

## **WINDHAM COOPERATIVE KINDERGARTEN AND NURSERY SCHOOL BY-LAWS**

### **Article 1 NAME**

The name of this organization shall be the Windham Cooperative Kindergarten and Nursery School.

### **Article 2 PURPOSE**

The Windham Cooperative Kindergarten views preschool education as the bridge over which the child moves from the self-centered world of his home to the broader world of school. The goals for the child in these important years concern the development of the whole child. This means looking for competence, intellectual maturity as well as physical growth. The school attempts to assess the child's strengths and weaknesses and offer learning opportunities and activities to enhance the growth of the whole child.

### **Article 3 MEMBERSHIP**

- A. Membership in this organization shall consist of those adult residents of Windham and surrounding area towns who are responsible for or interested in the general welfare and education of a child or children of pre-school age.
- B. Voters of the general membership shall be those members who have children enrolled in the school, teachers, and teacher's assistants.
- C. WCK staff shall not have the right to vote on matters pertaining to the Employee Handbook.

### **Article 4 ENROLLMENT**

- A. Upon receipt of an application for enrollment, the executive board shall determine if the applicant qualifies from the standpoint of health, adaptability to the COOPERATIVE program and general interest. Applicants shall have priority in the following order:
  1. Current Members: Members with a child(ren) currently enrolled in the school at the time of registration may enroll their child(ren) for the following year.
  2. Former Members / Alumni: Members who have previously had a child(ren) in the school, or have attended themselves, and now have a child(ren) eligible for registration. Former members have priority only until the time of open enrollment
  3. Open enrollment.
- B. Applicants on the waiting list shall be invited to become full members following the review of applications whenever vacancies arise. The waiting list from registration night will be in order of established priorities; which priorities are valid only at the time of public registration. After registration night, names will be added to the waiting list on a first-come, first-serve basis.
- C. Members shall enroll for not less than one full term, or the balance of the current year.
- D. Children entering Nursery must be 2.9 years old on or before the first day of school year  
Children entering Pre-K must be 4 years old on or before November 30th of the school year

- Article 5      WITHDRAWALS**  
 Withdrawal shall take effect upon two weeks written notice, and any refund of tuition paid in advance shall be at the discretion of the executive board.
- Article 6      INVOLUNTARY REMOVAL**  
 If a child's behavior proves to be incompatible with the requirements of Windham Cooperative Kindergarten, he/she may be removed from the program at the discretion of the staff and executive board.
- Article 7      TUITION / FEES**  
 Tuition and fees are approved by a majority vote of the executive board.
1. Tuition is a yearly fee which is payable in monthly installments over the course of the school year.
  2. The registration fee is non-refundable and must be paid at the time of registration.
  3. The first tuition installment must be postmarked/received by June 1<sup>st</sup> or member will be subject to forfeiture of spot.
  4. All outstanding (member) account balances must be paid in full by July 1st. On July 1st, members whose account balances are not paid in full by that date, at the discretion of the executive board, shall have their child(ren) removed from the class roster(s) for the school year commencing September 1st.
- Article 8      NOMINATIONS**
- A. A nominating committee shall be appointed each year by the executive board. It will consist of:
    1. Members of the executive board
    2. One or more teachers
    3. One parent from each class.
  - B. In the spring, the nominating committee will meet to recommend candidates for vacancies on the executive board and other committees.
- Article 9      EXECUTIVE BOARD / COMMITTEE VACANCIES**
- A. All vacancies shall be posted for a minimum of one week; interested candidates should contact the executive board.
  - B. The executive board shall fill, by majority vote, all vacancies to the various committees of the organization in a timely fashion.
  - C. The executive board shall fill, by majority vote, all vacancies on the executive board for an un-expired term.
  - D. The executive board shall remove any executive board or committee member from his/her position when, in the board's discretion, that member or officer has not performed duties adequately as outlined in the Handbook.
- Article 10     OFFICERS AND COMMITTEE MEMBERS**
- A. The officers of this organization shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and Vice-Treasurer. This is the executive board.

- B. Officers and committee members shall be chosen by the voting membership in March with the goal of participating at April Meetings. This overlap of Boards and/or committees will serve as a training period. New Board members must be available July 1.
- C. Officers or members of the executive board of committees do not necessarily have a child enrolled.
- D. No officer or board member shall serve for more than two terms in the same office.

