1. NAME

The name of this organization shall be the Paso Robles Cooperative Preschool, Inc.

1. PURPOSE

The purpose of this organization shall be:

* 1. To conduct a preschool that will promote social, emotional, intellectual and physical development of its children.
	2. To provide educational experiences in an environment planned for preschool children and supervised by trained personnel.
	3. To promote positive parenting skills relative to preschool children.
	4. To maintain a cooperative organization for conducting a preschool.
1. AFFILIATIONS

This organization shall be non-profit, non-racial, non-sectarian and non-partisan. No commercial enterprise or any political candidate shall be endorsed by it. Neither the name of this organization, nor its officers in their capacities, shall be used in connection with a commercial concern, with any partisan interest, or for individual profit.

1. PROPERTY

All property owned by the corporation is and shall be irrevocably dedicated to educational preschool purposes. Upon the liquidation, dissolution or abandonment of this corporation such properties will insure the benefit of any private person, exempt-fund, hospital, scientific or charitable purposes, which shall qualify for the “Welfare Exemption” provided for in Section 214 of the of the Revenue and Taxation Code and must be located in the county of San Luis Obispo, California.

1. MEMBERSHIP
	1. Parent Members
		1. The parents/guardians of any child enrolled in the preschool shall be deemed members of this organization.
		2. Membership Status
			1. Active: Those parents/guardians whose children are currently enrolled in the preschool.
			2. Alumnus: Persons who were formerly active members in the preschool.
		3. Rights and Duties
			1. All active members shall abide by the rules and regulations as stated in the Handbook, By-laws and Contract.
			2. All active members and alumni shall be assured priority application submission for registration, on a first-come first-serve basis.
			3. Each active family shall be entitled to one (1) vote in the deciding of issues at General Parent Meetings.
			4. All active members may inspect the business and financial records of this organization.
			5. Along with the Parent Board of Directors, members will have responsibilities as specified in Contract and the Parent Handbook.
			6. The grievance procedure for parent members is outlined in the Parent Handbook.
		4. Family member’s behavior that negatively impacts the School may be cause for a Student’s expulsion. All such actions shall be processed through the Executive Director and documented by the Parent Board of Directors.

B. Child Members

* + 1. Any child shall be eligible for membership, provided the regulations as specified in the Parent Handbook and By-Laws have been met. Membership of a child shall automatically terminate upon Parent’s resignation or expulsion.
		2. Respect for one’s self, others and property is fostered at Paso Robles Co-op Preschool. A positive and respectful attitude towards students, staff and visitors is encouraged at all times. Inappropriate behavior will be addressed.
		3. Parents of children with a persistent behavior problem will be notified and a conference will be scheduled. Members to be present shall include the Teacher(s), Executive Director and the Parent Board of Directors President. If improvement is not evident by six (6) class periods, the child will be considered for expulsion.
1. Finances

A. Regulation

The Board of Directors shall be responsible for securing that tuition, fees, fines and financial recording procedures are in accordance with the non-profit and cooperative nature of this organization.

1. Budget
2. The fiscal year shall be from July 1 to June 30

ii. A proposed budget for the fiscal year shall be done at the August Board Meeting. It will be made available to the Parent members at the first General Parent Meeting and voted on at the same meeting.

iii. Budget amendments shall be approved by a simple majority of the membership present at a General Parent Meeting.

