

**Tri-Village Nursery School
By-Laws**

(Reviewed and Revised May 2008)

Article 1: Name

This corporation shall be known as Tri-Village Nursery School.

Article II: Purpose

The purpose of this corporation shall be to conduct a non-profit cooperative nursery school for children of pre-school age regardless of race, gender, religion, or ethnic background, offering a varied educational program of activities that encourage self-reliance, emotional growth, good social adjustment and physical well-being, so that the child will be prepared to continue his/her educational experience. To achieve this end, the corporation shall furnish a competent, qualified staff, adequate facilities and equipment. The name cooperative implies providing a meaningful role for parents in the educational process.

Article III: Membership

1. Any person, regardless of race, gender, religion, age, or ethnic background, who has children in attendance, shall be eligible for membership. Each parent or legal guardian of every child enrolled shall be a member of the corporation for as long as the child is enrolled. All members shall share equally in the rights and obligations of this corporation.
2. Membership shall imply a willingness to perform any reasonable service required in the best interest of the corporation and in furtherance of its purpose.
3. The Board of Trustees of the corporation, by majority vote, shall have the power and authority to suspend or expel any member who fails to fulfill his/her obligations as a member of the corporation, after a notice and opportunity to be heard.
4. Attendance at meetings shall be deemed vital to the best interest of the corporation. Confidentiality must be upheld.
5. A parent agreement outlining rights and responsibilities shall be signed by each parent or legal guardian of every child enrolled.
6. A parent agreement outlining privacy and confidentiality guidelines and practices shall be signed by each parent or legal guardian of every child enrolled.

Article IV: Government

1. Board of Trustees
 - a. The officers of the corporation shall consist of a President, Vice-President, and Secretary. They shall be elected for a term of one

(1) year from among the members of the Board of Trustees by a majority vote of the trustees present, but may be eligible for re-election. They shall be elected at the first Board of Trustees meeting of the new year. The President and Vice-President positions shall be granted tuition scholarships for his/her children for the one-year term as determined by the Board.

- b. Nine members of the Board of Trustees shall be elected by the corporation. Terms of the trustees shall be limited to two (2) years with the terms of four or five trustees expiring annually.
- c. The Administrative Committee of the Board of Trustees consists of the two (2) parent co-chairpersons, the Director, the Treasurer and the Bookkeeper. They shall serve as voting members on the Board of Trustees, except for the Director, while serving in those capacities. Thus the Board of Trustees shall consist of 13 voting members and one (1) non-voting member. A non-voting membership shall be available to a representative of the First United Methodist Church, such membership shall be offered at the discretion and approval of the voting members of the Board.
- d. A trustee shall be eligible for re-election, but may succeed himself only once.
- e. In the event of a vacancy prior to the annual meeting, the remaining trustees shall appoint a person to fill the unexpired term. A person cannot be appointed to fill more than one unexpired term.
- f. A husband and wife may not serve simultaneously as voting members of the Board.
- g. Voting members of the Board of trustees shall receive no salary whatsoever from the school during their tenure as Board members.
- h. Seven voting members of the Board of Trustees, not including the President, shall constitute a quorum for the transaction of business. In the absence of the President and Vice-President, the quorum may choose a chairman for the meeting.
- i. The Board of Trustees, by majority vote, shall have the power to meet regularly; to admit members; to suspend or expel members; to appoint committees from members of the Board of Trustees or from members of the corporation; to audit bills and oversee the budget and the disbursement of funds; to employ agents and to devise and carry into execution such other measures as they deem proper to expedite and to promote the purpose of the corporation and to best protect the interest and welfare of the students and the members.
- j. The Board of Trustees may, by majority vote of those present, make such rules and regulations for the conduct of its activities and the activities of the corporation and school as may be consistent with the purpose of the corporation. The rules and regulations so adopted shall be appended to the by-laws of the corporation by the Secretary of the Board of Trustees, and distributed to the Board members
- k. In the event that a member of the Board of Trustees misses more

than two (2) board meetings without a valid reason, The Board of Trustees may vote to suspend or expel that member.

- l. The by-laws shall be reviewed by a committee appointed by the Board every three (3) years.
- m. The final Board meeting of the year shall be conducted in June after the close of school. The first board meeting of the new year will be held immediately thereafter.

