

Magothy Cooperative Preschool By-Laws

(Last Revised Summer 2019)

Revision 3/20/17

Revision 5/10/17

Article I: Name

The official name of this organization shall be “Magothy Cooperative Preschool.”

Article II: Purposes

The Mission Statement of this corporation is:

Our Mission is to provide a stimulating child-directed environment that encourages creativity, environmental consciousness, self-expression, and socialization. To nurture a well-rounded and independent child who has enthusiasm for learning and a positive attitude towards themselves and the world around them.

The purposes of this corporation are:

- A. To maintain a non-profit, non-sectarian, cooperative preschool as an asset to the community, in which the parents, Teacher(s), and Director take the responsibility for the administration of the school. The Teacher(s) and Director assume primary responsibility for the education program of the children.
- B. To provide affordable, quality preschool education through the cooperative participation of the school community.
- C. To further the education of its members in the principles of child guidance, through their observation of children, participation in the daily program as assistants to a trained instructor, and attendance at educational meetings.
- D. To provide an explorative and child-directed curriculum that addresses all aspects of child development, including social interaction as well as problem solving, and academic preparation.

Article III: Membership

Section 1. Eligibility

Membership in the Corporation shall be open without regard to race, color, religion or national origin, to any parent or legal guardian. The child must reach the age of two (2), three (3), four (4) or five (5) years as of the date of enrollment, following the Office of Child Care regulations, and who meets the following requirements:

A. Parental requirements:

1. Willing to participate in the school's daily program as an assistant to the teacher for the given amount of days determined by the class size per month, per child enrolled, or as determined by the Board of Directors. A qualified family member can fulfill the role of the helping parent as approved by the BOD on a case by case basis.
2. Willing to participate in the school's activities by serving on the Board of Directors or as a member of a standing committee.
3. Attending general membership meetings and orientation. If you miss two meetings in a row, regardless of the reason, you will be fined \$25.00.
4. Participating in fundraisers, each fundraiser's participation requirements will be set by the fundraising committee, and Board of Directors. If the Board of Directors and Fundraising committee deem a quota is necessary, the quota may be "bought out" at any point during the school year for the full quota price.
5. Each Family will participate during the school year to thoroughly clean the school once a year (per child). In addition to the cleanings in the school year, all families will be required to participate in the back to school and end of the year cleaning. This should be spaced over a couple of days to allow for schedule flexibility.
6. In accordance with the Article IV. Finance, Section 1, all families shall pay tuition on time.

B. Student requirements:

1. Each child must be completely toilet trained upon entrance into the preschool. This includes self-sufficiency in the bathroom. Exceptions will be made for the two year old (2) programs.
2. Handicaps and special situations will be considered individually by the Board of Directors.

Section 2. Application

- A. Completed application forms or any inquiries relative to membership shall be directed to the Director of the school or Vice President.
- B. The Director and Vice President will act on all applications for membership in accordance with the enrollment eligibility
- C. Priorities of acceptance will be in the following sequence:

1. Returning children of current enrollment.
 - i. In order to register for the next school year, in January, you must have fulfilled 25% of your fundraising quota (if a quota is in effect), whether through fundraising or partial quota ‘buy out’
 - ii. Family must be current on Tuition
 - iii. To complete enrollment by May, 75% of a family’s fundraising quota must be completed (if a quota is in effect), whether through fundraising or partial quota “buy out”. Tuition must also be current. To alter either of these expectations, an appeal must be filed before May 1st to the Board of Directors.
 - iv. Tuition and Fundraising requirements must be at 100% by June 1st, or membership will be terminated and filled by waitlist, if a waitlist is available. If the member fulfills the Tuition and fundraising at a later time, their membership maybe reinstated, but will be placed on a waitlist if the class is full.
 2. Siblings of currently enrolled children.
 - i. Sibling registration will be collected the day of current student registration, but shall not be processed until the next, business day.
 - ii. Qualifications of Article III, Section 2 subsection C items 1, i through iv apply when registering a sibling of a currently enrolled student.
 3. Children of Alumni Families
 4. Children of church members (Magothy United Methodist Church)
 5. Previous Wait list (to start 2016-2017 school year) See the Waitlist procedure file
 6. New applicants
- D. Either the Teacher(s), Director or the Vice President shall administer the enrollment policy set by the Board of Directors.
- E. Applicants will be accepted upon receipt of the registration fee, complete health forms and immunization forms for the child, emergency form, and signed enrollment contract and any other Magothy forms.
- F. Completed enrollment form shall be on file by the first day of attendance.

