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BYLAWS OF NEWPORT PARENT COOPERATIVE PRESCHOOL

Article I: Name and Purpose

Section 1: Name

The name of the organization shall be **Newport Parent Cooperative Preschool**, hereafter referred to as the "Preschool," or the "Cooperative". The name of the **Executive Board**, hereafter can be referred to as the "Board."

Section 2: Purpose and Powers

The purpose of the Preschool, in conjunction with the Spokane Falls Community College is to provide early childhood education in a nurturing environment, promoting the social, emotional, intellectual, and physical development of young children. The Preschool operates as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code. The cooperative shall have all general or specific powers conferred on this cooperative by the laws of the State of Washington, all of which are hereby expressly claimed.

Article II: Membership

Section 1: Eligibility

Membership shall consist of parents or legal guardians of enrolled children. All volunteer members shall submit their names and birthdates for a sexual offense and violent crime screening. Children of offenders are allowed to enroll with a qualified volunteer. The cooperative has a nondiscrimination policy in article X. This is provided, however a condition of the admission of any child(ren) is that the parent(s) or guardian(s) shall agree to be members of the cooperative and to comply with all the policies, rules and regulations set forth by the cooperative and the establishment in which it resides.

Section 2: Rights and Responsibilities

- **Powers of Membership:** Members may attend parent meetings, vote on major decisions brought forth by the board, and participate in committees and events.
- **Requirements:** Parent meetings are for adults only and are mandatory. 2 misses are allowed in one fiscal year. Attendance via Zoom is permitted for illness or lack of childcare with approval of the executive board.
- **Joint membership/Voting rights:** The mother and father of an enrolled child(ren) shall be considered joint members of the cooperative. A single parent or guardian of an

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enrolled child(ren) shall be considered a member of the cooperative. Joint members may cast one vote per family.

- **Member Removal:** The board, by an affirmative vote by majority at any regular or special meeting where quorum is present, may suspend or expel any child(ren) and terminate any member for cause after appropriate notice and hearing, including but not limited to the non-payment of tuition as herein provided. In the event that the member's conduct is detrimental to the preschool and its members, a member must be put on notice of misconduct on a (3) strikes you're out basis. Any violent offenses will bypass the (3) strikes and will result in immediate removal.
 - **No Personal Liability:** No member shall be liable to third parties for this Cooperative for tuition and annual dues and assessments as provided by these bylaws and for other contractual obligations of the Member to this Cooperative or as may otherwise be agreed to by this Cooperative and the Member.
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Article III: Board of Directors

Section 1: Role, Size, and Compensation

The Executive Board shall manage the affairs of the Preschool. The Board shall consist of no fewer than **3** and no more than **6** members. Directors shall serve without compensation. The Chair of the board shall cast no vote. Other board members can vote and motion in any event/meeting. In the event of a tie vote the Chair will be allowed to vote to break the tie.

Section 2: Roles & Responsibilities

Board members shall:

- Set strategic direction and policies
- Draft and present the annual budget to membership
- Evaluate Adjuncts at the end of the fiscal year
- Ensure compliance with legal and financial requirements
- Set Class Schedules and Prices

Executive Officers shall include a **President**, **PAC Rep**, **Secretary**, and **Treasurer**. In the event that an adjunct teacher is unable to teach a class, a substitute teacher will be requested. If a substitute teacher is not available, the individuals will step in to assist in the order listed below.

- **President/Chair:** Chairs Board meetings, oversees board functions, assists each position as necessary.
- **PAC Rep:** Assists President, manages JPS & Scarlett's scholarship forms.
- **Secretary:** Keeps meeting minutes, maintains records, manages websites and social media.
- **Treasurer:** Manages tuition billing, pays Cooperative expenses, manages general finances, prepares financial reports, supports with establishing a budget.

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- **Other Volunteer Positions:** Donations/Grants Coordinator, Enrollment Coordinator, Events Coordinator, Marketing Coordinator, etc.

Section 3: Terms & elections

Board Directors shall serve for a term of **one (1)** year and may be re-elected for up to **four (4)** additional terms. The position of chair may only be held for **two (2)** consecutive terms.

Members of the board will be voted for the next calendar year during the 3rd quarter meeting (March). This gives any new positions time to learn a position and be trained adequately. The new position replacement does not take control of the position until the next fiscal year.

Section 4: Meetings

The Cooperative will have the following types of meetings.

