

# BY-LAWS OF FAMILY CIRCLE COOPERATIVE PLAYGROUP, INCORPORATED AS AMENDED JANUARY 8, 2008

## ARTICLE I

### Name

This organization shall be known as Family Circle Cooperative Playgroup, Incorporated, hereafter referred to as "FCP."

## ARTICLE II

### Statement of Purpose

The objective of FCP is to provide an atmosphere in which both caretakers and children can socialize and learn in a cooperative setting.

## ARTICLE III

### Membership

FCP Members agree to fulfill their cooperative obligation, to take turns leading their class, to serve on a Standing Committee, and to contribute to the friendly, nurturing environment inherent to FCP. Membership shall not be contingent upon race, color, creed or physical limitation.

### SECTION 1 Classes of Membership

Membership of FCP shall consist of five (5) classes of membership:

- A) Member - Parent/Guardian or Caretaker – an adult at least 18 years of age;
- B) Enrolled Child – participating class-age child;
- C) Participating Tagalong – a sibling class-age or older as of October 1;
- D) Non-participating Tagalong – a sibling under class-age but over the age of 12 months as of October 1;
- E) Infants – a sibling under 12 months as of October 1.

### SECTION 2 Membership Requirements

To Maintain Good Standing, Members are required to:

- A) Adhere to the provisions of these By-laws;
- B) Follow the FCP Guidelines received on Orientation Night;
- C) Lead the class on a rotating basis and be prepared to fulfill that role;
- D) Serve on a Standing Committee of FCP from September to May and fulfill all duties as directed by the Committee Chairperson;
- E) Actively participate in class activities and special events;
- F) Submit all necessary paperwork for Enrolled Child(ren), Tagalongs, and Infant(s) to be received by the Registrar as of the 1<sup>st</sup> day of school or child(ren) may not participate. Paperwork includes, but is not limited to:
  - 1) Registration form with Member's signature
  - 2) Immunization record
  - 3) Tuition
  - 4) Emergency forms
- G) Fulfill the duties of two (2) Standing Committees if member has child(ren) enrolled in two (2) different classes;
- H) Be responsible for his/her child(ren), tagalong(s) and infant(s) at all times. Children not registered and not eligible for tagalong status may not attend class;
- I) Pay a cooperative retainer fee of \$20.00 to be collected at Orientation Night. The fee will be returned at the end of the year if Member fulfills all expected duties;
- J) Participate in the fundraising event(s) to the best of their ability;
- K) Cooperate in the classroom setting;
- L) Discipline their child(ren) as needed to maintain a safe and orderly class environment;
- M) Contribute to the friendly, nurturing, cooperative atmosphere of FCP.

If a Member does not maintain good standing by failing to abide by FCP By-laws and guidelines, then:

- A) The Board Member or Coordinator will make the problem known to the Director and the Member in poor standing and give a written explanation of what is expected of him/her;
- B) The Board Member or Coordinator will give written notification to the Director and The Member in poor standing that withdrawal is necessary if the problem has not been resolved by a predetermined date;
- C) Once notification of withdrawal has been issued, the Member in poor standing may appeal to the FCP Board. A meeting will be called of the FCP Board. A quorum of the Executive Board must be present. The Board Member, Coordinator and the Member in question may attend. A majority vote of the FCP Board will determine the results of the appeal.

### SECTION 3 Registration Guidelines

The methods for admitting members to FCP shall be:

- A) In-house registration whereby current members will be given first preference;
- B) Open Registration;
- C) Waiting List Registration.

Registration will be conducted using the following guidelines:

- A) Registration will be conducted on a first come, first served basis;
- B) Registration form, immunization record, and non-refundable registration fee must be received by the Registrar to ensure placement in a class;
- C) Member will be contacted by a Board Member and/or Coordinator regarding class placement.
- D) Applications received after the class is filled will be entered on a waiting list. The deposit is returned and the Registrar will notify the applicant when an opening exists.

