

# Woodvale Playschool Bylaws

## 1.0 Name

- a) The name of this organization is the Woodvale Cooperative Playschool.
- b) The Woodvale Playschool is a non-profit organization, registered with the Societies Act of Alberta as a program of the Woodvale Community League.

## 2.0 Objectives

The objective of the Woodvale Playschool is to provide a high-quality preschool program, based upon the "Play Based Learning" philosophy.

## 3.0 Members

A member is a parent or guardian of an enrolled child.

### 3.1 Memberships

Any family shall be eligible for a one year membership in the Playschool (preference will be given to Woodvale residents), and shall become a member by:

- a) Ensuring your child is a minimum of three years old by the time they start at the playschool (i.e. if your child is registered to begin on November 1<sup>st</sup>, your child must be 3 years old prior to that date), and toilet trained.
- b) Completing and signing the Playschools registration forms.
- c) Paying the registration fees (registration, cleaning and bingo).
- d) Buying a Community League membership (in your community or Woodvale) by September 30 of that school year.

### 3.2 Members' Obligations

- a) Members shall participate in the mandatory activities of the Playschool (i.e., one Bingo and fundraising activities determined by the Executive Board). Members who fail to do so will promptly pay fines as prescribed in the policies section of the Parent Handbook, or be subject to withdrawal from the Playschool.
- b) Members shall comply with the Playschool Bylaws and the Policies and Guidelines as set out in the current Parent Handbook, or be subject to the fines or procedures described therein.

### 3.3 Termination of Membership

- a) A Membership may be terminated for failure to participate in mandatory activities of the Playschool, failure to comply with the Playschool Bylaws, the Policies and Guidelines as set out in the current Parent Handbook, or failure to pay fees or fines as required. The Playschool Executive Board will determine the appropriate action in these instances.
- b) A member may withdraw their membership without penalty upon giving one month's written notice to the registrar.
- c) We recognize that all children mature and develop at different rates, and so not all children aged 3 and 4 may find our program suitable. We reserve the right to withdraw any student who we feel is not benefiting from, or is detrimental to the Playschool as a whole, or to the other children. The Executive Board also reserves the right to terminate a membership should a parent or guardian be detrimental to the Playschool as a whole, or to other members of the Playschool.

### 4.0 Playschool Board

- a) The Members of the Board shall be current members and consist of:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Class Representatives (one for each class)
- Fundraising Coordinator
- Supply Person
- Newsletter Editor
- Equipment/Repair Coordinator
- Recycle Coordinator
- Art Prep (one per class)

- b) The Executive Board shall be current members and consist of:

- President
- Vice President
- Secretary
- Treasurer
- Registrar

The Executive Board responsibilities will include:

- Developing or revising the condition of employment for the Playschool Teachers on an annual basis.
- Annual review and revision of the Bylaws and Parents' Guide (the Teacher should be involved in this process for her input, but cannot vote).

- Any and all disciplinary action required obtaining Board input where necessary.
  - Interpreting the bylaws when their application to a particular situation is unclear.
- c) The Board Members shall perform the duties described in the attached Job Descriptions.
  - d) The Board Members shall be responsible maintaining the general well-being of the Playschool, and promoting and furthering its aims and objectives.
  - e) The Members of the Executive Board will be elected at the Spring Registration Meeting (at minimum a President, Vice President, Secretary, Registrar and Treasurer) and will serve for a term of one year (commencing at the June turnover meeting). All five members of the Executive must be elected by the end of the school year.
  - f) Board Members may retain a position by a  $\frac{3}{4}$  vote of the current executive committee. Vacant positions for the following school year will be filled by election at the August Registration Meeting by a majority vote by the members of the Playschool or by acclamation if only one volunteer comes forward. Their term of office shall begin upon adjournment of this Registration Meeting.
  - g) No person shall hold office if he is not a member and no member shall hold more than one Executive Board position at any one time.
  - h) Any Board Member who fails to attend 2 consecutive meetings, without submitting their necessary reports may be removed from office at the discretion of the Executive Board. The vacancy created shall be filled by a volunteer who is a member of the Woodvale Playschool.
  - i) All Board Members of the Playschool shall serve without remuneration.

## **6.0 Meetings**

### **6.1 Executive Board Meetings**

- a) The Executive Board shall call meetings as required during the year to fulfill their responsibilities.

### **6.2 Board Meetings**

- a) The Board shall meet at minimum every six weeks from August to June, with the optimum being once per month with a minimum of 2 weeks notice to all playschool members.

### **6.3 Registration Meetings**

- a) The Playschool shall hold a Registration Meeting two times per year.
- b) At least two weeks notice in writing must be given to the members of the Playschool regarding the date, time and place of the meeting.

## **6.4 Special Meetings**

- a) A special meeting may be called by 1) any Board Member, 2) a group comprising 25% of the playschool membership or 3) the teaching staff, provided that a written request is submitted to the President.
- b) The President must provide 7 days notice to all Members of the Playschool of time, date, place and purpose of the Special Meeting.
- c) No business other than pertaining to the subject of the Special meeting shall be transacted.

## **6.5 Quorum**

- a) The Quorum at a Board meeting shall be 50%.
- b) The Quorum at an Executive Board meeting shall be 80%.
- c) 20% of the members of the Playschool shall constitute a Quorum at Special meetings of the Playschool.
- d) If a Quorum is not present at any such meeting, another meeting shall be called, and the majority at such meeting shall decide any issues other than the amendment to these Bylaws, the borrowing of any funds, or other matters requiring approval by extraordinary resolution.

## **7.0 Amendment**

These Bylaws may be amended by any Executive Board Meeting or Special Meeting called specifically to address a bylaw issue provided a two thirds vote in favour of the motion is obtained. These bylaws can also be amended by a majority vote of the entire membership. In all cases, notice of the proposed amendment must be given to all members by the President at least 7 days in advance.

## **8.0 Miscellaneous**

### **8.1 Review of the Playschool Financial Accounts**

The Executive Board will appoint a suitably qualified person (Chartered Accountant) to review the financial accounts annually.

### **8.2 Property of the Playschool**

The property and assets of the Playschool shall belong to the Playschool as a corporate entity, and shall not constitute the property of any individual member. No person shall have claim upon the property and assets of the Playschool on ceasing to be a member, or at any time thereafter.

### 8.3 Termination

In the event the Playschool is terminated, all assets of the Playschool which are remaining after the payment of any just debts and obligations will be distributed to such educational or charitable organizations as may be decided by the Executive Board.

### 8.4 Cheque Signing

Cheque signing shall be executed by any member of the Executive Board or the Teacher, all who have signing authority. At no time will cheques be signed by any member with signing authority related by blood or marriage.

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President

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Date

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Vice President

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Date

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Secretary

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Date

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Treasurer

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Date

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Registrar

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Date