

Woodvale Playschool Centre Bylaws

1.0 Name

- a) The name of this organization is the Woodvale Playschool Centre.
- b) The Woodvale Playschool Centre is a non-profit organization, registered with the Societies Act of Alberta.

2.0 Objectives

The objective of the Woodvale Playschool Centre is to provide a high-quality preschool program, based upon the “Play-Based Learning” philosophy.

3.0 Members

A member is a parent or guardian of an enrolled child.

3.1 Memberships

Any family shall be eligible for a one year membership in the Playschool (preference will be given to Woodvale residents), and shall become a member by:

- a) Ensuring your child is a minimum of three years old and toilet trained by the time they start at the playschool, as in accordance with the minimum staff member to children ratio of 1:12 for children 3 years and older, as stipulated in the Alberta Child Care Licensing Act, Child Care Licensing Regulations (i.e. if your child is registered to begin on November 1st, your child must be 3 years old prior to that date).
- b) Completing and signing the Playschool’s registration forms.
- c) Paying the registration fees (registration, cleaning and Bingo)
- d) Buying a Community League membership (in your community or Woodvale) by September 30 of that school year.

3.2 Member’s Obligations

- a) Members shall participate in the mandatory activities of the Playschool (i.e. one Bingo and fundraising activities determined by the Executive Board). Members who fail to do so will promptly pay fines as prescribed in the policies section of the Parent Handbook, or be subject to withdrawal from the Playschool.
- b) Members shall comply with the Playschool Bylaws and the Policies and Guidelines as set out in the current Parent Handbook, or be subject to the fines or procedures described therein.

3.3 Termination of Membership

- a) A Membership may be terminated for failure to participate in mandatory activities of the Playschool, failure to comply with the Playschool Bylaws, the Policies and Guidelines as set out in the current Parent Handbook, or failure to pay fees or fines as required. The Playschool Executive Board will determine the appropriate action in these instances and act according to a majority vote.
- b) A member may withdraw their membership without penalty upon giving one month's written notice to the Registrar, providing the member has fulfilled their bingo commitment if the withdrawal is after November 1st, and provided that the withdrawal is on or before April 1st, as the regulations outlined in the current Parent Handbook. Exceptions can be made as the discretion of the Registrar and President.
- c) We recognize that all children mature and develop at different rates, and so not all children aged 3 and 4 may find our program suitable. We reserve the right to withdraw any student who we feel is not benefiting from, or is detrimental to the Playschool as a whole, or to the other children. The Executive Board also reserves the right to terminate a membership should a parent or guardian be detrimental to the Playschool as a whole, or to other members of the Playschool.
- d) If any class size is less than seven students, by the beginning of October, the class may continue with only one teacher, as in accordance with the Alberta Child Care Licensing Act, Child Care Licensing Regulations, or be subject to cancellation. If any class is less than or equal to eight students, by the beginning of October, the class may be subject to cancellation. The Playschool Executive Board will determine the appropriate action in either of these cases.

4.0 Playschool Board

- a) The members of the Playschool Board shall be current members and consist of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Registrar
 - Woodvale Community League Liaison
 - Assistant Treasurer
 - Fundraising Coordinator
 - Bingo Coordinator

- Class Representatives (one for each class)
- Newsletter Editor
- Equipment/Repair Coordinator

b) The Executive Board shall be current members and consist of:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Woodvale Community League Liaison

The Executive Board responsibilities will include:

- Developing or revising the condition of employment for the Playschool Teachers on an annual basis.
- Annual review and revision of the Bylaws and Parent's Guide (the Teacher should be involved in this process for her input, but cannot vote).
- Any and all disciplinary action required obtaining Board input where necessary.
- Interpreting the bylaws when their application to a particular situation is unclear.

c) The Board Members shall perform the duties described in the attached Job Descriptions.

d) The Board Members shall be responsible for maintaining the general well-being of the Playschool, and promoting and furthering its aims and objectives.

e) The members of the Executive Board will be elected at the Spring Registration Meeting (at minimum a President, Vice President, Secretary, Registrar, Treasurer and Woodvale Community League Liaison) and will serve for a term of one year (commencing at the June turnover meeting). All six members of the Executive must be elected by the end of the school year.

f) Executive and Board Members may retain a position by a ¾ vote of the current Playschool Board. Vacant positions for the following school year will be filled by election at the August Registration/Orientation Meeting by a majority vote by the members of the Playschool or by acclamation if only one volunteer comes forward. Their term of office shall begin upon adjournment of this Registration/Orientation Meeting.

g) No person shall hold office if he is not a member and no member shall hold more than one Board position at any one time.

h) Any Board Member who fails to attend 2 consecutive meetings, without submitting their necessary reports, may be removed from office at the discretion of the Executive

Board. The vacancy created shall be filled by a volunteer who is a member of the Woodvale Playschool.

