



# Fullerton Community Nursery School BY-LAWS

December 2008 (Revised)

## **ARTICLE I: NAME**

Section 1: The name of this corporation is the Fullerton Community Nursery School.

## **ARTICLE II: TYPE OF CORPORATION**

Section 1: This corporation is a cooperative, parent-participating, non-profit, non-sectarian nursery school licensed by the State of California, Department of Social Services.

Section 2: For the purpose of workman's compensation, parents are not considered employees of the school.

## **ARTICLE III: PURPOSE**

Section 1: The purpose of this corporation shall be to provide a part-time nursery school program for the children enrolled and to further the education of its members in the principles of child guidance, and the matters of child care and child welfare.

## **ARTICLE IV: MEMBERSHIP**

Section 1: Qualifications

- A. Membership shall be granted without discrimination as to race, color or creed upon completion of admission requirements as stated in these By-Laws and the Standing Rules.

Section 2: Admission Priority

- A. Membership shall be held jointly by the child's parent(s) and/or legal guardians.
- B. Membership shall be granted from a waiting list according to the following priority: re-enrollees, alumni, new families.
- C. Membership shall be granted to families who apply for scholarships. The family's selection after application will be made by scholarship committee.

Section 3: Voting

- A. Each family shall be entitled to one vote which may be by voice vote, or any other means prescribed by the Board of Directors.

Section 4: Membership Requirements

Each participating family is responsible for the following:

- A. To serve by scheduled turn as snack, art or game parent in the school under the supervision of the staff.
- B. To be responsible for his/her scheduled day at school and to arrange (by trading or a paid substitute) for another parent to take his/her place if unable to participate for any reason.
- C. To attend the meetings and to notify, in advance, the group representative, teacher or director, if for any reason you cannot attend.
- D. To serve as a member of at least one committee in the organization.
- E. To attend the parent education and orientation programs prescribed by the Board of Directors.
- F. To make prompt payment of all tuitions, fines and fees.
- G. To serve one maintenance day per year, per child enrolled, as scheduled and to arrange for a substitute (paid or trade) if unable to serve.
- H. To serve one housekeeping day per year, per child enrolled as scheduled and to arrange for a substitute (paid or trade) if unable to serve.
- I. To comply with state and school health standards.

Section 5: Admission Requirements

- A. Payment in full, at the time of registration, all registration and insurance fees.
- B. Presentation by the first day of school of the following health certificates as prescribed by the State of California:
  - 1) Upon initial enrollment:
    - a. Doctor's certificate of health for the child, which shall include a complete record of all immunizations, communicable diseases, etc.
    - b. Doctor's certificate of health for the parent.
  - 2) A report of TB examination:
    - a. Adult: Every two years. Must have upon initial enrollment.
    - b. Child: Every two years. Must have upon initial enrollment.
- C. Submit, completed, all prescribed registration forms.

Section 6: Termination of Family Membership

- A. A thirty (30) day written notice must be given to the Membership Chairman if the family plans to withdraw from school. The family is responsible for tuition and participation during this period.
- B. Any family may be dropped from the roster of the school for just cause by action of the Board of Directors, just cause shall be defined as:
  - 1) Nonparticipation.
  - 2) Nonpayment of tuition, fines, or fees.
  - 3) Inability of the child to participate in the program at the determination of the staff.

**ARTICLE V: MEETINGS**

Section 1: Membership Meetings

A. Shall be held each school year, the number to be determined by the Board of Directors.

Section 2: Quorum

A. Fifty-one percent (51%) of the member families shall constitute a quorum.

**ARTICLE VI: HEALTH POLICIES**

Section 1: *All immunizations shall be current. The child must **have had the current state required doses of polio, DPT, MMR, HIB, Hepatitis B, varicella and a TB test.** A signed release by the parent and/or physician must accompany the health form if the child has not been immunized because of religious or medical reasons. TB test cannot be exempted.*

Section 2: Any absence due to illness must be reported to the school on the first day of absence.

Section 3: Any exposure to a communicable disease must be reported immediately to the Health Chairman or the Director, whether or not school is in session.

Section 4: First aid supplies, sufficient to care for minor injuries, shall be on the premises at all times.

Section 5: A statement as to correct procedure in event of accident shall be posted.

