

BY-LAWS OF THE COLUMBUS PRE-SCHOOL, INC.
Revised 6/1/2010

ARTICLE I: NAME

Section I The name of this organization shall be the Columbus Pre-School, Incorporated.

ARTICLE II: PURPOSE

Section I The Purpose of this organization shall be, to operate a non-profit, incorporated, state licensed pre-school which includes a 4K collaborative program with the Columbus School District.

ARTICLE III: MEMBERSHIP

Section I The membership of the Columbus Pre-school, Inc. shall be composed of those parents or guardians whose children are enrolled in the Preschool and those serving out their terms on the Board of Directors. Each enrolled student shall be entitled to one vote.

Section II Fees for students and fund-raising efforts shall cover the operational costs of the Pre-School. These shall be reviewed each year by the Board of Directors and so determined.

Section III In the event of the dissolution of the Pre-School, the assets shall be used to fulfill the land contract with the VFW. Any remaining assets shall be given to the Columbus Public Library for the benefit of the community children.

ARTICLE IV: ENROLLMENT

Section I The Pre-School shall conduct classes for children who are three and four years old on or before September 1 of the current school year. Special circumstances may arise in which children with birthdates beyond September 1 will be considered for enrollment by the Board of Directors.

ARTICLE V: OFFICERS AND BOARD OF DIRECTORS

Section I The Board of Directors shall consist of no less than five and no more than eleven voting members elected during the spring semester. If the nominated people exceed 11, the board shall narrow down the members at their own discretion.

- Section II More than half of the voting members must have a child enrolled at the Preschool. The President must have a child enrolled at the Preschool. The Vice- President shall serve a minimum of a 2 year term, with the remaining board members serving a minimum of a 1 year term.
- Section III **Positions:** The following board positions shall be filled: President, Vice President, Past President, Secretary, Membership, Treasurer, Publicity, Fund-Raising, and Property. In the event that there are not enough candidates to fill the offices, or the skills and talents of the board members do not adequately fit each individual office, the board may combine offices or reassign primary duties of the offices to ensure execution of all duties. It is expected that all reasonable efforts be made to return to a full slate of offices the following school year.
- Section IV The Board may appoint or create new positions as is necessitated if it is in the best interest of the school. These may or may not be paid positions; it is at the Boards discretion. There shall be no more than 11 voting officers.
- Section V **Vacancies:** Any vacancy occurring on the Board of Directors by reason of resignation, death, or disqualification of an officer or director may be filled for the balance of the unexpired term by, a majority vote of the remaining board members.
- Section VI **Meetings:** Monthly meetings of the board shall be held while school is in session. The June meeting shall be held with the present Board of Directors and the newly elected Board members in attendance. Appointment of officers for the new year is held at this meeting. A teacher or representative of the teachers shall be present at the beginning of the monthly meetings for presentation and discussion of topics to be brought before the board, after which the actual business meeting shall be conducted. The President may call special meetings of the Board of Directors, and shall call special meetings of the board upon the request of three of its members or of the employed teachers of the Pre-School. Three consecutive absences from regular board meetings (unexcused absences) shall be deemed a resignation.
- Section VII **Quorum:** A majority of the members of the Board of Directors shall constitute a quorum.
- Section VIII Duties of the officers and Board of Directors are so noted in the policy handbook.
- Section IX The Board of Directors shall have full charge of the property and business of this organization, with full power and authority to manage same; it shall be responsible for the hiring and dismissal of all staff. All major expenditures shall be approved by the board of Directors. They have the

responsibility to negotiate and enter into contracts, notify the membership of open board positions, and appoint individuals to Board positions if not filled by nominated members.

Section X The Board of Directors shall have the power to determine the school calendar, including in-service days for the 3 year old program. The 4K schedule is in accordance with the contract guidelines set by the Columbus School District.

ARTICLE VI: MEETINGS OF THE MEMBERSHIP

Section I The fiscal Year shall run from July I through June 30.

Section II There shall be at least one general meeting of the membership each year. Exact time and place shall be determined by the Board of Directors, and the Secretary shall notify all members of the corporation in writing of the time, place, and proposed agenda of all general meetings at least one week in advance of such meetings.

Section III There shall be a meeting of the membership in fall, before school resumes. The agenda shall include:

1. A full financial statement of the previous fiscal year.
2. A full statement of the current policy of the Pre-School.
3. An outline of the committees and procedures designated by the Board of Directors for the operation of the school, and such other business as may properly come before the meeting.
4. A proposed budget for the coming fiscal year.
5. The new-board of directors shall be confirmed.
6. Any issues that require a vote by the whole membership may include:
 - Budget
 - Policies
 - Amending bylaws
 - Last year's Corporation Meeting minutes
 - Any other issues at the discretion of the membership

Section IV The President shall call a special meeting of the membership upon request of the Board of Directors, teachers of the Pre-School, or ten voting members.

Section V One-third of the voting members shall constitute a quorum at the membership meetings.

ARTICLE VII: NOMINATIONS AND ELECTIONS

- Section I The Nomination Committee shall consist of three members. Nominations may be sent to the Committee by any voting member. The Committee shall contact the nominees concerning interest for duties and offices.
- Section II The Nomination Committee shall present its slate for nominees to the Board of Directors in the spring semester.
- Section III A simple majority of those qualified to vote shall constitute an election at the Fall Corporation Meeting.

ARTICLE VIII: AMENDING BY-LAWS

- Section I By-laws are to be reviewed annually by a committee selected by the President. The revised version of the articles is to be posted 30 days prior to the vote. They shall be approved at the Fall Corporation Meeting or a special meeting of the membership.