

BYLAWS OF THE NARROWS COOPERATIVE NURSERY SCHOOL

ARTICLE I: NAME

- A. The name of this organization shall be Narrows Cooperative Nursery School, also known as Narrows Cooperative Preschool.
- B. The Narrows Cooperative Nursery School shall be an incorporated, non-profit organization.
- C. The Narrows Cooperative Nursery School is a member of the Parent/Child Preschool Council, coordinated by the Home and Family Life Department of Bates Technical College, herein referred to as the Council.

ARTICLE II: PURPOSE

- A. The Narrows Cooperative Nursery School shall be sponsored by the United Church in University Place, Washington. The program is an expression of concern for the emotional, social, intellectual and physical development of children regardless of race, religion or national origin.
The religious content of the program will be expressed by saying grace at snack time; stressing the religious, rather than the secular, nature of holidays in the school's observance of them; and in the loving quality of its teachers.
- B. To provide for the individual development of the child.
- C. To provide group experience for the child.
- D. To further the education of the parents in principles of child guidance.

ARTICLE III: MEMBERSHIP ELIGIBILITY

- A. To be eligible for membership in the TWOS, THREES or PRE-K class, a student must have reached the age of 2, 3, or 4 years, respectively, prior to September 1 of the year in which that student's program begins.
- B. Parents must arrange transportation to and from school.
- C. Proof of valid driver's license and automobile liability insurance will be required for any adult transporting children on school related functions.
- D. Any parent may join if he/she accepts the duties and responsibilities of active participation in the group. Returning parents must be in good standing to register for the following school year.
- E. Members must complete and submit appropriate forms prior to classroom participation.
- F. To maintain membership in good standing, members must fulfill all responsibilities including, but not limited to, payment of fees, parent education credits, working in the classroom as scheduled, performing jobs, setups and cleanings outside the classroom, and complying with the policies of the school (general rules, standing rules, by-laws, parent training, etc).

ARTICLE IV: MEMBER'S DUTIES

- A. Attendance is required at Orientation and class Parent Training Sessions. Families who miss Parent Training or join Narrows Co-op after the beginning of the school year must attend an orientation session with their class Group Leader prior to their child attending the school.
- B. Obtain one parent education credit for every month of enrollment. How credits are obtained is set forth in the Standing Rules.
- C. As arranged by membership rotation, be an active working parent under the direction of the Teacher on assigned days.
- D. On scheduled work days, arrange for a substitute in case of absence.
- E. Hold at least two jobs.
- F. Participate as required in school activities, such as work parties, field trips, holiday auction, open house/spring fair, special projects, etc.
- G. A parent may not bring a sibling to school on a working day, or on any day the member comes to school as an observer. No children, siblings or otherwise, are to be at the school unattended at any time. Arrangements must be made in advance, outside the classroom facility, and for the entire duration of the respective class, for the care of any child who is not a class member, other than a nursing infant.
- H. Nursing infants, up to the age of nine months, may be brought to school on a working day only if they are in a front pack or sling. Provided, however, that no more than one working parent at a time may have an infant in class. Nursing infants must be registered. The Board may make exceptions for special circumstances. The teacher reserves the right to request siblings not attend if it disrupts the class.
- I. If a child/family's presence is disruptive to the educational program or is a safety hazard, the Board reserves the right to terminate membership. Also, missed obligations are reason for termination. The Board will send a warning letter to the member stating corrective action required or listing missed obligations. Unless action is taken by the member to implement corrective action or make-up missed obligations by the time of the next Board meeting, membership may be terminated.
- J. Members may submit written requests to the Board for consideration for special needs.

ARTICLE V: LEAVE OF ABSENCE

- A. A family expecting a baby may be excused from participation in the group for up to two months, before or after the date of birth.

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- B. A reasonable amount of time, to be determined by the Executive Committee, shall be allowed for surgery, illness, accidents, etc.
- C. Requests for the above release must be submitted in writing to the Group Leader. The Group Leader will forward the request to the Board for consideration at the next regularly scheduled Board meeting.

