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NORTHEAST COOPERATIVE PRESCHOOL AND KINDERGARTEN STANDING RULES

ARTICLE 1 AUTHORITY AND PURPOSE OF STANDING RULES

The Bylaws of Northeast Cooperative Preschool and Kindergarten, Inc. (hereinafter referred to as the "Corporation") expressly authorize the Board of Directors to "promulgate certain Standing Rules which shall govern the day to day operations of the Corporation and which shall be consistent with these Bylaws and the Articles of Incorporation". (See Bylaws, Article 4, Section 5.)

ARTICLE 2 OFFICERS

SECTION 1. ELECTION OF OFFICERS

- a) A Nominating Committee shall be formed each year in September for the purpose of gathering and proposing nominees for election to the offices of Co-President, Parent Education Vice President, Co-Membership Vice President, Secretary and Treasurer. The Nominating Committee may include nominees for President-elect. More than one person may be nominated for each office. Any person may be nominated for office.
- b) The Nominating Committee shall consist of the Co-President, the Co-President-elect, if any, the Class Representatives, the Co-Membership Vice Presidents, the teachers, and any other member appointed by the President to serve on the committee.
- c) Nominations for the proposed offices may be made by the Nominating Committee, or to the Nominating Committee, by any member, so long as the nomination is in writing and with the consent of the nominee. All nominees shall be presented to the members for election.
- d) The office of Co-Membership Vice President shall be open for nomination in September. The members shall be provided an opportunity to make written nominations for the office of Co-Membership Vice President by placement of nomination forms in each member's folder or at the September parent education meeting. The Nominating Committee shall obtain the consent of the nominee(s) and present the nominated candidates for Co-Membership Vice President at the October parent education meeting. The members shall elect the Co-Membership Vice President at the December holiday party.
- e) The remaining offices of Co-President, Co-President-elect, if any, Parent Education Vice President, Secretary and Treasurer shall be open to nomination in November. The members shall be provided an opportunity to make written nominations for each office in November by placement of nomination forms in each member's folder or at the November parent education meeting. The Nominating Committee shall obtain the consent of the nominee(s) and present the nominated candidates for each office to the members at the December holiday party. The members shall elect the Co-President, Co-President-elect, if any, Parent Education Vice President, Secretary and Treasurer at the January parent education meeting.
- f) If there are two (2) or more nominees for an office, the election for that office shall be by written ballot. If there is one nominee for an office, the election for that office may be by voice vote.

SECTION 2. TERM OF OFFICE

- a) The term of office for each officer shall be one (1) year, except Co-Presidents and Co-Membership Vice Presidents whose terms are two (2) years. The Parent Education Vice President, Secretary, and Co-Membership Vice Presidents shall take office effective June 1. The Treasurer shall take office effective August 1.

b) Newly elected officers shall attend meetings of the Board of Directors after their election to assist the incumbent officers.

ARTICLE 3 MEMBERS

SECTION 1. APPLICATION FOR MEMBERSHIP

Effective June 1, 1999, each enrolled child shall comply with the September 1 cut-off date for kindergarten entrance. A waiver of the cut-off date may be granted if: (1) the teacher determines it is in the child's best interest; and (2) the Board of Directors approves the teacher's recommendation, and (3) the Indiana Council of Preschool Cooperatives (ICPC) gives approval. There shall be no more than two (2) age variances permitted in each class.

a) Each applicant for membership is encouraged to attend one regular session of the school accompanied by the child to be enrolled, preferably prior to application for membership. b) Each applicant shall make written application to the Co-Membership Vice Presidents on forms as shall be prescribed by the Board of Directors. Each application shall be accompanied by: (1) the registration fee; (2) the supply fee; and (3) the insurance fee. Registration fees are nonrefundable but they are transferable between classes. c) Effective January 1, 2017, the registration fee per first enrolled kindergarten child shall be \$440.00. The registration fee per first enrolled preschool child shall be \$105.00. Each additional child shall be charged \$40.00. d) Effective January 1, 2007, the Classroom Participation Training fee per new member shall be \$20.00. Refund of the CPT fee will be made to any potential member requiring CPT but who withdraws prior to CPT. e) Effective February 1, 2007, the supply fee per enrolled preschool child shall be \$35.00 per year for preschoolers and \$75 for kindergarteners. f) Each member shall provide the Health Chair with the Health Form. 1. Each member, or his or her agent, who operates an automobile for the purpose of transporting enrolled children to and/or from a field trip, shall submit the Field Trip/Auto Liability Form for each enrolled child by August 1.

g) Each member, and his or her agents (including parents, legal guardians, care givers, grandparents), who will participate in the classroom more than two (2) times during the school year shall provide the Health Chair with the results of an annual Tuberculin Test by the first week of school. If any member, or his or her agent, tests positive for Tuberculosis, that member or agent shall not be permitted to participate in the classroom until the member or agent follows the recommended course of action prescribed by their physician and produces documentation thereof.

