

A co-operative preschool where  
parents and children learn and play together!



# SANTA CRUZ PARENT EDUCATION NURSERY SCHOOL

# 2014-15

These are the By-Laws approved by the federal government when our organization was established as a 501(c)(3) charitable educational institution in 1999. They provide the framework for our operational policies.

## *BY-LAWS*

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# Santa Cruz Parent Education Nursery School

## BY-LAWS

### Article One

#### NAME AND PURPOSE

**Section 1. NAME.** The name of this non-profit organization is "Santa Cruz Parent Education Nursery School."

**Section 2. PURPOSE.** The purpose of this organization is to promote and operate a non-sectarian, non-racial, and non-profit parent cooperative preschool and toddler program and to conduct adult education classes under the direction of the Santa Cruz School District Adult Education Program.

**Section 3. STANDARDS.** Standards of the school are subject to the rules of Adult Education, Santa Cruz City School District, a division of the State Department of Education.

### Article Two

#### MEMBERSHIP

**Section 1. STATEMENT.** Membership in the co-operatives shall be granted to the parents or guardians of a child accepted for enrollment, without regard and discrimination as to race, color, creed, religious beliefs or sexual orientation.

**Section 2. PROPERTY RIGHTS.** Membership in the nursery school shall not confer upon the members or any member any right to, or an interest in the property or assets of the school. Upon dissolution of the corporation, all of its property and assets shall be transferred, as shall be determined by the Nursery School Board, only to an educational, charitable, benevolent, or fraternal organization or institution, or to the Santa Cruz City Schools Adult School or to the City of Santa Cruz, State of California, or a political subdivision thereof.

**Section 3. NUMBER AND QUALIFICATIONS.** Family membership shall be granted to parents or guardians of a child accepted for enrollment, upon the completion of admission requirements.

**Section 4. RIGHTS AND PRIVILEGES.** Each member family shall have the right to petition in writing the Nursery School Board on any matter it wishes, shall have the right to consult with the teachers, shall have the rights to one vote per family, shall have the right to hold one office at a time, and shall have the right to have its child attend the Nursery School.

**Section 5. RESPONSIBILITIES.** All members shall actively participate in the affairs and operation of the school, in accordance with the established school policies and procedures. Attendance and financial requirements as set by the Board and approved by the membership shall be met.

**Section 6. TERMINATION OF MEMBERSHIP (INVOLUNTARY).** The Board may terminate a family membership for failure to meet any of the requirements set forth in these By-laws. Termination of family membership shall require majority vote by the Board and Teachers.

**Section 7. TERMINATION OF MEMBERSHIP (VOLUNTARY).** Two weeks written notice shall be given to the Membership person and the Teacher by a member who is withdrawing from the

school. Such withdrawal notice will not relieve the member of the obligation to pay dues and participate up to the day of withdrawal. All moneys owed the school must accompany the notice of withdrawal.

**Section 8. SICK AND MATERNITY LEAVE.** Leave of not less than two weeks and not more than six weeks may be granted upon written notice to the Board when accompanied by a doctor's note. Children of parents on sick or maternity leave are entitled to attend the Nursery School and the members must pay full tuition. Members on sick or maternity leave are not required to participate in any general meetings or functions, but are required to make temporary arrangement for any position they hold.

### **Article Three MEETINGS OF MEMBERS**

**Section 1. TIME AND PLACE.** The number, time and place of meetings shall be determined by the membership, with the consent of the Santa Cruz City Schools Adult Education Department.

**Section 2. REGULAR MEETINGS.** Members must attend one meeting every month. If a member attends more than one meeting/educational lecture per month, the extra lecture can count as attendance in any month thereafter within the same school year. Parents in the toddler program will be required to attend 1 additional meeting per quarter (every 3 months).

**Section 3. SPECIAL MEETINGS.** Special meetings may be called by the President and three members of the Board, or by written request of a majority of the members. Notice will be given of special meetings by telephone, newsletter, or by posting on the school bulletin board at least five days prior to the meeting when at all possible.

**Section 4. ATTENDANCE.** Attendance is required at all monthly meetings. Any absence must be made up by attending an additional education lecture, business meeting or as decided by the board. The board can terminate a family membership if attendance is not maintained at the regular meetings.

**Section 5. POWERS OF MEMBERSHIP.** The membership shall have the power to recall any or all of the Board members by three-fourths majority vote of all the general membership. The membership shall have the power to approve and adopt policies governing the operation and affairs of the school.