ARTICLE VI: FINANCIAL

- A. The Treasurer, Co-Treasurer, President or another person approved by the board are the only persons empowered to sign Narrows Cooperative Nursery School checks.
- B. The Narrows Cooperative Nursery School shall be a non-profit organization with all funds remaining in the Treasury at the end of the school year. In the event of dissolution of the group, the remaining funds and equipment shall be donated to any non-profit, charitable educational or religious organization qualified as exempt under Section 501 (C) (3) of the Internal Revenue Code of 1954.
- C. Narrows Cooperative Nursery School is organized and shall be operated exclusively for educational purposes within the meaning of Section 501 (C) (3) of the 1954 Internal Code. Consistent with requirements of the Code, "the school shall not carry on any activities precluded by the Internal Revenue Code for an organization exempt from taxation under said section, nor shall it discriminate against members, prospective members or their children on the basis of sex, race, religion, color, national origin or physical handicap. This non-discriminatory policy includes, but is not limited to all facets of the school's operation including it's admmissive policy, it's extracurricular activities and any other similar activity. The school will not maintain separate facilities, nor partition existing facilities into separate sections on the basis of sex, race, religion, color, national origin or physical handicap."
- D. Monthly tuition or other fees shall be paid directly to the Treasurer by the due date. The due date shall be the date of the monthly Parent Ed meeting or the tenth of the month, whichever is later. Tuition is delinquent after the due date and a service charge will also be due. If tuition is not paid within the next 14 days, membership will be terminated. In cases of hardship, exceptions may be made at the discretion of the Treasurer or the Executive Committee.
- E. Narrows Cooperative Nursery School shall carry adequate liability and property insurance.

ARTICLE VII: SCHOLARSHIP FUND

- A. Narrows Cooperative has its own scholarship fund, authorized by the decision of the Executive Committee, to help members in emergency situations and to sponsor low-income families.
 - 1. Scholarships shall be awarded regardless of race, color, national or ethnic origin, or handicapping condition.
 - 2. Scholarships may be given to those families who have had undue stress placed upon the family's budget due to job loss, medical expenses, low income or other major expenses.
 - 3. All scholarships shall be strictly confidential.
 - 4. All scholarships shall be partial. Parents must pay something. Scholarships may not exceed three-fourths of all costs.
 - 5. Scholarship applicants shall pay their tuition by the due date. Late payments will cause reconsideration of scholarship.
 - 6. The Narrows Cooperative Nursery School will charge partial registration fees and/or Bates fees for scholarship students.
- B. A scholarship fund of \$800 or more will be maintained as a budget line item.
 - 1. All donations are welcome.

ARTICLE VIII: TEACHER

- A. The Teacher is a salaried employee of the Nursery School.
- B. There shall be a written agreement between the school and the Teacher regarding his/her duties and responsibilities.
- C. The Teacher shall plan and implement the curriculum that supports the educational philosophy of the school.
- D. The Teacher shall have the authority to recommend a child be removed if unacceptable behaviors are not resolved or if the child is not benefiting from the school.
- E. The Teacher shall be responsible for documenting and consulting with the parents concerning chronic and unacceptable classroom behaviors.
- F. The Teacher shall be the final authority in deciding whether a child should remain in attendance from the stand point of health.
- G. The Teacher is responsible for maintaining the health/safety of the classroom environment.
- H. The Teacher has the right to direct the activity of any working or observing adult present at the school during regular classroom hours.
- I. At the beginning of the year, the Teacher and the Board shall decide on a substitute who will conduct classes in the absence of the Teacher.
- J. The Teacher may not have his/her child or grandchild enrolled in a class at Narrows Cooperative Nursery School for which he/she is the hired teacher.

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- K. The Teacher shall be expected to attend Board meetings, Parent Education meetings and school related functions as specified in the Teacher Agreement and job description.
- L. The Teacher, along with the Vice-President/Personnel, shall decide upon emergency school closure.
- M. The Teacher shall direct the following committees or jobs: Field Trips, Teacher's Helper, Halloween Fun Night, Pet Care, Courier, and Supplies.