- i) All Board Members of the Playschool shall serve without remuneration.

5.0 Meetings

5.1 Executive Board Meetings

- a) The Executive Board shall call meetings as required during the year to fulfill their responsibilities.

5.2 Board Meetings

- a) The Board shall meet at minimum every six weeks from August to June, with the optimum being once per month with a minimum of 2 weeks notice to all playschool members.
- b) The members shall be notified of a general meeting by mail, e-mail and the message board at the Playschool. There will be 30 days notice give for such meetings.

5.3 Registration Meetings

- a) The Playschool shall hold a Registration Meeting two times per year.
- b) At least two weeks notice in writing must be given to the members of the Playschool regarding the date, time and place of the meeting.

5.4 Special Meetings

- a) A Special Meeting may be called by 1) any Board Member, 2) a group comprising 25% of the playschool membership or 3) the teaching staff, provided that a written request is submitted to the President.
- b) The President must provide 7 days notice to all Members of the Playschool of time, date, place and purpose of the Special Meeting. The notification shall be made by e-mail and via the message board at the Playschool.
- c) No business other than pertaining to the subject of the Special Meeting shall be transacted.
- d) All Members of the Playschool are entitled to vote at a Special Meeting. Votes may be cast only in person, not by proxy.

5.5 Quorum

- a) The Quorum at a regular Playschool Board meeting shall be 50% or 8 members.
- b) The Quorum at an Executive Board meeting shall be or 4 members.

- c) 20% of members at the Playschool shall constitute a Quorum at Special Meetings of the Playschool.
- d) If a Quorum is not present at any such meeting, another meeting shall be called, and the majority at such meeting shall decide any issues other than the amendment to these Bylaws, or other matters requiring approval by special resolution.

5.6 Annual General Meeting

- a) The annual general meeting shall be held in June of each year following the completion of school activities and instruction. Members shall be advised of the date of the Annual General Meeting by e-mail, newsletter and via the Playschool message board.
- b) The Quorum at the General Meeting shall consist of 20% of the members or 4 members of the Playschool Executive.
- c) All members of the Woodvale Playschool Centre are entitled to vote at the Annual General Meeting. Votes may be cast only in person, not by proxy.

6.0 Amendment

These Bylaws may be amended by a Special Resolution of the members at a General Meeting. There shall be 21 days notice of this meeting and 75% of the members must vote in favour of the Special Resolution.

7.0 Miscellaneous

7.1 Review of the Playschool Financial Accounts

The Executive Board will appoint a suitably qualified person (Chartered Accountant) to audit the financial accounts annually.

7.2 Property of the Playschool

The property and assets of the Playschool shall belong to the Playschool as a corporate entity, and shall not constitute the property of any individual member. No person shall have claim upon the property and assets of the Playschool on ceasing to be a member, or at any time thereafter.

7.3 Termination

In the event the Playschool is terminated, all assets of the Playschool which are remaining after the payment of any just debts and obligations will be distributed

to such educational or charitable organizations as may be decided by the Executive Board.

7.4 Cheque Signing

Cheque signing shall be executed by any member of the Executive Board or the Teacher, all who have signing authority. At no time will cheques be signed by any member with signing authority related by blood or marriage.

7.5 Borrowing Money

The Woodvale Playschool Centre will not seek to borrow money.

7.6 Society Seal

The Woodvale Playschool Centre does not have and will not be adopting a Society Seal.

7.7 Preparing and Keeping Minutes

The Secretary of the Woodvale Playschool Centre shall be responsible for preparing and keeping the minutes of Society meetings.

The Secretary of the Woodvale Playschool Centre shall be also responsible for preparing and keeping the minutes of Director's meetings.

7.8 Preparing and Keeping Other Books and Records

The Treasurer shall be responsible for preparing and keeping other books and records.

7.9 Inspecting Books and Records

The Society's members shall have the right to inspect all books and records of the Woodvale Playschool Centre at any monthly meeting.

President

Date

Vice President

Date

Secretary

Date

Treasurer

Date

Registrar

Date

Woodvale Community League Liaison

Date

Witness

Date