

## **INTRODUCTION**

McKinley Cooperative Preschool, Inc. is a non-profit, non-discriminatory organization established in 1975. Administration of the Preschool is managed entirely by the members. The preschool is licensed by the State of Michigan, Department of Social Services, and must meet all the requirements of that governmental agency.

The three year and four year class were the first to operate at McKinley Co-Op. New classes were added to help meet the need of children and parents in the area. An Optional Day session for children four years of age is available. Our toddler classes enrolled two year olds, each accompanied by an adult for each class session.

The purpose of our preschool is to administer and maintain a developmental program for toddlers and preschool children. Our emphasis is on providing an environment that encourages each child's natural curiosity and creativity. The preschool experience will increase independence and socialization skills through a variety of experiences in art, music, and play. The children learn to play well together, grow, and develop self-esteem.

Our cooperative preschool tries very hard to provide stimulating experiences for both parent and child. With parents in the background, the child takes his/her first step outside the home. He/she establishes new relationships with adults other than his/her parents, particularly with the teacher. In turn, the parents, through their involvement in the preschool, acquire a greater understanding of all preschool children, and the ability to evaluate their own child's development.

# CONSTITUTION

## ARTICLE I

## NAME

The name of this organization shall be McKinley Cooperative Preschool, Inc., a cooperative non-profit, non-sectarian, racially non-discriminatory cooperation, incorporated March 11, 1975. Fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>.

## ARTICLE II

## PURPOSE

The purpose is to administer and maintain a parent cooperative preschool, and to offer a development program with emphasis on providing an environment that encourages each child's natural curiosity and creativity. It is believed that the group experience of the preschool will increase independence and socialization skills. The cooperative aspect of the preschool, by its very nature makes for a closer bond between the child and the parent.

## ARTICLE III

## MEMBERSHIP

Membership shall be open to parents or guardians of children who are least two years of age on or before September 1<sup>st</sup> of the enrollment year for the toddler program, at least three years of age on or before September 1<sup>st</sup> of the enrollment year for the three year program, and those at least four years of age on or before October 1<sup>st</sup> of the enrollment year for the four year program. Children being enrolled in the four year Optional Day program should preferably be four years of age on or before September 1<sup>st</sup> of the enrollment year, although younger children may be enrolled at the teacher's discretion. Enrollment shall be according to the rules set up in our By-Laws.

## ARTICLE IV

## OFFICERS

The officers of this organization shall consist of: President, Vice-President, Fundraising Chairperson, Health & Licensing Chairperson, GDCNC Representative, Membership Chairperson, Secretary, Treasurer, Assistant Treasurer, Accounts Receivable, and Class Representatives

## ARTICLE V

## AMENDMENTS

A quorum (half of the membership plus 1) must be present when voting on amendments of revisions to the Constitution. Amendments or revisions to the Constitution shall be made by the majority vote of those present at a general meeting. Discussion and voting on the amendments or revisions to the Constitution and By-Laws will take at least 21 days after said amendments have been presented in writing. Any items not covered by the Constitution or By-Laws will be acted upon the discretion of the Board.

## ARTICLE VI

## DISSOLUTION

In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under section 501 @ (3) of the Internal Revenue Code of 1954, as amended.

# **INDEX**

INTRODUCTION

CONSTITUTION

BYLAWS

ARTICLE I – Membership

    Requirements of Membership

    Responsibilities of Membership

    Rights of Membership

ARTICLE II – Associate Membership

ARTICLE III – Officers

    President

    Vice-President

    Fundraising

    Health & Licensing

    GDCNC Representative

    Membership Chairperson

    Secretary

    Treasurer

    Assistant Treasurer

    Accounts Receivable

    Class Representative

    Publicity

ARTICLE IV – Meetings

ARTICLE V – Monies

    Insufficient Funds

    Registration

    Tuition

    Non-Budgeted Expenses

ARTICLE VI – Teachers

    Substitutes

ARTICLE VII – Non-Compliant Members

# McKinley Cooperative Preschool

## By-Laws

McKinley Cooperative Preschool, Inc.

