

MOUNTAIN VIEW COOPERATIVE PRESCHOOL CONSTITUTION
Revised 10/15

ARTICLE 1: Name

The name of the organization shall be Mountain View Cooperative Preschool.

ARTICLE 2: Purpose

The purpose of this group shall be to provide a play and learning experience for preschool children enrolled, and to further the education of their parents/guardians in the principles of child development through participation and guiding of children.

ARTICLE 3: Membership and Eligibility

Mt. View Cooperative Preschool is organized and shall be operated exclusively for educational purposes within the meaning of Section 501 (C) (3) of the 1954 Internal Revenue Code. Consistent with the requirements of that code, the cooperative shall not carry on any activities preclude 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 cooperative's operation including its admissions policy, its scholar programs, if any, its athletic programs, its extracurricular activities and any other similar activity. The cooperative 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.

A child must meet the age requirements established for each class. Any child whose parents/guardians are willing to accept the duties and responsibilities of active participation in the Preschool is eligible.

The Executive Board reserves the right to ask withdrawal of any child or parent/guardian, who seems unable to adjust to the Cooperative Preschool.

ARTICLE 4: Officers

The officers of this Preschool shall consist of the Executive Board: President, Membership, Newsletter Secretary, Treasurer, Parent Class Representatives (4), Parent Education Chair, Ways & Means Chair, Ways and Means Co-Chair (when appointed), Health and Safety Chair and Publicity Chair.

All officers will have equal voting power. Serving in an advisory capacity shall be the Facility Liaison, Teacher(s) and Coordinator from Bates Technical College. The Executive Board may provide for the appointment of additional officers, co-officers or changes in assigned duties to manage the activities and affairs of the Cooperative. Such additional officers may be appointed from within or outside the membership and may, but need not be, members of the Executive Board.

The Executive Board shall have the following duties:

1. Hold monthly meetings and report all business to membership.
2. A vote of 5 1 % of the Executive Board is necessary to pass a motion or enact a rule.
3. Prepare the incoming officers to take over business for the following school term; also orient incoming officers to the procedure of the school.
4. Fill any vacated Executive Board position.
5. Work with Parent Education Committee Chairman to coordinate parent education programs.
6. Facilitate committees needed for efficient functioning of the group.
7. Failure to perform Executive Board responsibilities shall make the member subject to removal from office.

Email voting based on new Washington State Law for nonprofit organizations 10/15

1. All board members must vote on any item sent out by email vote. A quorum is not sufficient to be considered a valid vote.
2. **The Vote must be unanimous.** This means **all** must agree for the vote to be valid. If not all agree, one way or the other, then the vote goes back to a face-to face board meeting. If there are time constraints, an emergency board meeting may take place

3. Voting results ‘must’ be documented in the next board minutes.

ARTICLE 5: Elections

1. Fifty percent (50%) of the membership shall constitute a quorum.
2. A vote by a simple majority of the quorum shall be considered binding.
3. The term of office shall be for one year beginning the last day of May. The new and old officers shall work together during the months of April and May.
4. The Executive Board shall select a Nominating Committee. Elections will be held in March or April. Vacancies on the Executive Board, following the general election, shall be filled by a majority vote of the Board. The nomination committee will recommend year to year which board position will be the “said” Vice President position.

ARTICLE 6: Requirements and Duties of Officers

PRESIDENT

1. Be responsible for calling and presiding over all Executive Board meetings.
2. Acquaint new members throughout the year with school policies and procedures.
3. Keep all the members informed about Preschool activities.
4. Preside over parent education meetings.
5. Attend appropriate workshops at Bates Technical College.

VICE PRESIDENT

1. Fill in for the President in an emergency.
2. Fulfill other duties as assigned

MEMBERSHIP CHAIRPERSON

1. Keep an up to date list of current registrations, as well as prospective members of the Preschool.
2. Attend appropriate workshops at Bates Technical College.
3. Attend Executive Board meetings

SECRETARY

1. Attend all Executive Board meetings and take minutes.
2. Make a notebook of minutes, newsletter, and all other official notices throughout the year.
3. Take and type the minutes of the Board meetings. Distribute as detailed in the job description.
4. Type materials requested by the Executive Board members and/or teacher.
5. Attend appropriate workshops at Bates Technical College.