2. Board of Trustee Appointments

- a. Based on enrollment, the education staff shall be hired by the Board of Trustees for one year, under contract, renewable annually at the discretion of the Board. All educational staff members must meet the qualifications as prescribed by the New York State Education Department. The Board of Trustees shall appoint a committee to oversee the hiring process.
- b. One member of the education staff shall serve as education director for a one-year term renewable annually at the discretion of the Board. The Director shall receive additional compensation.
- c. Two (2) parents from among the members of the corporation shall be appointed as parent co-chairpersons for a term of two years. And will serve at the discretion of the Board. The Board must notify the corporation of the vacancy in January and make the appointment at the April board meeting. They shall be granted tuition scholarship for his/her child for the two-year term as determined by the Board.
- d. A Treasurer from among the members of the corporation is to be appointed for two years, serving at the discretion of the Board. The Treasurer shall be granted a tuition scholarship for his/her child as determined by the Board. The Board must notify the corporation of the vacancy for Treasurer in January and make the appointment at the April board meeting.
- e. A Bookkeeper from among the members of the corporation is to be appointed for two years, serving at the discretion of the Board. The bookkeeper shall be granted a tuition scholarship for his/her child as determined by the Board. The Board must notify the corporation of the vacancy for Bookkeeper in January and make the appointment at the April board meeting.
- f. All Board appointees shall perform duties as determined by the Board and prescribed in written job descriptions.

3. Administrative Committee of the Corporation

- a. The Administrative Committee shall consist of the educational director, the two (2) parent co-chairpersons, the treasurer and the bookkeeper.
- b. The Administrative Committee shall be responsible for the day-to-day operations of the school, which shall include admissions, transportation, maintenance, and improvements, committee appointments, corporation meetings, and receipts and expenditures

- consistent with the budget approved by the Board.
- c. The Administrative Committee may recommend to the Board of Trustees such rules and regulations for the conduct of its activities and the activities of the corporation as may be consistent with the purpose of the corporation and with the duties of the committees.
4. Legal/Financial Committee of the Board of Trustees
- a. The Legal/Financial committee shall consist of, but not be limited to, the president, vice-president, treasurer, bookkeeper, parent co-chairperson;. The only limitation on committee membership will be the education director who shall not be a part of the Legal/Financial committee.
 - b. The Legal/Financial committee shall be responsible for preparing the annual budget and for overseeing any other legal or financial matters that may arise.

Article V: Nominating Committee

1. By February 1st, the Board of Trustees shall appoint a Nominating Committee of at least three (3) members of the corporation, two (2) of whom may be members of the Board and the third shall be the outgoing parent Co-chairperson, whose duty it shall be to nominate candidates for Trustees to be elected by ballot by May 1st of each year. It will be their responsibility to provide a job description of Board members and a list of current Board members to all current and prospective parents. The proposed slate shall be made available to all voting members of the corporation by April 15th.
2. The Board of Trustees may recommend nominees or suggest criteria for selection.

Article VI: Meeting for the Corporation

1. The President shall preside at the September meeting of the corporation. The Parent Co-chairpersons shall be responsible for the organization and preparation of that meeting. The Board President may request that the Parent Co-chairpersons of the Administrative Committee call other general meetings of the corporation from time to time. Such meetings may also be called upon request of at least three (3) members of the Board of Trustees or twenty-five (25) percent of the corporation membership submitted to the Board President.
2. Twenty-five (25) percent of the corporation membership shall constitute a quorum for the transaction of business.
3. The fiscal year of the corporation shall start on July first each year and shall end on June thirtieth. The terms of office of regularly elected or appointed Trustees, officers and members of the Administrative Committee shall begin at the first Board meeting of the year.

Article VIII: Financial Policy

1. The Officers and Board of Trustees shall decide upon a depository for all

corporation funds and upon the methods of withdrawal and disbursement thereof and shall govern and control all matters pertaining to the finances of the corporation. They shall appoint a committee to review the corporation's accounts at least once each year and that committee shall report their findings to the Board. The monthly financial report of the bookkeeper and the committee's report shall be made available to corporation members upon request.

Article IX: Parliamentary Authority

Robert's Rules of Order shall be the parliamentary authority for this corporation.

Article X: Amendments

The by-laws of this corporation may be amended by a two-thirds vote of the Board of Trustees thereof.