## ARTICLE I

## MEMBERSHIP

### REQUIREMENTS OF MEMBERSHIP

- A. The child entering the toddler program must be 2 years old on or before September 1<sup>st</sup> of the preschool year. The child entering the 3 year session must be 3 years old on or before September 1<sup>st</sup> of the preschool year. The child entering the 4 year session must be 4 years old on or before October 1<sup>st</sup> of the preschool year. The child entering the Optional Day class should preferably be 4 years old by September 1<sup>st</sup> of the preschool year. A child who has not attained the age of 4 years by September 1<sup>st</sup> may be allowed into class at the teacher's discretion. Birth certificates will be required of all new children entering the preschool.
- B. The following list contains the preference order and earliest date which the membership chairperson may accept the application and registration fee. Children repeating the 4 year old program are automatically enrolled in Optional Day unless the parent requests otherwise. Membership into the co-op is on a first come basis within each category.
1. **PRESENT MEMBERSHIP:** A date in January to be determined at the January Board meeting.
  2. **ALUMNI MEMBERS:** One week after Present members.
  3. **OPEN REGISTRATION:** One week after Alumni members.
- C. The parent or other designated substitute must be available to work the required number of days at the preschool.
- D. The child entering the 3 and 4 year programs must have had a physical examination no longer than one year prior to his/her entering the preschool. The child entering the toddler program must have had a physical examination no longer than 3 months prior to the child entering preschool.

Evidence of such examination must be shown on the form supplied by the Michigan Department of Health, **BEFORE** attending their first session. All children's health forms must include date of exam (month, day, & year), physician's signature, and dates of the following immunizations: Polio, D.P.T, Measles, Mumps, Rubella, Hepatitis B, Varicella, and Hib B. State law minimum of one dose of each of the above vaccines or waiver on file prior to the child's first session. All forms must be checked by the Health and Licensing Chairperson who will issue a start date for the child.

- E. In the event that there is a TB outbreak, the parent working in the preschool must present evidence of a negative TB test or the proper paperwork for a positive TB test prior to the child's first session. TB tests are valid for two years.
- F. Child information cards must be completed in full and returned to the Membership Chairperson before the child's first session. Failure to comply will

result in the child's exclusion from class until the card is returned. A file of new emergency cards must be kept in the room. These cards must be filled in completely, including parents' business telephone numbers and working hours.

G. McKinley Cooperative Preschool enrollment shall be limited to a maximum of twenty children for the 4 year programs, maximum of fifteen children for the 3 year programs, and a maximum of ten children for the toddler program. Each child in the toddler program must be accompanied by an adult. Four year Optional Day enrollment shall be limited to a maximum of fifteen children.

1. 2013-2014 Class Schedules: Mondays & Wednesdays- 4yr. Tuesdays & Thursdays- 3yr. AM- 9:30-11:30am PM- 12:30-2:30pm  
Fridays- Tots 9:30-11 am and 4yr. Opt. Day 12:15-2:45pm

H. A new member entering after orientation must attend the first class with their child to be oriented by the Membership Chairperson or Class Representative.

I. Members who have been asked to leave the preschool for any reason or who have left in bad standing shall not receive priority in applying for membership at a future date, but shall instead be treated as new members for acceptance. Their final acceptance shall be at the discretion of the board.

## RESPONSIBILITIES OF MEMBERSHIP

A. A parent with a child in either the toddler, three year, or four year programs must work the required number of workdays. Parents with more than one child in the same class will be required to work 1 ½ times the normal workdays. This is done to accommodate having one less parent for the workday schedules.

1. If a member does not work their workdays or provide a substitute, they will be scheduled one extra workday and must pay a \$25.00 penalty with their next month's tuition. Failure to comply with the above may result in termination of membership as requested by the Board.
2. On your workday, you must arrive a minimum of 15 minutes early to set up. Failure to arrive early, sign in, and remain after a session until all the work is completed, and sign out will result in a \$10.00 fine due with the next month's tuition. This is applicable after the second offense.
3. A parent with a child in more than one class must work the required number of days **IN EACH CLASS**.
4. On your workdays, you must fulfill the workday duties as specified. Failure to do so will result in an oral warning from the Board for the first offense. The second offense will result in a written warning from the Board and a \$10.00 fine. Upon the third offense, the Board will consider termination of membership.

