

Constitution and Bylaws

of

Parents' Cooperative Preschool, Inc.

Springfield, MO
Approved June 2018

Parents' Cooperative Preschool, Inc. was founded in 1978 for the purposes of:

- Sharing information and guidance regarding the young child.
- Fulfilling the need for closer understanding of all human relationships and the need for continuing education and research in the field of early childhood.

Article I - Name

The name of this non-profit organization shall be Parents' Cooperative Preschool, Inc. (PCPS).

Article II - Purpose

Parents' Cooperative Preschool, Inc., is organized exclusively for charitable, religious, educational, or scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501C(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

The purpose of this organization shall be educational, as described in Section 501C(3) of the Internal Revenue Code of 1954, specifically to operate a school for two through five-year-old children for the following objectives:

1. To maintain a desirable environment where the child may gain independence and security through activities planned for his/her own age level.
2. To instill in the child a respect for, and an acceptance of, the rights and differences of others.
3. To give parents valuable learning and growing experiences through working with their own child and by observing him/her in relation to his/her peers.
4. To gain an understanding of the values of education and to learn to thrive in the

structured environment of preschool with the help of a professional leader.

5. To make available to the community a non-profit cooperative preschool for young children.

Article III - Membership and Participation

Membership shall be open to all preschool children and parents of preschool children regardless of race, color, national origin, or religion.

When a parent enrolls a child in the preschool, he/she is committed to working in his/her child's classroom on a rotating basis or serving either on the Parents Executive Board or as needed on a committee.

A non-refundable registration fee is required for all children registered in the program. A permission/release form, immunizations, and health form signed by the parent or guardian shall be on file at the school.

Registration for the school year shall be open to enrollees in the following order:

1. Present enrollees and/or members of their immediate families will be given advance opportunity to register.
2. Open enrollment to the public will begin March 1.

After classes are filled, a waiting list will be compiled with names listed in the order they were received.

Enrollment Requirements:

- **Tot Class:** To be eligible for enrollment in the Tot Class, a child must be two years old, and scheduled to enter kindergarten in the next 3 years.
- **Preschool Class:** To be eligible for enrollment in the Preschool program, a child must be three years of age before August 1st, be potty trained, and scheduled to enter kindergarten in the next 2 years.
- **Pre-K Class:** To be eligible for enrollment in the Pre-K class, a child must be four years old before August 1st, potty trained, and scheduled to enter kindergarten the following year.

Article IV - Tuition

The Executive Board will determine the monthly tuition for the program prior to the Spring Semester for the following school year. Tuition shall be payable in nine monthly installments beginning in September and continuing through May. Payment is due on the first of the month.

Delinquent account policy:

- Any member missing one month of tuition payment will be notified by the Director.
- If any member misses two consecutive months of tuition payments and has not paid in full by the first day of the third month or made payment arrangements, that member's case will go before the Executive Board. The Executive Board shall be obliged to expel said member unless extenuating circumstances indicate an alternative financial arrangement.
- All tuition debt must be clear by the end of the school year.

Article V - Assisting Parent

One member of each family (or adult representative) must participate while school is in session. The number of workdays is determined by the Director and/or Executive Board. If a parent is unable to work at school on his/her assigned workday, he/she is responsible for finding a substitute and for making up that day. Upon action of the Director and/or Executive Board, exceptions may be permitted. Parents shall conduct a background screen prior to their first day.

In the event of an unscheduled cancellation of school, the scheduled working parent shall receive credit for having worked.

Article VI - Health Requirements

Each child is required by the Missouri Statutes, Department of Health and Safety, to provide a medical release form signed by a licensed physician or registered professional nurse stating the child's health history, any current health problems, and any restrictions for daily class involvement. This form will be provided to the parents at the time of registration. Dates for all immunizations will be required prior to the beginning of school.

Children with special health needs (epilepsy, asthma, diabetes, allergies, autism etc.) must have a letter from a doctor containing permission for the child to attend preschool. Recommendations for handling the child in a preschool environment must be discussed with parents and on file at the preschool.

Every child shall be covered by an Accident Protection Insurance Policy. The fee shall be paid by the preschool with funds received from the registration fee.

Article VII - Calendar

For all practical purposes, the PCPS calendar shall follow that of the Springfield school district. Exceptions will be noted on the PCPS yearly calendar. Provisions for closing preschool because of inclement weather, as well as make-up days, shall follow the guidelines of the

Springfield school district or at the discretion of the Director.

Article VIII - Staff Hiring & Termination

The Executive Board shall interview and hire the Director. Other prospective staff members shall be interviewed by the Director and approved by the Executive Board. The Executive board will then extend an experience contract to the applicant agreed upon. Preferred applicants shall have a college degree or equivalent.

If a staff member (other than Director) is negligent of duties it shall be documented in writing by the Director, discussed with the staff member, and reported to the Executive Board. If it is the determination of the Director and the Executive Board that the staff member be terminated (either during during the contract period or at the completion of the contract period) it is the responsibility of the Executive Board to inform the staff member of their decision.

In the event a situation of child safety arises and poses an imminent threat or harm to a child, the Director may require an immediate leave of absence of said staff member until further investigation on said situation can be completed and a final recommendation by the Director and Executive Board can be reached.

If the Director is found negligent of duties and the Executive Board has made the determination the Director must be terminated, a parent meeting will be held and evidence of neglect presented. At that time a vote will be taken with 2/3 majority rule.

Article IX - Staff

The term “staff” as used in this constitution shall refer to the Director, the teachers, and any office personnel under contract with PCPS.

