

# **Chestermere Community Playschool Association Bylaws**

## **Article 1 – Preamble**

### 1.1 The Society

The name of the Society is Chestermere Community Playschool Association, which may also be known or referred to as CCPA.

### 1.2 The Bylaws

The following articles set forth Bylaws of CCPA.

## **Article 2 – Membership**

### 2.1 A member is defined as a person who:

- Has a current Chestermere Regional Community Association Membership
- Has a child or children currently enrolled in CCPA
- Has paid fees and tuition to CCPA

### 2.2 Rights of members:

- Receive notice of meetings
- Attend all Annual General and Special meetings of CCPA
- Opportunity to speak at above meetings
- One vote per enrolled child at all Annual General and Special meetings of CCPA. All voting must be done in person during a meeting. Members cannot vote by proxy and must be in good standing.

## **Article 3 – Registration**

3.1 Registration will be held prior to April 30<sup>th</sup> at a General Meeting at a time and place determined by the Board of Directors.

3.2 Children who have reached the age of three years and who are toilet trained are eligible to attend the playschool.

3.3 Priority for registration will be set for the following four groups, in this order:

1. Any children whose parents are on the Board of Directors
2. Children presently registered
3. Siblings of presently registered children
4. All other children on a first come basis with consideration given to availability of class space and class composition

3.4 A non-refundable registration fee as deemed by the Board of Directors will be charged upon acceptance into a class position.

## **Article 4 – Class Size and Composition**

4.1 The maximum class size will be twenty-four children in any given class.

4.2 Final decision for class size and composition will rest with the Board of Directors and the Teachers.

## **Article 5 – Fees**

5.1 The Board of Directors will determine sufficient monthly fees to cover all expenses and any surplus will be used at the discretion of the Board of Directors.

5.2 Tuition will not be prorated. No refunds will be given for days, weeks, or months not attended.

5.3 In a situation where a family causes the school to incur an N.S.F. charge related to payment of any school fees, the Board of Directors will require the involved family to reimburse that payment. Any member who has had two instances of N.S.F charges, will be required to submit all future payments by way of certified cheque, money order, or cash.

## **Article 6 – Volunteer Requirements**

6.1 A volunteer bond is a requirement for each child registered in the playschool. In lieu of the volunteer bond, one parent or an alternate per child must agree to volunteer time over the school year. If your child attends 2 classes a week, you must volunteer 10 hours of volunteer time over the school year. If your child 3 classes a week, you must volunteer 15 hours of volunteer time over the school year. If the total volunteer time is not fulfilled by the last day of current school year, no partial refund of the volunteer bond will be given and the cheque will be cashed by the end of June of current school year. Extenuating circumstances will be taken into consideration by the Board of Directors.

6.2 The amount of the volunteer bond rests with the Board of Directors.

## **Article 7 – Conditions of withdrawal of members and manner in which they may be expelled**

### **7.1 Voluntary withdrawal**

One calendar month's written notice to the Treasurer is required for a child's withdrawal

When one month's written notice is not given, the fees for one month will be withheld. Under extenuating circumstances the situation will be reviewed by the board.

## 7.2 Members in arrears

Any members whose monthly tuition fees are fifteen or more days in arrears will be considered to have voluntarily withdrawn and his/her place may be filled by the next available child on the waiting list.

## 7.3 Required withdrawal

At the joint discretion of the Teachers and the Board of Directors, a child may be asked to withdraw if the child is considered by the Teachers to be irreconcilably disruptive to the class. All practical avenues must be explored between the Teachers and the child's parents, prior to withdrawal. In the case of required withdrawal, written notice must be given by the Board of Directors to the parents outlining reasons, and fees will be refunded for the balance of the term.

## **Article 8 – General and Special Meetings**

8.1 A Registration Meeting of CCPA shall be held prior to April 30<sup>th</sup> of each year. Two weeks notice shall be given to all members of CCPA and to the surrounding community and a publication of such notice shall be distributed via appropriate media avenues.

8.2 At the Registration Meeting, elections will be held to fill all Board of Directors positions as well as other necessary volunteer positions. Quorum for such meetings shall be 15% of the membership, and must be present in person.

8.3 An Annual General Meeting of CCPA shall be held in September of each year. One week notice shall be given prior to the meeting to all members by written notice. Quorum for such meetings shall be 15% of the membership, and must be present in person. The financial statement for the previous year shall be made available at the Annual General Meeting each year.

8.4 General Meetings shall be held as often as the business of the board of Directors requires. One week notice shall be given to all members by written notice. Quorum for such meetings shall be 15% of the membership, and must be present in person. If a quorum is not present, there will be a meeting one week later and not less than 75% of the people present must be in favour of any proposed changes.

8.5 Special Meetings may be called at the discretion of the Board of Directors or upon request of the membership or the Teachers. Each member in good standing will be contacted by written notice seven days prior to, and notice will be posted seven days prior to the Special Meeting. Quorum for such meetings shall be 15% of the membership, and must be present in person. All votes shall be in person and not otherwise by proxy. If quorum does not show, there will be a meeting one week later and not less than 75% of the people present must be in favour of any proposed changes.