ARTICLE IX: OFFICERS

- A. The elected officers of this group shall comprise the Narrows Cooperative Board, consisting of President, Vice-President/Membership, Vice-President/Personnel, Secretary, Treasurer, Group Leaders, Program Chairperson, Publicity Chairperson, Newsletter Editor, Health Chairperson, Ways and Means Chairperson, Job Chairperson and Member-At-Large. The President (may relinquish the chair to vote or vote in a tie), Vice-President/Membership, Vice President/Personnel, Secretary, Treasurer, Program Chairperson, Group Leaders and Jobs Chairperson shall be the voting members of the Board. Other non-voting elected Board positions are Publicity Chairperson, Newsletter Editor, Health Chairperson, Ways and Means Chairperson and Member-At-Large. At the first Board meeting following the election of a candidate to any non-voting Board position, the Board and the new Chairperson can agree that the position be a voting Board position.
- B. The voting Board members shall have the following duties:
 - 1. Attend all Board meetings.
 - 2. Transact necessary business between regular parent meetings. A quorum of the Board shall be sixty percent of the current voting Board members.
 - 3. Recommend amendments to the by-laws of the Narrows Cooperative Nursery School. Those by-laws may be amended by a two-thirds vote of the members voting at any Parent Ed meeting, provided that the members have received two weeks' written notice of proposed amendments.
 - 4. Select a teacher.
 - 5. Be the primary coordinating body between the membership and the Teacher concerning suggestions in curriculum change.
 - 6. Determine removal of a member from school.
 - 7. Authority to dismiss a Board member who has attended less than 70% of the Board meetings or fails to fulfill their Board responsibilities.
 - 8. Consider written requests for special needs received from members.
- C. The non-voting Board members shall have the following duties:
 - 1. Attend Board meetings when the President or Board determines the need for a Chairperson to attend.
 - 2. Submit written reports monthly for the Board meetings, at least one week prior to the Board meeting, to the President. Written reports are not required if the non-voting member will be attending the Board meeting.
- D. The Executive Committee shall consist of President, Vice President/Personnel, and the Treasurer.
- E. The Executive Committee shall have the following duties:
 - 1. Determine leave of absence to be allowed for surgery, illness, accidents, etc.
 - 2. Authorize issuance of scholarships to eligible members.
 - 3. Authorize extensions of tuition payment deadlines on a case-by-case basis.
 - 4. Between meetings of the Board, it is the governing body and may make emergency financial and policy decisions as needed.

ARTICLE X: OFFICER DUTIES AND REQUIREMENTS

- A. President
 - 1. Attend President's workshop held by Bates Technical College.
 - 2. Plan and conduct business meetings involving the membership.
 - 3. Plan and conduct at least one monthly Board meeting.
 - 4. Appoint all ad hoc (temporary) committees.
 - 5. Appoint the nominating committee to be comprised of one member from each of the three groups, one Board member and the Teacher.
 - 6. Appoint two members to the personnel committee. The makeup of the personnel committee is defined in the Standing Rules, School Operation Section, Paragraph F.
 - 7. Shall be empowered in signing all notes and checks.
 - 8. Be an ex-officio member of all committees.
 - 9. Represent the school at all Council functions and meetings and in all negotiations with the landlord.
 - 10. Oversee all standing and ad hoc committees.
 - 11. Has final editorial control of the newsletter and all school publications.
 - 12. Plan and facilitate Orientation in cooperation with the Board.
- B. Vice-President/Membership
 - 1. Attend Membership workshop held by Bates Technical College.
 - 2. Coordinate distribution and collection of all health and registration fees and forms.
 - 3. Maintain a waiting list of interested parents and contact them upon acceptance into the group.

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4. Arrange observing day for prospective members with the Group Leader and the Teacher.
 5. Be responsible for compiling, distributing and collecting school notebooks jointly with the Group Leaders.
 6. Compile and update rosters for each class.
 7. Create and distribute annually the Quick Reference Guide.
- C. Vice-President/Personnel
1. Attend President workshop held by Bates Technical College.
 2. Conduct all board and Parent Ed meetings in the absence of the President.
 3. Chair the Personnel Committee.
 4. Maintain a confidential personnel file accessible to the President, Teacher, and the Vice-President/Personnel. Pertinent issues and supporting documentation regarding personnel may be brought to the Board by the Vice-President/Personnel.
 5. Serve as spokesperson to the Board for the Personnel committee and proposes actions.
 6. Along with the Teacher, decide upon emergency school closure and notify the President and Group Leaders.
 7. Coordinate program and teacher evaluations.
 8. Coordinate hiring, orientation of employees, goal setting, and substitutes.
 9. Submit Teacher Job Description and Teacher Agreement to the Board annually for approval prior to signing.
- D. Secretary
1. Attend Secretary's workshop held by Bates Technical College.
 2. Keep a record of minutes of business transacted at every Parent Ed meeting, board meeting and executive committee meeting.
 3. Take care of necessary correspondences for the group as directed by the President.
 4. Maintain a file of all important documents, inclusive of records for Teacher Agreement and Job Description, monthly reports, treasurer reports and filings, and health and safety checklists.
- E. Treasurer
1. Attend Treasurer's workshop held by Bates Technical College.
 2. Submit a complete financial statement, inclusive of year-to-date information, at every meeting and post it on the school bulletin board.
 3. Maintain a complete set of books.
 4. Collect fees and tuition.
 5. Pay all bills of the Narrows Cooperative Nursery School.
 6. Is empowered to sign all notes and checks.
 7. Coordinate with the Budget Committee to have books reviewed at the end of each year.
 8. Compile and submit quarterly tax reports and other financial forms.
 9. Prepare annual budget for approval by the Board.
 10. Be responsible for money collection at special events and programs.
- F. Group Leaders (Pre-K, Threes, Twos)
1. Prepare and supply the members with up-to-date work schedules.
 2. Notify parents if school will not be held due to emergencies other than snow.
 3. Act as telephone chairperson for each group.
 4. Introduce any new members at school and be responsible for their orientation.
- G. Program Chairperson
1. Attend Program workshop held by Bates Technical College.
 2. Outline tentative yearly schedule for programs of monthly Parent Ed meetings.
 3. Make a complete plan for the program at each Parent Ed meeting: speakers, films, discussion groups, etc., including room arrangement.
 4. Introduce the speaker at the meeting.
 5. Write thank you notes to the speaker.
 6. Keep a record of attendance at the Parent Ed meetings and other Parent Education credits earned and notify the President when a member has missed more than one meeting without make-up. A chart of credits earned may be posted at school.
- H. Publicity Chairperson
1. Attend Publicity workshop held by Bates Technical College.
 2. Notify Board regarding voting/non-voting status as stated in Article IX: Officer, Section A.
 3. Handle any publicity, including notifying local media.
 4. Post notices and posters in the area, regarding registration and special events open to the public.
 5. See that the parent education bulletin board is kept interesting and up-to-date.
 6. Coordinate school shirt sale.
 7. Enforce policy on posted items on bulletin board as outlined in Standing Rules, School Operation Section, Paragraph I.
- I. Newsletter Editor
1. Attend the Newsletter workshop held by Bates Technical College.

