

RIO TERRACE COMMUNITY PRESCHOOL CONSTITUTION

Whereas the Rio Terrace Community Preschool is owned by the Rio Terrace Community League and operated by its members; and

Whereas the Rio Terrace Community League has delegated the authority and responsibility for the operation of the Rio Terrace Preschool, including the right to set fees and charges and incur expenses, in accordance with this Constitution, to the members of the Rio Terrace Preschool, while retaining the right to make changes to such delegation of authority and responsibility;

Now, therefore, the Rio Terrace Community Preschool adopts the following as its Constitution:

CO-OPERATIVE

- 1.0 The Rio Terrace Preschool is a parent co-operative, owned by the Rio Terrace Community League, and formed to operate a licensed, non-profit preschool for three (3) and four (4) year old children, as a program of the Rio Terrace Community League.
- 1.1 All decisions concerning the Rio Terrace Preschool shall be made by the members of the Executive of the Preschool in accordance with sections 8.2 and 13.2 herein, but all requests made of the co-operative shall be given consideration by the members of Executive of the Preschool, as appropriate.
- 1.2 The Rio Terrace Preschool shall present its balanced budget for each year to the Officers of the Community League for approval prior to or at the June meeting of the Officers of the Community League for that year. The Rio Terrace Preschool shall also present an updated budget prior to or at the November meeting of the Officers of the Community League.
- 1.3 The Rio Terrace Preschool shall report to the Community League at its monthly meetings.
- 1.4 The fiscal year of the Rio Terrace Preschool shall be July 1 – June 30.
- 1.5 The Rio Terrace Preschool shall operate in accordance with the applicable policies of the Rio Terrace Community League in effect as of May 14, 2008.

MEMBERSHIP

- 2.0 All parents of children enrolled in the Rio Terrace Preschool are members of the co-operative.
- 2.1 Prerequisites to enrollment in the Rio Terrace Preschool include membership in

the Rio Terrace Community League or another community league which is a member of the Edmonton Federation of Community Leagues, payment of the proper registration fee, an undertaking by one parent in each family to take one of the jobs required for the Preschool and compliance with the other requirements established in the policies of the Rio Terrace Preschool, including attendance at General meetings, participation as parent assistants in class and participation in cleaning and other work bees.

- 2.2 Members may resign by tendering their resignation in writing to the President a month prior to their resignation. If one month's notice is not given, the member is liable to pay one month's fees.
- 2.3 A member may be asked to withdraw from the Preschool by the Executive for non-participation, pursuant to the requirements established in the policies of the Rio Terrace Preschool; or pursuant to the recommendation of the teacher.
- 2.4 Any member whose payment of fees are in arrears by one month shall be given two weeks notice to pay the outstanding fees. If the fees are not paid within two weeks, membership will be suspended. After two such notices during the course of a school year, membership will be terminated.

DUTIES OF MEMBERS

- 3.0 The members are responsible for the organization of the Preschool, maintenance of the classroom and equipment, administration of the finances, and provision of assistance to the teacher.
- 3.1 Each member shall be assigned, and be responsible for, a particular job within the description given in section 3.0.
- 3.2 One member from each family with one or more children enrolled in Rio Terrace Preschool is required to attend all General Meetings of the Preschool.
- 3.3 No member, including members of the Executive, may receive remuneration for services provided for the co-operative, unless the member is hired to provide a service not included in the description of the job undertaken by the member pursuant to section 2.1, and for which a fee is agreed upon in advance between the member and the Executive.

EXECUTIVE

- 4.0 The Executive of the Rio Terrace Community Preschool shall consist of a President, Vice-President, Treasurer, Secretary, Registrar (Three Year Olds), Registrar (Four Year Olds), Community League Representative, Advertising Coordinator, and Fundraising Committee with one or more members. The Executive shall be chosen by consensus or by election at the May General Meeting of the co-operative, from among

the members for the next preschool year. The positions of President, Vice-President and Community League Representative must be filled by community residents.

TERM

- 5.0 The members of the Executive shall serve a one year term. The Executive shall include members with children in the three (3) year old class, with the expectation that such members shall serve two terms on the Executive to ensure continuity.

DUTIES OF THE EXECUTIVE

- 6.0 Members of the Executive shall attend Executive meetings and fulfill the following responsibilities, as well as any other duties required by the Preschool and assigned by the President.
- 6.1 The President shall preside at meetings and shall be responsible for the general management and supervision of the affairs of the Preschool.
- 6.2 The Vice-President shall assume the duties of the President in the case of absence or inability of the President. The Vice-President shall be responsible for licensing of the Preschool, maintaining a liaison with the Edmonton Preschool Association and reporting on activities or issues of interest to the Rio Terrace Preschool, as well as other duties assigned by the President.
- 6.3 The Treasurer shall:
- i. Receive all monies paid to the Preschool, deposit such monies to the credit of the Preschool in a financial institution, properly account for the funds of the Preschool and keep proper records of receipts and disbursements;
 - ii. Prepare a statement of the financial position of the Rio Terrace Preschool and present it at each General Meeting of the Preschool;
 - iii. Prepare a final financial statement each May at the end of the Preschool year;
 - iv. Prepare a preliminary budget each May for the upcoming school year to be presented to the May General meeting of the Preschool and to the June meeting of the Officers of the Rio Terrace Community League; and
 - v. Prepare a report which includes actual financial results for the previous school year and an updated budget for the current school year to be presented at the October General Meeting of the

Preschool year, and to the Officers of the Rio Terrace Community League at their November meeting.