**ARTICLE VII: STAFF**

Section 1: Teachers of the School

A. Shall be recommended for employment by the Personnel Committee and this recommendation ratified by the Board of Directors each year.

B. Shall have their duties and salaries enumerated in their annual contract.

Section 2: Director of the School

A. Shall be recommended for employment by the Personnel Committee and this recommendation ratified by the Board of Directors each year.

B. Shall have his/her duties and salary enumerated in his/her annual contract.

C. Shall be a member of the Executive Committee and Board of Directors.

D. May request a special meeting of either the Board of Directors or the Executive Committee.

**ARTICLE VIII: GOVERNMENT**

Section 1: This corporation shall be governed by the Board of Directors.

A. The Board of Directors

- 1) Shall be composed of the elected representatives of the school, the immediate Past President, the Director, the group representatives, the OCCPPNS representative, and the Personnel chairperson.
- 2) Shall decide all questions pertaining to general operation and policies of the school.
- 3) Shall hold meetings at the order of the President, but at least once a month during the school year.
- 4) A majority of the Board of Directors shall constitute a quorum. Each member of the Board of Directors shall have one vote.
- 5) Decisions may be rescinded by the vote of two-thirds of the General Membership.

B. The Executive Committee of the Board of Directors

- 1) Shall be composed of all elected officers, the Past President, and the Director, with each member having one vote.
- 2) Shall transact such emergency business as arises between the regular meeting of the Board of Directors. (The word "emergency" shall be interpreted to mean such vital business as requires action before the next meeting of the Board of Directors.) This business may be transacted by meeting or by telephone.
- 3) Four members shall constitute a quorum.
- 4) Shall have the right to call a meeting of the Board of Directors without the presence of the Director and Staff.
- 5) Decisions may be rescinded by the vote of two-thirds of the Board of Directors or the General Membership.

**ARTICLE IX: NOMINATIONS AND ELECTIONS**

Section 1: Nominating Committee

- A. Shall be composed of four members- the four Group Representatives. One of the four members shall serve as the Chairman of the Nominating Committee.
- B. Duties
- 1) Shall prepare a slate of one name for each office to be filled with the consent of the nominee.
  - 2) Shall have published the slate of nominees in the school newsletter one month prior to the elections.
  - 3) Shall present the slate of nominees to the membership.
  - 4) Shall prepare ballots for the election if necessary.

Section 2: Elections

- A. Nominations from the floor shall be called for by the President before the election. All nominations must have the prior consent of the nominee.
- B. Elections shall be by vote unless there are two or more candidates for the same office, in which case the election shall be by secret written ballot.
- C. A majority of the members present and voting shall determine elections.

Section 3: Term of Office

- A. The President, First Vice-President and Treasurer shall be elected in December and assume their office January 1st for one calendar year.
- B. The Secretary and Second Vice-President shall be elected in May and assume their office July 1<sup>st</sup> for one calendar year.

Section 4: Vacancy

- A. Should an officer resign, the President shall appoint a member to assume the office, subject to the approval of the Board of Directors.
- B. Should the President resign, the Executive Committee shall appoint a member to assume the office subject to the approval of the Board of Directors.

**ARTICLE X: DUTIES OF ELECTED OFFICERS**

Section 1: Records

- A. It shall be the duty of each elected officer to keep a permanent record of her activities and procedures followed during her term of office to assist her successor in the performance of her duties.

Section 2: President

- A. Shall be presiding officer of the Executive Committee, the Board of Directors, and at the General Membership meetings.
- B. Shall appoint chairman of all standing committees.
- C. Shall appoint chairmen and members of special committees.
- D. May invite a chairman of a committee that is not included in these By-Laws to serve on the Board of Directors with the approval of the Board of Directors.
- E. Shall be empowered to sign checks in the absence of the Treasurer.
- F. Shall be a member ex-officio of all standing and special committees except the nominating committee.
- G. Shall see that the Articles of Incorporation, By-Laws and Standing Rules of the school are upheld, and that the requirements of the State of California, Department of Social welfare are fulfilled.
- H. Shall review the school By-Laws and Standing Rules on alternating years.
- I. President's child may have priority to enroll in the class of their preference at Registration, if desired and if all fundraising commitments have been met.

