

**Bylaws
Of
Claire Ann Shover Nursery School**
(Revised 2/12)

Article I. Members

Section 1. Qualifications and Admission

Any person may become a member of this Corporation upon complying with the provisions of these Bylaws.

Section 2. Classes of Membership

There shall be two classes of members of the Corporation, namely Honorary and Active. Members having a child or children in any school or project operated or maintained by the corporation shall be designated as Active Members. All other members shall be designated Honorary Members.

Article II. Meetings of Active Members

Section 1. Annual Meetings

The Annual/Parent Meeting of the members shall be held in August/September of each year, as determined by the Parent Board. Written notice of the Annual/Parent Meeting shall be given to each member prior to the date of such meeting.

Section 2. Quorum

At least a majority of Active Members present shall constitute a quorum for the transaction of business at all meetings of the members.

Section 3. Voting

Each family unit shall be entitled to one vote, and no more, upon each matter submitted to a vote at the meetings of the members. At all meetings of the members at which a quorum is present, all questions shall be decided by a vote of the majority of the members voting thereon at such meetings.

Article III. Parent Board

Section 1. Definition

Board Members must be qualified Active and Honorary Members of the Corporation. At least two-thirds (4 out of 6 board members) of the Parent Board should be Active Members.

Section 2. Duties

- A. Carry on the business of the Corporation in conformity with the policies and programs of the Corporation.
- B. Have the general power to administer the affairs of the Corporation and shall report its actions to the members.
- C. Be open at all times to the suggestions and concerns of the Active Members.
- D. Establish additional appointments, committees, or special meetings.
- E. Have the authority to remove from office any Board Member who has not complied with his/her duties for a period of three months.
- F. No individual member may transact business of the Parent Board without authorization of the Board.

Section 3. Meetings

Open board meetings of the Parent Board shall be held monthly throughout the school year as deemed necessary.

Special meetings may be called at any time by the President or upon request of any member of the Parent Board or by a member or members of the Active Membership. Notice of the time, place, and purpose of the meeting shall be given to each board member by the person or persons calling the meeting.

Section 4. Quorum

The presence of a simple majority of the Parent Board shall constitute a quorum.

Section 5. Voting

Each board member shall be entitled to one vote of all Board decisions and all such decisions shall be decided by the majority present.

Article IV. Officers

Section 1. Officers

The officers of the Corporation shall be President, Vice President, Secretary, and Treasurer.

Section 2. Duties

- A. President
 - a. Preside at all the meetings of the Active Members and the Parent Board.
 - b. With the Vice President, shall interview and recommend to the Parent Board the hiring of new employees, the retaining of old employees, and handle such contracts of employment.

- c. Shall maintain a notebook of duties and procedures to aid future presidents.
 - d. In general, perform all duties incident to the office of President and such other duties as from time to time may be assigned by a majority vote of the Active Members of the Parent Board.
- B. Secretary
 - a. Keep written minutes of the meetings of Active Members and the Parent Board.
 - b. With the help of the other board members, send out a quarterly newsletter, via email, to all Active Members.
 - c. In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by a majority vote of the Active Members of the Parent Board.
- C. Treasurer
 - a. Shall have charge and be responsible for all income of the Corporation.
 - b. Shall keep the non-profit status of the Corporation current.
 - c. Shall submit the appropriate tax-related documents to the state and federal government.
 - d. In general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by a majority vote of the Active Members of the Parent Board.

Section 3. Selection and Terms of Office

- A. Nominations

Nominations for members of the Parent Board will be accepted up until the Annual/Parent Meeting takes place. The nomination may come from the individual themselves or from another person, with the individual's consent.
- B. Election

The nominees for the Parent Board will be listed on a paper ballot and each family will receive one ballot. Ballots will be counted by a person not on the ballot nor on the Parent Board.
- C. Terms

All parent board members/officers shall take office at the time of the Annual/Parent Meeting. The terms will be for 2 years and a board member can serve x consecutive terms.
- D. Vacancy

A replacement for any board member or office may be appointed by the Parent Board for the unexpired portion of the term.

Article V. Tuition

Section 1. Determination

The tuition to be paid for each child for each month shall be determined by the Parent Board. Such determination shall be made prior to the commencement of each school year (preferably before the end of the previous school year). No change shall be made in such tuition during the school year.

Section 2. Payment

All tuition shall be paid by the 15th of each month.

Article VI. Employees**Section 1. Teacher(s)**

- A. The teacher(s) must hold a current State of Minnesota teaching license.
- B. Prospective teachers will be interviewed by a committee appointed by the Parent Board and hiring will be approved by the Parent Board.
- C. Salaries, personnel policies, and a job description will be set by the Parent Board, and the teacher(s) will be supplied with current copies at the time of contract renewal.
- D. Teacher performance will be reviewed each year by the President and/or Vice President.

Section 2. Treasurer/Bookkeeper

- A. The Treasurer/Bookkeeper (T/B) must have a working knowledge of bookkeeping skills and procedures.
- B. The T/B will be selected based on interest and qualifications, with final approval being made by the Parent Board.
- C. Salary, personnel policies, and a job description will be set by the Parent Board, and the T/B will be supplied with current copies at the time of contract renewal.
- D. The T/B shall keep accurate records of all monies of the Corporation.
- E. The T/B shall submit regular financial reports to the Parent Board and an Annual Report at the Annual/Parent Meeting.

Article VII. Seal

The corporate seal of the Corporation shall be in the form of a circle and shall have inscribed thereon the name of the Corporation and the words "Corporate Seal, Minnesota."

Article VIII. Fiscal Year

The fiscal year of the Corporation shall begin the first day of September of each year and end the 30th day of August the next year.

Article IX. Amendments

These Bylaws may be altered, amended, or repealed by the members at any regular or special meeting provided that notice of such meeting shall have contained a copy of the proposed alteration, amendment, or repeal.