

Standing Rules

REDMOND PARENT COOPERATIVE PRESCHOOL STANDING RULES

ARTICLE I

PURPOSE

The purpose of the Preschool is to provide cooperative learning through play for Preschool children and cooperative learning for the parents through class study, observation of the activities of this group and participation in guiding young children.

ARTICLE II

MEMBERSHIP

Section A: Parents or guardians with a child who is three or four by August 31 are eligible. Any exception to this rule shall be by the approval of the Board and the teachers. Class divisions by birth date may be made at the discretion of each yearly Board. As of January, 2005, parents must provide a certified copy of their child's birth certificate as proof of age for registration.

Section B: Only parents or parent substitutes approved by the Board of Trustees who are willing to accept the duties and responsibilities of active participation will be registered and admitted.

Section C: Before enrolling, the applicant may be interviewed by the Board of Trustees and the teachers. Upon acceptance of membership, the applicant agrees to sign the Parent Agreement Form and abide by the Bylaws and Standing Rules.

Section D: Two weeks notice must be given before dropping out; workday responsibilities and financial responsibilities continue until the end of the two weeks. Tuition will not be refunded. Once a member has enrolled and dropped out, s/he cannot enroll again in the same year without the approval of the Board.

Section E: Registration priorities are given in this order:

- 1) Members currently enrolled in RPCP
- 2) Alumni of RPCP
- 3) Members of any Lake Washington Technical College parent-child program
- 4) The general public

No registration shall be accepted before the registration period for next year's classes. In addition to his/her own registration, a person can register for one other person in the same registration priority.

Section F: Any current member must be current financially and in all areas of responsibility (e.g. committee responsibilities, workday attendance, cleaning, parent classes, etc.) at registration and by the last school day of the year in order to register. Those who are not current financially and/or in areas of responsibility at the time of registration will need to present themselves before the Board to state their case and intentions to rectify the matter. Failure to do so may result in appropriate action or termination of membership. Such decisions will be made at the discretion of the Board.

Section G: In cases of multiple birth children enrolled in the Preschool, the 3's classes must have eight parents per work day and the 4's classes must have five parents per work day. The parents of multiple birth children will share the extra workdays.

In the case of triplets in the 3's class, the family will be required to pay one (1) enrollment fee for the family and three (3) tuitions. In addition the family will be responsible for two (2) weekend cleans during the year. Requirements for parent education, committee assignments and fund raising are the same as for a single child family. Families may be asked to share extra workdays, if needed.

If the triplets are in the 4's class, the following will apply. The family will be required to pay one (1) registration fee for the family and three (3) tuitions. The family will be responsible for working two (2) days per week in the Preschool and two (2) weekend cleans during the school year. Requirements for parent education, committee assignments and fund raising are the same as for a single child family.

Section H: At the discretion of the Board of Trustees, a review of the parent's past record at the Preschool may be conducted to determine if the parent will be considered a **member not in good standing** going forward. This determination may result from a parent's: 1) failure to accomplish duties and fulfill obligations as defined in Article IV; or 2) violation of the Parent Agreement, Bylaws, or the Standing Rules of the Preschool.

Section I: A parent may be denied membership based on the Board's review of the parent's past record at the Preschool, or a past finding that the parent was determined a **member not in good standing**, as defined in Article II, Section H of the Standing Rules.

ARTICLE III ATTENDANCE

Section A: School shall be held three sessions per week for the 4's classes and two sessions per week for the 3's classes. School vacations will coincide with the Lake Washington School District calendar.

Section B: The first nine sessions for the 4's and the first six sessions for the 3's are a trial period. At the end of this period, either teacher or parent may decide that the child should not continue with the program.

Section C: Closing the school for any emergency shall be at the discretion of the teacher and/or the President. When the Lake Washington School District closes for a full day due to weather conditions, Preschool classes for the whole day will be canceled. When the Lake Washington School District is delayed for one hour or more, the 9:00 AM Preschool class will be canceled. The teacher and/or President will consult with the parent leaders of the afternoon classes to determine if it is appropriate to hold class. Cancelled classes may be made up during the quarter in which they are missed at the discretion of the Board.

Section D: Children must be kept home if there are any signs of communicable disease, as set forth in the Illness Guidelines.

Section E: Newborns may be brought to Preschool in a front pack up to three months of age, providing that the child is not disruptive to the Preschool program or prohibits the parent from performing his/her duties. Newborns are allowed to attend parent classes and Board meetings up to the age of three months. After three months, the teachers must grant prior approval for each subsequent attendance. The Preschool child should be the focus of the parent's attention; consequently no other children will be allowed to attend the Preschool.