**Section 6. QUORUM.** A quorum shall consist of one person more than one-half of the active membership; unless otherwise specified herein, all business shall be transacted by majority vote of those present.

**Section 7. EVALUATIONS.** An evaluation of the programs will be given one a year. It will cover curriculum, schedule, the Board, teacher evaluation of parent performance, teachers, communication and content of night meetings. An evaluation coordinator(s) will compile the information and present them with the teacher at a Board Meeting.

**Article Four**  
**THE NUSERY SCHOOL BOARD**

**Section 1. DEFINITION.** The Nursery School Board shall consist of the following: President, Vice Presidents, Secretary, Treasurers, Fundraising Chairpersons, Membership Chairpersons, and Parent Support Job Coordinators. Teachers shall attend the Board meetings as ex-officio members.

**Section 2. NOMINATIONS FOR OFFICES OF THE BOARD.** A nominating committee shall be appointed by the Board in January. Members of the committee shall not be board members. It is the committee's responsibility to promote service on the Board and to seek out and encourage members to run. Nomination will be submitted to the committee. The committee will include all names submitted when they print the ballot. If there are not candidates nominated for a position, it will be the committee's responsibility to recruit candidates from the membership. The votes will be tabulated and the candidates with the highest number of votes will win. The committee will contact the candidates to inform them of their election to the Board position. If the newly elected officer declines to serve, the position will be given to the person with the next highest total. The new Board will be presented at the May general meeting.

**Section 3. VACANCIES.** Vacancies of the Board will be filled by appointment of the Board to serve as acting officers until approved by general membership at the next schedule business meeting.

**Section 4. TENURE.** The Members of the Board shall serve for a period of one year, commencing with their installation. Previous and newly elected members shall attend a joint Board meeting in May for the purpose of orientation. The newly elected members will be installed at the June business meeting, at the point in the agenda where new business begins, and shall assume full power of office at that time. The treasurer shall assume responsibilities at the completion of the year and financial statement when all business can be transferred over to the new year.

**Section 5. POWERS.** The Board shall have the power to: 1) Recommend projects to the membership. 2) Call special meetings of the membership when necessary. 3) Grant scholarships. 4) Terminate family membership. 5) Grant all types of leaves. 6) Conduct the usual business at the school. 7) Decide whether a particular item should be acted upon or whether it should be referred to the membership. 8) Issue keys to persons having need of them.

**Section 6. QUORUM.** A quorum shall consist of one person more than one-half of the current Board; unless otherwise specified herein, all business shall be transacted by majority vote of those present.

**Section 7. DUTIES.** It shall be the duty of the Board to: 1) Conduct normal business of the school. 2) Prescribe the duties of the members. 3) Ensure that the provisions of these By-laws are followed. 4) Carry out the policies of the school.

**Section 8. MEETINGS.** The regular meeting of the Board shall be once each calendar month at a time and place set by the President upon seven days notice. The President may call special Board meetings when necessary.

**Article Five**  
**RESPONSIBILITIES OF BOARD MEMBERS**

**Section 1. DUTIES OF MEMBERS.** Board Members must know the school policies, program and people. As participants on the policy-making level, members are responsible for attending meetings, participating by preparing for the meeting beforehand, sharing their thoughts with others, and join in the discussion. Other responsibilities of Board Members are to interpret to other members the policies the Board has set.

**President.** It is the duty of the president to 1) Act as liaison between Adult Education and Nursery School and First Baptist Church. 2) Prepare agenda for and conduct Board and Parent Meetings. 3) Keep the membership informed of the affairs and condition of the school. 4) Maintain signature authorization on documents and counter-sign checks. 5) Assure compliance with non-profit status obligations. 6) Maintain required liability insurance for program. 7) Act as the Evaluation coordinator.

**Vice President.** It is the duty of the Vice President to 1) Preside in the absence of the President. 2) Act as Chairperson for the Parent Education Committee. 3) Maintain signature authority on documents and counter-sign checks. 4) Initiate phone tree as needed.

