



Michigan Tech Preschool, Inc.
Daniell Heights Community Center
Houghton, Michigan 49931
(906) 487-2720

BY-LAWS (02-2010)

Article I. Name and Purpose of the Corporation

The name of this corporation will be the Michigan Tech Preschool, Inc. It will be located in the multi-purpose building (community center) in Daniell Heights on the Michigan Technological University campus in Houghton, MI.

The purpose of the MTU Preschool is to foster self-esteem and to promote the social, emotional, intellectual, and physical development of preschool children through age-appropriate activities. It will operate as a non-profit, cooperative preschool.

Michigan Tech Preschool, Inc. admits students of any race, color, sex, religion, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, sex, religion, national, or ethnic origin in admission or in its policies, admission policies, scholarships and local programs, athletic or other school administrative programs.

Article II. Student Requirements and Parent Obligations

Section 1. Student Requirements

Enrollment in the preschool will be open to children between the ages of 3 and 5 by December 1 of the calendar year, who are toilet trained are eligible to attend. Final selection is to be made by the director based on the maturity of the individual child. Non-English speaking children are welcome.

The calendar of the preschool will consist of two, fifteen-week semesters. A child who has previously been enrolled or had a sibling previously enrolled will be given priority, followed by children of Michigan Tech students residing in Daniell Heights. Consideration will thereafter be extended to children of other Michigan Tech students, staff, and the general public.

Section 2. Parent Obligations

Parents are responsible for fulfilling the terms of membership set forth in the preschool policies. Parents who do not fulfill those obligations may be subject to having their child removed from the school. Among those obligations are (1) payment of tuition on or before the due date; (2) providing complete and accurate registration and health forms; (3) participating in fundraising activities; and (4) payment of non-participation fee if the parent does not participate in fundraisers. Daniell Heights residents may request alternative arrangements for meeting the fundraising requirement, including working extra hours at the fund raising events. These requests should be made to the Vice-President of the Board by the 3rd week of Fall semester.

Section 3. Leaves of absence and withdrawal from the Preschool

Leaves of absence: Families are considered to have a leave of absence from the Preschool if they indicate that they will miss seven or more consecutive weeks. Consecutive weeks may span more than one semester. In this case, 50% tuition will be charged unless there is a waiting list, in which case full tuition must be paid to retain the spot. In the event the space is requested by a new family part way through the leave of absence, the existing family will have the option to pay the outstanding 50% of the tuition in order to retain their place. To maintain this option, the existing family will provide a check in advance to the treasurer to be cashed in the event that it is necessary to retain the place. If the check is not used for this purpose, it will be applied toward the next tuition bill or returned. The place vacated by a family on a leave of absence may not be requested by an existing member of the Preschool.

Families leaving the Preschool: Families leaving the Preschool for the purposes of relocating will pay a prorated tuition rate for the time they are enrolled in the Preschool. Their space may then be made available to an existing Preschool member or to a new member.

Article III. Meetings

Section 1. Meetings of the Membership

A regularly scheduled meeting of the members will be held each semester at the preschool on a date set by the Board of Officers. Special meetings may be held as necessary. Notification of meetings will be made in advance in writing and sent to each member. Parliamentary procedures will be followed at each meeting to provide the structure for an orderly and efficient handling of business.

Section 2. Meetings of the Board of Officers

Meetings of the Board of Officers will be necessary, preferably at least once a month.

Section 3. Voting

Each member will be entitled to one vote. A member is defined as one parent of a child in the preschool. Voting results at meetings of the membership will be determined by a simple majority of those present. Voting results at meetings of the Board of Officers will be determined by a two thirds vote of the Board.

Article IV. Board of Officers

Section 1. Officers

The officers of the preschool will be President, Vice President, Secretary, Tuition Coordinator, Treasurer, Registrar, and Public Relations Coordinator. The Preschool Director will be considered an ex-officio

member and is entitled to attend Board meetings, but not to vote on Board matters and not subject to the same terms of office.

Section 2. Nominations

Nominations for Board members will be taken from the membership during the Spring semester. Such nominations may be made from the floor at the Spring Parent's meeting or a sign-up sheet in the preschool. Persons nominated must be members of the preschool for the school year for which they are nominated or have been members of the preschool within the previous three years. Only one person per family may hold a Board position each year. The Board will work to ensure that there is continuity of some Board members from one year to the next.

