

University Heights Nursery School

By-Laws



UNIVERSITY HEIGHTS NURSERY SCHOOL ASSOCIATION

BY- LAWS

These By-laws, adopted by the members on _____, replace the previous by-laws of the University Heights Nursery School Association.

In these Bylaws, "Nursery School" means the University Heights Nursery School Association.

1. ORGANIZATION

1.1 EXECUTIVE

- (a) The affairs of the Nursery School will be managed by the Executive, which will consist of the following positions:
 - (i) the President
 - (ii) one or two Vice-President(s), as required,
 - (iii) the Secretary,
 - (iv) the Treasurer,
 - (v) one Registrar for each class, as required,
 - (vi) the Advertising Executive,
 - (vii) the Fund-raising Executive,
 - (viii) a Class Representative for each class, and
 - (ix) any other position the Executive considers necessary to create.

- (b) An Executive member is a director and officer of the Nursery School. Together, the Executive forms the board of directors of the Nursery School.

- (c) A person must be a member of the Nursery School to be on the Executive.

- (d) All Executive positions are volunteer positions. The Nursery School will not pay any remuneration to the Executive.

- (e) The term of each Executive position is one year, commencing in May of each year. At the Annual General Meeting, to be held in May of each year, the members of the Nursery School will be asked to elect a new Executive. To be elected to an Executive position, a person must receive 51% or more of the votes of the members of the Nursery School. A person may hold the same Executive position for successive one-year terms if elected by the members to do so.

- (f) The Executive has the right to recommend to the membership, the expulsion or suspension of any member who fails to observe any rule or regulation of the Nursery School, and whose conduct is, in the opinion of the majority of the Executive, prejudicial to the interests of the Nursery School.

1.2 RESPONSIBILITIES OF EACH EXECUTIVE POSITION

- (a) *President:* The President is responsible for the following but may delegate any of these responsibilities to other Executive or other members, as the President deems necessary:
- (i) preside at all meetings;
 - (ii) together with the Secretary, maintain all books and records of the Nursery School and keep and use the corporate seal of the Nursery School;
 - (iii) at the direction of the Executive, make offers to and hire teachers, as well as execute agreements with the teachers;
 - (iv) liaise between the teachers and the Executive;
 - (v) apply for an operating license;
 - (vi) sign lease agreement; and
 - (vii) discuss results of Program Evaluations with teachers.
- (b) *Vice-President(s):* The Vice-President(s) is/are responsible for the following:
- (i) assist the President with any duties as requested,
 - (ii) perform the duties of the President in the absence of the President,
 - (iii) if the President's position becomes vacant during the term of office, one of the Vice-Presidents will assume the President's office until the next General or Special Meeting of the members of the Nursery School, at which time the President's position will be filled as a result of a vote by the membership,
 - (iv) help where needed with the rest of the Executive,
 - (v) renew insurance, and maintain insurance files, and
 - (vi) monitor parent committee duties.
- (c) *Registrar:* The Registrar is responsible for the following:
- (i) in early August, compile and send to those who have registered an information package including program information, school map and medical forms;
 - (ii) on Orientation Day (first week after Labour Day), collect the cheques to give to treasurer and collect medical forms for the teacher;

- (iii) throughout the year, fill open class positions, enforce the rule that there be 30 days notice given for withdrawals and update class lists;
 - (iv) maintain a waiting list and file a short status report at General Meetings;
 - (v) answer telephone queries and monitor e-mail and answer or re-direct queries concerning the program; and
 - (vi) on Registration day (in March), collect registration forms and registration fee and give the registration fee to Treasurer.
- (d) *Treasurer:* The Treasurer is responsible for all the financial matters of the Nursery School, including the following:
- (i) deposit and monitor monthly cheques received by the Nursery School;
 - (ii) reimburse money spent for school supplies;
 - (iii) record deposits and withdrawals in cashbook, and balance at month-end;
 - (iv) verify bank statement at end of month;
 - (v) write cheques for other expenditures as approved by the Executive;
 - (vi) prepare the annual financial statement for audit or review and presentation to the Executive and membership and submit the annual financial statement for the Society Annual Return to Alberta Corporate Registries; and
 - (vii) advise and report to the Executive on the financial operations of the Nursery School.
- (e) *Secretary:* The Secretary is responsible for the following:
- (i) record and maintain in the minute book a copy of the minutes of all meetings of members and the Executive,
 - (ii) together with the President, maintain all books and records of the Nursery School and keep and use the corporate seal of the Nursery School;
 - (iii) type and distribute as required copies of minutes;
 - (iv) type correspondence for the Nursery School; and
 - (v) book space for meetings of the Executive and the members.

