

BY-LAWS OF THE VILLAGE CO-OPERATIVE PRESCHOOL INC.

Updated June 14, 2018

Article 1 - Head Office

Amendments, effective August 22, 1997, to the Articles of Incorporation to the Byron Co-operative preschool Inc, changed the name of the preschool to Village Co-operative Preschool Inc. The school is located in the City of London, in the Province of Ontario.

Article 2 - Executive Committee

1. The business of the Co-operative shall be under the direction and control of an Executive Committee. The Executive Committee shall have the power to do all acts required except those, which according to the by-laws, are required to be done by the general membership. Between parent meetings, business affairs of the Co-operative shall be conducted by the Executive Committee.
2. The qualifications for each member of the Executive shall be that each be at least eighteen (18) years of age and that each be a member of the co-op during their term in office.
3. At the Spring meeting of members, the Executive Committee shall be elected to serve for one year or until their successors are elected. At each annual meeting thereafter, the Executive shall be elected to fill the position of those whose term of office is about to expire and each Executive member so elected shall serve for one year. Executive members shall be eligible for re-election upon completion of their term.
4. The Executive Committee shall be comprised of a President, First Vice President (Advertising), Second Vice President (Fundraising), Treasurer, Registrar and Secretary. If deemed necessary, and Executive Liaison may be elected.
5. The Executive Committee may include a community liaison position. The individual interested in this board seat shall be elected by the general membership and must be a member of the general community population and NOT a participating parent. This position is to be held for a two-year term. If deemed necessary by the Executive Committee, this position may be advertised.

Duties of the Executive Members

President - the President shall be responsible for:

- a) Administrative running of the school
- b) Conferring with the teacher regarding set up of school program
- c) Co-ordinating the work of the committees and teachers
- d) Hiring of teacher(s)
- e) Establishing and administering school policies

- f) Renewing the licence when due
- g) Establishing the dates and setting the agenda for Executive and General meetings
- h) Reading the Child Care and Early Years Act and the Corporation Act, and being familiar with the school by-laws
- i) Notify the appropriate government bodies of any Executive member changes
- j) Serving on a liaison board with the landlord to discuss rent, use of facilities cleaning and insurance
- k) Ensuring the administrative duties such as payment of rent, teacher's salary and insurance are completed
- l) Having signing authority for official documents, along with another Executive Committee member to be determined at the first Executive Committee meeting. The President also has co-signing authority for cheques.

First Vice President (Advertising) - the First Vice President shall:

- a) Take the place of the President if the President is unable to attend meetings etc.
- b) Act as liaison with the landlord
- c) Oversee all maintenance and repairs to the school building
- d) Assign each member of the co-operative to a committee and oversee committee work
- e) Liaise with parents in regards to class/school cancellations
- f) Make substitute teaching arrangements in the event of teacher absence, keeping to date a substitute teacher list with the aid of the Executive Committee and the teacher
- g) Act as the liaison between school and community with respect to all public relations in the form of advertising/marketing, to assist with the school enrollment numbers

Second Vice President (Fundraising) - the Second Vice President shall:

- a) Be responsible for fundraising co-ordination. This includes being responsible for obtaining licences whenever required for fundraising (ie. Lottery, liquor licences)
- b) Assist the Registrar with all functions, especially during peak seasons
- c) Oversee integration within the co-operative
- d) Work with the Executive to establish, plan and organize fundraising opportunities throughout the year
- e) Work with the First Vice President in establishing and designating tasks among the fundraising committees

Treasurer - the Treasurer shall:

- a) Maintain up to date financial books
- b) Prepare all deposits and cheques and issue them when due
- c) Provide up to date balances of deposit accounts for all meetings, prepare T4's, employee separation notices, WCB, EHT and all other payroll related information
- d) Prepare annual financial statements and present them at the September General Meeting
- e) File the appropriate tax forms for income tax, registered charities and co-operatives

- f) In co-operation with the President, prepare annual budget to be presented at the first General Meeting
- g) Organize any school related purchases and make payments as required
- h) Maintain regular contact with the appointed accountant, if applicable
- i) Liaise with the fundraising chairs to ensure monetary reports are completed, cheques are collected and cashed
- j) Pick up and distribute school mail

