

BY-LAWS OF THE COLUMBUS PRE-SCHOOL, INC.

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 approved pre-school.

ARTICLE III: MEMBERSHIP

Section I The membership of the Columbus Pro-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 member shall be entitled to one vote.

Section II Tuition fees for students and fund-raising efforts shall cover the operational costs of the Pro-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 given to the Columbus Women's Civic Club to be used specifically 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 by September 1.

ARTICLE V: OFFICERS AND BOARD OF DIRECTORS

Section I The Board of Directors shall consist of nine members elected at the spring meeting. The Vice- President shall serve a 3 year term, with the remaining board members serving a 2 year term.

Section II The officers of this organization shall be President, Vice-President, Past President, Secretary, Treasurer, Assistant Treasurer, Membership Chairman, Publicity Chairman and Fund-Raising Chairman.

Section III **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 IV **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 Pro-School. Three consecutive absences from regular board meetings (unexcused absences) shall be deemed a resignation.

Section V **Quorum:** A majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE VI: DUTIES OF THE OFFICERS AND BOARD OF DIRECTORS

Section I The principle duties of the President shall be to preside at all meetings of the members of the Board of Directors and to have a general supervision of the affairs of the organization. He or she shall be authorized to appoint the extra committees whenever needed.

Section II The principle duties of the Past President shall be to act as advisor to the President, assist the Board of Directors as necessary, and participate on the audit committee, and be in charge of the snack schedule.

Section III The principle duties of the Vice-president shall be to assume the duties of the President in the event of the latter's absence or disability for any cause whatever. The Vice-President shall also be in charge of janitorial services.

Section IV The principle duties of the Secretary shall be to keep a record of all meetings of the members of the Board of Directors; Minutes shall be made available to parents upon request. The secretary shall safely keep all documents pertaining to the affairs of this organization except the books and records pertinent to the duties of the Treasurer and Teacher and/or Business Manager; and to perform such other functions as may be incidental of the office, such as typing for newsletters, handbooks, policies, etc.

- Section V The principle duties of the Treasurer shall be to keep and account for all funds of the organization which shall come into his/her hands; to keep an accurate account of all funds received and disbursed; to render accounts and statements; to file tax reports; to report at each meeting of the Board of Directors; to submit annual reports at each annual meeting; to be responsible for notification and collection of payments due, and to submit a written financial report at the end of each fiscal year for the Board of Directors.
- Section VI The principle duties of the Assistant Treasurer shall be to assume the duties of the Treasurer in the event of the latter's absence or disability for any cause whatever. The Assistant Treasurer may, in the absence or disability of the Treasurer, sign or endorse checks, drafts and notes. Other duties shall be to assist the Treasurer at fund-raising events and at the time of registration and in other duties in which the Treasurer seeks assistance. The Assistant Treasurer shall participate on the audit committee.
- Section VII The principle duties of the Membership Chairman shall be to head a committee to process all applications for membership in the Preschool. All inquiries by prospective members must be submitted directly to the Membership Chairman who will investigate and report to the President. All necessary application forms will be processed by the Membership Committee.
- Section VIII The principle duty of the Publicity Chairman shall be to be responsible for publicizing all Pre-School Activities.
- Section IX The principle duty of the Fund-Raising Chairman shall be to head a committee which shall arrange and preside over such events as will be necessary to cover operating expenses.
- Section X 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.
- Section XI The Board of Directors shall have the power to determine the school calendar, including in-service days.

ARTICLE VII: MEETINGS OF THE MEMBERSHIP

- Section I The fiscal Year shall run from July I through June 30.
- Section II There shall be at least two general meetings 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 Pro-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.
- Section IV The annual meeting of the membership shall be held in conjunction with spring registration and by mail. The agenda shall include:
1. A full financial statement by the Treasurer.
 2. A proposed budget for the coming fiscal year.
 3. Nominations taken for the Board of Directors and the nomination committee.
 4. Other business as may arise at this time.
- The spring ballot by mail or distribution from teachers shall include:
1. Slate of nominations for the Board of Directors.
 2. Slate of nominations for the nominating committee.
 3. The budget to be approved for the coming fiscal year.
- Section V 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 VI One-third of the voting members shall constitute a quorum at the membership meetings.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- Section I The Nomination Committee shall consist of three members elected by mail in the spring. Suggestions for nominations may be sent to the Committee by any voting member. The Committee shall contact all voting members concerning interest for duties and offices.
- Section II The Nomination Committee shall present its slate for nominees for the Board of Directors and Nomination -committee.
- Section III The election shall be by ballot. A simple majority of those qualified to vote, and voting shall constitute an election.

ARTICLE IX: STAFF AND BOARD RELATIONSHIPS

- Section I To establish a good working relationship between Staff and Board, the Following duties are itemized:

Staff duties:

1. Planning curriculum, snacks, art work, bulletin boards, daily lesson plans.
2. Setting up and conducting parent conferences.
3. Setting up a program for an Open House.
4. Keep observation reports on students current.

Board duties: In addition to the responsibilities as stated in the policies and by-laws, the Board of Directors shall:

1. Assist teachers in organizing an Open House.
2. Take charge of fund-raisers.
3. Run spring registration and fall information intake.
4. Set-up janitorial services.

ARTICLE X: 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 are to be presented to parents by mail, at registration, conferences, a spring meeting, or a fall meeting and approved at the Fall Corporation Meeting or a special meeting of the membership.