* + 1. Expenditures in excess of two hundred dollars ($200.00) not included in the proposed projects shall be approved by a simple majority of the Board of Directors.
	1. Tuition, Fees and Fines
		1. To cover the operating costs of the preschool, or to create funds for special preschool related purposes, regular tuition will be required and other obligations will be required of, and collected from, the members, as specified in Contract and the Parent Handbook.
		2. Financial obligations that will be required in addition to regular tuition include, but are not limited to:
			1. Enrollment fee
			2. Fines
			3. Complete Participation in fund-raising projects
		3. The amounts of such financial obligations may be set and changed only by a simple majority vote of the Board of Directors following a notice of said proposal of changes containing specific amounts and obligation. Conspicuous posting for a period of not less than fourteen (14) days in advance of the voting shall constitute adequate notice.
		4. Scholarships, upon Board approval, may be made available for low-income applicants, and in-house families, who experience financial hardship that would prohibit participation in our school.
		5. Tuition is due and payable on the first (1st) of each month and delinquent after the tenth (10th) day of each month. Non-payment of fees, by the delinquent date will result in a late charge of $30. If the tuition is not received by the fifteenth (15th) of the month, the child will not be allowed to attend school, unless a payment arrangement has been made with Executive Director. There is a $30 charge for all returned checks. After two (2) returned checks in one school year, only cashier’s checks, money orders, or cash will be accepted. Please refer to Parent Handbook &/ or Parent Contract for fines/ amounts.
		6. Prior to withdrawing from the preschool, a two (2) week written notice is required. If a two (2) week notice of termination is not received; two weeks of tuition will be due and payable after leaving school. Reimbursement of any tuition is determined on a case by case basis after review of the Board of Directors.
		7. Submitting a Change of Participation Request form must be done a minimum of 14 days prior to effective date of change and is subject to review and approval by the Board when Level status is affected. Specifically, a change from Level 1 classroom working status to a reduced classroom working status.
		8. Failure to pay Fundraising monies by due date will result in a $30 fine unless payment arrangements have been made with Executive Director.
		9. Failure to show up on a scheduled workday or make substitute arrangements will result in a fine of $50. Any subsequent occurrences may result in a change of participatory status for the Member.
		10. Failure to complete Parent Support Job on a monthly or as needed basis as stated for each position will result in a fine of $50.
		11. Failure to participate in mandatory Clean-Up Days will result in a fine of $100 each occurrence.
		12. Missing any mandatory Parent Meeting (2) will result in a fine of $50 each.
1. Meetings
	1. Quorum

A simple majority of the Board of Directors shall constitute a quorum.

B. General parent Meetings

There will be a Parent Orientation Meeting at the beginning of the school year and three mandatory General Parent Meetings throughout the year.

1. Special Meetings

May be called and posted by the President, Executive Director, and a majority of the Board of Directors, or by request of a simple majority of the active members.