### SECTION 4 Tuition and Fees

Tuition Guidelines:

- A) Tuition will be adjusted by the Executive Board to meet projected expenses and rising costs every year;
- B) The non-refundable registration fee is due to the Registrar upon registration;
- C) The balance of tuition and the cooperative retainer fee are to be paid on Orientation Night and received by the Treasurer;
- D) Mid-year enrollee's tuition will be pro-rated by the Registrar;
- E) The Executive Board Members, Committee Chairs, and Coordinators receive a 50% discount on tuition. The Director receives free tuition.

Outstanding Balances will be handled in the following manner:

- A) By October 1 – Treasure will directly notify Member(s) with amount due and that payment needs to be made promptly to the Treasurer to retain membership;
- B) By October 15 – Treasurer will give a second notification of amount due and that payment needs to be made promptly to the Treasurer to retain membership;
- C) By November 1 – Treasurer will give a final notice to the Coordinator(s) and the Member(s) with final date and amount due or membership will be withdrawn if not received by November 15;
- D) By November 15 – Member will be considered withdrawn if full payment has not been received by the Treasurer. The Treasurer will notify the FCP Board, Coordinator(s) and Member(s) of the revocation of membership.

### SECTION 5 Involuntary Withdrawal

Member will be withdrawn automatically from FCP membership:

- A) After missing three (3) consecutive class periods without notifying the Coordinator;
- B) By not submitting all forms and tuition by required deadlines;
- C) By failing to fulfill class rotation and/or comply with FCP guidelines (i.e. sickness policy, fire drill policy, etc.) or FCP By-laws;
- D) As per a majority vote by the FCP Board when such action becomes necessary.

Member who is withdrawn involuntarily is not eligible for tuition refund.

Member will be notified by the Registrar that membership has been withdrawn.

### SECTION 6 Voluntary Withdrawal

Member can request to be withdrawn from FCP membership:

- A) By notifying his/her Coordinator;
- B) The Coordinator will then notify the Registrar, who will fill the open position from the waiting list;
- C) Resignation from FCP does not allow for tuition refund except for extenuating circumstances as determined by the FCP Board Members;
- D) Before any request for tuition refund due to extenuating circumstances is presented to the FCP Board Members, Member must attempt to resolve conflict through Class or Committee Meetings;
- E) Member must then contact Registrar in a final attempt to resolve issues before written request is presented to the FCP Board Members;
- F) No refunds will be considered after November 1<sup>st</sup> unless otherwise approved by a majority vote by the FCP Board Members. A quorum must be present.

### SECTION 7 Grievances

Members with grievances should first attempt to resolve such matters among themselves. If a satisfactory resolution cannot be achieved, then the matter should be put in writing to the Director who will bring the matter before the Executive Board. The decision of the Executive Board in such matters shall be final.

SECTION 8 Re-instatement

There is no re-instatement during the year in which a member withdraws, voluntarily or involuntarily. The member can re-apply the following year during the Open Registration period.

ARTICLE IV  
Classes

SECTION 1 Class Schedule

Classes will meet:

- A) As per the registration agreement;
- B) In accordance with the FCP calendar as per the contract with St. Matthew's Church;
- C) In the morning (time shall be determined by the Executive Board Members);
- D) In the afternoon with permission from St. Matthew's Church (time shall be determined by the Executive Board Members);
- E) At a different location and time for field trips as planned by the Field Trip Chairperson;
- F) At a different location and time for a special outing which is left to the individual discretion of the class.

ARTICLE V  
Executive Board Positions

SECTION 1 Executive Board Positions

The following positions comprise the Executive Board:

- A) Director
- B) Assistant Director
- C) Registrar
- D) Public Relations Representative
- E) Treasurer
- F) Secretary

SECTION 2 Executive Board Member Eligibility

The Executive Board Members shall have been a Member of FCP for at least one (1) year, unless approved by the Director.

