

Allentown Cooperative Christian Preschool By-laws



Article I – Name and Address

The Allentown Christian Coop Preschool, (“ACCP”) is located at 23 Church Street, Allentown, NJ 08501.

Article II – Sponsor:

The Allentown United Methodist Church, (“the sponsor”) shall sponsor ACCP in accordance with the Division of Youth and Family Services (“DYFS”) regulations and those terms and conditions agreed upon in the annual contract between the Sponsor and ACCP.

Section 1 - Should either party wish to terminate this agreement, it must do so in writing by January 1st of the current school session with termination effective during the summer months from June 1 until Aug. 1.

Section 2 – When any changes to the physical facility are proposed, the sponsor shall be consulted. The sponsor shall have the right to review the budget and the curriculum. Our sponsor and its members shall be welcome to attend ACCP General meetings, Board meetings and school events.

Article III – Objective

ACCP shall provide an opportunity for parents and children to learn in a nurturing environment, realizing the unique attributes that each brings and emphasizing the love and teaching of Christ. The school is licensed by DYFS. School policies are set by The ACCP Board of Directors (the “Board”) and administered by a Director. The school is a non-profit, educational facility.

Article IV – Members

The Members of ACCP shall be the parents and/or legal guardians of currently enrolled students. Membership shall be available without regard to race, color, creed, national or ethnic origin, religion, or gender. As soon as all registration fees and forms have been filed with the Registrar, membership shall become effective.

Section 1 - Each legal guardian of a currently enrolled student shall have a vote and shall be referred to as a “member”.

Section 2 – Membership p in ACCP is contingent upon compliance with the duties of membership. These duties shall include without limitation:

- a. payment of all registration and tuition fees when due
- b. completion of registration, medical and all other forms which shall be given to the Registrar
- c. fulfilling committee responsibilities
- d. attending General meetings
- e. fulfilling helping parent responsibilities (arriving promptly, providing a healthy snack and cleaning up after class).

When a member neglects to fulfill his/her duties, an explanation will be provided to the member in writing by the Director, with an exception of failure to pay tuition and/or fees (policies and procedures for failure to pay tuition and /or fees are set forth in the Handbook). After the second offense, a notice shall be issued by the Board to the member. A third notice may result in expulsion. Notification will be sent describing the date of expulsion and the reason(s) for expulsion by certified mail with return receipt requested, sent to the last address recorded on registration forms, 30 days prior to expulsion. The decision of the Board shall be final. If expelled, May tuition will be returned, all other fees shall be forfeited.

Section 3–A member may resign for any reason by notifying the Director in writing. The May tuition shall be refunded if the member withdraws prior to December 31st in writing. Failure to provide written notification of withdrawal shall result in forfeiture of May tuition.

Section 4– Members with more than one child enrolled in ACCP shall serve on two committees. Refer to the Handbook under “Written Policy on Parent Involvement” and “Helping Parent Responsibilities”.

Section 5 – A member may contact the President in event of a hardship, financial or otherwise.

Article V – Meetings

ACCP meetings will be scheduled to review policies, plan events and ensure that the school operates effectively.

Section 1 – There will be at least 3 regularly scheduled General Meetings for Board and Parent Members. Minutes shall be posted two weeks after of each meeting. Twenty-five percent of voting members shall constitute a quorum for transaction of business at any meeting. Roberts Rules of Order shall be the format utilized in conducting all business and determining the percentage of votes necessary for passage of all motions.

Section 2 – Special meetings may be called at any time by the President, by the Board, by the Director, or by petition of no less than one-quarter of the voting members by a demand signed, dated and mailed to the President of the Board, describing the purpose of the meeting. Such meeting shall be scheduled within two weeks, after receipt of the written notice.

Section 3 -Committee chairs may schedule committee meetings whenever necessary.

Section 4 – The Board shall meet at least quarterly with the Classroom Chairpersons. Staff members, the Pastor of the sponsor and other representatives may be requested to attend as advisors.

Article VI – Amendments

Any Section of the Bylaws or item within a Section may be amended by any member by submitting a written proposal to the Board thirty days prior to a Board or General Meeting. The Amendment will be offered to the membership for review and initiated into effect with a two-thirds vote of the membership at the following General Meeting.

Article VII – Officers

The ACCP Board shall adopt such rules and regulations for the conduct of their meetings and the management of the business affairs of the preschool as they deem appropriate. The Sponsor has the right to review and the responsibility to approve all amendments.