TREASURER

1. Oversee collection of all registration and tuition money; keep accurate records of receipts and expenditures.
2. Attend present financial statement to the Executive Board at each regular meeting.
3. Be responsible for quarterly taxes, insurance and delinquent dues.
4. Prepare a year-end budget for use during the following year to determine such things as tuition and salary.
5. Prepare books for year-end review.
6. Attend appropriate workshops at Bates Technical College.

WAYS AND MEANS

1. Organize fund raisers deemed necessary by the Executive Board.
2. Schedule “said” fundraisers and services with the President.
3. Attend appropriate workshops at Bates Technical College.
4. Attend Executive Board meetings.

WAYS AND MEANS CO-CHAIR (When appointed)

1. Organize fundraisers deemed necessary by the Executive Board.
2. Schedule "said" fundraisers and services with the President.
3. Attend appropriate workshop at Bates Technical College.
4. Attend Executive Board meeting.

PARENT EDUCATION CHAIRPERSON

1. Outline programs for monthly meetings and secure speakers. Coordinate as indicated in the job description.
2. Notify President and Executive Board of planned programs.
3. Introduce speakers at Parent Education Meetings.

4. Write a summary of the parent education presentations for the newsletter and describe future meetings.
5. Monitor parent education credits.
6. Attend appropriate workshops at Bates Technical College.
7. Attend appropriate Executive Board meetings

FACILITY/LIAISON OFFICER

1. Shall act as Liaison Officer to the Property Committee of the leasing facility and attend their meetings, when deemed necessary.
2. Negotiate the contract for the space the preschool will be leasing.
3. Write an article for the facility publication as necessary ie: newsletter, bulletin.
4. Attend Executive Board meetings.

PUBLICITY

1. Send Preschool information to newspapers.
2. Maintain, update and distribute advertising literature.
3. Attend appropriate workshop at Bates Technical College.
4. Attend Executive Board meetings.

PARENT CLASS REPRESENTATIVES

1. Make a parent work calendar for each month. Post on bulletin board and distribute one to each class member.
2. Make sure that there are three working parents for each school day.
3. Assist President in orienting new members throughout the year.
4. Attend Executive Board meetings.

HEALTH AND SAFETY CHAIRPERSON

1. Monitor requirements of the Risk Management Manual. To include routine checks on the safety and health of the school.
2. Notify Bates coordinator if communicable diseases or other health problems occur in the school.
3. Maintain first aid kit.
4. Make sure a list of emergency numbers for each child is posted in the school and that it is kept current.
5. Make sure all health forms are monitored and returned to school.
6. Attend Health Workshops offered by Bates Technical College.
7. Attend Executive Board meetings.

TEACHER (S)

The teacher(s) are salaried employees whose benefits and obligations are set down in a yearly contract. The teacher(s) shall be hired by the Executive Board with recommendations by the Coordinator from Bates Technical College.

ARTICLE 7: Fees and Finances

1. The Treasurer and another officer are empowered to sign checks. Two signatures shall appear on each check.
2. The Mt. View Cooperative Preschool shall be a nonprofit 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 (after all financial commitments are fully satisfied) and equipment shall be donated to any nonprofit, charitable, educational or religious organization qualified as exempt under Section 501(C) (3) of the Internal Revenue Code of 1954.
3. Fees will include a one-time registration and Bates fee, with tuition being paid monthly. Absence for any cause shall require tuition to be paid as usual.
4. A committee shall be established consisting of President, Treasurer, Teacher and Coordinator to evaluate Scholarship Fund applications. Those applications will be evaluated and funds distributed in the following order of priority: 1) Financial need 2) Service to organization.

ARTICLE 8: Liability

Neither the cooperative Preschool, Teachers or any individual member within the group will be liable for any injury either during sessions or in transit between the home and school or on excursions. The school and its members will adhere to the State of Washington Risk Management Manual and Records.

ARTICLE 9: Other Children

No other children shall be permitted to attend school when class is in session, including field trips.

ARTICLE 10: Amendments

This constitution can be amended by a two-thirds majority of the participating members.