

Constitution and Bylaws
of Albany Preschool
revised 6/1/2000

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Constitution and Bylaws of Albany Preschool

A Non-Profit Corporation

ARTICLE I - NAME

The name of this school is Albany Preschool.

ARTICLE II-STATEMENT OF OWNERSHIP AND ORGANIZING PRINCIPLE

This school is a non-profit, non-sectarian school, open to all children on a nondiscriminatory basis, regardless of race, creed, religion, disability, or national origin. It is operated by parent volunteers on a cooperative basis.

ARTICLE III - PURPOSE

The purpose of this school is to provide a child-based learning environment. Our belief is that children learn when they are treated with respect and when they are provided the ability to direct their own play activities in a rich, varied environment. As the children explore and manipulate their world with a variety of appropriate developmental tasks, they gain confidence in their growing intellectual, social, and physical abilities. This process is enhanced through interactions with other children and caring, involved adults.

The school is also a learning center, where parents participate in their child's early education and learn about early childhood developmental stages and practices. Parents have the opportunity to gain confidence in their role as parent-teacher and are encouraged to see their children as unique individuals. Parents share in the direction and operation of the school.

ARTICLE IV - THE ORGANIZATION

A Board of Directors comprised of enrolled parents determines the policies and procedures of this school: a quorum of seven is required for transaction of business. The Director and Head Teachers each have one vote in Board meetings. They must be present to vote.

The Board of Directors consists of eight or more members, including the following parent officers: President, Vice-President, Secretary, Treasurer, Membership Chairperson, Maintenance/Jobs Chairperson, Fundraising Chairperson, and Publicity Chairperson.

The Board of Directors is elected. A nominating committee that consists of five members, including the Director shall nominate the officers and chairpersons. The nominating committee meets to assess interest amongst the general membership and proposes a slate of nominees. A nominating box shall be made available in April. The election shall take place within one week after the April general meeting. A secret ballot is used. The Secretary shall count the votes.

Officers and chairpersons shall hold office for one (1) year beginning June 1st. The outgoing and incoming Board members will sit together to finish the school year after the election with only the old Board voting. It is recommended that the old Board assist in establishing an interim Board for summer school. The new Board of Directors is required to meet at least once during the summer.

ARTICLE V . OFFICERS OF THE BOARD

President: The President calls meetings of the Board and presides at both Board and monthly parent meetings. The President and Treasurer draw up the annual budget. The President has signature authority over the checking and savings accounts, along with the Treasurer. The President and the Director are the liaisons to the city.

Vice-President: The Vice-President presides in the absence of the President and assists the Director and the President. The Vice-President makes up the monthly schedule of parent participation. The Vice-President is the Chairperson for the Grievance Committee.

Secretary: The Secretary takes minutes of both meetings of the Board and the monthly parent meetings. The Secretary keeps student files in order and provides up-to-date class rosters. The Secretary assists the-Afternoon Head Teacher with administrative duties. The Secretary keeps records of attendance at the monthly parent meetings. The Secretary assumes any other secretarial duties necessary as suggested by the President.

Treasurer: The Treasurer is responsible for collecting all tuition fees, assessing fines, keeping tuition payment records, paying all bills, and has signature authority over the checking account, along with the President and the Director. The Treasurer prepares the annual budget with the President.

Membership Chairperson: The Membership Chairperson explains the structure and procedures of the school to prospective members, gives tours of the school, keeps track of the waiting list and, with the Director, oversees the admission process for new students in both the AM and PM programs.

Maintenance/Jobs Chairperson: The Maintenance/Jobs Chairperson keeps records of participation at required work days and fund-raising events, makes sure family jobs are performed as necessary, and prepares and maintains descriptions of family jobs. The Maintenance /Jobs Chairperson oversees and arranges for routine and emergency maintenance and repairs.

Fundraising Chairperson: The Fund-raising Chairperson organizes the Pancake Breakfast, the Spring Fair, and the Annual Rummage Sale. The Fund-raising Chairperson is responsible for assigning committee heads and securing the location for the events.