**Treasurer.** The Treasurer shall 1) Keep financial documents showing all transactions of the nursery school. 2) Receive and deposit all moneys for the school. 3) Maintain signature authority on all checks and orders that fall within the established fiscal budget. 4) Bring to the Board Members' attention non-budgeted bills for payment approval. 5) Collect all fees due on the first day of the quarter and inform secretary of all delinquencies. 6) Present at each board meeting a statement of transactions of the cooperative along with bank statements. 7) Post monthly financial statement of cooperative in classroom. 8) Close books at the end of each fiscal year in preparation for an audit. 9) Help develop budget for next school year.

**Secretary.** It shall be the duty of the Secretary to 1) Record minutes from board and parent meetings. 2) Prepare a list of all unfinished business for the president to assist in preparation of monthly meetings. 3) Prepare all correspondences of the co-op. 4) Keep records of alumni for social, fundraising and community events. 5) Update handbook and keep adequate supplies in stock, of enrollment packages. 6) Record attendance at parent meetings.

**Membership.** The Membership Person shall 1) Field new membership calls. 2) Work with the secretary to provide new members with necessary information and forms. 3) Maintain waiting list. 4) Provide current list of members for distribution on a quarterly basis. 5) Keep records (i.e. address, phone #) of current members. 6) Post current membership list in classroom.

**Job Coordinator.** It shall be the duty of the Job Coordinator to: 1) Delegate and maintain records of the co-op support jobs. 2) Post and record attendance for work days, special activities, projects and fundraisers. 3) Alert teacher to assign make-up projects for missed hours.

**Fundraising Chairperson.** 1) Plan and execute fundraisers with fundraising committee and general membership. 2) Track fundraising commitments for all members. Notify members and Board of delinquent accounts. 3) Prepare report at end of school year including total money raised per family per fundraiser.

**Article Six**  
**THE TEACHERS**

1. Seeing that the school is ready for opening before the first day of school which would involve:
  - a. Name tags for children and parents.
  - b. Labeling the children's cubbies.
  - c. Communicating through the newsletter about what will be going on during the first month of school.
  - d. Seeing that the Bulletin Board is kept up to date.
2. Seeing that the best possible physical environment, equipment, and supplies are provided for the Nursery School program.
3. Plan and supervise the daily program and activities of the school day. Administering the school program and determining the activities of the school day.
4. Attending the general membership and Board meetings monthly.
5. Planning for parent involvement on the nursery school workdays.
6. Guiding the parents toward better techniques of working with children and skills in using material and equipment suitable for young children.
7. Helping parents gain an understanding of child growth and development and insight and acceptance of their own and their child's feelings.
8. Directing parents when necessary for the smooth functioning of the school, i.e. parent promptness, work day schedules, evaluations of children, etc.
9. Working with staff and vice-president to plan and carry out the educational portions of general membership meetings.
10. Continuing professional growth through attendance of classes, education meetings, conferences, workshops and literature pertaining to the development of young children and parents. Set annual professional development goals.
11. Conforming to the By-laws and "Policies and Procedures" of the Nursery School.
12. Conducting parent-teacher seminars after school and individual conferences with the general membership or providing additional parent education meetings to fulfill parent attendance requirements.
13. Responsible to ensure with all staff members that a structure is available for discussion of issues that concern environment and individual program needs.
14. Responsible for keeping a record of all A.D.A. hours and handing them in weekly to the Adult Education Office.

**Article Seven**  
**DUES AND ASSESSMENTS**

**Section 1. TUITION.** Tuition fees are to be fixed by the board. All dues are payable on the first day of the month.

**Section 2. REGISTRATION.** A non-refundable registration fee shall be required of each family upon enrollment.

**Section 3. SCHOOL CLOSURE.** Parents will NOT be reimbursed for school closure due to emergency situations or inability to find a credentialed substitute teacher.

**Article Eight**  
**HIRING STAFF**

**Section 1. THE STAFFING COMMITTEE.** The Staffing Committee will work in conjunction with the Principal of Adult Education Department when reviewing applicants for school teaching positions. The screening committee shall consist of the teachers. Board Members and a minimum of two people from the Board or membership at large.

**Article Nine**  
**POWERS NOT SPECIFICALLY DELEGATED**

**Section 1. GENERAL.** Powers not specifically delegated in these By-laws to the teachers, to the Board, to the Members of the Board, or to the committee established by the Board, shall be the powers of the membership of the Nursery School.

**Article Ten**  
**AMENDMENT OF BY-LAWS**

**Section 1. GENERAL.** These By-laws may be repealed, revised or amended or new by-laws adopted at any business meeting by consensus of the membership.