ARTICLE IV DUTIES

Section A: **WORKDAYS:** Each member shall be responsible for his/her scheduled workday, assisting in the supervision of the Preschool group under the direction of the teacher. In case a parent is unable to attend on his/her workday, it is his/her responsibility to find another enrolled parent with whom he/she can

exchange workdays or find a regular substitute. After the second unexcused absence on a workday, the member shall meet with the teacher.

Section B: PARENT CLASSES: Each mother or father must attend the monthly parent class. In the event a parent is unable to attend the monthly parent class; s/he must contact the Parent Leader prior to the meeting. A parent may miss one monthly parent class without a required make up. Only two parent classes can be missed per school year (only one of these needs to be made up). Parent classes may be made up by:

- Attending another RPCP parent class in the same month;
- Attending a parenting class outside the Preschool (i.e. Community sponsored class) with prior teacher approval;
- Reading a book on a parenting topic approved by a teacher, and writing a two-page minimum, typed, double spaced report on the book or article. The report should be submitted to the teacher and the parent should notify their Parent Leader when the report is complete;
- Conduct at least 2 hours of research to collect articles and resources on a parenting topic approved by the teacher.

A “made up” class is still considered a missed class. The teacher and parent leader have the authority to resolve questions regarding make-ups in individual cases. Failure to make up a missed parent meeting within the allotted time may result in the parent being designated a **member not in good standing**. Parent classes must be made up within six weeks after the missed parent class. Parents enrolled in two different classes are required to attend only one class per month and should alternate between the 3's and the 4's.

A third missed class may result in termination of membership. The parent must notify the Board in person or in writing prior to the next Board meeting as to the reason for the third miss. The Board will then make a decision about whether to terminate membership or grant an additional make up for the third miss. Board members that miss a parent class must consult with their teacher regarding make up.

The acting Board will resolve cases of three missed parent classes, potentially resulting in termination of membership, in a timely manner and at least by the last Board meeting of the school year (May).

Section C: FUND-RAISERS: Parents are encouraged to commit their time to prepare for and participate in annual fundraising activities. If unable to do so, they are encouraged to engage in a compensatory activity agreed on by the Board.

Section D: COMMITTEES: Each member is required to serve on one standing committee. The committees are assembled during registration and are apportioned to best suit the needs of the Preschool. If the member does not fulfill their committee responsibilities or is unable to serve on a committee, they are required to engage in a compensatory activity agreed on by the Board. If a member changes classes for any reason, the member agrees to change committee assignments if necessary, at the discretion of the Committee Chairperson.

Section E: CLEANING: Each member is required to clean the Preschool twice a year. Members will participate in one weekend clean and help with a semi-annual clean. The 4's either help open the Preschool or work the mid-year clean; the 3's work the end-of-the-year clean.

Section F: There will be no solicitation of other members for business purposes except by use of the bulletin board available to all members for this purpose.

ARTICLE V

ACCIDENTS, SAFETY & INSURANCE

Section A: In case of an accident, the aid car and/or parent shall be notified immediately.

Section B: In case of an accident, regardless of the degree of injury to the child, an accident report must be made out by the observing adult and kept on file at the school.

Section C: Parents are required to provide all records necessary for enrollment at a date to be determined by the Board, but in no case later than the beginning of the school year. Failure to do so will result in the parent and child being barred from attendance and may result in permanent expulsion from the program.

Section D: Children, employees, participants, parents and approved regular substitutes in the cooperative must meet all local and state health department immunization requirements.

RPCP requires all adults working in the classroom to have a TB test performed prior to the start of school. Documentation from the doctor's office stating the results is necessary prior to the first day of school. If results are positive, appropriate action (i.e. x-rays etc.) must be taken before the adult and child may attend class. RPCP requires any other family member who may be working in the classroom more than 3 times to have a TB test performed and provide the results as stated above.

Section E: In case of an accident on a field trip (not special event), to ensure that RPCP's insurance coverage as well as the driver's insurance coverage is not voided, the following rules require strict adherence:

- Drivers must have a valid Washington Driver's license.
- Drivers must carry proof of valid liability insurance in the amounts of 100/300 on any vehicle used for transporting children on field trips. This must be kept current for the entire year.
- Voluntary drivers for field trips must complete and sign a copy of the Voluntary Driver Automobile Notice Form.

