

SEATTLE'S PROGRESSIVE PRESCHOOL
BYLAWS
May 13, 2014

ARTICLE I
NAME

The name of this preschool is Seattle's Progressive Preschool, also referred to as SPP.

ARTICLE II
PURPOSE

SPP is organized to provide developmentally appropriate learning activities for children, to encourage volunteerism, social and environmental awareness, and to help parents/guardians attain a better understanding of their children and family relationships.

ARTICLE III
MEMBERSHIP

SECTION 1. ELIGIBILITY Any family with a child at least age 2 but less than 5 by August 31 of the current school year, who agrees to abide by the rules and regulations of this cooperative as now or hereafter provided is eligible for membership. Exceptions are made by the recommendation of the teacher and approved by the Board of Directors.

SECTION 2. ENROLLMENT Applicants shall be accepted from a waiting list, within the following specifications: a) all returning enrollments, provided the family is in good standing with the school, shall have priority over new enrollments. b) siblings of current enrollments shall have priority over new enrollments, subject to the family being in good standing.

SECTION 3. VOTING RIGHTS Each family has one vote per child enrolled.

SECTION 4. PAYMENT OF TUITION Children are expected to be enrolled in SPP for the full school year and a registration fee and monthly tuition paid. Tuition for any time of absence must be paid in full prior to such absence. SPP will strive to turn no one away due to inability to pay full tuition. Partial scholarships, when funding is available, are approved and made on a quarterly basis. The scholarship committee will consist of at least two directors selected by the board.

SECTION 5. PARENT DUTIES One or both parents/guardians/caretakers are required to participate in the cooperative as outlined in the cooperative's handbook.

SECTION 6. SCHOOL SCHEDULE The school schedule shall approximate that of the Seattle Public School system.

SECTION 7. RESIGNATION Any member may withdraw from the cooperative after fulfilling all obligations to it, including financial, by giving 30-days notice of such intention to the Registrar. In the event of resignation, the pre-paid tuition covering the final month of the school's calendar year and registration fee shall not be refunded.

SECTION 8. DISMISSALS Failure to perform the duties outlined in these Bylaws or conduct prejudicial to the best interests of the cooperative or other reasonable cause shall be cause for suspension from the cooperative. Dismissal shall be by majority vote of the Board of Directors.

ARTICLE IV
DIRECTORS

SECTION 1. GENERAL POWERS The affairs of the cooperative shall be managed by a Board of Directors.

SECTION 2. NUMBER, TENURE AND QUALIFICATION The number of the Directors of the cooperative shall be not less than two. Increases or decreases in the number of Director positions must be approved by the current Board of Directors. Directors shall be elected at the annual General Meeting for a term of one year. Each Director shall be a member of SPP except when a non-member volunteers expertise and demonstrates a commitment to the Preschool. Non-member Director nominees must be approved by the Board of Directors. Teachers attend Board meetings but do not have voting rights. Parent Educators attend Board meetings as needed but do not have voting rights.

SECTION 3. REGULAR MEETINGS Meetings of the Board of Directors shall be held as needed to evaluate the operation of SPP and to attend to necessary school business. These meetings are open to all members although only Board members may vote on issues before the school.

SECTION 4. QUORUM 60% of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board.

SECTION 5. VACANCIES Any vacancies occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of directors may be filled by the Board of Directors unless overruled by a majority of the members. A director elected or appointed, as the case may be, to fill a vacancy, shall be elected or appointed for the unexpired term of his or her predecessor in office.

ARTICLE V
MEETINGS

SECTION 1. GENERAL MEETING There must be at least 1 (one) General Business Meeting of the membership each year. The membership is given one month's advance notice of the General Meeting date at which the new Board of Directors shall be elected. The agenda is set by the Chair. Members can request the addition of agenda items to be included at the discretion of the Chair. The Chair must include any items presented by a petition signed by 2/3 of the voting membership of SPP.

SECTION 2. QUORUM A quorum is 50% of the members.

