

Magothy Cooperative Preschool Bylaws

Last Approved Revision 9/17/2023

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 hands-on, play-centered 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 education director(s) take the responsibility for the administration of the school. The teacher(s) and education director(s) 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 a hands-on and play-centered, nature-focused curriculum that addresses all aspects of child development, including social interaction, empathy, environmental education, problem-solving, academic preparation, and appreciation for the world around us.

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. Following the Office of Child Care regulations, the child must reach the age of two (2), three (3), four (4), or five (5) years old as of the date of enrollment. The following requirements must also be met:

- A. Parental requirements:

1. Participate in the school's daily program as an assistant to the teacher for the given number 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 board of directors on a case-by-case basis.
2. Participate in the school's activities by serving on the board of directors or as a member of a standing committee.
3. Attend general membership meetings and orientation. If the family representative misses two meetings per school year, the family will be fined.
4. Fulfill annual quota obligation by participating in fundraisers or "buying out" the quota amount in full or the remaining balance at the end of the school year as defined in Article IV, Finance, Section 1.
5. Participate in one school cleaning during the school year for each child enrolled in the school. In addition to the cleanings during the school year, all families will be required to participate in the back-to-school and end-of-the-year cleanings.
6. Pay tuition on time in accordance with Article IV. Finance, Section 1.
7. Follow all other requirements as defined in the enrollment contract.
8. Failure to meet these requirements may result in fines or penalties as defined in Article IV Section 5

B. Student requirements:

1. Each child must be fully toilet-trained upon entrance into the preschool, which includes self-sufficiency in the bathroom. Exceptions will be made for the two-year-old (2) program.
2. Handicaps and special situations will be considered individually by the board of directors.

Section 2. Application

- A. Completed application forms or any inquiries related to membership shall be directed to the education director(s) or vice president of registration.
- B. The education director(s) and vice president of registration 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 students of current enrollment
 - i. Family must be current on tuition at the time of enrollment.
 - ii. By March of the current school year, 100% of a family's tuition and quota requirements must be fulfilled in order to complete enrollment for the following school year. If either obligation is not met, the membership will be terminated and fulfilled by the waitlist. Once these obligations are met, membership will be reinstated, and the family will be placed on a waitlist if the class is full. An appeal to these requirements may be submitted to the board of directors before May 1st.
 2. Children of Magothy teaching staff not currently enrolled.
 3. Siblings of currently enrolled children
 1. Sibling registration will be collected the day of current student registration but shall not be processed until the next business day.
 2. Qualifications of Article III, Section 2, subsection C apply when registering a sibling of a currently enrolled student.
 4. Children of alumni families
 5. Children of Magothy United Methodist Church members
 6. Waitlist from the previous year (to enroll in the current school year)
 7. New applicants
- D. Either the teacher(s), education director(s) or the vice president of registration shall administer the enrollment policy set by the Board of Directors.
- E. Applicants will be accepted upon receipt of the registration fee, completed health forms and immunization forms for the child, emergency form, signed enrollment contract, and any other Magothy forms requested.
- 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 bylaws 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), education director(s) 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 due to 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 bylaws 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 education director(s) and vice president of registration and approved by the board of directors.

Section 6. Hardship

In the event that an enrolled family in Magothy Cooperative Preschool encounters a hardship that renders either the 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 of directors 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 of directors makes its ruling.

Article IV: Finance

Section 1. Tuition and Quota

- A. Each year's tuition and quota will be calculated considering projected operating costs and enrichment programs. 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.
- B. The tuition and quota for the following school year will be evaluated by the board. Those amounts will be approved by the general membership at a general membership meeting as needed. Approval will occur prior to the start of the enrollment period for that school year.
- C. Fundraisers will be conducted throughout the school year as deemed necessary to meet the school's budget or needs. All mandatory fundraisers must be approved by a simple majority of the general membership.
- D. If a staff member has a child(ren) in the school, the teacher may be offered a tuition discount on a case-by-case basis.

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 a fall general membership meeting for the following school year.

Section 3. New Members

Members entering at any time other than the first month shall pay per the following schedule:

- A. The deposit payment is due at the time of enrollment contract acceptance. Payments by installments may be considered.
- B. The remaining tuition amount is calculated by this equation: monthly tuition divided by four (4) weeks in the month multiplied by the number of weeks participating.

Section 4. Refunds of Tuition

- A. The enrollment deposit may be refunded upon the recommendation of the Board of Directors due to:
 - 1. A serious illness or death of either parent or child.
 - 2. Members relocating out of the area; or
 - 3. Other special situations approved by the board of directors.
- B. A withdrawal request must be submitted in accordance with bylaws Article III, Section 3.
- C. Termination of membership must be in accordance with bylaws Article III, Section 4

Section 5. Fines & Penalties

- A. From the first (1st) day of the month to the tenth (10th) 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 for that month.
- B. Failure to attend two (2) general membership meetings per school year will result in a fine. 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.