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2. Notify Board regarding voting/non-voting status as stated in Article IX: Officer, Section A.
 3. In cooperation with the Teacher and the President, compile, publish and distribute a monthly newsletter for the parents. The President has final editorial control.
- J. Health Chairperson
1. Attend Health workshop held by Bates Technical College.
 2. Notify Board regarding voting/non-voting status as stated in Article IX: Officer, Section A.
 3. See that the proper health-related information on each child is kept up-to-date and is at the school.
 4. Keep aware of communicable diseases and other health problems among children and inform the Teacher and the Group Leaders when necessary.
 5. Relay all health-related information to parents when given through the Council.
 6. Coordinate with the Teacher to complete the school safety checks.
- K. Ways and Means
1. Attend Ways and Means workshop held by Bates Technical College.
 2. Notify Board regarding voting/non-voting status as stated in Article IX: Officer, Section A.
 3. Consult with the Board to determine the monies needed for the upcoming year.
 4. Submit a proposal of the upcoming year's fundraising activities to the Board.
 5. Organize and carry out the money-raising activities as approved by the Board.
 6. Keep a written record, to be submitted with an evaluation of each fundraising activity.
 7. Attend all Board meetings from May through December.
- L. Jobs Chairperson
1. Be familiar with all job descriptions and create, review and/or revise them with the advisement of the President and Teacher.
 2. Coordinate the number of jobs to be filled and the membership's jobs signup.
 3. Coordinate the memberships weekly school setup and monthly cleaning signup.
 4. Be in contact on a regular basis with committee chairs, excluding standing and ad hoc committee chairs, to see that the committees' obligations are being met.
- M. Member-At-Large
1. Notify Board regarding voting/non-voting status as stated in Article IX: Officer, Section A.
 2. Serve on temporary ad-hoc committees as needed as Personnel, Nominating, Membership and Auction.
 3. Temporarily serve in other board positions as necessary due to vacated or unfilled board positions until a permanent board member is elected.

ARTICLE XI: ELECTIONS AND TERMS OF OFFICERS

- A. Fifty percent of the active membership shall constitute a quorum.
- B. A vote by simple majority of the quorum is considered binding.
- C. Each family in the Co-op is allowed one vote.
- D. Nominations for officers shall be made by a nominating committee appointed by the President. These nominations shall be published ten days prior to the election.
- E. Elections shall be by secret ballot. Elections may be held at a Parent Ed meeting or ballots may be distributed to the membership and returned for counting. Further nominations may be made from the floor at the Parent Ed meeting or written in on the ballot.
- F. The term of office shall be one year beginning with the April installation. Outgoing officers will train their replacements prior to the May Board meeting.
- G. Any vacancies in the elected offices shall be filled as necessary. Nominations for each vacancy shall be made by the Board with the election to be held at the Board meeting.

ARTICLE XII

Narrows Cooperative Preschool may from time to time, offer supplemental classes such as Music Class. If enrollment in such programs is opened to students who are not simultaneously enrolled in the co-op, those families shall have only the rights and responsibilities specified for that class in the Standing Rules.