



## **BYLAWS**

### **ARTICLE I. NAME**

The name of the organization shall be The Rainbow Experience, Inc. This operation shall be operated on a nondenominational, nonprofit basis.

### **ARTICLE II. PURPOSE**

The purpose of The Rainbow Experience, Inc., is to operate a nonprofit organization established by a group of parents who were interested in developing a preschool program for two-and-one-half, three, four, and five-year-old children. The program is devised to provide a broad range of learning experiences, from group participation to individual creativity to the development of new skills, and to guide the children to attain greater independence, social competence, and self-fulfillment.

### **ARTICLE III. ASSOCIATION**

The Association shall consist of parents of children currently enrolled in the preschool and any concerned member of the community approved by the Board of Directors. Each Associate in good standing shall have one vote.

The main responsibilities of the parent members shall be:

1. Participate on a committee or accept a position on the Board of Directors.
2. Participate in fundraising events.
3. Participate in community events sponsored by Rainbow Preschool.
4. Attendance by at least one parent at the general membership meeting, where the business of the school shall be conducted.
5. Participation in the cleaning process. Either a parent/grandparent/guardian will volunteer their time to clean common areas, classrooms, and toys 1-2 times yearly per each child enrolled. This process will take place after school and sign up sheets will be posted.

### **ARTICLE IV. BOARD OF DIRECTORS**

#### **Section 1: Board Members**

All members of the Board of Directors shall serve a minimum of two-year terms commencing on July 1 of the elected year. The Association shall elect the Board Members each spring. The position of President and Treasurer shall be staggered such that each is elected on opposing years.

#### **Section 2: Officers**

The officers of the Association shall be President, Vice-President, Secretary, and Treasurer. Officers shall serve no more than two consecutive terms unless otherwise voted on by the Board of Directors.

#### **Section 3: Vacancies**

Any vacancy occurring in the Board of Directors by reason of resignation, death or disqualification shall be filled for the remainder of the term by a vote of the majority of the remaining Board of Directors.

#### **Section 4: Qualifications**

No member of the Association shall be elected or appointed or shall continue to serve as a Board Member if not in good standing with the Association. Board Members elected or appointed by the

Association from the community shall be and shall remain in good legal and moral standing during their tenure.

### **Section 5. Nominations**

Nominations to fill open positions shall be called for each spring. Nominations shall be presented in writing to the current Board of Directors. An Associate may nominate oneself or may make other nominations, provided the consent of the nominees shall have been secured. The deadline to submit nominations shall be two weeks following the call for nominations.

### **Section 6. Election**

Election of each open position shall be by ballot to each member of the Association. The majority vote of those responding is required. No response is considered abstention. If however, the person nominated for an officer position is not a member of the Association, then a quorum of the Association must vote to hold a valid election. The majority vote of the full Association is required. The deadline to vote shall be two weeks following the distribution of ballots. Ballots shall be distributed immediately following the close of nominations.

### **Section 7. Board of Director Duties**

Any Board Member may appoint, with approval of the Board, a staff member, other Board Member, or other member of the Association, to assist in performance of the duties of the position. This is to ensure that the talents of the membership and staff are utilized to the full benefit of the Association.

#### **A. President**

The President is the overall leader of the Board of Directors and the school as a whole. The President shall receive a full scholarship due to the amount of time involved with this position. The President is charged with the following responsibilities and tasks:

1. Serves as the administrative head of the school.
2. Presides at monthly meetings of the Board of Directors and the general membership meetings.
3. Determines school priorities and functions through continued discussions with teachers, parents, and Board.
4. Conducts annual parent surveys and distributes the results.
5. Completes annual evaluations of the Program Director.
6. Prepares the annual contracts with the staff with input and approval from the Board of Directors.
7. Oversees the Advancement committee; soliciting grants, endowments, community partnerships, and corporate sponsorships.
8. Shall facilitate elections each spring.

#### **B. Vice-President**

The Vice-President is the second administrative head of the school. The Vice-President is charged with the following responsibilities and tasks:

1. Shall in the event of the absence, disability, or death of the President, possess all duties of the office of President.
2. Oversees the Building Maintenance & Outdoor Environment committee; making recommendations to the Board of work to be performed, coordinating parent work days, and soliciting bids for professional services as needed.
3. Oversees the cleaning of common areas, classrooms, and toys, and shall facilitate the sign-ups for parent/grandparent/guardian volunteers.
4. Assists the President in the annual evaluation of the program director.