* + 1. Notice: All members must be notified not less than 24 hours in advance.
1. Board of Directors
	1. Members shall consist of active members as the appointed officers: President, Vice President, Treasurer, Secretary, Fundraising Coordinator, and Parliamentarian, who shall each have one (1) vote. The Executive Director, serving as advisor, shall not vote.
	2. Responsibilities
		1. The Board of Directors shall be advocates of PRCP and its membership.
		2. The Board of Directors shall make decisions to further the purposes of PRCP.
		3. The Board of Directors shall be responsible for managing the finances of PRCP.
		4. The Board of Directors shall oversee the Director’s hiring of a Bookkeeper and the Director’s maintenance of contract with the Bookkeeper.
		5. If an appointed officer of the Board misses more than two (2) meetings without good cause, the office may be declared vacant by the Board of Directors and a successor will be appointed.
		6. Code of Conduct
			1. The Board of Directors shall maintain a professional code of conduct, to be discussed at the beginning of the Board term.
			2. Any problem among officers shall be discussed within the Board of Directors internally and discussed appropriately. Repeated discussion of internal problem areas outside of the Board of Directors shall result in dismissal from office.
			3. In case of non-resolution of any internal problem, the Board of Directors will appoint a Grievance Committee consisting of 5 current members who shall hear and investigate the matters of controversy as related to school affairs. The Grievance Committee’s decision is binding and failure to comply with the decision will result in termination from the Board of Directors. This committee would be in addition to other Support Jobs.
	3. Meetings
		1. The Board of Directors shall meet at least once a month upon the call of the President.
		2. Each Board of Directors member shall attend all Board Meetings prepared with information to be included on the agenda.
		3. The Board Meetings shall be open to the general membership until the closed session.
		4. Closed session items are not to be discussed outside of the Board of Directors. Failure to observe this protection of privacy will result in dismissal from the board.
		5. Minutes of all open Board Meetings shall be recorded by the Recording Secretary and shall be posted for general membership after the Board of Directors has approved them.
		6. A joint meeting of the outgoing and incoming Board of Directors shall be held following the appointment of the new Board of Directors (in May).
	4. Job Description of the Board of Directors shall include, but not be limited to the following:
		1. Shall review the by-laws in February and the budget in May.
		2. All official records shall be turned over to the incoming officers in late May when the term ends. In coming Board of Director’s names shall be updated with insurance in August/ September, as terms begin.
		3. Outgoing Board of Directors shall be required to surrender records, keys and journals promptly and in good order.
		4. Outgoing Board of Directors shall be responsible for an orientation meeting to acquaint incoming Board of Directors (May).
		5. If the schedule allows, each Level-1 Board member may work one (1) less day per month in class than a general Level-1 member.
		6. Specific job descriptions include, but are not limited to the following:
			1. President
				1. Shall be financial head of PRCP
				2. Shall keep Director informed of proposed business aspects of the preschool.
				3. Shall chair all Board Meetings and General Parent Meetings.
				4. Shall fill vacancies in office during appointed year with the approval of the Board of Directors.
				5. Shall hear and investigate matters of controversy between parents, patrons, or preschool employees when the controversies relate to preschool business affairs.
				6. Shall be responsible for coordinating evaluations of Director and non-teaching staff.
				7. Recommendation for rehiring Director shall be presented to the Board of Directors in May.
				8. Shall oversee all contracts.
				9. Shall assist the Bookkeeper and Treasurer with the filing of appropriate annual tax forms.
				10. In the case of a tie vote of the Board of Directors, the President shall cast the deciding vote.
			2. Vice President
				1. Shall chair Board Meetings and General Parent Meetings in case of the President’s absence.
				2. Shall assist the Director with registration, enrollment and orientation.
				3. Shall be responsible for promoting the preschool through publicity.
				4. Shall maintain alumni mailing list.
				5. Shall oversee and handle alumni outreach.
				6. Shall be responsible for outreach events to gain new students on an as needed basis.
				7. With Parliamentarian, shall update binders for incoming Board of Directors.
			3. Treasurer.
				1. Shall be responsible for all bank deposits of Registration, Tuition, Fundraising funds, fees, and fines, and shall provide all documentation of these deposits to the Director and Bookkeeper.
				2. With Director and Fundraising Chair, shall be responsible for collection, process, and recording of all Fundraising money.
				3. Shall confer with Director on any funds owed; to be added to monthly invoices.
				4. Shall assist the fundraising chairperson with Profit and Loss statements for each fundraising function.
				5. Shall provide Bookkeeper and other contractors with 1099 for tax purposes and file 1099 documentation with State and Federal agencies as required.
				6. With Director, shall be responsible for payment of all PRCP bills.
				7. Shall prepare monthly statements to keep Board of Directors informed of budget status, using documents provided by the Bookkeeper.
			4. Secretary
				1. Shall record and file the minutes of all Board and General Parent meetings.
				2. Shall be responsible for typing general school related materials (i.e. by-laws, handbook, timeline, etc.)
				3. The minutes of the Board of Directors meetings and the General Parent meetings shall be made available at the next Board meeting for approval.
				4. Shall post minutes from open meeting content, with any corrections as necessary, after the Board of Directors has approved them.
				5. Shall maintaining up to date email list of current members as provided by Director and shall send out email notices as needed to current members.
				6. Will coordinate with Director for up to date posting of news and events to school Website and Facebook page.
				7. Shall be responsible for writing all thank you letters.