Section 3. Withdrawal from Membership

Written notice of withdrawal from membership shall be made at least two (2) weeks in advance of the withdrawal, together with the reason for withdrawal. The provisions of Article IV of these by-laws shall govern refunds of tuition in the event of a withdrawal.

Section 4. Termination of Membership

For good causes shown, upon recommendation of the President, Teacher(s), Director and with the concurrence of a two-thirds vote of the Board of Directors, any membership in the school may be terminated, or any member may be placed in a probationary status, because of unsatisfactory adjustment of the child or of the participating member. Such action shall be considered at a regular or special meeting of the Board of Directors. The provisions of Article IV of these by-laws shall govern refunds or adjustments of tuition in the event of termination of membership, or other action pursuant to the provisions of this section.

Section 5. Associate Membership

Associate membership may be granted to patrons and former members of the school, upon such terms and conditions as may be recommended by the Director and Vice President and approved by the Board of Directors.

Section 6. Hardship

In the event an enrolled family in Magothy Cooperative Preschool encounters a hardship that renders either parents or other family members unable to work in the classroom or unable to pay tuition, they may petition the Board of Directors for accommodations. The issuance of such accommodations and the terms will be decided on a case by case basis. The board reserves the right to deny the petition. Length of enrollment, dedication to the cooperative model and significance of hardship will be considered as the board makes its ruling.

Article IV: Finance

Section 1. Tuition

- C. Each year's tuition will be calculated considering the following projected expenses: Teacher(s)' and Director's pay, rent, insurance, utilities, taxes, enrichment programs, curriculum materials, arts and crafts supplies, office supplies, and maintenance costs. The sum of these projected expenses and the projected number of enrollees at the end of the pre-enrollment period will be used to determine the year's tuition. The tuition will be stated as an amount per month based on a four (4) week month, without any prorating for school holidays, weather cancellations or student illnesses.
- D. The tuition will be approved by the membership at the September or November meeting, as needed meeting.
- E. Fundraisers will be conducted throughout the school year as deemed necessary to meet the schools' budget or needs. All mandatory fundraisers must be approved by a simple majority of the general membership.

Section 2. Registration Fees

- A. There shall be a non-refundable registration fee payable with the enrollment application.
- B. The amount of the registration fee shall be recommended by the Board of Directors and approved by the membership at the September or November.

Section 3. New Members

- A. Members entering at any time other than the first month shall pay per the following equation:

Tuition divided by four (4) weeks in the month (excluding unscheduled closings) times the number of weeks participating.

Section 4. Refunds of Tuition

The final month's tuition may be refunded upon the recommendation of the Board of Directors, due to:

- A. A serious illness or death of either parent or child.
- B. Members relocating out of the area.
- C. Provided withdrawal request is in accordance with Section 3 of Article III of these by-laws.
- D. Termination of membership in accordance with Section 4 or Article III of the by-laws.
- E. Other special situation approved by the Board of Directors.

Section 5. Fines

- A. From the first day of the month to the tenth day of the month, there will be no fine for late payment of tuition. After the tenth (10th) day, there will be a fine of twenty-five (25) dollars.
- B. Failure to attend two (2) successive general membership meetings will result in a fine of twenty-five (25) dollars. Additional absences will result in additional assessments.
- C. You are required to pick up your child on time. After a five-minute (5) grace period, a fine of five dollar (\$5.00) for every five minute (5) increment .

- E. Members are required to participate in the capacity outlined in Article III, Section 1. Fines will be assessed by the Board of Directors for failure to participate in the activities of the school.
- F. Members shall receive written notification when fines are assessed.
- G. Fines shall be payable no later than the following month's tuition.
- H. There will be a charge for any returned check; the Board of Directors will determine the amount.

