

SCPC BY-LAWS

ARTICLE I **Name** - This group shall be known as South County Pre-Kindergarten Co-op, Inc.

ARTICLE II **Object** - Cooperative play and learning for pre-school children and cooperative learning for parents/guardians, through class study and observation of the activities of this group, and through the participation in guiding children.

ARTICLE III **SECTION 1** Membership - The membership of the Corporation shall consist of all families who have enrolled a child. South County Pre-Kindergarten Co-op, Inc. does not and will not discriminate against applicants and students on the basis of race, sex, color, creed or national origin.

SECTION 2 Harassment – The SCPC maintains a policy that prohibits sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, age or any other basis made unlawful by federal, state, or local law or ordinance or regulation. This policy applies to all persons involved in the operations of the SCPC and prohibits such harassment by any employee of SCPC. Prohibited harassment, in any form, is unlawful and will not be tolerated.

SECTION 3 Anti Discrimination – The SCPC is committed to providing equal employment opportunity in all phases of employment activity. The SCPC maintains a policy that discrimination on the basis of race, color, sex, national origin, religion, age, physical or mental disability, personal appearance, marital status, matriculation, sexual orientation, veteran status or political affiliation or any other legally protected status, is prohibited.

SECTION 4 Obligations of Membership - All members must remit tuition and other fees within 10 days of date due, be responsible committee members, attend the workshop prior to the start of school, attend three general meetings, take their turn as parent/guardian helper according to the schedule and abide by the Policy Statement and By-Laws. Fulfillment of these requirements constitutes membership in good standing. Failure to fulfill these obligations could lead to termination of membership.

SECTION 5 Termination of Membership - The Board may, with good cause, remove a family from membership. Reasons for removal can include, but are not limited to: failure to fulfill the obligations of membership, or the inability of a child to adapt appropriately to the pre-school program. The existence of any such situation shall be brought to the attention of the Board of Directors. After discussion of the issues with the concerned parties, the Board may determine the

situation warrants: (a) a probationary period of one month, during which time any delinquencies are rectified; or (b) termination of membership. The Board will vote by secret ballot whether to terminate membership. A two-thirds vote of the Board Members present at the meeting shall be required to terminate membership.

SECTION 6 Voting Rights - Each member family in good standing shall have one vote. Each Associate Member is entitled to one vote. At the time of the board transition in June, membership is terminated for all current members not enrolled for the following fiscal year. All members who are enrolled for the following fiscal year are deemed to be current voting members.

SECTION 7 Conferences and Observation - Before enrolling, an applicant shall have an opportunity to observe an actual classroom situation as well as meet with an Enrollment Committee member.

ARTICLE IV Teachers

SECTION 1 Qualifications - The teacher shall have a degree in Early Childhood Education or Elementary Education with Maryland State Certification in Early Childhood Education, and have at least two years experience in early childhood education, and have participated in current CPR and first aid training. She shall take a minimum of six hours of early childhood education workshops each year. She shall act as director for DHR/CCA licenser purposes. The teacher's aide shall have at least two years experience in early childhood education and participate in current CPR and first aid training. South County Pre-Kindergarten Co-op, Inc. does not and will not discriminate against faculty staff on the basis of race, sex, color, creed or national origin.

SECTION 2 Contract - All teachers shall sign a one year contract by March 15th, stating the terms of employment. The contract year begins on August 15th. Teachers shall abide by the Policy Statement and By-Laws of the Corporation where applicable.

SECTION 3 Membership - Teacher and aide are honorary Associate members of the Corporation; and, as such, each has one vote.

ARTICLE V Officers

SECTION 1 Officers - The Officers of the Corporation shall be a President, three (3) Vice-Presidents, Secretary, and Treasurer. The officers shall be elected by the general membership at the May meeting of the Corporation for a term expiring at the close of the ensuing school year. All officers shall take office at the June transition board meeting. Election as an officer constitutes election as a director.