5. Fundraising Coordinator

* + - * 1. Shall be responsible for overseeing all fundraising at PRCP, with the help of all other Board Members.
				2. Shall present an annual fundraising plan at the beginning of the school year and update as needed throughout the year.
				3. With Treasurer and Director shall be responsible for collection, process, and recording of all fundraising money.
				4. Shall present a profit and loss statement for each fund-raising event, with help from the Treasurer.
				5. Shall be responsible for collecting all fundraising orders and submitting them in a timely manner.
				6. Shall be the primary contact person for all fundraising related activities.
				7. Shall be responsible for delegating fundraising responsibilities amongst the Board of Directors.

6. Parliamentarian

* + - * 1. Shall be responsible for seeing that all Board Meetings and General Parent Meetings operate in an orderly manner as prescribed in Robert’s Rules of Order.
				2. Shall be responsible for prescribing By-Law and Handbook updates/ revisions.
				3. Shall post a notice of upcoming meetings two (2) weeks prior to a Board or General Parent Meeting at the preschool.
				4. Shall post all changes and proposals as necessary and described.
				5. Shall assist the Director with registration, enrollment and orientation.
				6. Shall be familiar with Worker’s Comp and Liability policies.
				7. Shall make name changes to insurance in May & August/ September as Parent Board of Director’s terms end and begin.
				8. With Vice President, shall update binders for incoming Board of Directors.

7. Executive Director

1. Shall have a Bachelor’s degree from an accredited or approved college or university with an emphasis in Early Childhood Education or Child Development and at least one year of teaching experience in a licensed day care center or comparable group child care program; or an AA degree from an accredited or approved college or university with an emphasis in Early Childhood Education or Child Development and at least two years of teaching experience in a license day care center or comparable child care program.
2. Shall keep abreast of current developments in the field of preschool education by reading new literature, observing activities and play equipment of other preschools and attending appropriate conferences.
3. Shall be an active member of at least one organization that promotes and supports preschool education.
4. Shall be the professional head of the preschool.
5. Shall be responsible for organizing and overseeing special programs (speakers, school pictures, screenings, etc…) for the general membership.
6. Shall be responsible for updating the Board of Directors on program changes.
7. Shall be responsible for interviewing, hiring and firing of staff with approval from the Board of Directors.
8. Shall arrange for evaluation of teachers and staff before the end of the school year.
9. Shall draw up and present contracts to staff members on or by August 15th.
10. Shall provide means by which the parents may be continuously informed as to the work and progress of the children in the preschool.
11. Shall recommend the purchase of new educational equipment and materials.
12. Shall be responsible for the efficient operation and evaluation of the program.
13. Shall stay informed of business aspects of the preschool.
14. Shall serve as liaison between the church from whom we rent and the preschool membership.
15. Shall be responsible for overseeing continual upkeep of the school.
16. Shall be responsible for registration, enrollment and orientation with the assistance of the Vice President and Parliamentarian.
17. Shall hear and investigate all matters of controversy between pupils, parents, patrons or preschool employees when controversies relate to preschool professional affairs.
18. Shall be responsible for the collection of the mail and paying of bills, during winter, spring, and summer vacations. Shall oversee Summer Program during summer months.
19. Shall be responsible for all billing, payment, and recording of all tuitions and fees and fines.
20. With Treasurer and Fundraiser, shall be responsible for collection and recording of all fundraising monies.
21. Amendments

The By-laws may be amended by a simple majority vote of the Board of Directors, providing the proposed changes are posted for the Membership to view two (2) weeks prior to the Board of Directors vote. The By-laws shall supersede and annul the rules and regulations made by this organization and shall, in general, conform to Robert’s Rules of Order both in intent and execution. The By-laws shall be reviewed annually in April/ May.

1. Parliamentary Authority

The rules contained in Robert’s Rules of Order shall govern this society in all cases in which they are applicable and in which they are not inconsistent with the By-laws or special rules of the order of this society.