Section F: Additional information on Safety and Insurance matters is available in the Risk Management Manual. Several copies are on file at the school.

ARTICLE VI

FINANCIAL POLICY

Section A: Tuition is figured on a yearly basis and divided into nine (9) equal payments. The following month's tuition is due and collected by the Parent Leader at the current month's parent class (e.g. November tuition is collected at the October Parent class). It is the member's responsibility to notify the Teacher or Parent Leader of any extenuating circumstances concerning their financial responsibility. For failure to notify the Teacher or Parent Leader, a fine of \$15.00 will be added to late tuition after the 20th of each month. Neglect of financial responsibility will be brought before the Board by the Treasurer, which may result in termination of membership. Parents assume responsibility to pay fees charged to the Preschool for NSF and/or returned checks.

Section B: Before any member falls two months delinquent in tuition payments, a combined effort with the Parent Leader shall be made to identify the reason(s) for the delinquency and how to solve the problem. The following options are available to the member:

- To become current by either immediately paying all back tuition OR paying through a mutually agreeable plan voted upon by the Board.
- To apply for a scholarship (see section C below)
- To drop from the program with restitution of back tuition being made as soon thereafter as possible.

Section C: The Board will grant Scholarships based on financial need. To ensure receipt and immediate attention, the applicant must hand deliver a completed scholarship application form, in a sealed envelope, to the attention of the Board President and place it in the secured mailbox inside the school. Applications must be resubmitted in the same manner every two months. Failure to renew your request may result in termination of your scholarship. Members not in good standing are not eligible for a scholarship until they rectify any issues and are again considered a member in good standing.

Entry into the Preschool requires enrollment forms, enrollment fee, and first month's tuition. Scholarships are available September through May. Any exceptions to this policy will be made at the discretion of the Board. The scholarships are renewable every two months.

The scholarship account is funded by:

- discretionary donations from other members past and present (e.g., members might elect to add \$1.00 or more to their own tuition payments and designate that this amount go to the scholarship account);
- designated profits from fund raisers; and/or
- anyone previously helped by a scholarship that has taken it upon themselves to make restitution.

Section D: Preschool enrollment and tuition fees are non-refundable. However, if RPCP should cancel an entire class (e.g. 3 AM, 4 PM), all fees paid by the prospective students will be refunded in full.

Section E: Tuition will be pro-rated per month for those beginning after school is in session. Exception: September and December will be pro-rated according to the number of school days per month.

Section F: The fees remain the same during the months with school holidays, vacations and emergency closings.

Section G: Past delinquent school bills of a member must be paid before re-entering the corporation.

Section H: In cases of prolonged illness or hospitalization of a child or parent of at least a month, the tuition will be reduced by one-half. The tuition will remain the same if the child attends during the parent's absence, but if the child does not attend, the tuition will be reduced by one-half.

Section I: An enrollment fee will be required for all families registering at the Preschool. The fee is collected when the registration form is submitted and is non-refundable. Tuition is generally collected at Parent Education classes and is due on the following schedule:

Tuition for:	Month Due:
September	June (Collected at Spring Orientation)
October	September
November	October
December	November
January	December
February	January
March	February
April	March
May	April

The tuition for the month of September is due at Spring Orientation and is non-refundable. Part of this fee goes to LWTC as a registration fee for the specific class in which the family is enrolled. Families who drop by the 10th day of a quarter, and after a tuition payment is made, can ask for a refund only on the portion of the fee going to LWTC. Such a request should be made in writing to the Board. If payment is not received, the child will not be permitted to attend class. All subsequent tuition is due at the monthly parent education meetings.

The enrollment fee and monthly tuition are used to cover operating expenses of the Preschool including, but not limited to: LWTC registration, operating expenses, facilities lease, teacher salaries, supplies and equipment.

The enrollment fee and tuition amounts change yearly. Please consult with your teacher, parent leader or another board member to determine the current amounts.

ARTICLE VII LEAVE OF ABSENCE

Section A: A written request for a leave of absence must be submitted to the Board for approval, or it may be approved at the discretion of the President in case of an emergency.

Section B: Members may take a maternity leave for a maximum of six weeks. The maternity leave must coincide with the birth of the baby, either before, after, or in combination, but not to exceed six weeks. Special circumstances need Board approval.

Section C: Leaves of absence granted for sickness, surgery, maternity or emergencies to a member's family relieve the parent of workday responsibilities during the leave of absence for up to six weeks. Members may be relieved of other preschool responsibilities at the Board's discretion. Any special circumstances must be brought to the Board for approval.