SECTION 2 Qualifications - No person shall be elected or appointed or continue to serve as an officer or director if not a member in good standing of the Corporation.

SECTION 3 The President - The President shall be the chief officer of the Corporation and shall preside over meetings of the Corporation and of the Board of Directors. The President shall be member ex officio of all committees. The President may co-sign or endorse checks, drafts, and notes. The President shall communicate to the Corporation such matters, concerns, and suggestions as may tend to promote the welfare and increase the usefulness of the Corporation, and shall perform such other duties as are necessarily incident to the office. The president oversees the duties of Alumni Relations position.

SECTION 4 The Vice-Presidents - There will be three Vice-Presidents.

The 1st Vice-President shall, in the event of the absence, disability, or death of the President, possess all the duties of the Office of the President. In the event the 1st Vice-President is unable to serve in this capacity, the membership shall elect a President to fill this vacancy. The 1st Vice-President is an ex officio member and oversees the duties of the Enrollment, Health, Book, Scholarship, and Webmaster Committees. She shall be responsible for the school's accreditation, MSDE/OCC licensure, updating the Parent/Guardian Helper Guide, writing the school calendar, planning the Parents' Workshop, teacher and school evaluations, and may co-sign or endorse checks, drafts, and notes.

The 2nd Vice-President is an ex officio member and shall oversee and be responsible for the Events and Fundraisers, Historian and Hospitality Committees. She shall be responsible for all special events.

The 3rd Vice-President is an ex officio member of and shall oversee and be responsible for the Maintenance and Supply Committees. She shall serve as the Davidsonville Family Recreation Center alternate delegate.

SECTION 5 The Secretary - The Secretary shall keep the minutes of the meetings of the Corporation and the Board, shall give advance notice of such meetings, and shall perform such other functions as may be incident to the office. They will also maintain accurate list of all current members and their committees.

SECTION 6 The Treasurer - The Treasurer shall keep account of all monies collected and received by the Corporation, shall deposit such in the bank or banks designated by the Board, shall disburse them upon order of the Board, and shall keep a record of members in good financial standing; shall collect, deposit, and record all tuition payments made to the school. The Treasurer will be responsible for disbursing funds for regular monthly expenses for salary, insurance, utilities, and necessary expendable supplies and also for expenditures of Board members and committee chairpersons up to approved

Budget amounts upon presentation of receipts. Receipts should be initialed or signed and dated by the Board member or chairperson authorizing the payment. Any Co-op member may be reimbursed for expenditures up to \$100.00 with the President's approval upon presentation of receipts. The Treasurer may co-sign or endorse checks, drafts, and notes. The Treasurer shall present a report to the Board at its regular meetings and shall prepare full written financial statements as requested by the Board or required for meetings of the Corporation. Any honest and unintentional error made in the exercise of this office shall be the responsibility of the school and not of the Treasurer personally.

ARTICLE VI *SECTION 1 Board of Directors - The Board of Directors shall consist of the elected officers of the Corporation as well as the three Class Representatives, the Editor, the Marketing Chair and the delegate to the Davidsonville Family Recreation Center, who are appointed by the President with the consent of the majority of the officers at a special executive session (nominating committee) for terms expiring at the close of the ensuing school year. Not less than three nor more than seven additional Board members shall be joined with the officers on the Board at any time. The immediate past President or a previous Board of Directors member appointed by her shall serve as a non-voting advisor of the Board of Directors.*

SECTION 2 Powers and Duties - The Board of Directors shall have full power and authority to conduct and manage the business and property of the Corporation subject only to specific instruction from the membership. The board shall operate the school in accordance with the current policies of the Corporation as approved by the membership. The board shall create and designate such committees as it finds necessary and desirable. The Board shall not delegate control of employment practices.

SECTION 3 Meetings - There shall be meetings of the Board of Directors whenever necessary. The President will call regular monthly meetings of the Board and shall call special meetings upon verbal or written request from three members of the Board. During the school year, notices of regular meetings shall be posted two weeks in advance of such meetings. Three consecutive absences from regular Board meetings shall be deemed a resignation.