- (f) *Class Representatives:* Class representatives are responsible for the following:
 - (i) welcome all parents whose children enter the program after orientation and inform them of their responsibilities toward the Nursery School,
 - (ii) attend all Executive meetings to facilitate input and feedback on issues important to their program,
 - (iii) be a liaison between the teacher of their specific class and other parents, and
 - (iv) be a liaison between their class and the Executive.
- (g) *Advertising Executive:* In conjunction with the approval of the Executive, the Advertising Executive is responsible for all advertising regarding the Nursery School.
- (h) *Fund Raising Executive:* At the direction of the membership and the Executive, the Fundraising Executive is responsible for organizing fundraisers for the Nursery School.

1.3 NURSERY SCHOOL MEMBERSHIP

- (a) A member of the Nursery School is an individual whose child is enrolled in the University Heights Nursery School program and who pays the registration fee. Membership commences at the time the registration fee for the child has been paid and ends when the member's child is no longer enrolled. The Executive may approve an individual who does not have a child enrolled in the program to be a member of the Nursery School.
- (b) Members have the following rights:
 - (i) each member is entitled to one vote per child enrolled in the program on any resolution proposed at a meeting of the members,
 - (ii) upon request, members may inspect the minutes, By-Laws, financial statements and other books and records of the Nursery School during the Nursery School's hours and in the Nursery School's classroom, or at any other time and place agreed to by the President or Secretary,
 - (iii) present written notice of any dispute with or concerning the Nursery School to the Liaison Committee,
 - (iv) present a written request signed by at least 5 members to the President or the Liaison Committee requesting a special meeting of the members be convened,
 - (v) recommend in writing to the Liaison Committee that an Executive be removed from his/her Executive position should the Executive not be fulfilling the position's responsibilities as described in the By-Laws, which request the Liaison Committee will consider and determine if the

members should vote on a resolution to remove and replace the Executive or another solution can be found.

1.4 PARENT COMMITTEES

- (a) In consultation with the teachers and members, the Executive will establish Parent Committees to assist with specific responsibilities and tasks necessary to conduct the Nursery School program and the affairs of the Nursery School.
- (b) The Parent Committees will include a Liaison Committee, and may include those listed in schedule A to the By-Laws, as well as any other Parent Committee the Executive establishes from time to time.
- (c) So that the responsibilities for the operations of the Nursery School are shared among the members, a member who is not on the Executive will be expected to participate in, or take responsibility for, a Parent Committee. As and when needed, the Executive and teachers will be able to assign responsibilities of a Parent Committee to members. An Executive may also be a member of a Parent Committee.

1.5 NURSERY SCHOOL COMMUNICATION

The Nursery School will maintain contact with members by:

- (a) holding meetings at which all members are encouraged to attend and participate in,
- (b) circulating a monthly parent helper work schedule,
- (c) circulating teacher's memos, some of which are sent home with the child, and others posted on classroom bulletin boards,
- (d) a newsletter,
- (e) providing written program evaluations that members are asked to participate in annually, and which a committee compiles and provides feedback to the Executive and teachers, and
- (f) communicating with Class Representatives who have liaison responsibilities and with the Liaison Committee.

1.6 MEETINGS

- (a) *Executive Meetings:* The Executive will meet at the request of the President or any two Executives. At the discretion of the majority of the Executive, other members or the teachers may be present at the meeting of the Executive. Quorum for conducting business at an Executive meeting is 25% of the Executive and resolutions presented to the Executive will be passed if the resolution is approved by votes cast by 51% or more of the Executive present in person at the meeting.

