

**MANOTICK CO-OPERATIVE NURSERY SCHOOL, INC.
&
RIVERSIDE SOUTH CO-OPERATIVE NURSERY SCHOOL, INC.**



BY-LAWS

Amended: March 10, 2010

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**Manotick Co-operative Nursery School
Riverside South Co-operative Nursery School**

By-Laws

By-law I NAME

The Association shall be known as the Manotick Co-operative Nursery School, Inc and the Riverside South Co-operative Nursery School, Inc.

By-law II PURPOSE

As stated in the Articles of Incorporation, the purpose of this organization is to provide care and education for young children through a program promoting their healthy physical, social, emotional and intellectual growth and to provide opportunities for family life education through parent participation in the child's program and other activities of the co-operative.

By-law III MEMBERSHIP

1. Without discrimination as to race, colour or creed, membership shall be granted to parents or guardians of a child accepted for enrollment, upon completion of admission requirements set forth in the Rules and Regulations.
2. Classes of Membership
 - b. **Current Members** - Each family with a child enrolled in the nursery school for the current year will be a "current member". Each current member has one vote/proxy for each child enrolled in the nursery school at meetings where amendments to the By-Laws or Rules and Regulations are to be tabled, as stated in By-Law XI.
 - c. **Upcoming member** – Each family with a child enrolled in the nursery school in the upcoming year will be an "upcoming member". Each upcoming member has one vote/proxy for each child enrolled in the nursery school. Upcoming members become current members starting July 1st. Upcoming members have a vote at the AGM for the purpose of voting in the new slate of Board of Directors, as stated in By-Law IV #4.
 - d. **Associate members** - Other persons interested in the objects of the association may be admitted to the membership subject to the approval of the membership.
3. Any current or upcoming member wishing to resign must give the Registrar notice on the first day of the month. Such with drawl of notice will not relieve the current or upcoming member of the obligation to pay dues and participate up to the day of with drawl. Notice of with drawl may be given no later than the first day of the month, three months prior to the end of the school year. The Executive shall have the authority to terminate the membership of any member for violation of these standing rules.
4. All classes of members shall be members for no more than a one year term subject to renewal. A person shall cease to be a member of the association upon his or her child ceasing to attend the school. Associate members will only be members during the school year which they are admitted to.

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By-law IV EXECUTIVE

The Board of Directors shall be made up of the Chair, Vice-Chair, Secretary, Treasurer, Registrar, Assistant Registrar, Playground and Maintenance Coordinator, Long-Range Planning coordinator and Publicity. No Board Member will be paid by the school (receiving income), with the exception of paid duty days. Each Board Member must pass a criminal security check.

- a. **Standing committees** shall be as follows: Telephone, Duty Roster, Food, Playground and Maintenance, Web Site Administrator and Computer Support. The chairpersons of these Standing Committees will be required to attend Board of Directors meetings as necessary.
- b. **Ad Hoc committees** shall be called as deemed necessary by the Board of Directors. Chairpersons of any ad hoc committee formed during the school year will be required to attend Board of Directors meetings when requested.
- c. At the Annual General Meeting, the current Vice Chair will introduce the candidates (volunteers) for the incoming Board of Director positions. The upcoming membership will then have an opportunity to vote for the slate of directors. The terms of office for the new Board of Directors shall commence at the first meeting following the Annual General Meeting. Exception - After early registration is complete, the Vice Chair will solicit a Registrar and Treasurer for the upcoming year from current members. The Registrar for the upcoming year will shadow the current Registrar until the end of the current year at which time he/she will become Registrar. The Incoming Treasurer will shadow the current Treasurer until the end of the current year at which time he/she will become Treasurer.
- d. If a member of the Executive is absent without leave of the Chair or Vice Chair for three meetings he/she may be asked to resign.
- e. A board member shall be able to remain on the board for up to three years after their child has graduated from the Nursery School program.