Section 3. Vacancies

The Board will fill vacancies in any office or chair.

Article V. Duties of the Board of Officers

The Board of officers will work to ensure the short and long-term sustainability of the School, and work to meet the needs of the School, the membership and employees. The Board has primary responsibility for fundraising, tactical and strategic planning, publicity for the School, student recruitment, and School finances. The Board employs the director to operate the Preschool. Service as a board member will be accepted as fulfillment of the mandatory fundraising requirement. Voluntary participation by board members in all fundraising activities is encouraged. The Board of officers will notify all parents about vacant staff positions.

Section 1. The President will:

- A. Prepare the agenda and preside at all membership and Board of Officer meetings.
- B. Appoint, with Board approval, the Preschool Director and the Assistant Teacher.
- C. Advise the officers and take necessary administrative responsibility beyond their several duties, while reserving matters of policy for action by the Board.
- D. Serve as Liaison Officer to Michigan Technological University.
- E. Review and sign the Federal Tax return.
- F. Co-sign checks.

Section 2. The Vice President will:

- A. Assist the President in the discharge of duties, perform in the absence of the President, or become President if that office falls vacant.
- B. Supervise the chairperson(s) of the fundraising committees, manage and direct fundraising activities. The fundraising committees will be appointed from the members-at-large.
- C. Track fundraising participation by members; request and receive non-participation fees for fundraisers (buyouts); and provide the non-participation fees to the Treasurer for deposit.
- D. Supervise and appoint two preschool members to be responsible for cash monies received during a cash fundraiser activity; ensure that the designated two members together count monies and together deposit monies at the bank immediately following the activity.

Section 3. The Public Relations Coordinator will:

- A. Handle publicity as necessary for all preschool functions.
- B. Recruit new students.
- C. Promote the Preschool at community functions.
- D. Distribute preschool brochures to area schools and businesses.
- E. Maintain the preschool website.

Section 4. The Secretary will:

- A. Keep an accurate record of all membership and Board meetings.
- B. Send out notices of meetings at the direction of the President.
- C. Conduct correspondence as designated by the President or Board.
- D. Send out thank you notes including thank you notes to all event sponsors and write a thank you to appear in the editorial section of the newspaper for event sponsors.
- E. Manage the preschool list-serve.

Section 5. The Treasurer will:

- A. Be bonded or be eligible to be bonded.
- B. Deposit all monies of the preschool except for monies received during a cash fundraiser activity.
- C. Pay salaries and all bills authorized by the Board within the constraints of the Board-approved budget.
- D. Prepare financial reports for membership and Board meetings.
- E. Prepare and modify annual budgets with Board approval.
- F. Prepare the Federal and State tax returns and all employer tax returns.
- G. Arrange for a review of the books at the end of the school year with the President and the new Treasurer.
- H. Require all checks to be co-signed by the President.

Section 6. The Tuition Coordinator will:

- A. Receive all tuition payments for each student.
- B. Conduct tuition billing.
- C. Issue late payment notices throughout the year, as needed.
- D. Prepare detailed reports reflecting tuition payments and projections.

Section 7. The Registrar will:

- A. Fill openings in classes as they occur.
- B. Keep accurate waiting lists according to enrollment priorities.
- C. Receive phone calls and answer requests for information.
- D. Organize registration periods with the President and the teacher.
- E. Coordinate the Fall packets that go to parents.

Section 8. The Director will:

- A. Recommend policy to the Board.
- B. Give final approval on admissions.
- C. Purchase supplies, equipment, toys, and books with Board approval.
- D. Take responsibility for the licensing of the preschool.

Article VI. By-laws

Section 1. Availability

The by-laws will be available to all members of the preschool upon request and shall be posted in the preschool.

Section 2. Amendment

These by-laws may be amended by a simple majority vote of the members present at any membership meeting.

Article VII. Dissolution of the Corporation

Upon dissolution of the corporation, the Board of Officers will, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for the charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501c (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Officers shall determine. Any such assets not which the principal office of the corporation is located, exclusively for such purposes or the such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

By-laws approved:

April 7, 1969

Amendments approved:

November 1971

February 1978

January 1983

March 1983

September 1985

April 1989

May 1991

April 1992

April 1996

May 1999

September 2000

January 2003

October 2003

January 2006

April 2009

February 2010