SECTION 3 Duration of Position

New Executive Board Members shall assume their positions at the May Board meeting and maintain their position until the May Board meeting of the Member's final year as Executive Board Member. Executive Board Members may repeat a term.

SECTION 4 Executive Board Member Selection

Prospective Executive Board Members are selected by the Registrar from the Members who have volunteered for the position(s) and are subject to the approval of the current Executive Board Members.

SECTION 5 Responsibilities of Executive Board Members

All Executive Board Members must attend all Board Meetings and present a report to the Board.

The Executive Board shall be subject to the orders of FCP and none of its acts shall conflict with the action taken by FCP.

The Executive Board Members shall have the following responsibilities:

- A) Director shall:
  - 1) Chair Board meetings;
  - 2) Act as liaison between St. Matthew's and FCP;
  - 3) Draw up the tentative calendar;
  - 4) Prepare Orientation Night agenda and paperwork;
  - 5) Prepare an agenda for Board meetings;
  - 6) Ensure that Executive Board Members, Committee Chairpersons and Coordinators understand their positions;
  - 7) Temporarily handle any Board position that becomes vacant;
  - 8) Fulfill all responsibilities outlined in the Director's Job Description.
- B) Assistant Director shall:

- 1) Assist Director as needed;
  - 2) Assume the Director's position if this position becomes vacant.;
  - 3) Communicate important information (i.e. from Board meetings) between Coordinators and the Board;
  - 4) Guide the Coordinators and Committee Chairs in their positions;
  - 5) Assist the Registrar in selecting Coordinators and Committee Chairs;
  - 6) Assist the Registrar in selecting an interim Board Member or Coordinator, as needed;
  - 7) Fulfill all responsibilities outlined in the Assistant Director's Job Description.
- C) Registrar shall:
- 1) Present candidates for new Executive Board members, Committee Chairs, and Coordinators from volunteers for Board approval;
  - 2) Collect registration materials (immunization forms, registration forms, fees);
  - 3) Give all checks/money received to Treasurer;
  - 4) Assign members to a Standing Committee and to a Class;
  - 5) Create Committee and Class Lists and distribute
  - 6) Present candidates for interim Executive Board members, Committee Chairs or Coordinators, as needed;
  - 7) Update registration forms and immunization forms with assistance from the Public Relations Representative;
  - 8) Fulfill all responsibilities outlined in the Registrar's Job Description.
- D) Public Relations Representative shall:
- 1) Conduct registration periods;
  - 2) Check FCP voice mail and email and respond to messages;
  - 3) Assist Registrar with updating forms, as needed;
  - 4) Work to create a good relationship with the St. Matthew's Staff and the community through outreach programs;
  - 5) Send press releases and advertise as needed;
  - 6) Fulfill all responsibilities outlined in the Public Relations Representative's Job Description.
- E) Treasurer shall:
- 1) Handle all phases of cash activities;
  - 2) Submit a financial report at each Board meeting excluding special Board meetings;
  - 3) Handle all phases of FCP insurance policies;
  - 4) Collaborate with the Fundraising Chairperson regarding financial goals;
  - 5) Send any payment due notices;
  - 6) Fulfill all responsibilities outlined in the Treasurer's Job Description.
- F) Secretary shall:
- 1) Take minutes at all Board meetings and any special meetings held;
  - 2) Schedule all fire drills and train Board Members on fire drill policy and procedures;
  - 3) Distribute all minutes to Board Members;
  - 4) Review and update all emergency forms and attendance forms and distribute to Coordinators;
  - 5) Record all fire drills in Fire Drill Log;
  - 6) Fulfill all responsibilities outlined in the Secretary's Job Description.

#### SECTION 5 Management by the Executive Board

The affairs of FCP shall be managed by the Executive Board. The decisions of the Executive Board constitutes the final authority on all matters, including but not limited to, matters regarding the operation, finances, and events of the school.

The responsibility of the Executive Board is to communicate FCP policies and upcoming events to the general membership.