By-Law V DUTIES OF THE EXECUTIVE OFFICERS

a) Chair

1. Coordinates all areas of the school's activities and assists the Board of Director's and staff in understanding and carrying out their responsibilities as described in various documents like: Day Nursery's Act, the nursery school by-laws, the rules and regulations, and Articles of Incorporation.
2. Acts as the school's official representative in the community.
3. Advertises for new staff, arranges staff interviews and hiring, ensures annual staff performance reviews are conducted. Conducts the Director's annual performance review with the support of the Treasurer and the Registrar.

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4. Responsible in the name of the Board of Directors for teachers' contracts, health forms, insurance and license applications and all documentation required by the applicable Ministry offices.
5. Acts as personnel coordinator and is the person to whom staff may bring their concerns and to whom parents may bring their concerns and suggestions in relation to the school.
6. Arranges and conducts Board meetings.
7. Responsible in the name of the Board of Directors for all necessary documentation needed by the school from the membership as required by the applicable Ministry offices to maintain the school's license.
8. Encourages group cohesion among Board members and parent participation in the school's programs, operations and special activities or events.
9. Delegates certain Board business as necessary either to an individual and/or Standing or Ad Hoc committees.
10. Plans and coordinates group efforts to pursue long range goals for the school.

b) Vice Chair

1. Assists the President in arranging and conducting meetings.
2. Acts as President in absence of President.
3. Sets up and coordinates Standing and Ad Hoc Committees.
4. Informs committee chairs of information and action items to be passed on to parents and committees.
5. Familiarizes new members with the concept of a co-operative Nursery School.
6. Presents the slate of officers of the upcoming year.

c) Secretary:

1. Records, types and distributes the minutes of all meetings Board meetings.
2. Prepares and distributes the agenda for all Board Meetings.
3. Gives notice of all Board meetings.
4. Establishes and maintains the minutes book and all important records (by laws, licenses, permits and contracts) and financial documents (to meet revenue Canada audit requirements).

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5. Establishes and maintains a record of all motions made at Board meetings.
6. Establishes and maintains and “Action Item List” for the work of the Board.
7. Completes and sends in Form 1- Corporations Information Act (the Director information that must be sent to the Ministry on an annual basis) immediately following an election.
8. At the end of the school year, works with the Board to put documents in order before the new Board takes over. This includes Board files, the President’s files and the file for the Rideau Township Archives.

d) Treasurer (Chief Financial Officer):

1. Sets up next school year’s budget in conjunction with Chair (to allow for incoming Treasurer to maintain)
2. Maintains current year budget as prepared by outgoing Treasurer
3. Submits the upcoming year’s approved budget to bookkeeper.
4. Attends monthly executive meetings and presents the monthly financial statement that has been prepared by the Bookkeeper.
5. Presents the monthly financial reports based on financial statements prepared by the Bookkeeper.
6. Acts as a signing officer with one other board member.
7. Collects and Deposits all but registration, opt-out and tuition cheques. Gives list of all deposits to bookkeeper on deposit form.
8. Helps Chair hire and supervise Bookkeeper
9. Approves all disbursements (approval can be given monthly, yearly, adhoc).
10. NSF cheque follow up for all but registration, opt-out and tuition cheques.
11. Responsible for filing paperwork with the Secretary regarding financial matters.
12. Supports the Chair and the Registrar in conducting the Director’s Annual Performance Evaluation.
13. Ensures all city and government officials are informed of name change in Treasurer.
14. Completes required City documents as dictated by city officials by deadlines required.
15. Participates in Audit procedures as required.

e) Registrar:

1. Responsible for all registration procedures.
 - a) Manages all completed registration and membership forms.
 - b) Ensures confidentiality of information by adhering to ethical standards.
 - c) Maintains accurate membership lists and waiting lists.
 - d) Handles inquiries and describes school policies to interested parents.

