

La Verne
Parent
Participation
Preschool
www.lvppp.com



Hand in Hand We Grow Together

ByLaws

2016-2017

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**LA VERNE PARENT PARTICIPATION PRESCHOOL, INC.
BYLAWS**

**ARTICLE I
NAME**

The name of this Corporation shall be the *La Verne Parent Participation Preschool, Inc.*, hereinafter referred to as "School."

**ARTICLE II
LOCATION**

The principal office for the transaction of the business of the School shall be located at 909 East Juanita Avenue, La Verne, in the County of Los Angeles, State of California.

**ARTICLE III
PURPOSES**

The School has been created to provide children with educational experiences to help them to grow socially, emotionally, cognitively and physically through a developmentally appropriate curriculum facilitated by parent participation and to give parents the opportunity for learning positive ways for working and living with children. These experiences are provided on a non-profit basis.

**ARTICLE IV
GOVERNING BODIES**

SECTION 1: PROFESSIONAL STAFF

The persons referred to in the Bylaws as the Professional Staff, shall be hired by the Board of Directors to supervise the school sessions. Professional Staff are subject to yearly review.

SECTION 2: BOARD OF DIRECTORS

The General Membership of the School shall elect, by majority vote, the Officers of the School and Corporation who are called the Board of Directors, hereinafter referred to as the "Board."

SECTION 3: MEMBERSHIP

The General Membership of the School shall be the parents and/or guardians of those children attending the School.

SECTION 4: POWERS AND DUTIES OF THE GOVERNING BODIES

- (a) The Director shall supervise the daily operation of the School and shall lend his/her advice and assistance to the Board in the establishment of the School policies.
- (b) The Board shall, with the advice and assistance of the Director and members, establish School policies and administer all business of the School within the limits of the Articles of Incorporation and these Bylaws. They shall make all decisions concerning the finances of the School and shall determine the amount of tuition to be paid for each child enrolled in the School. With the consent of a majority of the quorum, they shall make any changes in membership requirements, except as specifically indicated in the Bylaws, and shall establish limits of total enrollment with the advice of the Director and within legal acceptability. In addition, the Board shall have the power to make changes in the number of elected Officers as long as the number is not less than five (5). They shall replace, by appointment, any elected Officers who retire during their term in office. The Board may make changes in the duties of the elected Officers and may change the number of standing committees and their duties. The General Membership shall be notified of decisions made by the Board.
- (c) The General Membership shall, at announced General (Parent) Meetings, make and vote on proposals regarding the functioning of the School, as well as voting on proposals set forth by the Board (as defined in Section 4b of this Article). The General Membership shall also be responsible for fulfilling various committee jobs deemed necessary by the Director and the Board to the School functioning.
- (d) Any member of the Board may call an Executive Board Meeting upon 24 hours notice to all Board Members.

ARTICLE V BOARD OF DIRECTORS

SECTION 1: GENERAL BOARD OF DIRECTORS

The General Board of Directors shall be defined as all elected and appointed officers. The officers are those named as follows: President, Vice-President, Treasurer, Secretary, Scheduler, Fundraising Chairperson, Donations Chairperson, Committee Coordinator, Workday Coordinator, Social Media Coordinator, Family Liaison Coordinator and Council Representative(s).

SECTION 2: EXECUTIVE BOARD

- (a) The Executive Board of Directors shall be defined as the elected President, Vice-President, Treasurer, and Secretary and up to two additional Board Members appointed by the General Board.
- (b) The Executive Board of Directors shall have the full power to act between Board Meetings on matters of policy and administration.
- (c) The Executive Board of Directors shall report their action to the General Board of Directors.
- (d) A quorum of the Board shall be 2/3rds of the total Board Membership. A majority vote of this quorum shall be necessary to pass any measure.

