



evergreen kids corner cooperative preschool

201 South 8th Street, Hamilton, MT, 59840 • 406-363-1688 • evergreenkidscorner.org

BY-LAWS

MISSION STATEMENT

As a cooperative preschool, our mission is to prepare our two to five year old children for the world ahead of them. In a safe supportive learning environment, we emphasize respectful relationships and encourage celebrating everyday life. We thrive on our families' skills and talents to sustain and better our school and community.

GENERAL PURPOSE

Evergreen Kids Corner Preschool is a non-profit corporation/parent-run cooperative, the existence of which depends solely upon the support of its membership. Evergreen Kids Corner Preschool does not discriminate on the basis of gender, race, color, national or ethnic origin, creed or disability in its admission policies or in the administration of its program.

CLASSES

- **REGULAR CLASSES**

The regular classes are preschool classes with terms coinciding with the Hamilton Public School District's calendar. The Board of Directors (subsequently referred to as the BOD), in consultation with the teacher, sets age-determined classes and hours of operation.

- **SPECIAL CLASSES**

The BOD may establish additional classes, which may include summer programs. Special classes shall be self-supporting and not subsidized by general corporate funds unless approved by the BOD.

- **CANCELLATION OF CLASSES**

The BOD may cancel classes for a semester or school year if enrollment is below what is needed to sustain teacher pay. The Teacher and a Board member may cancel a specific class session, but all class members should be notified.

MEMBERSHIP

- **GENERAL**

Membership in the corporation/parent co-op consists of parents and/or legal guardians of children enrolled in regular classes. Members must comply with the requirements of the by-laws. Each member family shall have one vote per child enrolled in each class for all questions presented for action at any meeting of the membership or for any survey presented by the BOD. Members shall receive all forms, informational literature and participation requirements prior to the all-parent meeting held each fall.

No person may be a member of EKC if they have been convicted of a crime involving violence or a sex-related crime. An appeal can be filed with EKC's Board of Directors.

- **APPLICATIONS FOR ENROLLMENT/MEMBERSHIP**

Applications may be presented at any time. If no vacancies exist, the applicant will be placed on a waiting list. An applicant shall become a member at the time their child is enrolled into regular classes.

- **ENROLLMENT**

Current members have priority in registration for the following fall term, up to a date set by the board of directors. Thereafter, enrollment will be made strictly on the date of receipt of paid application. A chronological waiting list shall be maintained by the BOD.

- **DURATION OF MEMBERSHIP**

The board of directors shall have the prerogative to withdraw a child after consultation with the teacher and the parent(s). Lack of adjustment on the part of the parent or child at any time may cause the BOD to request withdrawal.

- **PARTICIPATION REQUIREMENTS**

General participation requirements shall be set by the membership at the annual fall meeting. The number of parents scheduled to work each class session as a parent helper shall be determined by the BOD, taking into consideration state law as well as the teacher's and parents' opinion of need in the classroom. Members are responsible for locating a substitute parent helper when necessary and notifying a board member and the teacher. If neither parent and/or guardian can participate regularly, due to employment or other conflict, the BOD and the teacher may approve an adult with close personal relationship with the child as a substitute. The parent also may choose the "non-helper participation option" for a nominal fee. A member with two children in preschool shall have equal participation as two members, unless unusual circumstances arise within the school. In the case where more than two children of one family are enrolled in the pre-school, the BOD shall determine the participation requirements. A pre-school teacher with a child in preschool shall not be required to fulfill parent participation requirements.

- **HEALTH REQUIREMENTS**

At the time of entry to the program, parents must show proof of a general physical examination of the child and proof that immunizations required for public schools in Montana are up to date (unless the parent and/or guardian submits a yearly signed and notarized affidavit of exemption from immunization to qualify the child for exemption under Section 20-5-405 MCA or its successor section).

FUNDS

- The BOD shall prepare, in spring, an annual budget for the next fiscal year, which shall be approved by the membership at the annual fall meeting.

COSTS

- **REGISTRATION**

The registration fee shall be a recurring annual fee per child per class, payable upon acceptance of the child or children. The registration fee is nonrefundable unless the child(ren) is not accepted. The board of directors shall set the amount of the registration fee.

- **TUITION**

The BOD shall set the amount of the tuition in spring for the following year, with the approval of the membership. If necessary, the BOD may raise the tuition amount if needed anytime throughout the school year. Please check with the

school for current tuition amounts. Members who fail to pay their dues so that they are thirty (30) or more days in arrears on any portion are deemed delinquent. The treasurer will notify delinquents in writing of their status. If payments of past and present dues are not made within ten days of that notification, the delinquent member may be suspended from membership roll and forfeit rights and privileges of that membership. If a member is more than two months delinquent, the account may be turned over for collection, at the cost to the member, unless other arrangements are made with the treasurer. If no arrangements are made, the member's child will be removed from school until payment is made.

ORGANIZATION

- **BOARD OF DIRECTORS**

The BOD shall be made up of four officers, one at-large member (class representative) from each class and one alumni member (if available). Each board member shall have one vote on issues voted upon by the BOD. The BOD may appoint ex-officio members as it deems necessary. The President, Vice-president, Treasurer, and Secretary shall be elected by the Membership (current and newly registered members) for the coming school year at the annual spring meeting, or at a subsequent regular or special meeting to fill these offices. The term of office shall be 16 months, which consist of shadowing the current officers June through August and officially starting the remainder of their term in September and ending their term in August the following year. A class representative from each class shall be elected at the beginning of the fall semester and serve a 12 month term from September through August of the following year. The BOD conducts the day-to-day business and affairs of Evergreen Kids Corner Preschool.