#### **C. Secretary**

The secretary is responsible for overall communication among members of the school community. The secretary is charged with the following responsibilities and tasks:

1. Shall keep minutes of all the meetings of the Association and monthly Board of Directors meetings.
2. Keep files of the following: previous minutes, record of member's attendance at mandatory meetings, copies of all formal communications.
3. Shall sign, with the President, all contracts and other instruments authorized by the board and shall perform such other functions as may be incident to the office.
4. Oversees all communication among members of the school, such as the newsletter, website and social media, and all other promotions.
5. Shall oversee the Teacher Appreciation committee.

#### **D. Treasurer**

The Treasurer is responsible for overseeing the financial well being of the school. The Treasurer shall receive a full scholarship for this position based on the number of hours this position requires. The Treasurer is charged with the following responsibilities and tasks:

1. The Treasurer shall be bonded.
2. Due to standard rules of accounting, two people must share the aspects of school finance. For this reason, the Treasurer is assisted by the President.
3. Prepares annual budget for board approval.
4. Prepares monthly statement for the board showing income and expenses for that month and year to date, plus bank account and investment balances.
5. Facilitates the collection of all school receipts including tuition, deposits, and donations.
6. Records all receipts.
7. Pays all invoices and requests for reimbursement, upon approval of the Board.
8. Records all expenses.
9. Balances bank accounts monthly.
10. Calculates payroll and distributes paychecks monthly.
11. Oversees all vendor accounts, including utilities, insurance policies, etc and updates them as needed.
12. Ensures filing of all necessary federal, state, and local tax reports.
13. The Treasurer and President shall sign all checks, notes, and drafts.
14. A financial audit shall be performed upon request of a quorum of the general association and/or Board of Directors.

#### **E. Co-Fundraising & Event Chairs**

The Fundraising & Event Chairs are responsible for organizing fundraisers and community events. They each will serve as the chair for their respective fundraising and event committees.

### **Section 8. Powers**

The Board shall have a full power and authority to conduct and manage the business and property of the Association subject only to specific instructions from the Association. The Board shall operate the preschool in accordance with the current policies of the Association, as approved by the Associates. The Board shall create and designate such committees, as the Board finds necessary and desirable. The Board shall not delegate control of employment practices.

### **Section 9. Board Meetings**

There shall be one meeting of the board per month during the school term. The President may call special meetings of the Board and shall call a special meeting upon written request of three members of the Board. Two consecutive non-excused absences from regular Board meetings shall be deemed a resignation.

### **Section 10. Quorum**

A majority of the members of the Board currently in office shall constitute a quorum, which is required during a vote at a Board of Directors meeting.

## **ARTICLE V. ASSOCIATION MEETINGS**

### **Section 1. General Meeting**

There shall be one general meeting of the Association each fall. The Board of Directors shall notify all Associates in writing of the time, place, and proposed agenda at least two weeks in advance.

The agenda shall include:

1. A profit and loss statement and balance sheet for the previous fiscal year.
2. A proposed budget for the current fiscal year.
3. A full statement of the current Policy of the Association.
4. An outline of the committees and procedures designated by the Board for the operation of the preschool.
5. Adoption of Association Policy to guide the Board in the ensuing year, if applicable.
6. Such other business as may properly come before the meeting.

### **Section 2. Special Meetings**

A special meeting of the Association shall be held to consider any matters proposed by a majority of the Associates in writing to the President. Such meetings are to be held not more than two weeks from the date of the receipt of the request.

### **Section 3. Quorum**

One-half of the co-operative membership shall constitute a quorum, which is required during a vote by the Association.

## **ARTICLE VI. FINANCE**

The school shall be funded through tuition, donations, and fundraising projects.

### **Section 1: Fiscal Year**

The Fiscal Year of the corporation shall begin on the first day of July and terminate the 30th day of June of each year.

### **Section 2: Financial Obligations**

No Associate of the Association shall have any authority to bind the Association financially or otherwise; unless, at a duly held meeting of the Board, a particular Associate of the Association is authorized to act for and on behalf of the Association, and the authorization made is duly recorded in the minutes of said meeting.

## **ARTICLE VII. POLICY**

Policy shall be limited to such issues as pertain to the proper and efficient operation of the preschool. The Board of Directors shall draw up proposed changes of policy, having considered the recommendations submitted by the Association, and shall send this proposal to all Associates two weeks before any meeting of the Association. A complete statement of current policies shall be posted at all times on the school bulletin board.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

## **ARTICLE IX. AMENDMENTS**

These bylaws may be amended by a two-thirds vote of a quorum of the general association at any regular or special meeting, provided the amendments have been submitted to the Association in writing at least two weeks in advance of the meeting.