

ANCHORAGE COOPERATIVE PRESCHOOL BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the Anchorage Cooperative Preschool. It is a family participating, non-profit, non-sectarian, incorporated school, operated by the cooperative membership and it's Preschool Coordinator.

ARTICLE II: PURPOSES

The purpose of this organization shall be:

- A. To provide a preschool program for the children enrolled.
- B. To promote adult education in the principles of child guidance, through the observation of children, participating in the daily program, and attendance at education meetings. The organization shall also provide families with a broader understanding of family relationships, teaching techniques and creative materials, and equipment and experiences.

ARTICLE III: MEMBERSHIP

SECTION 1: ENROLLED MEMBERS QUALIFICATIONS

Families become members in Good Standing when a child is accepted for enrollment after completion of admission requirements explained in the Policies and Procedures. The Preschool does not discriminate on the basis of race, gender, creed, color, religion, disability or sexual orientation.

SECTION 2: ASSOCIATE MEMBERS QUALIFICATIONS

Associate Members may serve as volunteers, board members, advisors or in other capacities that the Preschool Coordinator and/or Board deems appropriate and necessary.

- A. Preschool Alumni automatically become Associate Members.
- B. Persons who have never had children enrolled in the program may become Associate Members of the preschool community in a non-voting advisory capacity by being appointed and approved by the Preschool Coordinator and the Board of Directors.

SECTION 3: RESPONSIBILITIES AND PRIVILEGES

Members in Good Standing fully participate in the preschool program as defined in their Member Contract and comply with attendance and financial requirements (as outlined in the Policies and Procedures). Exceptions may be made by the Board of Directors according to the criteria established by the Board of Directors.

- A. All Members in Good Standing approve (by majority vote) the 11 seats of the Board of Directors.
- B. Associate Members may attend school functions but may not vote unless they are serving on the Board.

SECTION 4: WITHDRAWALS

Two weeks written notice must be given to the Preschool ~~staff Coordinator~~ to withdraw from the Preschool. Members must pay tuition and participate in workdays and other responsibilities until the date of withdrawal (as explained in the Policies and Procedures).

SECTION 5: OTHER TERMINATION OF MEMBERSHIP

The Executive Director or a member of the Board of Directors may recommend termination of a family's membership for failure to meet any school requirements as set forth by the Policies and Procedures or these by-laws. A majority vote of the Board of Directors is required to terminate membership.

SECTION 6: GRIEVANCE PROCEDURES

Formal grievances and/or serious problems between members and/or staff shall be handled according to the following procedures:

- The ~~Preschool Coordinator~~Executive Director is notified of the problem, the ~~Preschool Coordinator~~Executive Director will notify the President.
- If the President thinks it is necessary, the Board of Directors will address the problem at the next scheduled meeting.
- The Board of Directors decides the action to be taken. All concerned parties are notified of the Board of Directors' decision.

ARTICLE IV: ORIENTATION AND PHILOSOPHY MEETINGS

SECTION 1: ORIENTATION

Orientation and Philosophy meetings to acquaint members with the Preschool program will be scheduled at the beginning of each school year and at the discretion of the ~~Preschool Coordinator~~Executive Director and the Board of Directors.

ARTICLE V: FEES AND TUITION

SECTION 1: PRESCHOOL FEES & TUITION

Tuition and fees rates and requirements shall be determined by the Board of Directors and set forth in the Policies and Procedures.

ARTICLE VI: ADMINISTRATION

SECTION 1: ROLE OF THE BOARD OF DIRECTORS

The responsibility for administering the affairs of the Preschool is delegated by the membership to the Board of Directors, with the ~~Executive Director Preschool Coordinator~~ attending meetings in an advisory capacity. The Board of Directors is the overall policymaking body of the preschool and transacts business and makes decisions consistent with the Articles of Incorporation, the By-Laws, and the Policies and Procedures.

SECTION 2: MEMBERS OF THE BOARD OF DIRECTORS

The Board of Directors shall consist of:

- A. Eleven elected seats. Seats may be filled by currently enrolled or associate members as described in Article III Section 2.
- B. The ~~Executive Director Preschool Coordinator~~, as a non-voting member in an advisory capacity.

SECTION 3: BOARD NOMINATION AND ELECTION

- A. The Nominating Committee is comprised of two members of the Board of Directors. The Executive Officers and the remaining officers terms are staggered. The executive officers are elected in May and begin their term on June 1 and the remaining officers are elected in September and begin their term at the fall annual meeting.

B. Executive Officers

- At least three weeks prior to Graduation, the nominating committee will post a notice informing the membership that executive officer nominations are open for next years Board.
- One week before Graduation/all school meeting, the Nomination Committee will create a ballot and distribute it to all members. Proxies will be distributed at this time.
- Voting takes place at Graduation/All school meeting as set forth n the Policies and Procedures.
- Any vacancies in the Board may be appointed by the Board at any time during a regular Board meeting when immediate action is needed and or deemed necessary.
- The term of office of the Board of Directors shall be one year from the date of the Annual Meeting.

C. 7 Remaining Officers

- ~~B.~~• Two weeks after the first day of school, the Nominating Committee will post a notice informing the membership that nominations are open for this year's

Board. This notice will tell members how to make nominations and how votes will be tallied, as set forth in Policies and Procedures.

~~C.~~ One week before the Annual Meeting, the Nomination Committee will create a ballot and distribute it to all members. Proxies will also be distributed at this time.

~~D.~~ Voting takes place at the Annual Meeting as set forth in the Policies and Procedures.

~~E.~~ Any vacancies in the Board may be appointed by the Board at any time during a regular Board meeting when immediate action is needed and or deemed necessary.