SECTION 3: POWERS AND DUTIES OF ELECTED OFFICERS

- (a) **The President** shall call, organize and preside at General (Parent) Meetings and Board Meetings. The President shall appoint committees and chairmen of standing committees, appoint a Nominating Committee and shall call Executive Board Meetings whenever he/she deems necessary. The President shall chair an interviewing committee for personnel hiring consisting of the Vice-President, Director (Director will only be included if a Teacher or Office Manager is being hired) and up to 2 other Board Members. The President may then call a Board Meeting following these interviews so that all information on applicants may be presented to the Board as a whole and vote by silent ballot can be conducted. The President shall exercise these and other such powers as prescribed by the Board and Bylaws. The President shall be responsible for keeping the original copy of the Bylaws current at all times with any amendments or revisions. The original Bylaws will be kept at the school. Two people may serve as Co-Presidents.
- (b) **The Vice-President** shall preside at the meetings in the absence of the President, shall assist the President as needed, shall find a substitute when one of the teachers is absent, maintain and coordinate the MWF/TTH schedule of morning participation using sign up genius and posting the schedule, in the absence of a scheduler.
- (c) **The Treasurer** shall oversee all financial transactions of the School and be responsible for the maintenance of adequate records of these transactions. The Treasurer shall present a current Income/Expense report and Balance Sheet to the Board monthly. The Treasurer shall make available all up-to-date financial records for audit or review annually and have a statement prepared for the Board and kept on file at the School. A budget committee, appointed by the Board, at the discretion of the Treasurer, shall be available to coordinate preparing a budget prior to the end of the fiscal year. The Treasurer shall sign all tax returns as an Officer of the School/Corporation. The School/Corporation shall absolve the Treasurer of any/or all liabilities resulting from an audit by an outside agency. An outside agent, as appointed by the Board, shall prepare the School's annual tax returns. The Preparer shall be liable for correctly applying the tax rules and regulations after having been supplied accurate financial records from the Treasurer. The Treasurer is also responsible for overseeing the financial aspects of the Office Manager position.
- (d) **The Secretary** shall keep a book of minutes of all Board Meetings and General (Parent) Meetings, shall display the minutes from Board Meetings and General (Parent) Meetings for membership review, shall maintain a separate record of any policy decisions made by the Board which are not included in the Bylaws and assist the President as needed. The Secretary shall maintain the alumni list and be responsible for any correspondence of the School as required by the Board. The Secretary shall be responsible for Board Meeting & Parent Meeting attendance and ensuring information is forwarded to the Office Manager.
- (e) **The Scheduler** shall maintain and coordinate the MWF & TTH schedules for morning participation using signup Genius and posting the schedule. The Scheduler will ensure that there is adequate supervision at all times and will also maintain a substitute parent roster. Shall assist the President as needed.

- (f) **The Fundraising Chairperson** shall be responsible for all fundraising activities including maintenance of member participation records per family. The Fundraising Chairperson is also responsible for monthly inventory and financial reporting to the Treasurer for all fundraisers, coordination and oversight of fundraising volunteers, and assisting the President as needed.
- (g) **The Donations Coordinator** shall be in charge of coordinating all raffles, setting up restaurant events and communication between the school and businesses to solicit donation items for raffles and any other events. The Donations Coordinator will keep accurate records of all correspondence and donated items. The Donations Coordinator will also coordinate with the secretary for the purpose of thank you letters to any and all donors and the Social Outreach Coordinator of advertising our donations/thanking vendors. Shall assist the President as needed.
- (h) **The Committee Coordinator** shall coordinate parent committee jobs, chairmanships and special event duties, adjust job descriptions to fit the School's needs, ensure that jobs are carried out and assist the President as needed. The Committee Coordinator shall keep records of committee participation, making quarterly checks to see that committee jobs are being conducted and will notify families if their duties are not being fulfilled.
- (i) **The Workday Coordinator** shall be in charge of coordinating work maintenance days and School maintenance projects and assisting the President as needed. The Workday Coordinator shall maintain a record of family work maintenance hours, making quarterly checks to see that the work maintenance hours are completed and notify families if their duties are not fulfilled. The Workday Coordinator must be present at all work maintenance days in order to properly supervise. The Workday Coordinator shall advise the Office Manager of status of each family for billing purposes.
- (j) **The Social Media Coordinator** shall be responsible for updating the LVPPP website, Facebook Page and be responsible for advertising and marketing the school to include setting up vendor tables at potential recruiting events and distribute marketing materials (flyers, posters, etc.) and all signage at school events for marketing purposes. Shall assist the President as needed.
- (k) **Family Liaison Coordinator** shall plan and host outreach events, including welcome events, celebratory events, parent education events, play dates, etc. At least 8 outreach events shall take place per academic year.
- (l) **Staff Representative** shall be an annual appointed position, chosen by the Professional Staff Members. The Staff Representative will serve as the liaison between Professional Staff Members and Board Members with special regard to School policies.
- (m) **Council Representative(s)** to the San Gabriel Valley Council of Participation Nursery Schools (SGVCPNS) shall represent the school at the San Gabriel Valley Council of Participation Nursery School Meetings and assist the President as needed. The Council Representative(s) shall be empowered to vote for the School at these meetings, shall take minutes of the meetings, shall provide the Secretary with a record of the minutes and shall report to the Board and General Membership on these meetings.