ARTICLE VI
ELECTIONS

SECTION 1. NOMINATIONS The Board of Directors will convene a slating committee, which is not limited to directors. The Committee's list of slated officers is sent to the membership, in writing, at least one week before the General Meeting. The consent of all slated nominees must be received. Immediately following the presentation of the slate at the General Meeting, nominations may be made from the floor by any member, provided that the consent of the nominee has been secured. The Secretary or other designated Director presides over the voting

process. At least two members shall be designated to tally the written votes. Absentee ballots may be requested and returned prior to the General Meeting by any member not able to attend. Election results are determined by a majority of those voting.

ARTICLE VII FINANCES

SECTION 1. The Fiscal Year of SPP is 12 months long and begins on July 1 and ends on June 30.

SECTION 2. The Treasurer prepares a budget for the ensuing fiscal year which must be approved by the Board of Directors at a spring meeting.

SECTION 3. No member of SPP can bind SPP financially or otherwise. Authorization for purchase over \$100 must come from the Board of Directors.

SECTION 4. Three to four Directors other than the Treasurer, but including the Chair or Co-chairs shall be authorized to sign checks. Two names must appear on each check. An Assistant to the Treasurer makes all deposits for the Cooperative to ensure that the appropriate checks and balances are observed.

SECTION 5. The next year's tuition and registration fee must be approved by the Board of Directors. The registration fee and pre-paid tuition covering the final month of the school's calendar year are not refundable.

SECTION 6. The cooperative shall carry liability insurance.

ARTICLE VIII TEACHERS

SECTION 1. SPP seeks to employ (an) experienced teacher(s) whose personal philosophy of, and background in, early childhood education is compatible with the philosophy of SPP, particularly in terms of encouraging social and environmental awareness and volunteerism among young children.

SECTION 2. Teacher evaluations are done biannually with a general class recommendation regarding renewal of the teacher contracts. The Board ratifies teacher contracts usually in the Spring and reserves the right to terminate a contract.

SECTION 3. In the event of a teacher vacancy a Hiring Committee consisting of at least the head teacher (if applicable) and two SPP members is appointed to advertise, interview and screen applicants, and report a recommendation to the Board for approval. The Chair and the Treasurer process an appropriate contract with the teacher(s).

SECTION 4. SPP is an equal opportunity employer and school. Seattle's Progressive Preschool does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, gender identity, sexual orientation or disability in areas of employment, administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

ARTICLE IX
GRIEVANCES

SECTION 1. Grievances between SPP participants are handled as follows: The aggrieved party contacts their class's Class Coordinator or Chair and explains the problem. The Class Coordinator or Chair may act as the mediator between the parties, but must immediately inform all parties and the Board of the problem. At the request of any party to the grievance, the Board of Directors is informed of the dispute and appoints a Grievance Committee to investigate it.

SECTION 2. The Grievance Committee consists of at least: one member of the Board, one class member not involved in the dispute, one individual from SPP.

SECTION 3. The Grievance Committee evaluates the dispute, may consult the class teacher and makes a recommendation to the Board of Directors regarding its settlement. The Board will then make a decision and will ensure it complies with any employment contracts in force at the time, if applicable.

SECTION 4. Any party to a grievance may appeal the Board's decision by presenting to the Board a petition signed by 1/2 of SPP requesting an all-school hearing and vote on the issue. Attendance by 2/3 of the voting members of SPP is required at such a meeting to validate the vote.

ARTICLE X
MISCELLANEOUS PROVISIONS

SECTION 1. AMENDMENTS These bylaws may be amended by a two-thirds vote, providing that a quorum (50% of members) participate and that the notice of the proposed amendment has been communicated to the membership one week prior to the vote.

SECTION 2. INDEMNIFICATION Any director or officer now or hereafter serving the preschool, in good faith, and his or her heirs, executors, and administrators are indemnified against claims, civil and criminal action, liability, and expenses actually and reasonably incurred by or imposed on him or her because of acts or omissions in the performance of his or her duties.

SECTION 3. PARLIAMENTARY AUTHORITY The rules contained in the current edition of Robert's Rules of Order Newly Revised govern SPP in all applicable cases and when they are not inconsistent with these Bylaws and any special rules of order that SPP may adapt.

SECTION XI
DISSOLUTION PROVISION

Upon dissolution, all assets remaining after payment of liabilities shall be distributed to an organization which is exempt under Section 501(c) (3) of the 1954 Internal Revenue Code as selected by the Board of Directors.