Section 1 – The Board shall consist of at least 5 members and no more than 25 members. Board officers may consist of President, First Vice President, Second Vice President, Secretary, and Treasurer. Any interested person, but in particular, the Pastor of the sponsor, the Director of ACCP and all staff members are welcome to act as advisors, without voting privileges. All Class Chairpersons should attend quarterly Board meetings as representatives of their respective classes. Pursuant to DYFS regulations, at least 1/3 of the Board must consist of parents or legal guardians of currently enrolled students.

Section 2 –All Officers of the Board shall be elected by majority vote of the Board at the Spring Board meeting. At least one must be a member of the Allentown United Methodist Church. One member of the Board shall act as a liaison to the sponsor. The liaison shall be appointed from the Board members and will represent ACCP at the Sponsor's Administrative Council meetings. Term of office shall be from June 1 until May 31 of the following year. There shall be a 90-day transition period beginning on June 1 when training of the new officers by the officers of the previous year shall occur. Officers shall be nominated by the Classroom Chairs. Candidates shall be recruited from ACCP membership and sponsor members. Nominations shall be presented to the membership of ACCP at the Spring General meeting. Their selection shall be presented to the Board at the Spring Board meeting. The Board shall select each new officer candidate. There will be no financial reward for service.

Section 3 – Any vacancy or resignation shall be submitted in writing to the President of the Board. It shall take effect in a minimum of 30 days upon receipt. In the event the President resigns, the written notice shall be given to the Vice President. Should any vacancy occur, the Nominations Committee shall present a candidate to the Board prior to the next Board meeting for their confirmation. The candidate approved by the Board shall be installed at a Special meeting, called for that purpose.

Section 4 –Any Officer may be removed by the Board by majority vote. The reason for removal must be outlined and show just cause. The Board shall invoke the Nominating committee to recruit a replacement. The Replacement shall be selected by the Board within 30 days.

Section 5– Officers must exhibit the standards outlined in the DYFS manual. Their duties are as follows:

A. President

1. shall preside over all Board meetings and General meetings.
2. shall vote only in case of a tie vote
3. shall work closely with the Director in classroom matters, with the Secretary(s) by reviewing the minutes and other documents and with the Treasurer in budget planning and distribution
4. shall create and post an agenda for each meeting, at least one week prior to the meeting.
5. shall hire staff members, presenting each with a contract
6. shall sign all legal documents, representing ACCP
7. shall be a parent of an enrolled student

B. First Vice President

1. shall preside over meetings in the absence of the President
2. shall assume his/her duties in the case of removal, vacancy, or resignation until elections transpire.
3. shall act as a Registrar for the current school year: creating, copying, distributing and collecting registration forms, Universal Health Care Forms and Immunization records.
4. shall inform the Director and Treasurer of enrollment status.
5. shall be a parent of an enrolled student.

C. Second Vice President

1. shall receive written and oral reports from all committee chairs to ensure that all committee dead lines and time lines are being met.

D. Secretary

1. shall attend and record minutes during all Board meetings and all General meetings.
2. shall copy and distribute minutes to members and/or post a copy
3. shall send thank you notes, requests, and any other correspondence requested by the President
4. shall copy and distribute the School Handbook and other policy documents.

E. Treasurer

1. shall create an operating budget for the school year
2. shall maintain bank accounts, depositing tuition, gifts and fundraising income and reimbursing any member or officer after receiving the receipt.
3. shall create payroll of all staff and substitutes
4. shall make sure that the Sponsor Treasurer receives all monies withheld from payroll.
5. shall conduct an annual audit.
- 6.

F. Members at Large

1. members may be chosen to ensure that the physical environment of the school meets DYFS regulations.
2. members may include representatives from the civic, business, educational and/or childcare communities.

G. Sponsor Liaison

1. shall attend ACCP Board meetings and General meetings
2. shall report ACCP activities, requests and updates on the operation of ACCP to the Sponsor's Administrative Council at their monthly meeting.
3. shall be a current board member selected from within the board at the Spring Board meeting

H. The Class Chairs

1. shall be selected by the Board from each coop class.
2. shall schedule parent-teaching responsibilities, with an emphasis on scheduling each family the same number of teaching days.
3. shall attend Board meetings as a representative of the class families.
4. shall work with a member when they are unable to fulfill his/her helping parent responsibilities as outlined in the Handbook.