- B. In addition to scheduled workdays, each member is required to perform a special job. A member may be required to have a special job for each of his/her children in the co-op. Failure to perform the special job in accordance with the job description in the job folder will result in an oral warning from the Board for the first offense. The second offense will result in a \$25.00 fine due with the next month's tuition and a written warning. Upon the third offense, the Board will consider termination of membership. All complaints must be in writing and submitted with documentation to the Job Folder Advisor.
1. The special job and scheduled classroom workdays are separate from each other. A member will not receive a workday or snack credit when performing the special job. The only exception is the party person for each class who will receive ½ work day credit for each of the 4 class parties, providing he/she attends those parties.
  2. If you cannot attend an event which falls within your job responsibilities you shall arrange a substitute and inform him/her of his/her duties.
  3. **Working Parent Position** – limited to one family per class. Cost will be an additional \$25 to normal monthly tuition. Proceeds will go to the individual's class fund to be used as determined by the class. The working parent position will exempt the family from having a class job and scheduled classroom workdays. However, the “working parent” will be responsible for mandatory fundraisers and attending monthly member meetings.
    - a. Optional Day Working Parent- Cost will be \$10.00 per month. With up to two Working Parents depending on enrollment. Preference going to existing Working Parents.
- C. Attendance at monthly meetings is MANDATORY. Your ideas as well as your vote contribute to the operation of YOUR preschool.
1. If you cannot attend a monthly meeting you MUST inform your class representative prior to the meeting.
  2. Only two absences will be allowed during the preschool year.
  3. After two absences the member will receive a written warning.
  4. If a member misses a third meeting, there will be a \$25.00 fine and the Board will consider termination of membership.
  5. Due to the business nature of these meetings children will not be allowed. McKinley Co-Op acknowledges the fact on certain occasions it becomes necessary to bring along your child. Please bear in mind that this privilege must not be abused, as each infringement will be reviewed by the Board.
  6. If the number of mandatory meetings (excluding board meetings) per school year is five or less, members are only allowed to miss one meeting without a fine. (revised July 2007)

D. Orientation is mandatory for new members to the school or our new location. It is also mandatory for all new members to a 3 or 4 year class. All members must stay for the complete orientation. **Absence from Orientation will count as the first missed meeting.**

E. Each family shall have one vote at meetings.

F. MAINTAINING INFORMATION

It is your responsibility to maintain all information given to you.

If a co-op member loses their directory, it will be their responsibility to replace it. This can be done by borrowing another member's directory or the secretary's to make their own copy. However, if the secretary makes a second copy of the directory for any member, a copying fee must be paid to the secretary by that member.

G. FUNDRAISERS

Failure to participate in a mandatory fundraiser will result in a fine equal to the amount required to purchase and/or sell. Failure to pay full amount by the due date shows your intent to defraud McKinley Cooperative Preschool; it will result in a \$50 fine (in addition to the required amount for fundraising) as well as a suspension of your child from preschool until payment is received. Should you have to leave the preschool within one week of a fundraiser's beginning date you may return your fundraiser without penalty.

H. SNACK

Each parent will be scheduled to provide a nutritious snack on a rotating basis, which average's 3-4 times per year. The teacher may request a particular snack.

RIGHTS OF MEMBERSHIP

- A. A member shall have the right to request a conference with the teacher regarding problems arising from a child or children in the preschool.
- B. A member shall have the right to bring a grievance to the Board for consideration.
- C. A member shall have the right to attend Board meetings in ex-officio capacity.
- D. Upon request, a member may be granted a maternity or sick leave from workdays. Length of leave is subject to the discretion of the Board. Workdays must be made up prior to or following the leave of absence.
- E. A family shall have the right of continuing membership as long as the parents comply with the rules and regulations of the organization.



## ARTICLE II

## ASSOCIATE MEMBERSHIP

- A. Available for past members and future pre-registered members.
  - 1. Shall have the right to attend General Membership meetings.
  - 2. \$5.00 annual fee
  - 3. Shall receive the Newsletter to keep posted of current events.
- B. Attendance at meetings shall be in an ex-officio capacity.