Section 6. Additional Fees and Assessments

- A. The Board of Directors shall set additional fees and assessments, subject to the approval of the general membership.

Section 7. Default in Payment

Any member in default of payment for tuition, fees or fines for a period of twenty-eight (28) days from the first (1st) of the month shall constitute cause for termination of membership by the Board of Directors.

Section 8. Budget

Treasurer I and Treasurer II, along with the Board of Directors shall prepare and present the annual budget of Magothy Cooperative Preschool to the general membership for the approval at the first general membership meeting of the school year.

Section 9. Audit

The financial and tax records of the corporation shall be reviewed annually by a certified public accountant.

Article V: Officers

Section 1. Officers of the Board

- a. The Executive Officers of the corporation shall be Director, President, Vice President-Committees, Vice President-Outreach and Registration, Secretary, Treasurer I and II
- b. The Officers of the corporation shall be the Class Coordinator (for each class), Members at Large, Teacher(s), and such other officers as the Board of Directors from time to time consider necessary for the proper conduct of the business of the Corporation.

Section 2. Term of Office

The term of office for Executive officers shall be one year, and no person (except the Teacher(s) and Director and Treasurer I and II) shall serve for more than two consecutive terms in the same office.

Section 3. President

- A. Shall be a Director of the Corporation and shall serve as Chairperson of the Board of Directors.
- B. Shall prepare the agenda and preside at all membership meetings and all the meetings of the Board of Directors.
- C. Shall be an ex-officio member of all committees.
- D. Shall communicate regularly with the class coordinators to ensure that class cleanings are coordinated and to field questions from the class.
- E. Shall have authority to sign and execute the name of the corporation on all authorized deeds, mortgages, bonds, contracts, checks and other instruments.
- F. Shall be the authorized representative of the corporation in the community and to Magothy United Methodist Church, except where a delegate has been elected by the membership.
- G. Shall assist with preparations for the yearly calendar.

Section 4. Vice President- Committees

- A. Shall serve as a Director of the Corporation.
- B. Shall assist the President in the discharge of duties.
- C. Shall, in the absence or disability of the President, perform all duties of the President, and when so acting, shall have the powers of the President. The Vice-President shall take on the office of President for the remainder of the term if that office shall become vacant.
- D. Shall oversee all committee chairpersons and committee members including the self-selection of committees by the membership and filling vacancies.
- E. Shall be an ex-officio member of all committees. The vice president shall ensure that the committees are running effectively and intervene when necessary to complete the position's duties.
- F. Responsible for the creation of the yearly calendar, with assistance and approval required from the Director, President and committees.

Section 5. Vice President- Outreach and Registration

- A. Shall serve as a Director of the Corporation.
- B. Shall assist the President in the discharge of duties.
- C. Shall serve as Parliamentarian, by giving advice to the President and members during meetings, inform the President of errors in parliamentary procedure if they affect the basic rights of members, and give advice to members during times when there is not a meeting in process.
- D. Shall assist the Director with advertising for prospective parents.
- E. Shall meet with prospective parents for tours of the school, as available or needed. Assist with taking/returning prospective parent phone calls. Shall assist the Director with planning open houses and orientation.
- F. Shall assist with the creation and maintenance of files for new and current families.
- G. Shall manage the registration process for returning and current families.

Section 6. Secretary

- A. Shall be a Director of the Corporation.
- B. Shall conduct all the correspondence of the corporation, by using a communication platform approved by the Board of Directors.
- C. Shall see that all notices are duly given in accordance with the provisions of the by-laws or as it is required by law. Keep the membership apprised of the activities of the corporation.
- D. Shall be responsible for transmitting to the members copies of the school's handbook and bylaws and any revisions thereto.
- E. Shall keep the minutes of all meetings of the general membership and the Board of Directors, and any other special meetings.
- F. Shall make available a copy of the minutes of the general meeting to be posted for those members who were absent.
- G. Shall record attendance at meetings of the general membership and the Board of Directors.
- H. Shall be the custodian of the records and files of the corporation, including the charter, bylaws and minutes of all meetings. Shall see that correct copies of the same and minutes of previous meetings are on hand at all meetings and when needed by other officers.