All staff members shall be required to sign a yearly contract with PCPS. Staff members shall be expected to follow job descriptions as contained in the Personnel Policy which shall be reviewed annually by the Director and/or the Executive Board. Staff members must comply with the staffing and health requirements set forth by the State of Missouri Department of Health and Senior Services - Bureau of Childcare.

A yearly job evaluation is conducted on all staff members in the month of May. The Director will review each teacher individually, and the Director will receive her evaluation from the Executive Board.

Each staff member receives a “letter of intent” prior to contracts being submitted. The “letter of intent” informs the Executive Board that the staff member has every intention of returning the following school year and would like to have a contract offered. The staff member must sign and return the “letter of intent” to the Executive Board prior to the April Board meeting.

All staff members shall be required to sign a yearly contract with PCPS. Contract terms are to be reviewed annually by the Executive Board. The contracts will be offered to staff members in the month of May, prior to the following school year.

If a substitute is needed for a teacher, the Director shall provide a qualified person to teach in the classroom. If a substitute is needed for the Director, it shall be the President of the Executive Board or another predetermined individual who is qualified to hold the position.

Article X - Officers of the Executive Board

An Executive Board Member may serve consecutive years, but with only 2 consecutive years holding the same position.

A quorum shall be considered five out of the seven Executive Board members physically present and voting. Special exceptions may be made for extenuating circumstances (illness, travel, etc.) when voting needs to take place outside of a regularly scheduled board meeting. Only in special circumstances will a phone vote be considered valid.

All board meetings (monthly meetings or special meetings called as needed) will be announced to all board members, all active parents, and all staff members (including the director) prior to the meeting taking place.

The Executive Board's term is from July 1st until June 30th of the following year. Applications for the Executive Board will be made available from the Director in the Spring. Selection of Executive Board members for the next school year shall begin in the Spring of the current school year. The May Executive Board meeting shall be attended by both the retiring and incoming Board members. Whenever possible, at least three Executive Board members will return from the previous year and have equal representation from all classes.

Teachers and parents may attend Executive Board meetings to relay information or submit requests.

The Executive Board shall consist of the following elected officers with general duties including, but not limited to:

President - The President Shall:

- Have one year experience on the Executive Board before being selected to this position.
- Preside at all Executive Board meetings. Serve as Acting Director in the absence of the Director.
- Within the limits of these bylaws, exercise general executive authority on behalf of the Executive Board.
- With the Director, choose committee chairmen.
- Be in charge and/or coordinate the committee activities through committee

chairman.

- Relay all committee instructions to incoming committee chairman at the beginning of the year.
- Receive and follow up all reports from committee chairman.
- With the Director & Treasurer, prepare the yearly budget.
- File the annual minutes with the attorney.

Vice President – The Vice President Shall:

- Assume the duties of the President when the President, for any reason, is unable to discharge his/her duties.
- Accept one or more duties as set up by the Director and/or President.
- Submit a written report of her functions and recommendations at the end of the school year.

Secretary – The Secretary Shall:

- Keep minutes of all Executive Board meetings.
- Make the minutes of each Executive Board meeting available to the membership.
- Perform other duties in relation to correspondence as directed by the Director and/or Executive Board.
- Arrange for prior notice of all general membership meetings.
- Keep minutes of any general membership meeting.
- Keep minutes of year end corporation meeting.

Treasurer – The Treasurer Shall:

- With President and Director, prepare yearly budget.
- Present financial statements to Board monthly.
- Present a budget update for each monthly Board meeting.
- Prepare statements needed for grants, insurance, etc.

Fundraising Chairperson – The Fundraising Chairperson Shall:

- Provide direction to the fundraising committee.
- Be responsible for all fundraising activities and events.
- Provide fundraising report, complete with financials and upcoming events, to the Executive Board at each monthly meeting.

Marketing & Social Media Chairperson – The Marketing & Social Media Chairperson Shall:

- Provide direction to the marketing and social media committees.
- Work with the Executive Board on marketing strategies to promote the school.
- Update and manage social media presence, including Facebook, Instagram, & Twitter.

Director – The Director Shall:

- Be an ex-officio member of the Executive Board.
- Present a statement of financial position to the Executive Board and membership each month.
- Create Teacher Assistant calendar for each classroom.
- Act as a liaison between the parents, teachers, and the Executive Board.

Article XI - Budget

The Director, Treasurer, the outgoing Executive Board President, and the incoming Executive Board President will prepare the annual budget in June. The incoming Executive Board will approve the budget at a meeting prior to the start of school.

Article XII - Disciplinary Actions & Instances for Student Removal from the School

If there are ongoing behavioral issues or toilet training problems, a meeting with the teacher, Director, and parents will be held to establish a course of action. If the implemented plan is not successful, the decision to remove the student from PCPS will be voted on by the Executive Board.

Article XIII - Dissolution

Upon dissolution of Parents' Cooperative Preschool, Inc., a public sale shall be held to dispose of all tangibles. All the money from the sale shall be used to pay existing debts and liabilities of the corporation with the balance, if any, being donated to selected organization(s), which further the education of young children and which is exempt under the provision of Section 501C(3) of the Internal Revenue Code of 1954. Selected organizations shall be determined by the Executive board, upon recommendations by any member of organization

Article XIV – Revisions and Amendments

The bylaws shall be examined annually by a committee selected by the Executive Board and revised, subject to the approval of the membership, one vote per family, if such revision is necessary.

Article XV – Income

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in these articles. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on: (a) by the corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); or (b) by a corporation contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Law).