SECTION 2. ACTIVE MEMBERSHIP REQUIREMENTS

a) Each year all members must complete the Board-led orientation (known as Classroom Orientation) and the teacher-led orientation (known as Class Coffees). b) All new members and returning members who have not been members of the Corporation for five years or more must complete the professionally-led orientation, known as Classroom Participation Training (CPT), which includes classroom observation and discussion under the direction of a leader recommended by the Indiana Council of Preschool Cooperatives. c) Each member, or his or her agent, shall participate in the classroom on a rotating basis pursuant to the schedule created by the Class Representative. Each member shall participate a minimum of three times per fully enrolled semester. Members with twins enrolled in a class shall participate at a frequency 1-½ times that of members with a single child enrolled. Participating members shall sign the participation sign-up sheet posted in each class each time he or she participates. Participating members shall arrive at school a minimum of 15 minutes prior to the beginning of class. Any member who fails to participate on the member's scheduled day or to obtain a replacement shall be notified in writing. After written notification, if there are two additional

absences, the member's conduct shall be considered conduct materially and seriously prejudicial to the interests or purposes of the Corporation and may result in termination of membership. d) Each member shall bring his or her child(ren) to school by the start of class. Failure to do so three times shall be regarded as chronic tardiness. Any member who has been documented as chronically tardy shall receive written notification. After written notification, if there are three additional documented tardies, the tardiness shall be considered conduct materially and seriously prejudicial to the interests or purposes of the Corporation and may result in termination of membership. e) Each member shall pick up his or her child(ren) from school at the end of class. If a member is later than 15 minutes after the end of class on two or more occasions, the member shall receive written notification. After written notification, if there are two additional documented late pick ups, the lateness shall be considered conduct materially and seriously prejudicial to the interests or purposes of the Corporation and may result in termination of membership. f) Each member shall perform his or her designated school job as appointed by the President or Board of Directors. Failure to perform his or her designated school job without good cause shall be considered conduct materially and seriously prejudicial to the interests or purposes of the Corporation and may result in termination of membership. g) Each member shall attend the All School Cleaning in the fall and two other individual school cleanings as assigned (known as Housekeeping responsibility). A \$40 fee will be assessed for each individual cleaning missed. Failure to attend both cleanings without good cause shall be considered conduct materially and seriously prejudicial to the interests or purposes of the Corporation and may result in termination of membership. h) Each member shall provide refreshments to one or two parent education meetings as assigned (known as Hostess responsibility). Failure to fulfill the assignment without good cause shall be considered conduct materially and seriously prejudicial to the interests or purposes of the Corporation and may result in termination of membership. i) All members will sign a Member Contract stating that, as a member of Northeast Cooperative Preschool and Kindergarten, Inc., the member hereby agrees to abide by the terms of the Articles of Incorporation, By-Laws, Standing Rules, and all other rules and regulations of the Corporation. The Member Contract also assures that the member understands that thirty (30) days notice must be given or one month's tuition paid should it be necessary to withdraw the member's child(ren).

SECTION 3. TRANSPORTATION

a) Each member is responsible for transporting his or her child(ren) to and from school. If an agent of the member is to pick up the member's child from school, the member shall notify the teacher of the name of the agent and the member is required to designate in writing the name of the agent on the "pick-up sheet". b) Each member, or their agent, shall physically walk his or her child(ren) to the classroom for each class time and remain with the child until the start of class. No member, or their agent, shall drop off his or her child(ren) at the curb or the outside door. No member, or agent, shall leave children unsupervised in his or her vehicle. c) Failure to comply with the transportation requirements shall be considered conduct materially and seriously prejudicial to the interests or purposes of the Corporation and may result in termination of membership.