SECTION 4: VACANCIES OF THE BOARD OF DIRECTORS

Any Board Member may resign by giving written notice to the President or the Secretary of the Board.

Vacancies of the Board shall be filled by appointment at the direction of the President, with subsequent approval by a majority of the remaining Board at its next General or Special Meeting. Each Board Member so selected shall hold office until the expiration of the term of the replaced Board Member.

A vacancy or vacancies in the Board shall be deemed to exist in the case of death, resignation or removal of any Board Member, or if the authorized number of Board of Directors should be increased.

The Board may declare vacant the office of a Board Member who has been declared of unsound mind by a final order of the Court or convicted of a felony.

SECTION 5: REMOVAL OR RESIGNATION OF THE BOARD OF DIRECTORS

Any Board Member may be removed from office for failure to perform the duties of the office or for misconduct, or for any conduct deemed inimical to the best interests of the School, by a majority vote of the Board. In the event that, during a Board Member's term of office, the Board Member's membership in the Corporation is terminated, for any reason, the Board Member shall be deemed to have resigned, effective with the termination of membership and the vacancy shall be filled (as defined in Section 4 of this Article).

SECTION 6: NONLIABILITY OF THE BOARD OF DIRECTORS

No member of the Board shall be personally liable for the debts, liabilities or other obligations of this Corporation.

SECTION 7: TERM OF OFFICE

The fiscal year shall extend from July 1 to June 30. The term of office for Board Members shall be one year, with a maximum of two consecutive years in the same position (unless the position remains unfilled), and shall coincide with the School's fiscal year.

ARTICLE VI MEETINGS AND ELECTIONS

SECTION 1: MEETINGS

The Board shall set the dates and the President shall call times of meetings of the General Membership, to include Parent Education Meetings. The President shall call the dates and times of the Board Meetings. The President shall be responsible for calling the first meeting of the General Membership during the first month of the school term. Notice for all such meetings shall be given at least fifteen days in advance. Board Members shall miss no more than two meetings (Board and General) per year. The Board shall have the right to exercise (by majority vote) dismissal for excessive absences.

SECTION 2: ELECTIONS

Any member of the School may run for office. This may be done by informing the Nominating Committee of your interests in a Board position or being nominated (with the individual's consent). Nominations will be opened during the first General Meeting of the second semester, with elections being held, no later than April 30. The Nominating Committee shall consist of at least three members, those being the President and two additional Board Members, if possible. The voting will be done by ballot. Changes to the ballot require 48 hours' notice to the General Membership. Electioneering will not be permitted during voting.

SECTION 3: QUORUM

A quorum of the General Membership shall be 2/3rds of the total Membership. A majority vote of this quorum shall be necessary to pass any measure.

SECTION 4: VOTING

Each member family shall have one vote regardless of the number of children enrolled.

SECTION 5: SPECIAL MEETINGS

The Director or any member of the Board shall be entitled to call a special meeting upon giving seven (7) days' notice to the General Membership.

ARTICLE VII MEMBERSHIP

SECTION 1: ELIGIBILITY

- (a) To be eligible for admission to the School, a child shall be at least two (2) years old, by the first day of school, or accompanied by a parent until the 2nd birthday, with a cutoff of October 31st, Advancement to Room 2 or 3 will be with teacher recommendation and parent approval, with the desired birthdate prior to Sept 1 of current school year.
- (b) The parents/parent representative/member family shall actively participate in the program run by the School.
- (c) Admission of children and membership of parents shall be with approval of the Director, without regard to race, color, creed, or religion.
- (d) Each member must agree to abide by the rules set forth in the Parent Policies and Procedures Handbook.
- (e) Each member must agree to and sign a Membership Agreement.
- (f) Upon the enrollment to the school, each party has a 30 day opt out clause, without cause, starting on the first day of class. Financial obligations of tuition and fundraising, but not to include registration fees, will be only for the incurred time.