Registrar - the Registrar shall:

- a) Register each child as applications are received
- b) Keep an up to date list of each of the classes
- c) Ensure that the medical forms are fully completed
- d) Keep up to date records and files for each child enrolled at the school
- e) Give the teacher a class list before school begins in September
- f) Keep a waiting list, where applicable
- g) Inform the teacher, president and the rest of the Executive Committee whenever changes in enrollment occur
- h) Co-ordinate the completion and reporting of criminal reference checks

Secretary - the Secretary shall:

- a) Take minutes of the Executive and General meetings
- b) Distribute copies of executive minutes to the Executive Committee
- c) Post copies of all meeting minutes at the school
- d) Handle all correspondence, as directed by the President, and retain copies of such correspondence
- e) Keep school files updated with important documents, contracts, leases, etc. These may be requested by any member of the Executive
- f) Be responsible for the purchase and delivery of cards and/or gifts as appropriate
- g) Post up to date copies of school by-laws, licence and insurance in the school
- h) Be responsible for the maintenance and supplies for the school photocopier
- i) Maintain an up to date copy of the school handbook
- j) Update school inventory file on a regular basis

6. Quorum at Executive Meetings shall be a simple majority of the Executive Committee.

Article 3 - Vacancies in the Executive Committee

Whenever a vacancy occurs on the Executive Committee, the remaining members of the Committee can appoint a member of the co-operative to fill the vacancy until the next general meeting.

Nominations can be put forward and a subsequent election will then take place.

Article 4 - Remuneration

No remuneration shall be paid to the Executive members and/or their families. This does not preclude reimbursement of reasonable out of pocket expenses as approved by the Executive Committee.

Article 5 - Meeting of Members

1. The annual meeting of the members for the election of the Executive and the transaction of such other business, as may be properly brought before an annual meeting of the members, shall be held in the Spring.
2. Other meetings of the members may be called to order by the President of the Executive Committee, at any time, and at any place, within the City of London.
3. Five members of the co-operative may request the Executive to call a general meeting of the members for any purpose connected with the affairs of the co-operative.
4. Accidental omission to give notice of a meeting shall not invalidate any resolutions passed or any proceedings taken at such meeting.
5. Under the Corporations Act, there can be no voting by proxy in a co-operative corporation.
6. Unless otherwise provided, all questions arising at any meeting of the members shall be decided by a simple majority of members vote, of those members present

Article 6 - Membership

1. Membership in the co-operative shall consist of those persons whose written application for membership is accompanied by a non-refundable registration fee. Such fee will be set by the Executive Committee and voted on by the members. Membership is on a first come, first served basis.
2. The Executive Committee may refuse to accept any application for membership with written reason without prejudice. If the application is not accepted, payments shall be refunded without interest.
3. There are two types of voting members whose registration fees shall be set by the Executive Committee and voted upon by the members:
 - a. New members - anyone who was not a member of the co-operative in the previous year
 - b. Returning members - anyone who was a member of the co-operative in a previous year
4. Eligibility: Children must be between eighteen (18) months and five (5) years of age to be enrolled in the preschool program. The requirements governed by our licence and by the Ministry of Education will be adhered to.
5. Parental obligations:
 - a. Each family is required to serve on a committee
 - b. Parents must take part as a teacher assistant in the daily program
 - c. Parents are required to attend ALL general membership meetings
 - d. Each member is required to assist with all fundraising events
 - e. Families are required to fulfill the obligations set out for them in the yearly handbook revised each year by the Executive Committee
 - f. Refusal to fulfill any obligations outlined in the handbook, by-laws, and/or contravention of any school policy shall be deemed reason for expulsion