Section 3: First Vice-President –Membership

- A. Shall preside at meetings in the absence of the President.
- B. Shall be responsible for maintaining capacity enrollment for all groups of the school.
- C. During summer, shall maintain an accurate waiting list of applicants according to the order in which their request is made to the membership chairman or to the Director.
- D. Shall be responsible for registration events in Spring and during the summer months.
- E. Shall administer membership policy as prescribed by the By-Laws and Standing Rules.
- F. Shall have her phone number included in all school publicity.
- G. Membership's child may have priority to enroll in the class of their preference at registration, if desired and if all fund-raising commitments have been met.

Section 4: Second Vice-President –Maintenance

- A. Shall preside at meetings in the absence of the President and First Vice-President.
- B. Shall supervise the general maintenance of school property.
- C. Shall assign to the Membership all necessary yard maintenance, repair work and special projects related to school equipment.

Section 5: Secretary

- A. Shall send notices of Board of Directors meetings to the Board.
- B. Shall take attendance at all Board and General Membership meetings and maintain attendance records.
- C. Shall keep written minutes of all Board and General Membership meetings.
- D. Shall prepare a synopsis of each Board Meeting to be posted.
- E. Shall keep current a copy of the Articles of Incorporation, By-Laws and Standing Rules as prescribed in "Robert's Rules of Order, Revised".
- F. Shall carry on all official correspondence of the school.

Section 6: Treasurer

- A. Shall have custody of all funds of the school and pay all necessary expenditures incurred by the school in its operation.
- B. Shall present a monthly report to the Board of Directors and semi-annually a budget report to the General Membership (January and June).
- C. Shall file all necessary tax forms.
- D. Shall prepare a proposed budget for the following fiscal year prior to the budget meeting.
- E. Shall have the Treasurer's Books audited by a committee consisting of the Executive Board and staff. These audits shall be at the discretion of the Executive Board. No more than two audits shall be made in one fiscal year.
- F. Audits by an outside agency shall be called for by the Executive Board as deemed necessary and require Board's approval.

**ARTICLE XI: STANDING COMMITTEES**

Section 1: Standing Committee Chairmen

- A. Shall be appointed by the President.
- B. Shall serve a term of one year.
- C. Shall be assisted by a committee.
- D. Shall keep a permanent record of their activities and procedures of the committee to be given to her successor.

Section 2: Duties

A. Group Representatives

- 1) Shall be appointed to act as representatives of their Group on the Board of Directors.
- 2) Shall act as liaison between the members of each Group and the Board of Directors.
- 3) Shall remind each member of their Group of meetings and shall present to the President a list of those members who have told her that they cannot attend and their reasons for not attending before the meeting.
- 4) Shall serve on the nominating committee.
- 5) Shall serve on the Board of Directors for prescribed term of appointment.
- 6) Shall maintain a notebook recording details of the year for her successor.

B. "Jumping Jack Journal" Editor

- 1) Compiles and edits the monthly information newsletter of the school with the help of the Secretarial committee.
- 2) Shall serve on the Board of Directors for prescribed term of appointment.

C. Health Chairman

- 1) Shall see that participating families health records are complete and current and on file in the school office.
- 2) Shall see that any x-ray of tuberculin intradermal report that becomes due during the year is repeated.
- 3) Shall be consulted regarding all decisions concerning health policy within the school.
- 4) Shall notify the Teacher and Director concerning any case of communicable disease reported to her by a parent.
- 5) Shall, whenever possible, be a parent with previous medical or nursing experience.

D. Ways and Means Chairman

- 1) Shall be responsible for all fund raising projects as authorized and approved by the Board of Directors.
- 2) Shall serve on the Board of Directors for prescribed term of appointment.

E. Assistant Treasurer

- 1) Shall receive, record and deposit all monies received by the school.
- 2) Shall present to the Treasurer the deposit record.
- 3) Shall keep a record of all late tuitions and report them to the Director.
- 4) Shall notify by phone or in writing any member whose tuition is delinquent prior to the first of the following month.

F. Representative to the Orange County Council of Parent Participating Nursery Schools (OC-CPPNS)

- 1) Shall attend all Council meetings and act as liaison between the school and the council.
- 2) Shall be responsible for the school's participation in any Council sponsored projects that are approved by the Board of Directors.