ARTICLE VII **Elections**
A quorum of the general membership must be present to hold a valid election. Election of each officer shall be a majority of those present and voting. Elections of any officers shall be by ballot. Mid-term vacancies may be filled by the President with Board approval.

ARTICLE VIII **Meetings and Voting**
SECTION 1 Membership Meetings - There shall be a minimum of three general meetings of the Corporation each year. Exact time and place shall be determined by the Board of Directors; and the

membership shall be notified of the time, place and proposed agenda of all general meetings at least two weeks in advance of such meetings.

SECTION 2 Fall Meeting - A meeting of the Corporation shall be held in the fall. The agenda shall include a full written financial statement, reports by the Vice-Presidents and Committee Chairmen, discussion of fundraisers for the current year, and such other business as may properly come before the meeting.

SECTION 3 Mid-Winter Meeting - A meeting of the Corporation shall be held in mid-winter for the purpose of reviewing the policies of the school for the current year, teacher evaluation, adopting a Policy Statement and By-Laws for the ensuing school year, and transacting such business as may properly come before the meeting.

SECTION 4 Spring Meeting - A meeting of the Corporation shall be held in the spring and shall include current and ensuing school memberships. The agenda shall include a full written financial statement by the Treasurer, presentation and adoption of the budget for the ensuing year, election of officers, and such other business as may properly come before the meeting.

SECTION 5 Special Meetings - Special meetings of the Corporation may be called at any time by the President or on the written request of not less than one-third of the members of the Corporation or on the written request of the majority of the Board of Directors. Ten days notice of any special meeting must be given to members of the Corporation, and the notice must state the object of the meeting.

SECTION 6 Mail Vote - When, in the judgment of the Board of Directors, any questions shall arise that should be put to vote of the general membership and when it deems it inexpedient to call a special meeting for that purpose, it may, unless otherwise required by these By-Laws, submit the matter to the membership in writing by mail, or other means for vote and decision; and the question thus presented shall be determined according to a majority of the votes received by mail within three weeks after each submission to the membership, provided that, in each case, votes of at least fifty percent of the members shall be received. Action taken in this manner shall be effective as action taken at a duly called meeting.

SECTION 7 Quorum - A number equal to one-half of the families that are enrolled shall constitute a quorum. Presence of a quorum is necessary to transact any business at all membership meetings.

SECTION 8 Budget Changes- All changes to SCPC budget should be voted on by written secret ballot by the general membership.

ARTICLE IX Financial Obligation

No member of the Corporation shall have any authority to bind the Corporation financially or otherwise unless, at a duly held meeting of the Board, a particular member of the Corporation is authorized to act

for and on behalf of the Corporation and the authorization made is duly recorded in the minutes of said meeting.

ARTICLE X **Policy Statement**

The policy shall be limited to such items as pertain to the proper and efficient operation of the school. The Board of Directors shall draw up proposed changes of policy having considered recommendations submitted by members and shall send this proposal to all members at least two weeks prior to the next general meeting. Policy statements may be amended by a majority vote of a quorum of the general membership at any regular or special meeting or with a mail vote. All changes to the policy statement take effect on the first day of the following month after the vote, unless otherwise stipulated. A complete statement of current policies shall be available at all times. All new and existing members shall receive a copy of the current Policy Statement prior to the start of school in September.

ARTICLE XI **Parliamentary Authority**

The rules contained in Robert's Rules of Order (Revised) shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

ARTICLE XII **Amendments**

These By-Laws may be amended by a two-thirds vote of a quorum of the general membership at any regular or special meeting or with a mail vote, provided the amendments have been posted on the main bulletin board at least one month in advance of the meeting. In addition, the Secretary shall notify all individual members in writing of the proposed amendments at least two weeks in advance of the meeting. All changes to the By-Laws take affect on the first day of the following month after the vote, unless otherwise stipulated.