- 6.4 The Secretary shall take and keep minutes of the General meetings and the Executive meetings of the Preschool and such other records as the Executive may direct, and prepare correspondence relating to the business of the Preschool.
- 6.5 The Registrars shall advertise to promote enrollment, collect registration forms and prepare class lists for their respective classes, as well as maintain a list of active members of the co-operative.
- 6.6 The Community League representative is responsible for liaison with the Rio Terrace Community League, providing monthly reports to the Community League on the status of the Preschool, presenting the Preschool budget at the June and November Community League meetings, submitting the results of the annual Preschool audit to the Community League Treasurer by July 31st and the preparation of inserts in the Rio Terrace Community League newsletter.
- 6.7 The Advertising Coordinator is responsible for overseeing the various advertising initiatives for the preschool, including creation of print ads, advertising of preschool registration, open house and silent auction. The Advertising Coordinator will also pursue new advertising initiatives and report the findings to the Executive. They will also assist the Fundraising Committee in advertising the various fundraising initiatives undertaken by the preschool.
- 6.8 The Fundraising Committee is responsible for overseeing the fundraising activities of the Preschool, including making recommendations to the Executive regarding fundraising activities to undertake and assigning duties to the Fundraising Assistants and other Members participating in fundraising activities.
- 6.9 If a member of the Executive dies, resigns, ceases to be a member, is requested to resign the position by a majority vote of the Executive, or for some reason becomes unable to fulfill his or her responsibilities, his or her position for the rest of the year shall be filled by a substitute approved by the remaining members of the Executive.
- 6.10 The Executive, through the President, shall direct the Preschool staff as necessary and shall, subject to the budget, set salaries and working conditions in an annual contract.
- 6.11 The teacher shall have control and direction of the classroom and the children, subject only to direction from the Executive.

STANDING COMMITTEE

- 7.0 Each year, the Executive shall establish a standing committee of three persons from the Executive to make recommendations to the Executive at its February meeting concerning the appropriate salary and benefits to be offered to the teacher and teacher's

aide in the following year. In addition, when it is necessary to fill a position, the committee shall determine its requirements according to the stated job descriptions, advertise as necessary, interview and return a recommendation to the Executive concerning offers of employment which may be made.

MEETINGS

- 8.0 General meetings of the co-operative shall be held two (2) times in each preschool year in the months of September and May unless adjourned by the Executive.
- 8.1 Additional meetings of the co-operative may be called at any time by the President, on his or her own initiative. Additional meetings shall be called by the President upon presentation of request for meetings signed by twenty-five percent (25%) of the members, and specifying the purpose of the requested meetings.
- 8.2 The members may decide by a vote any matter affecting the Rio Terrace Preschool, and shall make all decisions regarding:
- i. Authorization of expenditures of more than five hundred dollars (\$500.00) on any one item, except for expenditures on salaries; and
 - ii. Changes to this Constitution.
- 8.3 If the members wish to review any decision of the Executive made pursuant to section 13.3 at a General Meeting, two weeks notice, specifying the topics to be discussed, shall be given to the President or Vice-President.

NOTICE

- 9.0 Notice of General Meetings shall be given by telephone or email.
- 9.1 Notice of the additional meetings referred to in section 8.1 shall be provided at least ten (10) days in advance, to each member by telephone or by written notice, specifying the topics to be discussed, placed in the member's child's mail folder at the Preschool.

QUORUM

- 10.0 The quorum for a meeting of the members shall be one quarter of the number of the children registered in the Preschool.

VOTES

- 11.0 Each member is entitled to one vote for each child enrolled in the preschool. If two members of the co-operative who are parents of just one child enrolled in the preschool attend a meeting, only one of such members shall vote on each motion.

11.1 All motions shall be decided by a majority vote, except that a two-thirds majority will be required pursuant to section 17.0.

PROXIES

12.0 If a family is unable to attend a meeting, a proxy may be appointed to attend the meeting, as long as that proxy is not already attending in place of a member of the co-operative.

EXECUTIVE MEETINGS

13.0 The Executive shall meet as required during the Preschool year.

13.1 A quorum at the Executive meetings shall be a majority of the members of the Executive.

13.2 The Executive may exercise all powers of the members, may enact policies on behalf of the co-operative, and may act as may be done at a meeting of the members except that the Executive may not:

- i. Authorize an expenditure of more than five hundred dollars (\$500.00) on any one item, except for salaries; or
- ii. Reverse any express decision of the members.

RECORDS

14.0 The books and records of the Treasurer shall be audited at least once per year by a qualified accountant or by two members of the co-operative appointed by the Executive.

14.1 The records maintained by any member of the co-operative may be viewed by any other member upon reasonable notice.

PROPERTY

15.0 The property and assets of the co-operative shall belong to the co-operative and shall not constitute the property of any individual member, and no person shall have any claim upon the property and assets of the co-operative on ceasing to be a member or at any time thereafter.

15.1 The co-operative shall not have the power to contract on behalf of or to pledge the credit of the Rio Terrace Community League.

TERMINATION

16.0 If the co-operative is terminated, all of its assets remaining after the payment of just debts and obligations will be distributed to the Rio Terrace Community League.

CONSTITUTION

17.0 This Constitution may be rescinded, amended, or added to by a vote of at least two thirds of the members present at a General Meeting or a meeting called in accordance with section 8.1.

DATE OF APPROVAL BY THE MEMBERS: May 8, 2013

PRESIDENT'S SIGNATURE: Allison McLean

Rio Terrace Community Preschool Constitution – FINAL September 12, 2012