- (b) *General Meetings:* During the school year, the Executive will convene at least two general meetings of the members including one annual general meeting of the members.
- (c) *Notice of General Meetings:* Unless the meeting is a Special Meeting, or is a meeting at which an amendment to the By-laws will be proposed (in which case the notice period is described below), the Executive will notify the members of an annual general or a general meeting at least 3 days in advance of the meeting. The Executive may notify the members by whatever means the Executive believes to be most effective, which means may include by telephone, mail, e-mail, handing a notice to the members at the school etc.
- (d) *Parent Attendance Required:* At least one parent of a child enrolled in the Nursery School must attend the meetings of the members as parent input is **absolutely** necessary for the efficient operations of the Nursery School.
- (e) *Quorum for all meetings of members:* Quorum for conducting business at all meetings of the members is 25 members or 30% of all of the members, whichever is less, being present at the meeting in person. No business may be transacted at any meeting unless quorum is present at the commencement of the meeting.
- (f) *Voting:* Other than a resolution approving an amendment to the amendments to the By-laws, resolutions proposed at the meeting will be passed if the resolution is approved by 51% or more of the votes cast by members present at the meeting in person. A member may vote in person, by appointing another member to vote as proxy for that member or by sending an e-mail to the President in advance of the commencement of the meeting.
- (g) *By-Law amendments:* The By-Laws of the Nursery School may be amended by special resolution at any general meeting, by the affirmative vote of three-quarters of the members present in person. Notice of all proposed amendments to the By-laws must be given to the President or Secretary, in writing, 21 days in advance of its presentation to the members at a general meeting. Notice in writing of all proposed amendments must be given to all members at least 14 days in advance of the meeting at which the amendments will be presented.
- (h) *Business of meetings:* The business of the general meetings will be determined by the Executive, but usually the following business will be conducted:
 - (i) approval of previous meeting minutes, as amended if necessary,
 - (ii) unfinished business arising from the minutes,
 - (iii) report of Executive, if any
 - (iv) report of Teachers, if any
 - (v) new business.
- (i) *Annual General Meeting:* The Annual General Meeting will be held in May of each year at which the following business will be conducted:

- (1) Report on the year by the Executive,
 - (2) Election of Executive, and
 - (3) Presentation of annual financial statements.
- (j) *Special Meetings:* A Special Meeting may be called by the Executive, or Liaison Committee, or by a written request from 5 members to the President or Liaison Committee. If a Special Meeting is called, the members will be provided notice of the Special Meeting at least 24 hours in advance of the Special Meeting. The Executive may notify the members by whatever means the Executive believes to be most effective, which means may include by telephone, mail, e-mail, handing a notice to the members at the school etc. The Notice must describe the business to be conducted at the meeting.

1.7 FINANCIAL STATEMENTS

- (a) The annual financial statements will be audited or reviewed by a qualified individual, other than the Treasurer, and chosen by the Executive, prior to September 1st of each year.
- (b) The individual who audits or reviews the annual financial statements will report on the financial statements to the Executive.
- (c) The Executive will present the annual financial statements to the members at the next general meeting of the members after the Executive has received the report on the financial statements from the individual who has conducted the audit or review.

2. PARENT OBLIGATIONS

- 2.1 At least one parent of a child enrolled in the Nursery School must attend all meetings of the members.
- 2.2 Each family is required to either be represented on the Executive or help on a minimum of one committee.
- 2.3 Each family must provide a scheduled parent helper for EACH child attending the Nursery School class. A parent help day schedule will be circulated monthly. It is the parent's responsibility to ensure that he or she knows when his or her parent helper day is.
- 2.4 Parents are encouraged to share a special talent or interest with the Nursery School class.
- 2.5 When an aide accompanies a child to class, the aide should not be considered the family's contribution to the parent help schedule, i.e., the parent will still be assigned to be a helper in the same manner as every other parent.