- **VACANCIES, RESIGNATION, AND REMOVAL**

Any vacancy occurring on the BOD may be filled by the affirmative vote of the membership. A Director so elected to fill a vacancy shall be elected for the remaining term of his or her predecessor in office. The Directors may fill a vacancy temporarily by a majority vote, but only until the next scheduled regular meeting of members. Any Director may resign at any time by giving written notice of such resignation to the President; resignation shall be effective upon receipt by the President. In the event the President resigns, written notice shall be given to the Secretary. Any Director may be removed with or without cause, at a meeting of the members called expressly for that purpose, by a vote of $\frac{3}{4}$ of the membership. The meeting notice must state that one of the reasons for the meeting is the removal of the elected Board member.

MEETINGS

- **BOARD MEETINGS**

Board meetings will be held once each month to discuss the following: general business of the pre-school, financial status of the school (any financial matters over \$500 must be voted on by the membership), fundraising, committee updates, any conflicts needing to be resolved, suggestions made by the membership, the hiring or dismissing of sub-contractors after the consideration of recommendations of the Membership.

- **ANNUAL MEETINGS**

An annual fall and spring meeting of the membership shall be held each in September and May, respectfully, at a place designated by the Board of Directors. The BOD will set a more specific time and date. Written or printed notice for the annual meeting shall be posted or given to each member at least five (5) days before the meeting.

- **PARENT CONFERENCES**

The Teacher, with the approval of the BOD, shall arrange regular Parent/Teacher conferences. A Member or the Teacher may request additional meetings.

- **SPECIAL MEETINGS**

The BOD may call special meetings from time to time. Reasonable efforts shall be made to notify the Membership of special meetings.

- **QUORUM**

One-third of the Membership holding votes that may be cast at any meeting shall constitute a quorum at such meetings. Fifty-one (51) percent of the quorum is required to pass any voting issue. If a quorum is not present at any meeting of the Membership a majority of those present may, without further notice to absent members, by the vote of a simple majority of the Members present be sufficient for the adoption of any matter. A majority of the members present at any meeting of the Membership, if a quorum is not present, may adjourn the meeting without further notice.

- **PROXY**

Proxy voting may be granted at the discretion of the BOD.

- **INFORMAL ACTION BY MEMBERS**

The Membership can take action on an issue normally addressed at a Board meeting by obtaining consent in writing from all Members entitled to vote with respect to the issue. If all Members concur, the action may be taken without holding a meeting.

CONFLICT/ RESOLUTION

- Conflict within a class: should a conflict arise within a class, the class representative or the teacher must be notified first. If the class representative and the teacher are unable to resolve the conflict to the satisfaction of all parties involved, the BOD must be notified and a closed meeting will be held to resolve the matter.
- Conflict with the BOD member(s): should a conflict arise with the EKC BOD or any one member of the Board then the BOD shall be notified in writing. A closed Board meeting will be held to try to resolve the matter to the satisfaction of all parties involved. If the matter is not resolved then it will be posted on the next membership meeting agenda and a discussion or vote will resolve the matter.

DUTIES OF THE OFFICERS

Other duties may be added below as deemed necessary by the current BOARD OF DIRECTORS.

- **PRESIDENT**

Chair Board meetings and membership meetings, conduct all school elections, act as liaison among members, classes and Teacher in administrative matters, sign checks, represent the membership in dealings with local businesses or the

community, and approve messages and board meeting minutes before they go out to parents. Secure and maintain insurance along with Treasurer.

- **VICE PRESIDENT**

Assume the duties of the President in her/his absence, oversee the collective enrollment effort and signs checks. Attend board meetings. On issues requiring a meeting between a parent and teacher to resolve a conflict, the Vice President (and Class Representative) shall be on hand at the meeting and report back to the board on the issue.

- **TREASURER**

Oversee the accurate accounting of all monies (existing and received) and the proper disbursement of all monies and properties of the corporation. Secure and maintain insurance along with President. Report the financial status of the preschool monthly to the BOD and keep State forms/records current.

See that all 1099s for employees are distributed by January 31. Submit all financial reports and forms for tax preparation in January and see that the annual corporate report is filed with the State of Montana by April 15. Administer payroll and quarterly payroll tax reporting. Maintain relationship with CPA firm and bookkeeper. Sign checks. Attend board meeting.

- **SECRETARY**

Attend board meetings. Keep brief minutes of business transactions at board meetings and notify members of upcoming meetings; prepare and distribute lists of officers and committee members; prepare and update committee descriptions; prepare, post and update school forms; maintain all current class registration records and enrollment information; and prepare and distribute updated class lists at the beginning of the school year and supply any changes via email and/or in writing. Prepare and post parent helper monthly schedule and child sign in/out form. Collect mail and check phone messages, relay mail and messages to appropriate parties. Stock office supplies. Maintain relevant files on computer and maintain school website. Sign checks.

- **CLASS REPRESENTATIVE**

Welcome new families and orient them in class procedures. Maintain monthly parent helper schedule. Take pictures of students throughout the year for EKC's use. Design and order yearbooks at the end of the school year. On issues requiring a meeting between a parent and teacher to resolve a conflict, the Class Representative (and VP) shall be on hand at the meeting and report back to the board on the issue. Attend board meetings.

WAIVER OF NOTICE

- Notice of any meeting or other action may be waived if in writing and signed by the persons entitled to the notice.

AMENDMENT OF BY-LAWS

- These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority of the members, at any meeting where at least five (5) days written notice is given of intention to alter or amend the By-Laws.

Revised March 25, 2004
Approved April 13, 2004
Revised February 8, 2005
Approved March 8, 2005
Revised April 29, 2008
Approved May 6, 2008
Revised August, 2009
Revised February, 2010
Approved April, 2010
Revised April, 2011

Approved May, 2011
Revised July, 2013