**Article 11****DUTIES AND POWERS**

Below are the duties and powers of the executive board members. Refer to the Board's handbook for more detailed information. At the end of his/her term, each member should be available for consultation for a period of one year.

**CHAIRPERSON**

1. Prepares the agenda for and presides over meetings.
2. Aides Director in administration of the school and representing WCK in the community.
3. Keeps abreast of operating budget and staff needs.
4. Reviews & presents director's recommendations on teacher's evaluations and employee contracts to the board.
5. Calls all special meetings.
6. Reports to the general membership at each meeting.
7. Takes actions deemed necessary for the welfare of the school, subject to ratification by the board.

**VICE-CHAIRPERSON**

1. Assists Chairperson.
2. In temporary absence of the chairperson, acts in his/her stead.
3. Serves as volunteer coordinator nominating committee chairman.
4. Serves as liaison to facilitate that each new member understands the policies and obligations of membership.

**SECRETARY**

1. Records and types minutes of all meetings.
2. Maintains original copies of the bylaws for the general membership of the school.
3. Maintains copies of original lists of membership, students, board members, etc. for permanent records.
4. Execute and record all by-law changes.

**TREASURER**

1. Oversees approved Master Budget.
2. Presents a monthly financial statement at each board meeting received and reviewed from Director.
3. Prepares a yearly financial statement to be read at the annual meeting.
4. Prepares with the executive board a budget for the coming year.
5. Submits the books for audit at the end of the fiscal year, which is September 1 through August 31, and reports results of audit to general membership.
6. Handles state and federal tax forms.

**NOTE:** All financial decisions must be submitted to the entire board and be voted upon

**VICE-TREASURER**

1. In the temporary absence of the treasurer, acts in his/her stead.
2. Serves as fundraising chairperson, overseeing the fundraising committee.

**Article 12****COMMITTEES**

- A. The executive board shall decide what committees shall be standing committees for each year.
- B. The executive board shall have the authority to create new committees and appoint its members and shall do this as is deems necessary for the proper administration of the school.
- C. The structure of such committees shall consist of a chairperson and additional members as necessary.
- D. The powers and duties of the committee will be defined by the executive board.
- E. Committees will be disbanded by a majority vote of the executive board.
- F. Any member of any committee may be removed by a majority vote of the executive board, with just cause.

**Article 13****MEETINGS****A. GENERAL MEETINGS**

There shall be a quarterly meeting for all the general membership (October, December, and March). Special meetings may be called by the chairman by issuing a notice to the membership 14 days prior to the date of the meeting.

**B. ANNUAL MEETING**

The annual meeting shall take place in April. A prepared Master Budget for the upcoming year will be presented by the treasurer that evening.

**Article 13****MEETINGS (Cont'd)**

Transaction of business in all meetings shall be conducted as follows:

1. There shall be no voting by proxy.
2. A majority vote of those members present at the meeting shall govern the vote. Families shall get one vote for each child enrolled.
3. Business meeting shall follow a parliamentary procedure.
4. A written roll call will be taken.

**Article 14****EXECUTIVE BOARD MEETINGS**

These meetings shall be conducted as needed to make decisions regarding the management of the Windham Cooperative Kindergarten. These meetings are not open to the general membership. Minutes will be taken in these meetings and will be distributed to the executive board and director. A majority vote of all the executive board members shall govern the vote. If a member of the board is not present, the vote cannot be tallied until the vote is obtained from the absent executive board member.

**Article 15****AMENDMENT TO THE BYLAWS**

1. Any bylaw may be amended through the following procedure

2. Any member may propose amendments to the bylaws. Written proposals must be submitted 2 weeks prior to the general membership meeting that will hold the discussion on changes. The bylaw amendment must then be brought up for discussion at the October or March general meetings.
3. All members will be notified of any general meetings at which a bylaw amendment is going to be discussed.
4. After the general meeting the proposed bylaw amendment must be distributed to all WCK members along with a voting ballot which must be returned within 14 days.
5. One-half of the WCK membership must return their ballots in order to obtain the quorum needed to vote on the proposed amendment.
6. Two-thirds of the voting membership shall govern the vote.
7. Ballots will be tallied by the executive board. The results will be announced at the next general meeting.