- I. Shall perform all duties ordinarily incident to the office of secretary of the corporation, and any such additional powers and duties as may be assigned by the Board of Directors.

Section 7. Treasurer I and Treasurer II

- A. Shall be a Director(s) of the Corporation.
- B. Shall have charge of and be responsible for all funds, securities, and disbursements of the corporation.
- C. Shall receive and give receipts for money due and payable to the school.
- D. Shall deposit the same, or cause to be deposited, in the name of the corporation all monies or other valuable effects in such banks, trust companies, or other depositories as shall from time to time be selected by the Board of Directors.
- E. Shall disburse money for the corporation in payment of any obligations of the corporation in accordance with the current annual budget for the year in consultation with the Teacher/Director and the Board of Directors to be submitted for approval at the first general membership meeting of the school year.
- F. Treasurer I shall make a bi-monthly financial report to the Board of Directors. Can deliver a briefer form to the subsequent membership meeting. A tuition report shall be given to the director by the 15th of every month.
- G. Shall maintain the financial records of the corporation and submit same for review at the end of each term.
- H. Shall prepare and present the annual state-of-the-corporation report which shall include a balance sheet and a financial statement of operations for the preceding fiscal year, which shall be submitted at the September meeting of the membership, and filed within twenty (20) days thereafter at the Magothy Cooperative Preschool.
- I. Shall ensure that an accountant prepares and files any and all income tax returns, quarterly statements or reports required by any federal, state, or local government agency.
- J. In general, shall perform all duties ordinarily incident to the office of the treasurer for a corporation and such other duties as may be assigned by the Board of Directors or the President.
- K. Shall be custodian of the seal of the corporation and shall see that the corporate seal is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized, and when so affixed, may attest the same.

- L. Treasurer II shall oversee fundraising, while updating the membership on quota status, and providing fundraising updates to the membership at General Membership Meetings and Board Meetings.
- M. Shall maintain an annual inventory list of the assets of the corporation.
- N. Treasurer I and II will divide these duties as needed and determined by the Board of Directors

Section 8. Class Coordinator

- A. Shall serve on the Board of Directors of the Corporation.
- B. Shall be the liaison between the parents of their class, teachers and the Board of Directors.
- C. Shall serve as the Class Scheduler
 - 1. Make up and distribute to all members, in advance, a comprehensive monthly schedule, which includes working days, school holidays, and meetings.
 - 2. Report to the Director any parent who fails to fulfill their participation requirements.
 - 3. Make telephone calls or emails about meetings and other group matters when instructed to do so by the President, the Teacher(s) or the Director.
- D. This position would fulfill the obligation to serve on a committee.
- E. Shall perform any duties as needed for special assignments.

Section 9. Members at Large

- A. The Members at Large shall be a Director of the Corporation.
- B. Shall serve to help equalize the representation of the classes on the Board of Directors.
- C. Shall perform any duties as needed for special assignments.

Section 10. Files and Reports

Each officer shall maintain a file computer or paper pertaining to his or her respective office. Each officer shall file at the time of the May membership meeting a written report pertaining to his or her respective office.

Article VI: Duties of the Staff

Section 1. Teaching Staff

Teaching staff should refer to the employee handbook for specific job duties

- A. Shall hold scheduled conferences in the fall and spring with the parents to discuss the progress of the children during the course of the year.
- B. Shall circulate and rejuvenate the classroom periodically.
- C. Shall plan a developmentally appropriate curriculum for the year. The curriculum plan shall specify how each class will be learning in different subject areas over the year. This curriculum plan will be in accordance with the purpose and mission statement of the corporation.
- D. Shall plan for indoor and outdoor activities daily. The daily activities should include table activities and circle time. Unless it is freezing or raining out, we need to get the kids outside for at least a half hour (½) of playtime.
- E. Shall maintain order and discipline in the class. The teacher is responsible for following the Discipline Policy of the school and handling all matters in the classroom. When discipline becomes an issue with a child, record the events and how they were handled. The teacher has a right to send a child home in accordance to the Discipline Policy. The teacher should keep the Director apprised of repeating or serious discipline occurrences.
- F. Shall have the authority to temporarily refuse student attendance in cases where it seems the child is unable to participate in classroom activities or adversely affects the other children either due to illness or temporary emotional upset.
- G. Shall have the option to attend general membership meetings of the school and the Board of Directors.
- H. The teachers are encouraged to attend Open Houses. The teachers will receive advance notice of the dates and times.
- I. Shall have the option to lead one or more committees.
- J. The Teacher(s) and Director will report all suspected cases of child abuse and neglect to the Department of Social Services, in accordance with Maryland State Law.
- K. Fingerprints and criminal background checks are required to be kept on file. These fingerprints must be on file before the school year commences.
- L. Shall maintain and have exclusive access to the confidential files of the students as required by the state. These records will only be released to other agencies upon written request by the agency