Publicity Chairperson: The Publicity Chairperson is responsible for internal and external publicity for the school, this includes outreach to the community.

Board Members Obligations to the School: Board members must meet monthly and attend general parent meetings. Board positions are in lieu of family jobs. Board members are offered compensation in the form of reduced tuition for time expended on school administration as set forth by the Board of Directors. Board members must participate in two work parties per year and fundraising activities as well as be members in good standing with the preschool. (See the Albany Preschool Parent Handbook for further information.)

ARTICLE VI- OPERATING PROCEDURES

This school operates according to the Constitution and Bylaws, Parent Handbook, and Parent Agreement as established by the Board of Directors.

ARTICLE VII- REVISION

The Constitution and Bylaws of this school shall be reviewed annually. Changes in either may be made at any time by recommendation of the Board of Directors and a 2/3 (two-thirds) majority vote of those voting. Proposed amendments shall be distributed to the membership at least one week prior to the meeting at which action is proposed to be taken.

BYLAWS

OF

ALBANY PRESCHOOL

Definition of Membership and Status

Voting members are the parents of children enrolled in either the morning or the afternoon program. Each family has one vote even if they are enrolled in both programs. Voting members pay regular tuition and fees and contribute to the work of the school.

Duties

All voting members must accept the Bylaws, pay tuition and fees, sign the Parent Agreement, and accept the broader responsibilities of membership as outlined in the Parent Handbook. Failure to fulfill these duties may result in termination of membership upon the decision of the Board of Directors.

General Meetings

The exchange of information at monthly meetings is crucial to the success of the preschool program. Therefore, attendance at monthly meetings by a parent or guardian is mandatory, as outlined in the Parent Agreement and the Parent Handbook.

Financial obligations

Albany Preschool is a non-profit organization that operates solely on tuition and fundraising. All fees for the following school year are set annually by the Board of Directors and ratified at the January general meeting.

Scholarships

Partial scholarships are awarded based on financial need. All decisions are made by the President, Director, and Treasurer based on the number of families applying and the money available in the annual budget.

Budget

The President, along with the Treasurer, will review the school's financial statement annually and prepare a budget for the following year. The Board approves this in February.

Dismissal Policy

By consensus of the Board, a family may be dismissed from the school for specific causes. These causes may include 1. Any action that constitutes a danger to the health, safety, or welfare of the school's children. 2. Non-compliance with the requirements and responsibilities outlined in the Constitution and Bylaws, Parent Agreement, and Parent Handbook. 3. Noncompliance with the requirements and responsibilities during their participation or other family responsibilities.

Grievance Policy

A special committee consisting of the Secretary, the Membership Chairperson, Vice-President, two members-at-large, and the Director will handle grievances. The committee will work with the family to resolve the problems in the most positive manner for all involved. Conditions of the family's continuation in the school will be outlined and monitored by the committee's chairperson, the Vice President. If conditions are violated, the family will be automatically dismissed.

The Director

The Director supervises the parents in the daily program, while at the same time sharing with the parents responsibility for sound educational policies and practices. The Director must have the education and experience required by state law for that position.

Admissions Policy for Albany Preschool

Albany Preschool is open to all families, regardless of race, religion, creed, disability, or national origin. Albany Preschool will accommodate special needs families to the extent possible considering the facilities and the staff. These special needs decisions will be made between the Director and the Board of Directors.

Admission is limited to children from the ages of three by December 2nd through five years of age. Enrollment is limited to 24 students per day for the morning program and 24 students per day for the afternoon program.

A waiting list will be maintained in the event that the school is full.

Priority for Acceptance to Albany Preschool

1. Returning students from the previous year in good standing.
2. Siblings of previous-year students, Albany residents who left in good standing.
3. Children of former preschool families, Albany residents who left in good standing within the past 5 years.
4. Albany residents new to the school.
5. Siblings of previous-year students, non-Albany residents in good standing.
6. Children of former preschool families, non-Albany residents in good standing.
7. Non-Albany residents new to the school.