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- e) Plans in school visits for prospective parents.
 - f) Plans and implements ideas/makes suggestions for promoting school enrollment.
 - g) Organizes public registration night to enroll students for upcoming year.
2. Supports the Chair and the Treasurer in conducting the Director's Annual Performance Evaluation.
- f) Assistant Registrar:
- 1. Assists the Registrar
 - 2. Collects all tuition, opt-out and registration cheques.
 - 3. Deposits all registration cheques and opt-out fee cheques and gives list of all deposits to Bookkeeper in a timely manner
 - 4. Deposits monthly tuition cheques and gives a list of the deposit to the Bookkeeper in a timely manner
 - 5. Follow-up on NSF cheques for registration, opt-out and tuition cheques
 - 6. Prepares and distributes Child Care expense tax receipts to all families, February (Sept-Dec) & in June (Jan-June).
- g) Playground and Maintenance Coordinator
- 1. Oversees the implementation of the Playground Safety Policy.
 - 2. Organizes members or contractors to complete maintenance duties identified by the Director.
- h) Long-Range Planning Coordinator:
- 1. Applies for grants as requested by Director or Board Members.
 - 2. Co-ordinates the Long-Range Planning Committee to establish some long range goals for the Nursery School, as requested by the Board of Directors.
- i) Publicity
- 1. Manages all marketing & school publicity
 - 2. Organizes publicity for the Open House and Registration, mail-outs of flyers during the school year
 - 3. Maintains the school's mobile signs
 - 4. Manages and maintains website
 - 5. Oversees schools other out-reach activities

By-law VI DUTIES OF THE DIRECTOR/TEACHERS OF THE SCHOOL

- 1. Directly responsible to the Chair.
- 2. Responsible for the educational direction and program of the school.

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3. Interprets to the parents the principles of good nursery school education and its applications in the school.
4. Responsible for the direction of the teaching staff and the guidance of parents assisting in the school.
5. Keep parents informed of development and progress of children.
6. Expected to attend Board Meetings on the request of the Board.
7. Responsible for recommending equipment purchases.

By-law VII RESPONSIBILITIES AND DUTIES OF MEMBERS

1. Upcoming and current members must be the enrolled child's parents or legal guardian.
2. Current member participation in the school program will be fixed according to the number of current members. Current members with more than one child in the school will be asked to participate more frequently than those with a single attendant child.
3. All members will comply with the applicable Ministry requirements and school Rules and Regulations (which includes a security check).
4. All members shall be required to serve on the Board or as a committee chair or on two committees.
5. All current members are required to attend the school on their assigned duty days throughout the year as required. Members who cannot attend the school on the duty day specified may exercise a buy-out option by contacting a substitute from a list provided by the school and paying the required fee for replacement services. Failure to do this will result in a fine to be levied by the Board.
6. Current members who cannot regularly attend to the above duties must provide a regular substitute (subject to the security check and other applicable requirements) or purchase replacement services.
7. Failure of members to comply with the responsibilities and duties as described above may, at the discretion of the Executive, result in the dismissal of the member.

By-law VIII DUTIES OF THE STANDING COMMITTEES

The committees are set up by the Vice Chair from the membership and in accordance with parental preferences as indicated at registration.

1. The Telephone Committee shall make telephone surveys and telephone notifications when required.
2. The Duty Roster Committee will make up a parent duty day schedule every three months and keep record of days each parent puts in.
3. The Food Committee shall be responsible for arranging food for special occasions.
4. The Playground and Maintenance Coordinator - responsible for repairing and building equipment. They will also be responsible for the outdoor play area - keeping buildings, grounds, play structures etc. in good repair.

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5. The Typing and Photocopying Committee - responsible for any typing and photocopying required by the Board.
6. Computer Support Committee- ensures good operation of computer hardware and software, helps with purchase of new hardware and software.
7. Website Administrator - maintains the website.

By-law X DUTIES OF AD HOC COMMITTEES

The duties of the Ad Hoc committees shall be determined by the Board of Directors at the time the Ad Hoc Committees are set up.

By-law XI MEETINGS OF MEMBERS

1. An annual general meeting shall be held during the month of May each year for the purpose of approving the recommended slate of new Board of Directors.
2. Members will be encouraged to attend all meetings. There is one vote/proxy per family per child enrolled in the nursery school.