## ARTICLE III

## OFFICERS

- A. A nominating committee will be formed in January to prepare a slate of candidates for each office. The slate of candidates shall be presented at the March meeting. Election of officers shall be at the March meeting.
- B. Nominations for officers may also be made from the floor.
- C. Election of offices shall be by majority vote of those present at the meeting.
- D. Major duties of the elected officers are as follows:  
Each officer shall keep records of the year's activities and make recommendation for the following year.

Each officer shall attend membership meetings, an orientation meeting, and Board meetings. Two absences from the board meetings shall be allowed. The second missed meeting will result in a written warning. The third missed meeting will result in a board review. An absence may include an arrival or departure in excess of thirty minutes or more.

Each officer shall take part in the hiring of a teacher. In February a Teacher Contract Negotiating Committee shall be formed. The members of the committee shall consist of the President, Vice-President, Treasurer, and one person from the general membership. The committee has full authority to negotiate a contract with the teacher on behalf of McKinley Cooperative Preschool.

### 1. PRESIDENT

- a. Prepare and publish agenda and preside at all membership and Board meetings.
- b. May call special Board meetings when necessary, giving Board members 48 hours notice of the special meeting.
- c. May call special general membership meeting (attendance not mandatory) giving 72 hours notice of the special circumstances (teacher resignation, classroom problems, special financial decisions, etc.)
- d. Act as liaison to church and communicate using church calendar.

- e. Attend annual audit meeting with incoming and outgoing Treasurer, V.P, Fundraising Chairperson, Accounts Receivable to be held in May or June.
- f. Attend all budget meetings.
- g. Review the board meeting minutes for the board members approval approximately one week following the board meeting.
- h. Review and approve the general membership meeting minutes.
- i. Either the President or the V.P. needs to be present at every committee meeting.
- j. Organize and attend orientation.
- k. Attend at least one G.D.C.N.C. workshop if possible.
- l. The President is to oversee all other jobs.
- m. A complete list of duties is published yearly.

2. VICE-PRESIDENT

- a. Shall work closely with the president and assume her duties when necessary because of illness or resignation until an election can be held in the event of resignation.
- b. Attend all Board and General Membership meetings.
- c. Shall attend the budget committee and audit meetings.
- d. Attend at least one G.D.C.N.C. workshop if possible.
- e. Act as Teacher liaison; including contract negotiations to the Board and general membership.
- f. Handle all by-law concerns and rewrites.
- g. Organize and attend orientation.
- h. Oversee the suggestion box.
- i. Preside over the job lottery.
- j. A complete listing of duties is published yearly.

3. FUNDRAISING

- a. Shall supervise fundraisers and fundraising members, including collecting all money and distributing product. See out fundraising ideas and information throughout the year.
- b. Shall attend the budget committee and audit meetings.
- c. You are responsible for finding out information on approximately 6 – 10 different fundraising options for the Board to vote on.
- d. For the September general membership meeting you are responsible for writing a proposal and conducting a vote on their choices.
- e. A complete listing of duties is published yearly.

4. HEALTH AND LICENSING

- a. Submit to Wayne County every Friday the Health Form for Contagious Diseases. Submit the C101 Immunization Report three times per year.
- b. Shall be responsible for all health forms being properly filled out on forms night.

- c. Apply for renewal of State license.
- d. Shall be responsible for the organization and implementation of all steps necessary to ensure proper actions are taken in the event of a child's allergic reaction, assuming the preschool has been made aware of the allergy in advance.
- e. Shall see that each member fulfills health requirements **BEFORE** attending their first session with Membership Chairperson.
- f. A complete listing of duties is published yearly.

5. G.D.C.N.C. REPRESENTATIVE

- a. Shall be G.D.C.N.C. delegate and keep membership informed of council events. Distribute any pertinent information received.
- b. Attend G.D.C.N.C. workshop and seminars as scheduled. If unable to attend arrange a substitute to take notes.
- c. Handle member registration for fall and spring G.D.C.N.C. conferences.
- d. Shall be the chairperson for the Nomination Committee. Shall institute guidelines for the Nomination Committee and conduct any elections.
- e. Shall obtain guest speakers for membership meetings as decided by the Board. Keep a running list of past speakers for future reference. Meet, introduce, and pay speaker on night of meeting. Send a thank-you note after the meeting.
- f. A complete listing of duties is published yearly.

