

# Lansdowne Preschool

## Constitution and By-Laws

### CONSTITUTION

#### THE PURPOSES OF THE SOCIETY ARE:

- a) To operate a non-profit organization on a cooperative basis for the education of preschool children.
- b) To give preschool aged children guidance in group participation.
- c) To provide transition for preschool aged children from home to school.
- d) To assist preschool aged children to develop manual skills and to develop socially, emotionally and intellectually.
- e) To promote active participation by the parents in the organization and operation of the society.
- f) To help parents toward better understanding of their children.
- g) To provide a meeting of parents and early childhood educator(s) for mutual instruction and exchange of ideas, and experiences.
- h) Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to Vancouver Island Cooperative Preschool Association. This provision shall be unalterable.

### BY-LAWS

#### 1. MEMBERSHIP

- a) Membership in the Society is open to any adult interested in the objectives of the Society and willing to abide by its' Constitution, By-Laws and Policies.
- b) The Executive may in its sole discretion admit to the membership any family willing to fulfill the obligations of the preschool.
- c) The executive shall not discriminate, without a bona fida and reasonable justification, because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation.
- d) Voting Membership is confined to parents (or the adult substitute who does Duty Days) who have children enrolled in the Preschool and terminates at the end of the Preschool year or upon withdrawal of the child or the expulsion of the member. There shall be one vote for each family unit.
- e) Voting Membership is also extended to any Executive Member finishing a term in office.
- f) Non-voting Membership is available to interested adults, through application for an Associate Membership to the Executive and payment of an annual fee.
- g) Member is no longer in good standing when:
  - i) he/she fails to pay registration or tuition fees.

- ii) He/she fails to comply with the requirements of the Constitution, By-Laws or Policies of the Society.

## **2. MEETINGS**

- a) Membership in the Society is open to any adult interested in the objectives of the Society and willing to abide by its' Constitution, By-Laws and Policies.
- b) An Executive Meeting shall be held prior to the general meeting to plan the agenda for the GM and to carry out Executive responsibilities. It shall also meet whenever necessary for the welfare of the Preschool.
- c) The Annual Planning Meeting shall be held during the April General Meeting. It shall review the Early Childhood Educators' contracts, the proposed budget for the following year and set school fees.
- d) The Annual General Meeting shall be held in the month of May. At this time the outgoing executive shall submit their Annual Reports and the Membership shall elect an Executive for the next year. The outgoing President shall preside.
- e) Special General Meeting may be called on not less that 14 days written notice by the Executive, or at any time with ten percent consent of the Membership to the President, or by simple majority of the Personnel Committee.
- f) Quorums shall be as follows:
  - i) For all General Meetings, not less than two thirds (2/3) of the voting Members;
  - ii) For Executive Meetings the majority of voting Members;
  - iii) If a quorum is not present by the appointed hours, the Presiding Officer shall adjourn the meeting and reconvene it within seven days.
- g) Majorities shall be as follows:
  - i) Decisions regarding the Early Childhood Educators' contracts require a two-thirds majority of those present. The exception being that the ECE(s) may be discharged by the Executive on a resolution passed by a two-thirds majority of the Membership;
  - ii) A simple majority is sufficient at all other meetings except in the case of amendments to the By-Laws when Section 5 shall apply;
  - iii) In any situation requiring it, the Presiding Officer may cast a deciding vote.
- h) Early Childhood Educator participation:
  - i) The Early Childhood Educator(s) shall have a voice, but shall not vote at General at Executive Meetings;
  - ii) If it is deemed necessary to hold a meeting or a portion thereof without the ECE(s), the ECE(s) shall be advised of the purpose of the meeting prior to the date of the said meeting and given an opportunity to present their view(s) at a designated time before the matter is resolved.

## **3. ELECTIONS**

- a) The following Executive Officers shall be elected from Members enrolled for the following school year at the Annual General Meeting: President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary, Treasurer, Parent Education Officer and Equipment Maintenance Officer. These Executive Officers shall hold office for one year. The one exception is that of Treasurer's position which is held for 13 months.

- b) The Fundraising Officer shall be appointed by the Nominating Committee in May. This office shall be held from June 30<sup>th</sup> to the end of the following school year.
- c) The position of Enrollment/Orientation Officers shall be appointed by the Nominating Committee in May. This office shall be held from June 1<sup>st</sup> to the end of the following school year.
- d) The Executive shall consist of all Officers set out in the preceding paragraphs, the ECE(s), and the Past President. The Past President shall act in an advisory capacity, and may attend Executive Meetings.
- e) Any elected Executive Office becoming vacant during the Preschool year shall be filled by election at the next General Meeting, or at a special General Meeting.

#### **4. EXECUTIVE OFFICER REMOVAL**

An Executive Officer may be discharged from Office by the Personnel Committee, on a resolution passed by a simple majority of those present at a General Meeting.

#### **5. PROCEDURE**

In all matters of procedure, parliamentary procedure shall be followed according to “Robert’s Rules of Order.”

#### **6. DIRECTORS OF THE SOCIETY**

The President, Vice-president, Secretary and Treasurer of the Society are the Directors of the Society.

#### **7. BORROWING FUNDS**

The Society shall have the power to borrow money only after the passing of a resolution by 75% of the Members of the Society. No Executive Officer of the Society shall be entitled to any remuneration other than the Early Childhood Educator(s). No voting member of the Executive shall be entitled to remuneration or other financial benefits for their services to the organization, regardless of the type of service performed.

#### **8. AMENDING BY-LAWS**

The By-Laws of the Society may only be amended by a special resolution passed by a 75% majority of those in attendance at a General Meeting, provided that fourteen (14) days notice of any proposed amendment is given to the membership.

#### **9. AMENDING POLICIES**

The Policies of the Society may only be amended by a special resolution passed by a simple majority of those in attendance at a General Meeting, provided that fourteen (14) days notice of any proposed amendment is given to the membership.

## **10. SOCIETY BOOKS AND RECORDS**

The books and records of the Society, with the exception of the Executive minutes, may be inspected by the Members of the Society at the General Meeting and may be inspected by any of the Executive at any time.

## **11. YEAR-END OF REVIEW OF THE TREASURER'S BOOKS**

A committee consisting of two (2) volunteers from the Membership at large, with bookkeeping experience, or a non-member with bookkeeping experience, shall check and review the Treasurer's books along with the present and future Treasurer in May.