Section D: Members who choose to take a vacation leave will be responsible to find a substitute for all workdays and other preschool responsibilities per the Parent agreement, while they will be gone. Tuition will remain the same during the leave.

ARTICLE VIII BOARD OF TRUSTEES

Section A: The Board of Trustees of the corporation shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Parent Leaders, Parent Education Chairperson, Registration Chairperson, Computer Chairperson, Committee Chairperson, and Facilities Chairperson.

Section B: Recommendations for business affairs of the corporation will be made to the membership. Any decision made by the Board of Trustees may be rescinded by a majority of the membership.

Section C: Regular Board meetings are open to all members of this corporation. An executive session may be called by any member of the Board for business pertaining to an individual to protect the privacy of the members.

Section D: The Board of Trustees and the Early Childhood Educator Supervisor shall interview and hire teachers.

Section E: The Board of Trustees will serve on the Board instead of serving on a standing committee. The Board of Trustees will open and unpack the school after summer break.

Section F: Tenure of office will begin with the close of the previous school year and will continue until the end of the elected school year, with the exceptions of the Registrar, Treasurer, and Computer Chairperson. The duties of the Board are as set forth in the Bylaws, Article IV, Officers.

ARTICLE IX ELECTIONS

Section A: A Nomination Committee composed of at least three (3) non-returning members shall be selected at the March board meeting.

Section B: The Nomination Committee will present a slate of nominees for President, First Vice President, Second Vice President, Secretary, Parent Leaders, Parent Education Chairperson, Committee Chairperson, and Facilities Chairperson. Nominations will be open from the floor before voting takes place. Recommendations for the Parent Leader positions from the present Parent Leaders and teachers are to be considered by the Nomination Committee. The Nomination Committee will contact new members of incoming 3's classes to inform them of available Board positions. Any new members interested in one of these positions will be added to the slate of nominees.

Section C: When more than one candidate is running for one specific office, the Nomination Committee will prepare a written ballot. A simple majority of the entire membership will rule. In the event of a tie, the Board will vote to break the tie.

ARTICLE X

TEACHERS

Section A: The teacher is responsible for parent education. The teacher plans and conducts, with the parents, the monthly parent classes, and is responsive to the needs of the individual groups as they choose topics for guest speakers, and plan discussions and activities.

Section B: The teacher in the Co-op Preschool is responsible for implementing a sound educational program for young children. In doing this, the teacher works to establish routines and activities that will be most effective to promote social, physical, mental, emotional, and creative growth for each child. The teacher will be able to explain any part of the program so that all will understand the “whys” of an activity.

Section C: The teacher is available for individual conferences at the request of the parent. The teacher can be trusted to be confidential. It is part of the teacher’s job to be aware of resources available to families in the community. The teacher is willing to help locate assistance if needed in a specific area. The teacher also meets with other teachers of LWTC programs to exchange information. The teacher makes available to parents the resources of LWTC.

Section D: The teacher will determine when it is necessary to send a child or parent home from school.

Section E: The teacher will determine when guests may visit. Advance permission must be obtained from the teacher and the enrollee must accompany the visiting child.

Section F: Special circumstances related to compliance with Standing Rules will be decided at the teacher’s discretion. Parent leaders will be consulted as needed.

Bylaws

REDMOND PARENT COOPERATIVE PRESCHOOL BYLAWS

ARTICLE I

MEMBERSHIP

Section 1 **Classes of Members:** The corporation shall have one class of members. Membership shall consist of parents of children enrolled in the Preschool. Both mother and father of each child, or single parent, or guardian(s) of each child shall be considered members of the Preschool.

Section 2 **Basis for Membership:** Redmond Parent Cooperative Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs.

Section 3 **Voting Rights:** Each family shall be entitled to one vote on each matter submitted to a vote of the membership and the family vote may be cast by either the mother or father or the guardian of the child enrolled in the school.

Section 4 **Termination of Membership:** The Board of Trustees, by an affirmative vote of a majority of all Trustees present at any regular meeting at which a quorum is present, may suspend or expel any member for cause after appropriate notice and hearing, including but not limited to, the nonpayment of tuition as herein provided.

Section 5 **Powers of Members:** The membership shall elect the Board of Trustees (excluding the Registrar, Treasurer, and Computer Chair) at the annual membership meeting. The membership may rescind any action of the Board of Trustees by a majority vote of the members at a regular monthly membership meeting at which a quorum is present.