6. MEMBERSHIP CHAIRPERSON

- a. Shall handle all inquiries about application for membership.
- b. Shall keep a waiting list.
- c. Shall notify the Board members, teachers, and scheduling person about new members and withdrawals immediately.
- d. Shall see that each new member has completed all necessary forms.
- e. Shall see that each member fulfills health requirements **BEFORE** attending their first session with Health and Licensing.
- f. Shall be responsible for member orientation up to October 1<sup>st</sup>.
- g. Shall seek a member to fill preschool duty vacancies.
- h. A complete listing of duties is published yearly.

7. SECRETARY

- a. Keep typewritten minutes of all membership and Board meetings.
- b. Conduct all correspondence.
- c. Take attendance at general membership meetings and keep attendance records.
- d. Send form letters regarding missed meetings. Report back to the Board on responses to letters.
- e. Purchase class attendance book, fill out and keep updated with new names. Post in classroom.

- f. Make up labels for mailboxes including child and parent(s) last name and update as needed.
- g. Type membership job list for distribution at the September general meeting. Updated as needed throughout the school year.
- h. Responsible for publishing membership directory.
- i. A complete listing of duties is published yearly.

8. TREASURER

- a. Shall hold a budget committee meeting after the yearly audit (consisting of the Fundraising, V.P., another Board member, and two general members) to make the next year's budget. Present that budget at the September general meeting.
- b. Shall pay all bills and salaries as authorized by the Board.
- c. Shall present monthly financial report at the general meeting.
- d. Shall maintain accurate records of expenses, income, teachers' salaries, and savings account ledger.
- e. Shall obtain volunteer to audit books annually and give him/her a yearly financial statement.
- f. Shall attend G.D.C.N.C. meetings, workshops, and seminars as scheduled.
- g. Shall maintain checking account by adding or deleting Board members annually.
- h. Shall give sales tax exempt slips to people purchasing for preschool.
- i. A complete listing of duties is published yearly.

9. ASSISTANT TREASURER

- a. Assist the Treasurer whenever requested to do so.
- b. Shall file all required government reports and returns, including all tax forms.
- c. Shall attend G.D.C.N.C. meetings, workshops, and seminars as scheduled.
- d. Shall attend annual audit meeting.
- e. Shall prepare necessary payroll documents.
- f. This is not a Board position and is not required to attend all Board meetings. However, he/she may be requested to attend at least one Board meeting.
- g. A complete listing of duties is published yearly.

10. ACCOUNTS RECEIVABLE

- a. Collect tuition checks from membership at general meeting.
- b. Contact any member that has not paid that tuition is due, and late charges will be applied if not received by 9:01PM of the following day.
- c. Keep track of all members who owe tuition and fees.
- d. Prepare deposit and make deposit at the Wayne Westland Federal Credit Union.

- e. Inform Secretary of member who owes tuition and fines.
- f. Communicate with Treasurer regarding tuition, fines, and deposits.
- g. A complete listing of duties is published yearly.

11. CLASS REPRESENTATIVE

- a. Attend all Board meetings during the school year.
  - b. Preside over small group sessions at general membership meetings.
  - c. Each class has one vote at these meetings.
  - d. The Class Representative acts as a liaison between the class members and the Board.
  - e. A complete listing of duties is published yearly.
- E. A two-thirds majority of the Board may recommend that a member of the Board be removed. The member in question may resign or the matter be brought before the next meeting of the membership and put to a vote. The majority will rule.
- F. All vacancies on the Board shall be filled by holding an election by the membership at the next general meeting.
- G. All new officers shall take office at the April membership meeting. The Treasurer-elect shall take office July 1<sup>st</sup>, which coincides with the fiscal year. All out going officers shall be available to the new Board until June 1<sup>st</sup>.
- H. The incoming and outgoing President, V.P., Fundraising, Treasurer, and Assistant Treasurer will be present during the G.D.C.N.C. audit.
- I. The retiring Treasurer will turn over the completed audited books no later than July 31<sup>st</sup> of that year.