SECTION 4. TUITION AND FEES

a) Each member shall pay monthly tuition for each enrolled child. Tuition is due the first of each month except that the tuition for the months of September and May is due September 1. b) Tuition is delinquent if paid after the 10th of the month, unless prior arrangements have been made with the Treasurer and approved by one other officer. A delinquency fine of \$5.00 per week shall be charged to all delinquent accounts. c) Any member who is thirty (30) days in arrears in tuition shall be given written notification of termination of his or her membership pursuant to the Bylaws, unless prior arrangements

have been made with the Treasurer and approved by one other officer. d) Effective August 7, 2017, the monthly tuition per enrolled child shall be:

Tadpoles \$80.00

Lily Pad Leapers \$65.00

Polliwogs \$90.00

Frogs \$125.00

Kindergarten \$280.00

e) The members shall be notified as to amount and due date of the annual insurance bill and ICPC dues no later than April 1 of each year. f) All tuition and fees, including, but not limited to, registration, orientation, supplies, insurance and fundraising monies shall be paid by check or money order. Any non-sufficient funds (NSF) fees or other bank fees incurred by the Corporation shall be the full responsibility of the member.

SECTION 5. MEETINGS OF MEMBERS

a) Regular meetings of members shall be held at Union Chapel Methodist Church at 6:30 pm, generally on the third Tuesday of the month and at other times as may be designated from time to time by resolution of the Board of Directors. Regular meetings are in the nature of parent education.

b) Members are encouraged to attend ALL parent education meetings. Following is a list of parent education meetings:

September - Fundraiser Meeting and Guest Speaker - MANDATORY October - November December Fall Festival Class Dinners with Teacher Topics Holiday Party January - Teacher Help Night (or Inventory Night) and Officer Elections February - ICPC Sponsored Speaker March - Family Fun Night (Scholarship Fundraiser) April - Guest Speaker May - May Dinner - Dad's Night (Kindergarten only)

c) Each member shall attend the Fundraising Meeting and at least five of the eight other parent education meetings, for a total of six out of nine parent education meetings. d) Failure of a member to attend the requisite meetings without good cause shall be considered conduct materially and seriously prejudicial to the interests or purposes of the Corporation and shall result in termination of membership.

ARTICLE 4 APPOINTMENT OF REVIEW COMMITTEE

A Bylaws/Standing Rules Committee shall be appointed to review the Bylaws and Standing Rules on an annual basis.

ARTICLE 5 MAINTENANCE OF CORPORATE RECORDS

a) The Secretary shall keep minutes of all meetings of directors, committees of the board and, if this Corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof. b) The Secretary shall keep a record of its members, if any, indicating their names and addresses and the termination date of any membership. c) The Treasurer shall keep adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses. d) The Co-Presidents shall keep a copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the Corporation at all reasonable times during school hours.

ARTICLE 6 EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

All checks in the amount of \$1,200.00 or less shall be signed by the Treasurer or the President. All checks in excess of \$1,200.00 shall be signed by the Treasurer and countersigned by the Co-President.

ARTICLE 7 GIFTS

SECTION 1. GIFTS FOR TEACHERS

It is the policy of the Corporation that Christmas and end of the school year gifts for the teachers shall be purchased with the Corporation's funds.

SECTION 2. GIFTS FOR MEMBERS

a) In the event that a member gives birth or adopts, the Corporation shall provide a onesie to that member. b) In the event a person in the immediate family of an enrolled child or a grandparent of an enrolled child dies, the Corporation shall send a card. In the event a member dies, the Corporation shall send flowers. c) The Executive Board may approve other gifts as deemed appropriate.

ARTICLE 8 SCHOLARSHIP FUND AND AWARDS

SECTION 1. SCHOLARSHIP FUND

The Corporation has established a scholarship fund to assist members who are experiencing financial hardship to pay tuition and/or extended day fees.

SECTION 2. AWARD OF SCHOLARSHIP FUNDS

a) Any member may complete an application for an award of monies from the scholarship fund to assist in the payment of tuition and/or extended day fees. The application should be given to the Treasurer or President. b) The Scholarship Fund Award Committee consists of the teachers, Co-Presidents, Treasurer and Co-Membership Vice Presidents. The Committee makes a determination of whether an award should be made and the amount of money to award to an applicant. c) The criteria the Committee considers in making a determination of whether an award should be made and the amount thereof includes: the amount of funds available, the number of applicants, the financial need of the applicant, and requires that the applicant have fulfilled all active membership requirements.

ARTICLE 9 TERMS AND CONSTRUCTION

If there is any conflict between the provisions of these Standing Rules and the Bylaws or the Articles of Incorporation of this Corporation, the provisions of the Bylaws and the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Standing Rules be held unenforceable or invalid for any reason, the remaining provisions and portions of these Standing Rules shall be unaffected by such holding.