8.6 Minutes of Registration, General, and Special Meetings will be made available to families no later than two weeks after the meeting date.

## **Article 9 – The Board of Directors**

9.1 Responsibility for the continuing operation of CCPA will rest with the Board of Directors, subject to these Bylaws or directions given by a majority vote at any meeting properly called and constituted of the General Membership.

9.2 The Board of Directors will consist of a President, Vice President, Secretary, Treasurer, Volunteer Co-ordinator, Special Events Co-ordinator, a Communication and Privacy Officer, and a Past Parent Advisor, chosen from those present at the Registration Meeting. Any parent is eligible for any office position, provided they will have at least one child enrolled during their term of office, (with the exception of the past parent), or will have a child enrolled in CCPA in the following calendar year.

9.3 Elections will take place at the Registration Meeting and the new Board of Directors will take office at the end of the current school year. Board of Director Meetings shall be open to the upcoming Board of Directors until the end of the current school year.

9.4 There will be no remuneration or fee rebate for serving on the Board of Directors or on any committee associated with CCPA.

9.5 A member of the Board of Directors may be removed from office by Special Resolution at a General or Special Meeting of the membership.

9.6 Board of Directors meetings will be held regularly and 51% of the Board of Directors as a whole will constitute a quorum.

9.7 Duties of the Board of Directors:

### **Position: Board Member**

#### ***Authority and Responsibility***

The Board of Directors is the legal authority for the CCPA. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements of the Board Members include:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of the Board governance: policy, finance, programs, personnel, and advocacy
- Attendance at the monthly or Ad Hoc Board meetings

- Attendance at the Annual General Meeting
- Attendance at Membership meetings
- Support of special events

### ***Term***

Directors are elected by the Membership at the Registration Meeting and serve for a one-year term. Directors may be released at the end of the elected term, by resigning, or according to CCPA's Bylaws.

### ***General Duties***

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs and advocacy.

Directors must:

- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff
- Monitor all Board policies
- Review the Bylaws, handbook and policies and recommend Bylaw changes to the membership
- Review the Board's structure, approve changes, and prepare necessary Bylaw amendments
- Participate in the development of CCPA's organizational plan and annual review
- Approve the CCPA's budget
- Approve the hiring and termination of staff
- Support and participate in the evaluation of the staff
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and the community to enhance the CCPA's mission

### ***Position: President***

Requirements of the President include:

- Calling and chairing all General, Special and Executive meetings
- Ex-officio and oversees activities of all committees
- Chair any committees assembled to hire and/or dismiss teachers and rent/lease classroom facilities
- Prepare and conduct annual performance evaluations for teachers and contract renewals.
- File Bylaws with Alberta Registries once they are amended by Special Resolution

- Act as a liaison between the executive, the teachers the owner of classroom facilities, and the members of the CCPA
- Ensure that all requirements for health and fire safety regulations, Teacher's credentials, equipment and facility maintenance are within licensing requirements for nursery school of the Government of Alberta
- Has signing authority with the Treasurer and Vice-President for all bank accounts of the CCPA
- Apply for available grants

***Position: Vice-President***

Requirements of the Vice-President include:

- Assist the President with his/her duties
- Take over when the President is absent
- Take the minutes when the Secretary is absent
- Post notices for Membership meetings and special events
- Handle all registration and enrolment in the CCPA (on-going year round). Keep accurate and up to date lists of the children and members enrolled in the CCPA. Will provide such lists with any additions or changes to the Teachers and to each member of the Board of Directors as required by them
- Sign cheques if either the President or the Treasurer is unable to do so
- Manage and oversee the CCPA's involvement in subsidy programs.

***Position: Treasurer***

Requirements of the Treasurer include:

- Creating an annual budget per year
- Producing Financial Reports upon request (obtained from the bookkeeper)
- Doing the monthly bank deposit and monthly tuition deposit (Pre Authorization debit)
- Organizing a log to keep track of payments owed and received throughout the year
- Collecting all past due accounts
- Correspondence with the Bookkeeper regarding payroll and any expense cheques, etc. that are needed
- Signing (along with the President, Vice-President or bookkeeper) and distributing all cheques issued
- Assisting the Vice-President with initial class placement following registration
- Issuing annual receipt for total payments received (Done in June, or upon student withdrawal)
- Handles student withdrawals and fills available class vacancies
- Corresponds with the Bookkeeper on any financial questions which may

- arise
- Confirms that the employed Bookkeeper has kept all Government and Tax related Filings/Audits up to date.
- Ensuring that the Annual Return Form has been filed by the Bookkeeper

***Position: Secretary***

Requirements of the Secretary include:

- Coordinate all meetings of the playschool involving the CCPA membership.
- Take minutes at all meetings regarding the playschool and distribute those minutes to the Board of Directors
- Keep a record of all minutes and make available to all members upon request (deleting all name and personal information that may violate privacy concerns)
- Coordinate communication with membership of the CCPA
- Maintain/update the website
- Distribute calendars and monthly newsletters to the membership
- Coordinate onboarding and orientation of incoming Board of Directors