G. Parliamentarian

- 1) Shall be the immediate Past President. In the event there is not an immediate Past President in the school, the President shall appoint a Parliamentarian.
- 2) Shall act as advisor to the Executive Committee and the Board of Directors.
- 3) Shall be familiar with parliamentary procedure, "Roberts' Rules of Order, Revised", and the school's Articles of Incorporation, By-Laws and Standing Rules.
- 4) Shall serve on the Board of Directors for prescribed term of appointment.

H. Scheduler

- 1) Shall have previous experience in scheduling whenever possible.
- 2) Schedulers shall be responsible for preparing a continuing schedule of days for parents to participate at school. Schedulers shall also keep a record of days worked and post a result total days worked when requested by the President.

I. Publicity Chairman

- 1) Shall be responsible for all publicity of the school.
- 2) Shall keep a file of all publicity.

J. Open House Chairman

- 1) Shall be responsible for Open House in the Spring.

K. Orientation Chairman

- 1) Shall schedule and plan sufficient meetings for the new parents and acquaint them with the policies of the school and by By-Laws and Standing Rules.

L. Art Chairman

- 1) Shall assist all committees in the preparation of posters, name tags, publicity, etc., that are requested.

M. Hospitality Chairman

- 1) Shall be responsible for providing refreshments and the set-up and clean-up of the room for compulsory meetings and special events.

N. Housekeeping Chairman

- 1) Shall be in charge of the general cleanliness of the classrooms, bathrooms, office, patio and the equipment herein.
- 2) Shall schedule and direct the initial and final cleanup of the school.
- 3) Shall be responsible for publishing the housekeeping schedule in the JJJ and on school bulletin boards.
- 4) Shall provide notification to parents of their scheduled day by phone or flyer.

O. Personnel Committee Chairman

- 1) Shall be in charge of the personnel committee.
- 2) Shall report recommendations of the committee to the Board of Directors.
- 3) Shall act as liaison between Staff and Members.
- 4) Shall serve on the Board of Directors for prescribed term of appointment.

P. Historian Chairman

- 1) Shall compile a history of the school's activities for the year that may be presented at the May General Meeting.

**ARTICLE XII: SPECIAL COMMITTEES**

Section 1: Budget Committee

- A. Shall be composed of the President, Treasurer, and the Director.
- B. Shall meet to prepare a proposed budget for the ensuing school year based on anticipated income and expenditures.
- C. Shall present their recommendations to the Board of Directors in April for their vote of approval.

Section 2: Personnel Committee

- A. Shall be appointed by the President.
- B. Shall present their recommendations to the Board of Directors when necessary.
- C. Shall be composed of the President, a Past President, two members appointed from the Board of Directors, and three representatives appointed from the General Membership not on the Board of Directors, and the Treasurer.

- D. Shall meet with Staff and evaluate programs and report to the Board of Directors in March.
- E. Shall evaluate the current staff and contracts annually.
- F. Shall find replacements as needed.
- G. Shall review the salary scales a minimum of every other year.

**ARTICLE XIII: FINANCIAL POLICY**

Section 1: Tuition and Fees

- A. Shall be set each year by the Board of Directors and any changes must be approved by the General Membership.
- B. Are payable in advance to the Assistant Treasurer by the first of the month. An account is considered delinquent if payment has not been received by the fifteenth of the month. The child will not be admitted to school if payment has not been received by the first of the following month. Fines shall be imposed for overdue payment.
- C. Withdrawal from the School
  - 1) When withdrawing from school, notice of intention to withdraw must be given in writing to the Membership Chairman 30 days prior to withdrawal. Tuition shall be charged for this period. If a family resigns, and a replacement is immediately available, the month's tuition shall be prorated according to the number of days each family attends.
- D. Closure of School
  - 1) Full tuition shall be charged during months in which there are holiday and vacations within the school year.
  - 2) During emergency closure of school, as for communicable disease epidemics, tuitions will still be due.
- E. Scholarships
  - 1) Funds must be available before the ensuing Fall program begins.
- F. Special Needs Fund
  - 1) Funds shall be made available as a loan to assist member families. The loan is not to exceed three months' tuition and is to be repaid as soon as the member family is financially able.

**ARTICLE XIV: AMENDMENTS TO BY-LAWS AND STANDING RULES**

Section 1: These By-Laws and Standing Rules may be amended by a two-thirds vote of those present and voting at any general meeting at which a quorum is present, provided the proposed amendments are presented in writing to the General Membership one month prior to the General Meeting.