By-law XII MEETINGS OF THE BOARD OF DIRECTORS

1. Quorum is defined as 5 board members present
2. The Board of Directors shall meet monthly, the time and place to be determined by the Chair. Any member may attend a Board of Directors meeting.
3. The Board may meet as required, at the call of the Chair, to discuss sensitive issues concerning the running of the nursery school (ie membership, Teacher contracts). The Board may call a closed meeting if needed and only invite others to attend, as they deem appropriate.

By-law XIII SIGNING OFFICERS

1. There shall be three signing officers – Chair, Treasurer and one other Board member to be determined by the Board. Two signatures are required on all documents.

By-law XIV AUTHORIZATION OF THE EXECUTIVE TO BORROW AND GIVE SECURITY

The Executive is authorized from time to time:

1. To borrow money upon the credit of the Corporation in such amounts and on such terms as may be deemed expedient by obtaining loans or advances or by way of overdraft or otherwise.
2. To issue debt obligations of the Corporation.
3. To pledge or sell such debt obligations for such sums at such prices as may be deemed expedient.

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4. To mortgage, hypothecate, charge or pledge, or give security in any manner whatever upon, all or any currently owned or subsequently acquired property, real and personal, immovable and movable, undertaking book debts, powers, franchises and rights of the Corporation, to secure any debt obligations of the Corporation, present or future, or any money borrowed or to be borrowed or any other debt or liability of the Corporation, present or future.
5. The Board may extend to specific members of the Executive (, all or any of the foregoing powers to such extend and in such manner as the Board may determine.
6. This special By Law shall remain in force and be binding upon the Corporation as regards any party acting on the faith thereof, until a copy, certified by the Secretary of the Corporation under the Corporation's seal, of a Special By Law repealing or replacing this Special By Law shall have been received by such party and duly acknowledged in writing.

By Law XV PROVISION FOR REPLACING BOARD POSITIONS IN MID YEAR

If Board vacancy occurs in mid year and that vacancy occurs before August, an election of all members to fill the position shall be held at the next General Meeting. If a vacancy occurs after September 1st, the other members of the Board may fill the position and ask for ratification of members at the next General Meeting. In either case, the Board may call a special meeting of the members to fill a vacancy on the Board.

By Law XVI FISCAL YEAR

The fiscal year of the association shall terminate on the 30th day of June in each year.

By Law XVII SCHOOL YEAR

The school year shall begin on the first Public School day in September and shall terminate no later than June 30th.

By Law XVIII AMENDMENTS

Subject to quorum:

1. Any amendments to the By Laws of the Constitution shall be subject to a two-thirds majority vote of those present.
2. Any amendments to the Rules and Regulations of the Constitution shall be subject to a simple majority vote of those present.
3. With respect to the aforementioned provisions, this Constitution may be amended by those members present at a general meeting or a meeting called for the purpose of amending the Constitution provided that a notice of motion has been published to the membership at least seven days prior to the meeting at which the vote to amend will be taken.

By Law XIX RESPONSIBILITIES OF THE BOOKKEEPER

1. Reports to the Treasurer.

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2. Disburses the funds. Notifies the Treasurer of any payments that are greater than pre-approved amount.
3. Maintains accurate accounting records (i.e. bank, salaries, benefits, taxes, receipts, etc.).
4. Does and/or monitors bank reconciliation each month.
5. Prepares charitable donation receipts as needed.
6. Pay Roll.
7. Prepares the monthly financial statement and provides a copy to the treasurer prior to scheduled monthly board meetings.
8. Prepares and files GST every six months.
9. Prepares and files annual tax return for Registered Charities.
10. Prepares and files annual T4s.

Secretary _____

Chair _____

Date _____

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Proxy for Manotick Co-Operative Nursery School

I (print name) _____ give my proxy vote to (print name) _____, so that s/he may vote on my behalf on all issues at the meeting dated _____.

Special Instructions

Number of children enrolled in the school _____

Signature _____

Date _____