time.

ARTICLE XIII: DISSOLUTION

Section A: Upon dissolution of the Covington Cooperative Preschool, the Executive Board shall, after paying or making provision for payment of all liabilities of the cooperative, dispose of all assets of the cooperative, donating them to any non-profit, charitable, educational, or religious organization qualified as exempt under Section 501 (C)(3) of the Internal Revenue Code.