#### SECTION 6 Authority of the Executive Board

The authority of the Executive Board is to take actions necessary to effectively and efficiently operate the organization including, but not limited to, approving budgets, reviewing and revising FCP By-laws as needed, and deliberating over appeals or the status of any Member who fails to maintain good standing.

#### SECTION 7 Action without Meeting

The Executive Board may, if necessary, act without a meeting if, prior or subsequent to the action, each Executive Board Member shall consent in writing to the action. The Secretary shall file the written consents along with a memorandum regarding the action taken.

### ARTICLE VI

#### Standing Committees and Committee Chairpersons

#### SECTION 1 Standing Committees

The Standing Committees of FCP shall include the following:

- A) Publicity
- B) Hospitality
- C) Property
- D) Fundraising
- E) Field Trips

Such other Standing Committees shall be appointed by the Director as, from time to time, shall be necessary to carry out the work of FCP.

## SECTION 2 Committee Chairpersons

Committee Chairpersons shall attend all Board meetings and present a committee report.

Committee Chairpersons shall utilize their committee members to accomplish their responsibilities and monitor their committee members' participation in the duties assigned to them.

Committee Chairpersons shall attempt to create opportunities for committee members to maintain good standing by fulfilling their cooperative obligation and shall report to the Board any members who may fail to maintain good standing.

Committee Chairpersons shall meet with their committee members as necessary and a written report shall be given to the Director within one (1) week of the meeting.

The Committee Chairpersons shall have the following responsibilities:

- A) Publicity Chair shall:
  - 1) Organize and place signs on tables, doors, etc. for Orientation Night;
  - 2) Arrange Open House(s), advertise these events and lead the new members in the registration process;
  - 3) Maintain the FCP bulletin board by assigning Members to decorate it on a monthly basis;
  - 4) Maintain the FCP information bulletin board by posting notices of interest to general membership and updating and changing the FCP monthly calendar;
  - 5) Gather information for the FCP newsletter by getting contributions from Committee Members, Board Members as well as the general membership, if desired, and copy and distribute said newsletter;
  - 6) Organize a booth at community events if enrollment is not at expected levels.
- B) Hospitality Chair shall:
  - 1) Plan, purchase and set-up refreshments for Orientation Night as well as clean up afterwards;
  - 2) Schedule entertainment for the children throughout the school year;
  - 3) Arrange and facilitate Family Day at the end of the school year.
- C) Property Chair shall:
  - 1) Take inventory of and purchase cleaning and craft supplies and all property of FCP;
  - 2) Update the Master Inventory List as needed;
  - 3) Organize and participate in Clean Up Days;
  - 4) Attend Unpacking and Inventory/Storage and Inventory Days.
- D) Fundraising Chair shall:
  - 1) Arrange and implement one major fundraising effort in the fall (i.e. Innisbrook);
  - 2) Collaborate with the Treasurer regarding financial goals;
  - 3) Arrange additional fundraising efforts throughout the year to achieve financial goals.
- E) Field Trip Chair shall:
  - 1) Coordinate field trips so that outings are not in conflict with special in-house events including, but not limited to, Observation Week, Registration Periods, Open Houses and Fire Drills;
  - 2) Choose sites, confirm dates, times and prices, and notify Board and general membership of scheduled Field Trips;
  - 3) Obtain feedback for each trip and report back to the Board.

## ARTICLE VII

### Board Member Discipline Policy

#### SECTION 1 Board Member's Failure to Maintain Good Standing

If a Board Member fails to maintain good standing by:

- A) Failing to abide by FCP By-laws and guidelines;
- B) Not fulfilling his/her commitment to the FCP Board and/or FCP;

- C) Failing to work together in a cooperative effort to achieve the goals of the group;

Then:

- A) The Director will make the problem known to the Board Member in poor standing and give a written explanation of what is expected of him/her;
- B) If the problem continues, then the Director will give written notification to the Board Member in poor standing that withdrawal from the FCP Board and/or FCP is necessary if the problem is not resolved by a predetermined date;
- C) If a resolution has not been achieved and the notice of withdrawal has been issued, the Board Member in poor standing may appeal to the FCP Board. A meeting will be called of the remaining FCP Board. A quorum of the Executive Board must be present. The Board Member in question may attend. A majority vote of the remaining FCP Board will determine the results of the appeal.