SECTION 2: REQUIREMENTS

- (a) Each member family shall be required to participate in the program of the School as defined by the Board. Each member family is responsible for morning participation days, work maintenance hours, committee jobs, Special Events participation, General (Parent) Meetings and fundraiser participation as established by the Board.
- (b) Meetings and participation in the School shall be open to others in the Community, but such individuals shall not be considered voting members.
- (c) Health requirements of children and participating parents or guardians as set by the State Department of Health, the Board and the Director must be fulfilled.
- (d) Tuition is to be paid by the fifteenth day of the month. Tuition is paid monthly and is not reduced due to legal holidays or absence of the child. A member family shall keep up tuition payments as stated in their Membership Agreement with the School.
- (e) A member family must give at least ten school days written notice of withdrawal from the School and will be responsible for all outstanding fees, including fundraising, work maintenance hours, committee job, and morning participation days. The Board may relieve the withdrawing family of any tuition and/or participation obligations at its discretion.
- (f) Member families withdrawing after April 1st shall be expected to pay tuition for the remainder of the school year.

SECTION 3: MEMBERSHIP

Membership shall commence upon the enrollment of a child or children in the School and shall terminate upon withdrawal from the School or failure to re-enroll the child or children in the School for the following year or upon termination (as described in Section 4 of this article).

SECTION 4: CORRECTIVE ACTION POLICY

In every group or organization, the potential exists for misunderstanding, disappointment, disagreement, or simply feeling wronged by some action. The following Corrective Action Policy (CAP) is available to all LVPPP Members for resolution of conflicts not resolved by ordinary one-on-one communication. Prompt response and maximum confidentiality are critical aspects of this process.

- (a) Complaints against any member, member's child or staff member should be resolved by seeking assistance from a Board Member or Director. Rereading the handbook for clarification of the issue at hand is useful.
- (b) If the above has not resolved the issue in a satisfying way, the written (not emailed) complaint should be given to the Chairperson of the CAP (President). If the issue is against the President, the Secretary will preside.
- (c) It shall be the function of the CAP Committee, consisting of the Executive Board, to meet at the request of the President, as the result of a receipt of a complaint and consider appropriate action, which may include, but is not limited to, mandatory mediation or interruption of the family's membership pending a final decision to be rendered as quickly as possible. Any Board members directly involved in the complaint must be excused from the CAP Committee

SECTION 5: TERMINATION OF MEMBERSHIP

A member family may be terminated from the School, by action of the Board, for failure to perform membership duties as prescribed by the Board and as set forth in the Policies and Procedures of the School or for conduct which the Board shall deem not in the best interests of the School. Any member may also be terminated by the Board for cause. Such cause shall include but not be limited to: failure to comply with the School's Rules or Bylaws; conduct detrimental to the stated purposes and goals of the School; failure to attend two (2) General (Parent) Membership Meetings without reasonable cause; failure to pay tuition any two months; failure to abide by Membership Agreement.

Procedure of Termination: Should the Board determine that termination of a member or members is called for; the following procedure shall be followed:

- (a) A written notice shall be delivered personally and/or sent by first class mail, postage prepaid, to the most recent address of the member as shown on the School's records, setting forth the proposed grounds for discipline to be reviewed at a meeting. Such notice shall be sent at least fifteen (15) days before the date upon which the Board proposes to act upon the termination. The notice shall state the date, time and place of the meeting.
- (b) The member in question shall be given an opportunity to be heard, either orally or in writing, before the Board meeting specified in the notice of proposed termination.
- (c) Following the meeting, the Board shall decide whether or not the member family should be terminated. The decision of the Board shall be sent to the member family in the same manner as the notice of the meeting. Any decision by the Board to terminate membership shall be final.

ARTICLE VIII BYLAWS

The Bylaws are primarily intended to implement the Articles of Incorporation. They are to be used as a guide, but are not intended to be rigid. They may be amended or revised on the recommendation of the Board, or at the suggestion of any member or person connected with the School, by a majority vote of the Board.

All members shall have the right to inspect all books and records of the School, at reasonable times upon reasonable notice.

THIS IS TO CERTIFY, that I am duly elected, qualified and acting President of the La Verne Parent Participation Preschool, Inc., and the above forgoing Bylaws were adopted as the Bylaws of said Corporation on the 1st Day of August, 2016 by a majority vote of the quorum of the Board of said Corporation.

In witness whereof, I have hereunto set
My hand this 1st Day of August, 2016

Trayza Keilty, President