Section 6 **Non-discriminatory Statement:** This corporation is organized exclusively for religious, charitable, scientific, literary or educational purposes within the meaning of Section 501(C) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code.

Upon the unwinding and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation which has established its tax-exempt status under Section 501(C)(3) of the Internal Revenue Code.

ARTICLE II

MEETING OF MEMBERS

Section 1 **Annual Meeting:** The annual meeting of the members shall be held in the month of April of each year. Such annual meeting shall be held at such place and time as designated by the Board of Trustees.

Section 2 **Special Meeting:** Special meetings of the members may be called by the President or a majority of the Board of Trustees or not less than 50% of the members.

Section 3 **Notice of Meetings:** No notice of the annual meeting of members need be given. Notice of special meetings of the members of the corporation, stating the place, date and hour of the meeting shall be given to each member entitled to vote at least 10 days prior to the date of the special meeting.

Section 4 Quorum: At any meeting of the members of the corporation a majority of the members shall constitute a quorum for any and all purposes, provided that in the event that a quorum is present at any meeting of the corporation, the business may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

ARTICLE III BOARD OF TRUSTEES

Section 1 General Powers: The affairs of the corporation shall be managed by a Board of Trustees, which shall be composed of fourteen (14) members of the corporation.

Section 2 Tenure, Qualification and Methods of Election: The Board of Trustees shall be elected from those individuals who are members of or who are registered in the corporation. The subscribers to the Agreement of Association shall serve as the first Board of Trustees until their annual meeting of the members of the corporation and until their successors are elected and qualified. Thereafter, the election of Trustees shall be held every year at the regular annual meeting of the members of the corporation and, until their successors are elected and qualified, with the exception of the Registrar, Treasurer and Computer Chair which are Board appointed. In the event of failure to hold an election of Trustees as required herein by these Bylaws, election of the Trustees may be held at a special meeting of the members called for that purpose.

Section 3 Vacancies: Except as otherwise provided by law, vacancies in the Board of Trustees, whether caused by resignation, death or otherwise, shall be filled by a vote of the majority of the members of the Board of Trustees. A Trustee thus elected to fill a vacancy shall hold office for the completion of the term where upon his successor will be elected and qualified.

Section 4 Annual Meetings: The annual meeting of the Board of Trustees shall be held on the fourth Monday of May at 7:00 p.m. or at such other time and place as is designated by the Board of Trustees.

Section 5 Special Meetings: Special meetings of the Board of Trustees may be called by or at the request of the President or any three (3) members of the Board. Notice of any such meeting of the Board of Trustees shall be given at least two (2) days before the meeting.

Section 6 Quorum: A majority of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 7 Removal of Trustees: The entire Board of Trustees or any individual Trustee, at a special meeting of the members called for the purpose, may be removed from office for cause by a vote of a majority of the members entitled to vote at any election of Trustees. If the Board of Trustees or any one or more Trustees are so removed, new Trustees may be elected at the same meeting.

Section 8 **Power and Authority of the Board of Trustees:** The Board of Trustees shall have full power and authority to:

- Make expenditures as the Board deems expedient.
- Collect dues and assessments to be paid by the members of the corporation.
- Manage and conduct the affairs and business of the corporation and generally do and perform or cause to be done and performed any and every act which the corporation may lawfully do and perform.

The Board of Trustees shall not make political donations of the corporate funds or property, nor shall any of the corporate funds or property be used to carry on propaganda or otherwise attempt to influence legislation.

ARTICLE IV OFFICERS

Section 1 **Officers:** The officers of the corporation shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, Registration Chairperson, Parent Education Chairperson, Committee and Special Events Chairperson, Facilities Chairperson, Computer Chairperson, and four Parent Leaders (one per class.)

Section 2 Commitment: The officers of the corporation will attend all monthly Board Meetings. They will prepare a report to present to the Board each month.

Section 3 President: The President shall be the principal executive officer of the corporation and shall supervise and control all of the business and affairs of the corporation. S/he shall preside at all meetings of the members of the Board of Trustees and s/he shall perform all duties as may be prescribed by the Board of Trustees from time to time; provided, however, that the President shall not vote on issues before the Board of Trustees except in order to break an existing tie vote. The President will obtain a majority vote from the Board of Trustees before entering into a legal contract on behalf of the Preschool.

Section 4 First Vice President: In the absence of the President or in the event of his or her inability or refusal to act, the First Vice President shall perform the duties of President. When so acting shall have all the powers and be subject to all the restrictions upon the President. The First Vice President shall also act as the chairperson of the standing committee for the Ways and Means.