#### SECTION 2 Director's Failure to Maintain Good Standing

If the Director fails to maintain good standing by:

- A) Failing to abide by FCP By-laws and guidelines;
- B) Not fulfilling his/her commitment to the FCP Board and/or FCP;
- C) Failing to work together in a cooperative effort to achieve the goals of the group;

Then:

- A) A quorum of the remaining Executive Board Members will organize;
- B) The remaining Executive Board Members will make the problem known to the Director in poor standing and give a written explanation of what is expected of him/her;
- C) If the problem continues, then the remaining Executive Board Members will give written notification to the Director in poor standing that withdrawal from the FCP Board and/or FCP is necessary if the problem is not resolved by a predetermined date;
- D) If a resolution has not been achieved, then a quorum of the remaining Executive Board Members has the authority to ask the Director to leave his/her position and/or withdraw from FCP.

### ARTICLE VIII Board Meetings

#### SECTION 1 Meeting Schedule

The FCP Board meetings will be held as scheduled per the tentative calendar.

The date, time and location of the FCP Board meetings shall be noted on the school calendar. Any changes in the schedule of meetings shall be posted at the school in a prominent area.

#### SECTION 2 Attendance at Meetings

The Director or Assistant Director shall preside over each Board meeting. In the Director's/Assistant Director's absence, he/she shall appoint another Executive Board Member to chair the meeting.

FCP Board Meetings are open to the general membership.

All FCP Board Members are required to attend all Board Meetings. If a Board Member is unable to attend a Board Meeting, then he/she must send a non-voting representative.

#### SECTION 3 Quorum

The presence of two-thirds (2/3) of the Executive Board Members (Director, Assistant Director, Registrar, Public Relations Representative, Treasurer, Secretary) shall be necessary to constitute a quorum.

#### SECTION 4 Voting

All FCP Board Members may vote.

A quorum must be present for a vote to be an official action. When a quorum is present, decisions shall be based on a majority vote of the entire FCP Board.

#### SECTION 5 Special Board Meetings

The Director or any Executive Board Member can call for a Special Board Meeting. Only the topic the special meeting was called for can be discussed. If a quorum is not present, the meeting must be rescheduled.

Executive Board Members must be notified of any special meetings directly by the Director.

SECTION 6 Reporting Information from Board Meetings

The Executive Board of FCP shall report information from Board Meetings to the general membership in any of the following three (3) methods:

- A) Coordinators shall verbally report to their class any information passed along from the Board meetings;
- B) Coordinators shall make the minutes of Board meetings available to their class members;
- C) The FCP newsletter and the FCP Information bulletin board located in the main hallway.

ARTICLE IX

Departments

Such Departments shall be appointed by the Director as, from time to time, may be necessary to carry out the work of FCP.

ARTICLE X

Parliamentary Authority

The Rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern FCP in all cases which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XI

Amendments to the By-Laws

The requirements for amending the By-Laws of FCP shall consist of the following:

- A) The proposed change(s) must be read and discussed at one Board meeting. This meeting can be a special meeting;
- B) The proposed change(s) must be read at the next Board meeting and voted upon after a discussion. This meeting can also be a special meeting;
- C) Change(s) to the By-laws requires a quorum to be present to take a vote. Passage requires a two-thirds (2/3) majority vote of the FCP Board for a change(s) to the By-laws to take effect.
- D) Change(s) to the By-laws, once approved by the Board, become effective immediately.

ACCEPTED: \_\_\_\_\_