- D. Members are required to participate in the capacity outlined in Article III, Section 1. Fines or penalties will be assessed by the board of directors for failure to participate in the activities of the school.
- E. Members shall receive written notification when fines are assessed.
- F. Fines shall be payable no later than the following month's tuition.
- G. There will be a charge for any returned check; bank fees due to returned checks are the responsibility of the check writer.

Section 6. Additional Fees and Assessments

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 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 educational director(s), president, vice president-committees, vice president-outreach and registration, vice president-marketing, secretary, treasurer I and II (s).
- B. The officers of the corporation shall be the class coordinator (for each class), members at large, teacher representative, and such other officers as the board of directors deems necessary for the proper conduct of the business of the corporation.

- C. Serving as an officer of the board shall fulfill committee position obligations.

Section 2. Term of Office

The term of office for executive officers shall be one year, and no person (except the teacher(s) and education director(s) 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 general membership meetings and all meetings of the board of directors.
- C. Shall be an ex-officio member of all committees.
- D. Shall communicate regularly with the class coordinators.
- 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 an authorized representative of the corporation in the community and to Magothy United Methodist Church, except where a delegate has been elected by the general membership.
- G. Contribute to the development of the yearly calendar, with assistance and approval required from the education director(s) as it pertains to this position.
- H. Shall coordinate all school activities with the Educational Director 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.

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 a subset of committee chairpersons and committee members and assist other VPs as necessary with their committees.
- E. Shall assign membership to committees each school year and fill committee vacancies as needed.
- F. Shall be an ex-officio member of all committees. The vice-president of committees shall ensure that the committees are running effectively and intervene when necessary to complete the position's duties.

G. Shall be responsible for the creation of the yearly calendar, with assistance and approval required from the education director(s), president, and committees.

Section 5. Vice President - Outreach and Registration

- A. Shall be a director(s) of the corporation.
- B. Shall assist the president in the discharge of duties.
- C. Shall work with VP – Marketing to ensure marketing efforts are aligned for prospective families.
- D. Shall ensure that meetings with prospective parents for tours of the school are taking place as available or needed.
- E. Shall oversee and assist with taking/returning of prospective parent phone calls and emails. Shall assist the education director(s) with planning open houses and orientation.
- F. Shall oversee and assist with with current family activities that facilitate community gathering and teacher support.
- G. Shall oversee and assist with the creation and maintenance of files for new and current families.

Section 6. Vice President - Marketing

- A. Shall be a director(s) of the corporation.
- B. Shall assist the president in the discharge of duties.
- C. Shall oversee all marketing activities in market research, print, radio, internet, and television to expand the brand recognition of the organization.
- D. Shall establish and oversee corporate partnerships and donations to raise funds and receive materials for the organization.

Section 7. Secretary

- A. Shall be a director of the corporation.
- B. Shall oversee the communication platform approved by the board of directors.
- C. Shall see that all notices are duly given in accordance with the provisions of the bylaws or as it is required by law. Keep the membership apprised of the activities of the corporation.
- D. Shall be the custodian of the records and files of the corporation, including the charter, school handbook, calendar, bylaws, and minutes of all meetings as required by law to keep. 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 and membership

- E. Shall keep the minutes of all meetings of the general membership and the board of directors, and any other special meetings.
- F. Shall record attendance at meetings of the general membership, the board of directors, and any other special meetings.
- G. 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.
- H. 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 progress

Section 8. Treasurer I and Treasurer II

- A. Shall be a director(s) of the corporation.
- B. Shall prepare an annual budget in consultation with the teacher/education director(s) and board of directors to be submitted for approval at the first general membership meeting.
- C. Shall have charge of and be responsible for all funds, securities, and disbursements of the corporation.
- D. Shall receive and give receipts for money due and payable to the school.
- E. 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.
- F. Shall disburse money for the corporation in payment of any obligations of the corporation, in accordance with the current annual budget.
- G. 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 education director by the 15th of every month.
- H. Shall maintain the financial records of the corporation and submit records for review at the end of each term.
- I. 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.

- H. Shall ensure that an accountant prepares and files all income tax returns, quarterly statements or reports required by any federal, state, or local government agency.
- I. 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.
- J. 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.
- K. Shall maintain an annual inventory list of the assets of the corporation.
- 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. Treasurers I and II will divide these duties as needed and determined by the board of directors
- N. Contribute to the development of the yearly calendar, with assistance and approval required from the education director(s) and president as pertains to this position.