ARTICLE IV

MEETINGS

- A. General membership meetings shall be held on the second Monday of each month at 6:45 p.m. at McKinley Cooperative Preschool, Inc., 555 S. Wayne Rd., Westland, MI. Special meetings may be called by the Board when necessary.
- B. Board meetings are to be held once monthly at a time and date to be determined by the Board at McKinley Cooperative Preschool. General members are welcomed and encouraged to attend.

ARTICLE V

MONIES

- A. INSUFFICIENT FUNDS

1. All money unless otherwise stated shall be made payable by check or money order to: McKinley Cooperative Preschool, Inc.
2. A member who submits a check that is returned for insufficient funds will be required to pay a fine of \$25.00. Fundraising and tuition payments returned for insufficient funds will be subject to the late fine of \$25.00, in addition to the \$25.00 returned check fee. After the second offense checks will no longer be accepted. A money order is mandatory as payment for past due tuition, fundraising, and late fees.
3. A fundraising check that is returned for insufficient funds will result in a child's immediate suspension from school until all payments and fines are paid in full.

#### B. REGISTRATION

1. The registration fee and completed application form must be paid to the membership chairperson at the time of acceptance into the program.
2. Registration fees are non-refundable. With the exception of a child in the four year old program for a repeat year whose parents opt to send the child on to kindergarten.

#### C. TUITION

1. Tuition shall be set for the following preschool year at the March meeting.
  - a. If a change in tuition becomes necessary during the preschool year, the proposed must be presented to the membership at least 28 days before being brought to a vote.
  - b. If two children from the same family are enrolled at the same time, the tuition for the second child will be 1/3 off of the lesser amount. If two children are enrolled in the four year Optional Day program, full tuition must be paid for each child.
2. Tuition for September and May shall be due prior to the beginning of school. May tuition is non-refundable after the start of school. Tuition for the following months shall be due at the 1<sup>st</sup> day of each month beginning in September.
  - a. Failure to pay tuition to the Accounts Receivable by the 1<sup>st</sup> day of the month will be considered late. Late charges will be assessed after the monthly General Membership Meeting/the 2<sup>nd</sup> Monday of the month. The late fee is \$25.00.
  - b. Failure to pay tuition and late fines by the 1st day of the following month, will result in temporary suspension of your child from preschool until tuition and fines are paid.
  - c. If a member withdraws, there will be no tuition reimbursement for the current month.
3. Tuition and fines unpaid as described above will require the Board to consider termination of membership.

#### D. NON-BUDGETED EXPENSES

The Board must present to the General Membership, for a vote, any expenditure which will exceed 5% of the cooperative's combined total of savings and checking, if this expense is not figured into the existing budget.

- E. Any and all receipts must be turned into Treasurer within 30 days of purchase. After 30 days, this receipt will NOT be reimbursed for this expense. Reminder, we do not pay sales tax on purchases.

## ARTICLE VI

## TEACHERS

A. Teachers shall be selected by the Board.

B. Responsibilities of the teacher:

1. Shall plan daily programs in compliance with the goals set by the membership.
2. Shall be in complete charge during the preschool session.
3. Conferences will be held upon the request of parent and/or teacher.
4. Shall notify parent of any injury or illness.
5. Shall attend all general membership meetings, orientation meeting, Board meeting, and Open house.
6. Shall prepare a list of supplies needed.
7. Shall make a daily health check and may exclude from any preschool session any child who she feels should not be in attendance that day.
8. Shall recommend the withdrawal of a child if necessary.
9. Shall notify the President of an intended absence.
10. Shall hold at least one Special Guest Night during the year.
11. Shall have a physical exam at least every two years and TB test every two years.
12. Shall have on file in the classroom a set of emergency lesson plans.

C. SUBSTITUTES

A substitute teacher must be hired by the Board and paid at a rate as determined by the Board.

## ARTICLE VII

## NON-COMPLIANT MEMBERS

The Board may consider termination of membership if a member fails to comply with any one or more of the By-Laws contained in the McKinley Cooperative Preschool, Inc. parent folder. McKinley Cooperative Preschool, Inc. will prosecute all embezzlements.