~~F.~~ The term of office of the Board of Directors shall be one year from the date of the Annual Meeting.

SECTION 4: DUTIES OF THE BOARD OF DIRECTORS

- A. The Board of Directors hires the Preschool ~~Coordinator~~ Executive Director and approves the appointments of committee chairs.
- B. At the first regular Board meeting after the Annual Meeting, the Board elects the Officer seats of President, Vice President of Administration, Treasurer, and Secretary. In the event of mid-term vacancies, the Board will elect officers as needed.
- C. Members of the Board of Directors consult with and maintain close working relationships with the ~~Executive Director~~ Preschool Coordinator. They share the responsibility for the orientation of members throughout the school year, prepare for the evaluation of the Preschool by the membership at least once a year, and provide education presentations.
- D. The Board of Directors members and committee chairs are required to keep notebooks and turn them over to their successors with all records and copies of reports.
- E. Specific Duties include but are not limited to:
 - o Facilitate Monthly Board meetings
 - o Ensure the Vision/Mission of ACP is maintained
 - o Ensure all necessary Operational Tasks are accomplished
 - o Update and Revise the Master Calendar as needed
 - o Ensure Viability and Growth of ACP
 - o Approves all Job Descriptions

SECTION 5: MEETINGS

- A. The Board of Directors meets monthly. Minutes of action taken shall be recorded and accessible to the membership.
- B. For the transaction of business, a majority of voting Board members shall constitute a quorum. No proxies are allowed.
- C. One Annual meeting will be called each Fall.

- D. Special meetings of the Board of Directors are called by the President, by the Executive Director-Preschool Coordinator, or upon request of three Board of Directors members.
- E. SECTION 6: REMOVAL OR VACANCIES
- F. Any officer may be removed by a majority vote of the Board for failure to perform the office's duties.
- G. Vacancies in the offices of the Board of Directors shall be appointed by the President when deemed necessary or if immediate action is needed, with the approval of the majority of the Board until the next election is held.

SECTION 7: FUNCTION OF OFFICERS

PRESIDENT:

The President coordinates the activities of the Preschool, presides at all business meetings; is an ex-officio member of all committees, and acts as the official representative of the Preschool. The President appoints standing committee chairs and establishes temporary committees with the consent of the Board of Directors. The President does not vote except in the case of a tie. The President may sign with the Secretary, or any other officer authorized by the Board of Directors, contracts which the Board of Directors authorizes. All checks, drafts, and orders for payment of money issued in the name of the Preschool may be signed by the President in the absence of the Treasurer.

VICE PRESIDENT:

The Vice President assists the President in the performance of his/her duties, presides in his/her absence, and performs such other duties as assigned by the President or the Board of Directors.

SECRETARY:

The Secretary records minutes of all meetings, maintains school files and an up-to-date handbook, and is responsible for other clerical tasks, including correspondence and forms. In the absence of the President, Vice President or Treasurer, the Secretary signs all checks, drafts, and orders for payment of money. The Secretary posts minutes of Board meetings on the bulletin board. He/she performs other duties assigned by the President or Board of Directors.

TREASURER:

The Treasurer receives all funds, deposits funds in a commercial banking account, keeps accurate records and makes them available for authorized audit, and signs all checks. He/she prepares a report of all tuition acquired and reports late payments to the Board of Directors. In addition, he/she performs other duties assigned by the President or Board of Directors.

7 OTHER SEATS

(Current, Alumni or Associate members): filled by any member who wishes to be involved, these members will join committees as necessary & attend all meetings

ARTICLE VII: STAFF

The staff of the Preschool is the paid Lead Teacher; the ~~Preschool Coordinator~~, Executive Director who is responsible for the continuity of the Preschool program; and the Assistant Teacher. Salaries are decided by the Board of Directors.

SECTION 1: ~~PRESCHOOL COORDINATOR~~ EXECUTIVE DIRECTOR

The ~~Preschool Coordinator~~ Executive Director is the professional head of the Preschool and represents it professionally in the community. He/she works with the Board of Directors in planning orientation for members, preparing for the evaluation of the Preschool by the membership at least once a year, and providing educational presentations for members. He/she consults with and offers professional advice to officers and committees.

SECTION 2: LEAD TEACHER

The Lead Teacher is at the core of the preschool classroom. He/she is responsible for all matters concerning the children and the daily program.

SECTION 3 ASSISTANT TEACHER

Additional personnel as required may be hired to assist the ~~Preschool Coordinator~~ Executive Director, Lead Teacher and hiring committee.

SECTION 4 SUBSTITUTES

In the ~~Executive Directors~~ ~~Preschool Coordinator~~ and Lead Teacher's absence, the Assistant Teacher and/or substitute is responsible for daily planning and execution of all preschool activities, communication with the Board and the ~~Executive Director~~ ~~Preschool Coordinator~~ as needed and appropriate. The substitute will report directly to the Board of Directors.

ARTICLE VIII: RULES OF ORDER

Roberts ' Rules of Order, Revised, shall govern all meetings.

ARTICLE IX: AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended by a majority vote of Preschool members. Those members not responding to the question shall be counted as abstaining votes, provided one month's notice of the proposed amendment change has been given. A copy of all approved amendment changes shall be provided to each member.

ARTICLE X: DISSOLUTION

This organization is one that does not contemplate pecuniary gains or profit to the members thereof and it is organized solely for non-profit purposes. Upon the winding up and dissolution of the organization, after paying or adequately providing for the debt and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation, which is organized and operated exclusively for charitable and/or educational

purposes and which has established its tax status under Section 501(c) (3) of the Internal Revenue Code.