

WESTMINSTER WEEKDAY PRESCHOOL BY-LAWS
AMENDED MAY 2010

ARTICLE I

Purpose

Westminster Weekday Preschool is an integral part of the educational ministry and community outreach of Westminster Presbyterian Church. The preschool accepts children of all racial, ethnic and religious backgrounds, including those children with special needs. The preschool's program is ecumenical in its observance of seasonal and religious holidays. The preschool emphasizes the importance and uniqueness of each child, and provides an environment in which each child is accepted, nurtured, and encouraged to grow to full potential.

The preschool's goals are to establish a model educational program which provides a rich variety of experiences for the children who attend, to emphasize a developmental approach to early childhood education, and to meet the needs of a socially, racially, and economically integrated group of children and parents.

ARTICLE II

Board of Directors

Section 1: Size and Description

- a. The Westminster Weekday Preschool Board shall consist of nine members; the Director of the Preschool, the Associate Pastor for Children & Families and Young Adults for Westminster Presbyterian Church, and seven other members, at least five of whom must be Westminster Presbyterian Church members.
- b. The Director of the Preschool and the Associate Pastor for Children & Families and Young Adults shall be standing members.
- c. The other members shall be nominated by the Board and approved by the Session.

Section 2: Term of office

The members of the Board shall serve for a two year term, with at least three members elected each year. No member shall serve more than two consecutive terms. The term of office shall begin July 1 and end June 30.

Section 3: Attendance

Attendance at Board meetings is required. Unexcused absence from more than two consecutive stated meetings shall be cause for removal from the Board.

Section 4: Powers

- a. determine policies and procedures
- b. set the annual budget and ensure an annual review of financial records is conducted
- c. evaluate operations
- d. conduct public and community relations
- e. employ and review the Director
- f. hear grievances that cannot be resolved through the prescribed chain of command
- g. name standing or special committees as necessary

Section 5: Vacancies

Vacancies in unexpired terms shall be filled as they occur.

Section 6: Meetings

The Board shall hold stated meetings each month except in July and August, at dates and times set at the September meeting. A quorum shall be five members of the Board.

ARTICLE III

Officers and Committees of the Board of Directors

Section 1: Board Officers

The Board officers shall consist of a Chair and a Secretary. Both must be members of Westminster Presbyterian Church. The Chair shall be elected by the Board members at the May meeting, for a term of one year, from July 1 through June 30. The Secretary shall be elected by the Board members at the first meeting for a term of one year.

Section 2: The Board Chair

The Chair shall preside over the Board meetings, plan an agenda for each meeting in coordination with the Director, sign correspondence generated by the Board, and prepare and submit the preschool's annual report to the Board for approval, and to the Session of Westminster Presbyterian Church.

Section 3: The Board Secretary

The Secretary will record, sign and date the minutes of Board meetings, and provide copies of those minutes to Board members within ten days of each meeting. The Secretary shall maintain the official minutes of the Board, and shall prepare any correspondence by the Board for the Chair's signature.

Section 4: The Preschool Director Review Committee

The Preschool Director Review Committee shall consist of the Board Chair and the Associate Pastor for Children & Families and Young Adults. The Board Chair shall have the discretion to appoint additional members of the Board of Directors to the Review Committee as needed. The

Review Committee will meet with the Preschool Director in the Fall and again in the Spring to discuss goals and assess progress towards achieving those goals. The Review Committee shall present the Preschool Director's performance evaluation to the Board of Directors at its April meeting. This evaluation should include a recommendation on whether to offer the Preschool Director a contract for the following school year.

Section 5: The Nominating Committee

The Nominating Committee -- consisting of the Associate Pastor for Children & Families and Young Adults, the Preschool Director, and two members of the board (to be determined by the Director) -- will meet in March to identify potential replacements to fill vacancies on the Board as they occur. The Nominating Committee will then present their recommendations to the Board for a vote.

Section 6: The Budget/Financial Committee

The Budget/Financial Committee shall consist of two Board members appointed by the Chair. The Budget/Financial Committee shall,

- a. working with the Director and Administrative Assistant, draft and submit the budget for approval by the entire Board at its January meeting;
- b. present monthly financial reports to the Board;
- c. review copies of the monthly bank statements and reconciliation reports;
- d. meet quarterly and review copies of the quarterly and annual tax filings;
- e. review accounting procedures to ensure adequate internal controls;
- f. approve any changes to accounting procedures.

Section 7: The Director Search Committee

A Director Search Committee shall be created when the Director position becomes vacant. The Search Committee will consist of the Board Chair, two other board members to be appointed by the Board Chair, two teachers, and the Associate Pastor for Children & Families and Young Adults. If a current staff member holds the position of Curriculum Coordinator, that individual shall automatically fill one of the two teacher positions on the Director Search Committee. The Board Chair will head the Search Committee. The Committee will be responsible for identifying and screening potential candidates and recommending to the Board who to hire.

ARTICLE IV

Director of the Preschool

Section 1:

The Director is responsible for implementing the educational philosophy of the school as set forth in Article I of these by-laws.

Section 2:

The Director is responsible for the day-to-day operations of the preschool as set forth in the Director's job description.

Section 3:

In addition to the responsibilities set forth in Article IV, Sections 1 and 2, the Director shall:

- a. carry out the policies established by the Board
- b. serve as liaison between the Board and staff and external agencies
- c. present a status report on operations at each Board meeting
- d. provide orientation and continuing education for Board members
- e. serve on the committees as outlined in Article III
- f. prepare annual goals and objectives for the preschool.

Section 4:

The Preschool Director shall be reviewed annually by the "Preschool Director Review Committee" as set forth in Article III, Section 4.

ARTICLE V

Associate Pastor for Children & Families and Young Adults

Section 1:

The Associate Pastor for Children & Families and Young Adults for Westminster Presbyterian Church shall serve on the Preschool Director Review Committee as set forth in Article III, Section 4.

Section 2:

The Associate Pastor for Children & Families and Young Adults shall serve on the Nominating Committee as set forth in Article III, Section 5.

ARTICLE VI

Finances

Section 1: Fiscal Year

The Preschool shall operate on a fiscal year beginning July 1 and ending June 30.

Section 2: Budget

See Article III, Section 6.

Section 3: Contingency Funds

The Preschool will maintain contingency funds that may be used in case of unforeseen circumstances such as the unexpected closure of the Preschool or at the Board's discretion. These funds will be allocated to the following liability accounts.

- a. Salary Reserve – Funds will be set aside equal to one month's salaries and employment taxes.
- b. Advance Tuition – Funds will be set aside equal to one month's income from tuition.
- c. Operational Reserve – Funds will be set aside equal to one month's non-payroll operating expenses.

Section 4: Financial Review

A review of the financial records shall be conducted each fiscal year. The preschool shall provide an end of year financial statement including balance sheet, income and expense statement and fund balances with changes.

ARTICLE VII Annual Report

The Chair shall forward the annual report for inclusion in the minutes of the Session. Included in the annual report will be the end of year financial report.

ARTICLE VIII Amendments

Any provisions of these by-laws may be altered or repealed and new by-laws adopted at any regular meeting of the Board, or at any special meeting called for that purpose. Changes must be accepted by at least six members of the Board and approved by the Session.