and with the written approval of the pupil's parent. The parents have access to these records under the supervision of the Teacher/Director.

- M. Shall ensure that parents and/or guardians sign their child in and out of class every day. Ensuring that the child only leaves with people approved by their parents/guardians.
- N. Shall recommend the placement of each child into a class, that would be the most developmentally appropriate. The child's parents would have to be in accordance with the recommendation of the teacher.
- O. Salary and performance will be reviewed each May by the Director. A new contract will be presented and signed within thirty (30) days of expiration of the current contract, unless a waiver is requested from either the Teacher or the Board of Directors.
- P. Observations and reviews may be conducted throughout the year by the Director. The teacher will receive notice in all cases.

Section 2. The Director. The position of the Director can be fulfilled by one person or a leadership team, which would split the duties. At least one of the leaders, must meet all the credentialing requirements.

- A. Shall be the professional head of the school. Shall represent the school professionally in the community.
- B. Shall be a director of the corporation.
- C. Shall have a Bachelor's Degree and submit fingerprints for a state and federal background check overseen by the Maryland Department of Education Office of Childcare. Shall have one year's experience in the classroom and one year's experience as a director, in accordance with the State regulations. Shall have two years experience in the preschool classroom, in accordance with the State regulations. Shall have a 90 hour Early Childhood Certificate and a 45 Administrative Certificate. Shall have a 9 hour Communications Course.
- D. Shall have the responsibility for all matters concerning the educational program of the children.
- E. Shall be available to consult with and offer their professional advice to all functioning officials, committees, and members of the corporation, regarding any phase of the school's activities.
- F. Shall prepare and present parent educational materials as needed.
- G. Shall work with the Board of Directors in formulating a balanced annual operating budget for the school.

- H. Shall maintain compliance with the regulations set forth by the Department of Education and the Office of Childcare.
- I. Shall coordinate all school activities and be responsible for the general management and direction of the business of the corporation and all powers ordinarily exercised by the President of a corporation.
- J. Shall be responsible for maintaining all asbestos records and informing the school of the procedures. Shall be the school's representative to the MD Dept. of Environment.
- K. Shall be the authorized representative of the corporation to maintain standards of the fire safety code.
- L. Shall be responsible for maintaining maximum enrollment through advertising and planning open houses.
- M. Shall receive all inquiries and applications for membership. The Vice-President of the school can work closely with the Director in this capacity.
- N. Shall determine if applicants have the necessary qualifications for membership.
- O. Shall arrange for observations or personal interviews prior to acceptance as members with the Teacher or Director present.
- P. Shall notify new members of their acceptance and maintain a file on members. Shall maintain the school's waiting list.
- Q. Shall issue current membership list to families and class coordinators.
- R. Shall investigate any safety, health and fire hazards and arrange for the correction thereof.
- S. Shall maintain a health file on all the children participating in the daily activities of the school.
- T. Shall ascertain quarantine periods for communicable diseases, inform the parents when a case develops in the school and determine isolation periods for exposed children.
- U. Shall provide a means for reporting to the parents on all injuries and accidents occurring at school.
- V. Shall be certain that all emergency numbers are posted in the classroom at all times.
- W. The Director will be present at all scheduled visits from the Office of Childcare and ensure that the school is in compliance with regulations. The Director will educate the parents and

staff of Magothy Cooperative as to maintaining compliance. The Director will be the contact person with the Office of Childcare Early Childhood Division.