***Position: Volunteer Coordinator***

Requirements of the Volunteer Coordinator include;

- Corresponds/communicates with all families in regards to the responsibilities and obligations of the required 10 or 15 volunteer hours
- Creates and updates volunteer positions on an annual basis for the Annual General Meeting (determines responsibilities, credited hours, number of persons required, etc.)
- Manages all volunteer positions (creates schedules, rotations, etc.)
- Creates and posts monthly calendar on parent board for in-class volunteering and manages/assists scheduling with parents
- Creates and posts any sign-up sheets for various volunteer opportunities throughout the year
- Tabulates all monthly volunteer hours
- Updates all parents of total volunteer hours to date
- Communicates to the Treasurer by the last day of current school year, the names of any parents who have not completed volunteer hours for the school year

***Position: Special Events Coordinator***

Requirements of the Special Events Coordinator:

- Coordinate and arrange all school special events with Teachers and the Board of Directors (i.e. Christmas Concert, Year-End, etc.)

- Work with the Special Events Aides to support the teachers as required with special events for each class
- Coordinate with the teachers/Recreation Centre for use of room/gym, tables, chairs, and kitchen supplies needed for any special event
- Shop for party foods, supplies and other items required for each special event
- Coordinate field trips as required.
- Arrange approximately 1 classroom guest speaker per month
- Support the teachers as required in the creation of a bulletin board that reflects the current curriculum themes
- Oversee the CCPA's involvement in the Chestermere Fall Fair (may include but not be limited to the parade float)

***Position: Communication and Privacy Officer***

Requirements of the Communication and Privacy Officer include;

- Act as a liaison between the membership and the Board of Directors
- Address the Board of Directors on any concerns brought forth by the Membership
- Manage the CCPA's public communication channels (this may include but not be limited to Facebook) Type changes Handbook once final decisions are made by the Board of Directors and Membership (where applicable)
- Learn and understand the current Privacy Legislation to ensure privacy policies are current and adhered to
- Coordinate all public communication on behalf of the CCPA. This may include but not be limited to publicity related to CCPA events, registration, and classroom activities) Oversee and maintain the CCPA's inventory of branded collateral such as brochures, posters, display, banners and any other such items as required by the CCPA

***Position: Past Parent Advisor(s)***

Requirements of the Past Parent Advisor(s)

- Must have been a member of the Board of Directors in the previous year
- Books and coordinates Board events
- Attends meetings as a non-voting member to assist the new Board of Directors

**Article 11 – The Teacher / Teacher's Assistant**

11.1 For the first and each subsequent year of employment there will be a contract drawn up for the Teacher/Teacher's Assistant. Contracts are to be renewed yearly. A job performance review, wage review, and job description review must be done between January and May and, if offered to the Teacher/Teacher's Assistant, a new



contract signed before the end of June of the current school year.

11.2 Duties of the Teacher/Teacher's Assistant will be outlined in the initial and subsequent contracts.

11.3 The Teacher/Teacher's Assistant certification/qualifications will be in the classroom as stated by licensing requirements.

11.4 The Teacher(s) will attend all Board of Directors meetings and present a Teacher's Report.

11.5 A full or part-time Teacher's Assistant will be hired at the Board of Directors discretion.

## **Article 12 – Other Provisions**

### 12.1 Borrowing Powers and Non-Profit Status

For the purpose of carrying out its objectives, the CCPA may borrow or raise or secure the payment of money in such manner as it sees fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the CCPA, and in no case shall debentures be issued without the sanction of a special resolution of the society.

All monies collected as fees, registration fees, and grants or by fundraising or any other means will be used to meet the expenses of CCPA and any surplus will be used at the discretion of the Board of Directors.

### 12.2 Books and Records

The books and records of CCPA may be inspected by any member at a General Meeting or at any time upon giving two weeks notice and arranging a time satisfactory with the Treasurer. The fiscal year will end June 30<sup>th</sup>.

The books, accounts, and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the CCPA elected for this purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the CCPA.

### 12.3 Program evaluation

A program survey and summary shall be completed annually during the school term and be made available to all members of CCPA.

### 12.4 Bylaws

Bylaws may be rescinded, altered, or added to by a Special Resolution at a General Meeting by a vote of not less than 75% of those members attending such meeting at which a quorum must be met. At least fourteen days notice of the proposed changes shall be given in writing to all members.

#### 12.5 Seal

The CCPA shall not adopt a society seal at this time. Should it be required in the future, the society seal shall be in the charge of the Secretary which, whenever used, shall be authenticated by the signature of the Secretary and the President, or, in the case of inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as appointed by the Board.

#### 12.6 Standing Rules

Standing rules may be changed by a vote of the Board of Directors at any meeting.

#### 12.7 Finances

Any single purchase (capital expenditure) exceeding \$500.00 shall require approval from the Board of Directors. Any purchase exceeding \$1500 shall require three competitive quotes and approval from the Board of Directors.

#### 12.8 Dissolution

In the event that CCPA is dissolved and after all payments of liabilities, the remaining assets will be donated to a charity determined by the existing Board of Directors. Dated this 12<sup>th</sup> day of September, 2017