**Article 16****PERSONNEL POLICIES**

The executive board upon entering office shall read the employee's handbook carefully. It will be the responsibility of the executive board member to maintain and uphold personnel policy procedures for employees of the school. All procedures must be followed precisely in order to assure good personnel relations and uphold the legal aspects of contracts. Personnel policies in the employee handbook will be for the protection of all parties concerned, including the employees, executive board, and reputation of the school as a whole. If any changes are needed to be made, they must be brought before the school's lawyer for examination with a unanimous vote by the executive board for the change. The general membership must be notified fourteen days prior to the proposed date for the special meeting. After the special meeting the proposed policy changes must be distributed to all WCK members along with a voting ballot which must be returned within 14 days. One-half of the WCK membership must return their ballots in order to obtain the quorum needed to vote on the proposed change. Ballots will be tallied by the executive board. The results will be announced at the next general meeting.

**Article 17****NON-DISCRIMINATORY POLICY**

The Windham Cooperative Kindergarten:

1. Admits students of any race, color, creed, ethnic or national origin to all the rights, privileges, programs, and activities generally accorded to made available to its students; and does not discriminate on the basis of race, color, creed, ethnic, or national origin in administration of its education, admissions, scholarship, loan, athletic, or other policies, activities, programs, or procedures.
2. Keeps records indicating the racial composition of the student body, faculty and administrative staff for each academic year; and provides a statement of a method by which racial composition was determined.
3. Keeps copies of all materials used by or on behalf of the school to solicit contributions.
4. Keeps records sufficient to document that scholarship and other financial assistance is awarded on a racially nondiscriminatory basis.
5. Publishes at least annually during the student solicitation and/or registration period in newspapers of general circulation that serve all racial segments of the community(ies) from which the school draws its students, in a place likely to be read by prospective students and/or their families (classified advertisements or legal notice section is not acceptable) occupying at least 3 column inches, captioned in at least 12 point bold-faced type with the words: "NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS"; with text in at least 8

- point type, a notice of the school's racially nondiscriminatory policy in the newspaper(s) of general circulation that serve all racial segments of the community(ies) from which the school draws its students. Keep a copy of the entire page of any news media in which the notice of such policy is placed. Include a statement of such policy in all brochures, catalogs, curriculum guides, and advertising dealing with student admissions, programs and scholarships.
6. The director shall have the overall responsibility for fulfilling the above requirements, but may delegate them as needed.

**Article 18****STATEMENT OF KINDERGARTEN PROPERTY**

That upon formation of a public kindergarten in the town of Windham, the board shall reserve the right to allow the nursery branch to continue use of any and all current assets of the kindergarten, assuming it continues as a non-profit agency. Any assets specific to the kindergarten curriculum that cannot be used by the nursery or pre-school will be donated to the School District of Windham. Should the entity of the Windham Cooperative School totally dissolve, all assets or value of assets will go to the School District of Windham.

**Article 19****GRIEVANCE PROCEDURE FOR PUBLIC COMPLAINTS**

Any parent with a complaint about the facilities, services, or an employee of the school may contact and meet with the director and/or any executive board member. The director and/or board member can be contacted by calling the school office or by leaving a message in his/her box, located in the school office.

**Article 20****CLASSROOM ASSISTANT (CO-OPING)**

In WCK's core nursery & preschool programs, parents are expected to co-op, assist teachers in the classroom:

Co-oping schedules are created on a rotating basis. If a parent cannot come on the day they are assigned, he or she can exchange their day with another parent on the schedule. The co-op scheduler will schedule parents one class day per amount of children able to enroll per program. For example, if there are 9 children in your Nursery class but there are 14 spots available, you will be required to Co-op one out of 14 class days. If there are open days, volunteers will be requested but not required.

If a parent is unable to co-op, they should notify WCK at registration. A substitute teacher will be scheduled in their place, and that parent will be responsible for the substitute's fee, which will be required to be included in their monthly tuition.

The fee structure is set by the executive board based upon the current rate for substitute teachers.

Any supplementary preschool educational programs offered by WCK, do not requiring cooping. Tuition rates for supplementary programs will be set accordingly.