- X. Shall have authority to sign and execute the name of the corporation on all authorized deeds, mortgages, bonds, contract checks and other instruments.
- Y. Shall be responsible for preparing the yearly calendar. Shall prepare updates and publication as needed to the parent and employee handbook.
- Z. Shall be the custodian of the records and files of the corporation, including the charter, by-laws, handbook and minutes of all meetings.
- AA. The Director must maintain hours in the building for the purpose of fulfilling some of the duties. These hours must be posted and indicated to the Office of Childcare.
- BB. The Director will oversee staff by arranging for teacher observations twice annually and preparing teacher contracts to submit to the Board of Directors for review and all decisions. The Director will hold Teacher Orientation for all new employees. The Director will maintain the staff files and ensure that all proper documentation is present and up to date.
- CC. The Director will read the curriculum standards by the state of Maryland and maintain documentation of how the school is meeting those through a materials list and curriculum guide.
- DD. Shall maintain CPR and First Aid certification. Shall take an Emergency Preparedness, Medication Administration, Assessment Training, and ADA compliance courses as according to the OCC regulations and requirements. Shall take the Center Director training course offered by the OCC.
- EE. After hire, the Director's performance will be reviewed after six months and then on an annual basis by a committee appointed by the Board of Directors.

Article VII: Board of Directors

Section 1. Composition.

A board of directors shall govern the corporation. The members of the board shall be:

- A. The President, Vice President, Secretary, Treasurer I and II, Class Coordinators and Members at Large who serve during the term of office.
- B. Additional directors shall be elected from the membership at a general meeting to serve for one year, but not more than two consecutive terms as needed to equalize class representation. The treasurer position can serve longer than two terms if general membership nominates and votes to do so.

C. The Teacher(s) and the Director

D. The number of directors fixed by the by laws shall always reflect an Executive Board, Teachers and Class Coordinators. Depending on number of classes and teaching staff this number may fluctuate year to year. Members at Large will be limited to three (3). The board is not to be decreased to less than three (3) members. The Director, a parent and a teacher must always be present on the board.

Section 2. Officers of the Board of Directors

The officers of the Board of Directors shall be the same as the officers of the corporation.

Section 3. Meetings

The Board of Directors shall meet at least bi-monthly, special meetings may be called by the President or upon request of four (4) board members.

Section 4. Place of Meetings

The Board of Directors may hold its regular and special meetings at such place or places as it may from time to time determine.

Section 5. Notice of Meetings

Notice of the place, day and hour of every regular and special meeting shall be given to each director by communication at least one week prior to the meeting. The communication should be posted on the appropriate social media site, as approved by the board and email to inform general membership of the meeting.

Section 6. Quorum

A majority of the Board of Directors shall be necessary and sufficient to constitute a quorum for the transaction of business at every meeting of the Board of Directors.

Section 7. Removal

At any meeting of the general membership called for that purpose, any director may, by the vote of the majority of all the membership entitled to vote, be removed from office, with cause, and another may be appointed in the place of the person removed, to serve for the remainder of the term.

Section 8. Vacancies

If any director dies or resigns, or if the members remove any director without appointing another in their place, a majority of the remaining directors (although majority is less than a quorum) may elect a successor to hold office from the remaining portion of the term of the director who's place became vacant, and until their successor has been duly chosen and qualified. Vacancies in the Board of Directors may be filled by a vote of a majority of the entire board as constituted prior and the directors so elected by the Board of Directors to fill such vacancies shall hold office until the next succeeding March meeting of the membership and thereafter until their successor shall be elected and qualified.

Section 9. Compensation

- A. If a teacher has a child or children in the school the teacher may be offered compensation on a case by case basis.

Section 10. Powers of the Board of Directors

- A. Responsible for the business management of the school.
- B. Authorizes and approves all capital expenditures of the school.
- C. Reviews the financial condition of the corporation annually.
- D. Responsible for the proper filing of all reports to be filed on behalf of the corporation.
- E. Authorizes the officers of the Board of Directors to execute any and all contracts or other legal documents on behalf of the corporation.
- F. Responsible for administering the administrative affairs of the corporation.
- G. Shall be the overall policy making body of the school.
- H. Authorizes the appointment by the President of any special committees to report to the membership.
- I. Investigates all matters with respect to the proper adjustment of any child or of any participating member and take appropriate actions.
- J. Investigate all other powers and duties customarily exercised by the Board of Directors of a non-stock corporation and not inconsistent with the articles of incorporation of the school and the laws of the state of Maryland.
- K. Evaluate the preschool every year. The Board of Directors will be responsible for presenting an evaluation questionnaire. Based on the cumulative results of the questionnaire, the Director and teachers will adjust its instructional program if an area is found lacking by a majority of its membership.