Section 9. 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. Create and distribute to all class families, in advance, a comprehensive monthly schedule, which includes working days, school holidays, and meetings.
 - 2. Report to the education director(s) any parent who fails to fulfill their participation requirements.
 - 3. Communicate about meetings and other group matters when instructed to do so by the president, the teacher(s), or the education director(s).
- D. Shall perform any duties as needed for special assignments.

Section 10. Member at large

- A. The member(s) at large shall be a director of the corporation.
- B. Shall conduct alumni outreach furthering engagement in the community through activities such as regular communication, data gathering, and other necessary activities to foster a sense of community.

- C. May serve to help equalize the representation of the classes on the board of directors.
- D. May perform any duties as needed for special assignments.

Section 11. Files and Reports

Each officer shall maintain a digital and/or paper file 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 schedule mid-year and end-of-year conferences with parents to discuss the progress of the children during the year.
- B. Shall rotate 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 whole group and small group/ individual activities daily. The daily activities may include provocations, developmentally appropriate opportunities, and circle time. Except in the case of hazardous weather, teachers will plan for time outdoors every day.
- 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 with the discipline policy. The teacher should keep the education director(s) 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. Are encouraged to attend open houses and 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 education director(s) 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 or guardian. The parents or guardians have access to these records under the supervision of the teacher/director.
- M. Shall ensure that parents or guardians sign their child in and out of class every day and ensure 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.
- O. Salary and performance will be reviewed each May by the education director(s). 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 education 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 education director(s) 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-hour 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 with the President and be responsible for the direction of the educational activities of the business.
- 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 Department 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 coordinating with VP-Marketing for advertising and VP-Outreach and Registration in planning open houses.
- M. Shall receive all inquiries and applications for membership. The vice-president of the school can work closely with the education director(s) in this capacity.
- N. Shall determine if applicants have the necessary qualifications for membership, as specified in Article III Section 1, in collaboration with the Board President.
- O. Shall arrange for observations or personal interviews prior to acceptance as members with the board president, teacher or education 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 ensure the availability of a current membership list
- R. Shall investigate and correct any safety, health, and fire hazards.
- 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 always posted in the classroom.
- W. The education director will be present at all scheduled visits from the Office of Childcare and ensure that the school is following regulations. The education director will educate the parents and staff of Magothy Cooperative as to maintaining compliance. The education 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 ensure records created during daily operations are made available to the Secretary as the custodian of the corporations records.
- AA. 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. 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. 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 education 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(s), secretary, treasurer I and II, class coordinators, and member(s) at large who serve during the term of office.
- B. The teacher representative and the education director.
- C. The number of board directors fixed by the bylaws shall always reflect an executive board, teacher representative, and class coordinators. Depending on the number of classes, 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. An education 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. Regular attendance is expected.

Section 4. Place of Meetings

The board of directors will determine where it will hold its regular and special meetings.

Section 5. Notice of Meetings

Except in emergency circumstances, notice of the place, day and hour of every regular and special meeting shall be communicated to each director at least one week prior to the meeting. The communication should be posted on the appropriate communication platform, as approved by the board of directors, 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

Officers serve in this role on a volunteer basis. However, compensation for training may be permitted on a case-by-case basis if pre-approved by the board of directors.

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 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 concerns raised over inappropriate conduct of children and/or members or disagreements between members and staff.
- 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 education director(s) 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: Committees

Committee positions will be determined on a yearly basis by the needs of the school population and in reflection of the current learning environment.

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 include the following:

- A. Attendance/Sign In
- B. Approval of previous GMM minutes
- C. Report of the treasurer
- D. Report of the president
- E. Report of the teacher(s) and education director(s)
- F. Report of committee(s) as needed
- G. Parent Education
- 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

Robert's Rules of Order, revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

Section 2. Voting

A. Board Meetings

1. Voting is conducted in accordance with Maryland Corporations and Associations Code.
2. All members of the board are voting members and allowed 1 vote regardless of the number of positions held.
3. Proxy votes are not allowed at board meetings. The discussion and exchange of ideas is an essential aspect of the voting process. Therefore, members must be present to vote.
4. Board members will be considered "present" for the discussion if they are present in person, on speaker telephone, or other forms of simultaneous communication.
5. Unless otherwise specified by these bylaws, the action of the majority of the board of directors present at a meeting at which a quorum is present is the action of the board of the directors.

B. General Membership Meetings

1. Each family shall have one vote per child registered in the school at the time.
2. Proxy voting is not allowed at General Membership Meetings.
3. In special circumstances identified by the board, virtual voting may be used.
4. Unless otherwise specified by these bylaws, the action of a majority of the members present at a meeting at which a quorum is present is the action of the membership

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 bylaws, 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 bylaws 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 due 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.

Revisions: 2019, 9/2020, 3/2022, 3/2023, 9/2023