Article 7 - Fees

1. Monthly tuition fees shall be determined from year to year by the Executive Committee and voted on at the Annual General Meeting.
2. In addition to tuition fees, bond cheques for fundraising will also be required from each member. Specific amounts and payment schedules will be determined by the Executive Committee and voted on at the Annual General Meeting.
3. The method for paying all school fees shall be by postdated cheque for the first of the applicable months, or by email money transfer paid the first of each month.
4. After receipt of an NSF cheque, the member shall receive written communication from the Executive Committee outlining future payment arrangements. The member shall be responsible for paying the penalty incurred by the school plus an additional penalty of \$20. The Executive Committee may deem it necessary to receive future payments in cash on the first day of each month. If this is deemed necessary, the member shall be notified, by registered mail, within one (1) week of the Executive Committee's decision. Failure to comply with the payment requirements outlined shall be deemed reason for expulsion.
5. Two consecutive months of non-payment shall be deemed reason for expulsion.
6. In the event of a withdrawal of a child from the preschool by the parent, notification must be given, in writing, to the Registrar. Thirty (30) days notice is required. The remaining cheques shall be returned by the Treasurer thirty days from the time of receiving notification. The refund shall be based on the remainder of sessions in the month.

Article 8 - Financial Year

The financial year of the co-operative shall terminate on the 31st day of July each year. The financial year-end statement must be passed by the general membership within ninety (90) days after year-end.

Article 9 - Accountant

1. The members at each annual meeting shall appoint a public accountant who is familiar with co-operative accounting practice. The accountant, when appointed, shall hold office until the next annual meeting, and if an appointment is not made, the accountant in office shall continue until a successor is appointed. The remuneration of the accountant shall be fixed by the Executive Committee.
2. The accountant shall, at all reasonable times, have access to the books, accounts and vouchers of the co-operative and may require from the Executive Committee such information and explanations as to be necessary for the performance of duties
3. The accountant shall make a report to the members on the financial statement to be laid before the co-operative within 90 days after the Financial Year End during their term of office and shall state in their report whether, in their opinion, the financial statement referred to therein, presents fairly the financial position of the co-operative and the results of its operations for the period under review

Article 10 - Integration

The co-operative will, if circumstances allow, admit into membership a child who has been designated 'Special Needs', according to the definition of children with special needs as stated by the Ministry of Education. There will be a maximum enrollment of one (1) integrated child per class, except where the need has been identified after the enrollment. Such admission will follow all assessments and approvals as to be deemed necessary by the applicable Resource Teacher. The child and hi/her parents will be considered active members of the co-operative and as such, must adhere to all rules and regulations required of such membership.

Article 11 - Election procedure

The President and one or two delegates from the Executive, chosen by the President, will comprise the nomination committee. Election procedure shall be discussed at the general meeting prior to the Spring Annual General Meeting, which is the election meeting. Executive job descriptions and a place for listing nominations shall be posted at the school by April 1st. The nomination committee may approach members of the school who they know will be returning the next year and may be interested in serving on the Executive Committee. A slate of nominees thus obtained shall be presented to the Executive Committee and subsequently posted for members to consider prior to the election meeting. At the election meeting, nominations will also be accepted from the floor. If there is more than one candidate for any position the position will be filled by secret ballot. If not, confirmation of the new Executive Committee may be given by a show of hands.

Article 12 - Dissolution

In the event of dissolution of the co-operative, and after the payment of all debts and liabilities, the remaining property shall be sold. Option to purchase co-operative property is given first to present members of the co-operative, second to alumni, and third to the general public. All assets and remaining property shall be distributed or disposed of to charitable children's organizations.

Article 13 - Amendments to the by-laws

1. Amendments to the by-laws must be passed by a $\frac{2}{3}$ majority of the Executive Committee prior to presenting them to a meeting of the general membership.
2. Written notice of the proposed amendments shall be posted at the school at least ten (10) days prior to a general meeting of the general membership called for such a purpose.
3. A $\frac{2}{3}$ majority of the general membership present at the meeting is required to pass amendments to the by-laws.

Article 14 - Procedural Rules

Parliamentary procedure as outlined in Robert's Rules of order and/or Sturgess standard Code shall be followed at all business meetings. Non-budget expenditures will be limited to \$200.00. If an emergency non-budgetary expenditure is necessary, that expense may be incurred on the advice of the Executive Committee.

Article 15 - Interpretation

In these by-laws and in all other by-laws of the corporation hereinafter, unless the context otherwise requires, words importing to the singular number of feminine gender shall include the plural number of the masculine gender as the case may be and vice versa. References to persons shall include firms and corporations.