- 2.6 Parents and caregivers are responsible for signing in their child every day when they arrive at the school and signing out their child at the end of class. This is an important responsibility for the safety of the child.
- 2.7 Thirty days verbal or written notice must be given to the Executive when withdrawing your child from the program, in order to receive full refund of tuition fees for the remaining months.
- 2.8 The Teachers are entitled to ask a parent to withdraw a child if it is in the best interest of the child or the program. If a child is asked to withdraw, the balance of the year's monthly fees will be refunded.

3. REGISTRATION PROCEDURES

- 3.1 Registration will be held in March of each year.
- 3.2 A child will be accepted for registration in order of the following priorities:
 - (a) A child who is registered in the 3-day program and wishes to remain in the 3-day program for an additional year, will be given first priority to register in the 3-day program.
 - (b) A child who is registered in the 2-day program and wishes to register in a 3 day program for the same time period during the day (i.e. 2 day a.m. to 3 day a.m.; 2 day p.m. to 3 day p.m.) will be given second priority as the class will have become a unit after a year together. The school believes the children should be allowed to continue as a unit.
 - (c) A child who wishes to change from 2 day a.m. to 3 day p.m. and those who want to change from 2 day p.m. to 3 day a.m. will be given third priority.
 - (d) A child of previous members will be given fourth priority.
 - (e) A child of a new member will be given fifth priority.
- 3.3 A person may register for one family only.
- 3.4 A non-refundable registration fee is charged at the time of registration.
- 3.5 Applications will be considered in the order in which they have been received. If all positions are filled, a "waiting list" will be compiled and the applicant will be notified when their child is eligible for an opening.

4. BORROWING PROCEDURES

- 4.1 In the event of a short term financial emergency, members at a Special Meeting of the members may be asked to vote on a resolution authorizing the Executive to borrow funds

and appoint which two Executive members will be authorized to act on behalf of the Nursery School to proceed with the loan application.

5. DISSOLUTION OF THE NURSERY SCHOOL

If the Nursery School must be dissolved, the last Executive will distribute any remaining assets of the Nursery School, after all other debts and obligations are properly discharged, to a charity or charities as the Executive sees fit.

Schedule A to the
By-Laws of University Heights Nursery School Association

PARENT COMMITTEE DESCRIPTIONS

Laundry: Responsible for the weekly laundering of towels, paint shirts and aprons.

Sewing: Responsible for repairs to Dress-up Clothes, Doll Clothes, etc.

Playdough: Keep the classroom supplied with fresh playdough (usually every 2 weeks). Recipe is available from the teacher. Bills can be submitted for expenses.

Handy Person: Repairs usually means minor type of home repairs that anyone could help out with.

Library: This person should enjoy spending some time at the Public Library selecting appropriate books and tapes for the classroom. Teachers will provide ideas to coincide with themes and special activities. Book selections need to be replaced approximately every 3 weeks.

Crafts and Projects: These people help teachers with the preparation of various crafts. Help usually would involve tracing and cutting that can be done at home from time to time.

Parent Helper Schedulers: Someone from each class to schedule the parents for classroom duty. A calendar is drawn up to show the days and parents helping. This job does not require the person to co-ordinate trading of days or finding replacements for people who cannot attend on their scheduled day. Trading and/or replacements are the responsibility of the person scheduled to help.

Music: Someone from each class who can come and share some music time with the children this can be singing or instrumental, or both.

Advertising: In charge of all Nursery School advertising in conjunction with the executive. Required to attend executive meetings when requested.

Fund Raising: This committee is responsible for organizing fundraisers for the school at the direction of the General Membership. Past efforts included Tupperware, raffles, Discovery Toys, Child's Play, Regal, and Student Union Ticket Books.

Liaison: This committee will receive and consider, from any member of the Nursery School, written communication of a dispute or concern involving the Nursery School. The Liaison Committee will use its discretion in determining whether to decide the solution to the area of concern through arbitration or by putting their recommendation to a vote of the membership.

Web Master: Update website with pictures, newsletters, and calendar.