Section 5 Second Vice President: The Second Vice President shall be responsible for buying non-academic supplies, handling safety duties and student folders, acting as college liaison with regard to fieldtrips and special events, and expedites the insurance process. Second Vice president chairs the Safety Committee, and assists the First Vice President as needed.

Section 6 Treasurer: The Treasurer will be appointed by the Board in March and serve a term of office starting in May and ending the following June. The Treasurer shall keep or cause to be kept full and accurate accounts of the receipts and disbursements of the corporation. S/he shall receive and deposit all money and other valuables of the corporation in the name and to the credit of the corporation in such depository as may be designated by the Board of Trustees. S/he shall disburse or cause to be disbursed the funds of the corporation as directed by the Board. S/he shall render to the corporation, whenever required, accounts of all his/her transactions as Treasurer and of the financial condition of the corporation. S/he shall submit and cause to be transmitted to the Board of Trustees financial statements required by it. S/he may cause an annual audit of the financial affairs of the corporation to be made and such annual audit shall be presented to the members at the annual meeting.

Section 7 Secretary: The Secretary shall keep all the minutes of the meetings of the members of the Board of Trustees in one or more books provided for that purpose. The secretary shall see that all notices are duly given in accordance with the provisions of the Bylaws as required by law. The secretary is to act as custodian of the corporate records, complete the school inventory every year at the beginning of the school year, plan the refreshment schedule for all board meetings, and in general, perform the entire duties incident to the office of Secretary.

Section 8 Parent Leaders: A Parent Leader from each class will assist the members as necessary throughout the school year, set up work days and orient new members in the school activities. The Parent Leader will also serve as a liaison between the class and the Board.

Section 9 Registration Chairperson: The Registration Chairperson will be appointed by the Board in November to serve a term of office starting in January and ending the following February, after helping the incoming Registrar with registration. The Registration Chairperson will discuss the philosophy of the Preschool with prospective members, register all new members and collect enrollment fees. S/he will check school answering machine for messages. S/he will arrange publicity for the Preschool and implement public relations activities.

Section 10 Parent Education Chairperson: The Parent Education Chairperson shall arrange and coordinate speakers for the parent classes. S/he will coordinate and head the Parent Education Committee. S/he will maintain a Parent Education Library and oversee the Scholastic book Committee.

Section 11 Committee and Special Events Chairperson: The Committee and Special Events Chairperson shall be responsible for assigning and coordinating committees. S/he will notify members of rotating committees (e.g. Pet, Cut n Snip, Playdough/woodworking/bulletin board) of when their responsibilities begin and end. S/he will be responsible for arranging care for any Preschool pets (Pet Committee). S/he acts as assistant to Registrar. S/he will also be responsible for the following special events: school pictures, Holiday food drive, Snowflake Giving Tree, Camp Gilead, and end-of-year activity. S/he will have the Special Events committee to help with those aforementioned special events.

Section 12 Facilities Chairperson: The Facilities Chairperson will be responsible for all maintenance and repair of Preschool facilities, equipment and toys. S/he will coordinate and head the maintenance committee. S/he will establish, post, and oversee the weekend cleaning schedule and be in charge of the school opening, mid-year and year-end deep cleanings.

Section 13 Computer Chairperson: The Computer Chairperson will be responsible for maintaining the school computer and website. S/he will maintain Preschool class lists, perform quarterly backups, perform computer upgrades and ensure current files exist on the Preschool computer at year-end. S/he will assist other Officers with computer related work.

ARTICLE V FISCAL YEAR

The Fiscal year for the corporation shall commence on July 1 and end on June 30 of the following year.

ARTICLE VI AMENDMENT OF BYLAWS

These Bylaws may be amended, altered or repealed by a majority vote of the membership at any regular or special meeting of the membership at which a quorum is present after at least fourteen (14) days notice of the meeting.

ARTICLE VII RULES OF ORDER

The rules contained in the most recent edition of Robert's Rules of Order Revised shall govern all meetings of members and Trustees where these rules are not inconsistent with the Agreement of Association Bylaws or special rules of order for the corporation.

ARTICLE VIII STANDING RULES

The Board may adopt such Standing Rules, relating to the amount and payment of tuition and all other matters which the Board deems appropriate, as the Board may deem beneficial to the fulfillment of the purposes of the corporation.

ARTICLE IX DISCLAIMER

The Redmond Parent Cooperative Preschool and/or its officers shall not be responsible for the loss of or damage to personal property while it is on school premises.