- L. The Board of Directors shall keep minutes of its meetings and a full account of its transactions.

Article VIII: Standing Committees

Committee positions will be determined on a yearly basis due to the needs of the school population. See Committee Selection Grid for Committee descriptions

Article IX Meetings

Section 1. General Membership Meetings.

General membership meetings shall be held bi-monthly during the school year. Special meetings of the general membership may be called by the President, or at the request of a majority of members. At least ten (10) days prior to the date fixed for holding of any such a meeting of members, written notice of the time, place, and purposes of the meeting shall be made to each member entitled to vote.

Section 2. Order of Business of the General Meeting.

The order of business for any membership meeting shall be as follows:

- a. Parent Education
- b. Attendance/Sign In
- c. Approval of previous GMM minutes
- d. Report of the Treasurer
- e. Report of the President
- f. Report of the Teacher(s) and Director
- g. Report of Committee Chairman
- h. Transaction of other business

Article X Elections

Section 1. Nominating Committee

At a general membership meeting prior to the March meeting, a nomination committee consisting of five (5) or more members shall be elected. Nominations for this committee coming from the floor will be accepted.

Section 2. Procedure for Election

Members that wish to run for an office, President, Vice President-Committees, Vice President- Outreach and Registration, Secretary, Treasurer I and II, Class Coordinators and Members at Large, shall submit a written introduction to the Nominating Committee. The Nominating Committee will prepare all introductions and distribute them to General Membership two weeks prior to voting. Nominations may

be made from the floor for each position, providing that the consent of the person being nominated has been obtained. Votes will be tallied and Elected Officers announced in a timely manner.

Section 3. Eligibility

Members of current enrollment or alumni members shall be eligible as a member of the Board of Directors.

Article XI General Rules

Section 1. Parliamentary Authority

Roberts Rules of Order, revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

Section 2. Voting

Unless otherwise specified by these by-laws, a majority of those members present and voting on any given matter shall govern. Each family shall have a vote per child registered in the school at the time. Proxy votes will not be recognized at any meetings for any purpose, unless the proxy votes are by the teacher representative, then that vote will count for the number of teachers employed by the corporation.

Section 3. Quorum

A majority of members entitled to vote shall constitute a quorum at any general membership meeting or any meeting of the Board of Directors.

Section 4. Standing Rules

The Board of Directors shall have the authority to adopt such standing rules as it deems appropriate, pursuant to these by-laws, and not inconsistent therewith, from time to time. Such rules shall remain in effect and be binding on the general membership until amended or revoked by the Board of Directors or by vote of two-thirds (2/3) of the general membership, provided the amendment is submitted in writing at the general membership meeting one (1) month in advance of voting thereon.

Article XII Amendments and Dissolution

Section 1. Amendments

These by-laws may be amended by a vote of two-thirds (2/3) of the general membership, provided the amendment is submitted in writing to the general membership ten (10) days in advance of voting at the general membership meeting. This vote may be a written ballot.

Section 2. Dissolution

In the event of the dissolution or other termination of Magothy Cooperative Preschool to structure of the building not passing any codes to remain open or termination of use of said building or for any reason for relocation, all assets of Magothy Cooperative Preschool shall be removed to be relocated to another site so said school may remain a working corporation.

In the event of dissolution or other termination of Magothy Cooperative Preschool (as long as said preschool is operating on the premises of 3705 Mountain Road, Pasadena Maryland 21122) due to the inability of cooperation of its members to remain an active preschool, none of its assets shall endure to benefit any member or other individual at the time. Assets of the corporation shall be donated to a nonprofit organization exempt under 501(c)(3) of the Internal Revenue Code of 1954.