- **Meetings by conference Telephone or similar electronic communications:**
 - o Members of the board may participate in a meeting in which all persons participating can hear each other at the same time (text feeds). Minor changes as designated by the board and otherwise restricted by the articles of bylaws are valid to ensure a timely decision. Not all changes unless the board sees fit need to be brought forth until the parent meeting as long as it is within the restrictions of the bylaws.
- **Annual and 3rd Quarter meetings:** The Annual meeting in May is the only time bylaws can be addressed. Board transition can be brought forth for a change at the March quarterly meeting. Financial budget discussion should occur in Spring, with the final budget approved no later than May for the following fiscal year. A majority vote is required to approve the budget.
- **Special Meetings:** Can be called by the board with notice given at least (2) days in advance to members. A majority of current directors shall constitute a quorum. The failure to give notice or of any director to receive notice of a regular or special meeting shall not invalidate any action taken at the meeting if a quorum was present. Each call for a special **meeting** shall be in writing or by printed notice given by electronic transmission, stating the place, day and hour of the meeting.
- **Regular meeting:** Shall be held monthly. Meetings shall be limited to (2 hours). The board may organize concerns or table discussions to ensure a timely manner is kept within reason and the flow of the meeting continues. Oral or written notice of such meetings shall be given at the beginning of the fiscal year. Changes to these meetings will be given notice no later than 7 days prior.
- **Board meetings:** Board meetings are held once per month and intended for the board of directors and executive board only. The meetings shall be limited to (2 hours). Members are welcome to come and watch and may address the board with questions as long as this is done within the time frame allotted by the board.
- **Quorum:** At any meeting of the cooperative a majority of the members shall constitute a quorum for all purposes. Provided that quorum is present, thereafter, the meeting

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provided has not less than one-third of the membership is present. Board members are counted as members for purposes of establishing a quorum.

- **Executive Session:** At any point during a board meeting the executive board can go into an executive session to discuss sensitive and confidential matters.

Section 5: Resignation and Removal of Board & Adjuncts

- Any board member may resign by written notice. Any member of the board may be removed by a majority vote of the entire membership for failure to perform duties or conduct detrimental to the Preschool. Such evidence must be brought forth in writing to the PAC rep and executive board 30 days in advance from the vote. Any board member who resigns or fails to attend at least (3) consecutive regularly scheduled meetings without cause shall be deemed as having resigned from the Board.
- No adjunct may hold a position in the board of directors regardless of any enrolled children. An Adjunct may only cast a vote only when the subject pertains to their personal health, safety, schedule, or curriculum.

Issues with any member of the board can be brought to the attention of the PAC rep at any time and follows the chain of command by SFCC.

Article IV: The Board

Section 1: Formation

The Executive Board oversees classroom organization, approves curriculum as presented by the adjunct, develops class schedules, and sets pricing, keeping in mind the financial sustainability of the Cooperative.

Section 2: Voting and Major Decisions

- Moving facilities shall be brought forth and voted on by the entire current enrolled membership. Majority Vote. If voting for the next fiscal year, parents of those who are aging out will not obtain a vote.
- Any changes in the bylaws must be voted on by the entire enrolled membership whether electronic or in person. Any changes are to be brought forth 30 days prior to the Annual end of year meeting. Voting is closed at the end of the meeting. Voting on bylaws must be done only at the end of the fiscal year. Any member who does not cast a vote will be marked as absent.

Article V: Financial Policies

Section 1: Fiscal Year

The fiscal year shall be from **July 1st** to **June 30th** each year. A Membership year is from June 1 to May 31st. Cleared deposit of next year's classes constitutes the start of a membership.

Section 2: Budget

The Board shall adopt an annual budget and oversee its implementation. The board may adopt such standing rules relating to the amount and payment of tuition and all other matters which the board of directors deems appropriate to the fulfillment of the purposes of the cooperative.

From Article III Section 4: Financial budget discussion should occur in Spring, with the final budget approved no later than May for the following fiscal year. A majority vote is required to approve the budget.

Scarlett's Scholarship Policy

1. Purpose

The purpose of this policy is to establish the guidelines and procedures for administering the Scarlett's Scholarship Fund. This fund is intended to support members in need by providing financial assistance to help cover tuition fees.

2. Eligibility Criteria

To be eligible for the scholarship, applicants must meet the following criteria:

- *Demonstrate financial need by writing a letter to the board. A member must apply to the Jean Payne Scholarship prior to or in tandem with the Scarlett's Scholarship.*
- *Be a current member with at least one student enrolled in any of the current class selections for that upcoming calendar year.*
- *Applications can be submitted on a rolling basis. However, they will be reviewed by the board on a quarterly basis.*

3. Application Process

- *Applicants must submit:*
 - *A personal statement declaring financial need*
 - *Proof of application to the JPS fund (i.e. forwarding email sent to the Spokane Falls Community College)*
- *Funding will be available on a first come first serve basis, depending on the amount of money available.*

4. Selection Process

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- *The PAC REP will review all applications on a quarterly basis and submit qualified applicants to the board.*
- *Preference may be given to single mothers, immediate family illness, military.*
- *The treasurer will determine how much can be drawn from the account that year. The fund can never be depleted below 25%.*
- *15% of the yearly funds will be reserved for families who have emergency relief needs.*
- *Awards will be paid directly to the Newport Preschool Cooperative on behalf of the student or as a reimbursement with valid receipts.*

6. Renewal and Continuation

- *Recipients must submit a renewal application, proof of enrollment, and an updated financial need statement.*
- *The Board will write a thank you letter to the parents of Scarlett and inform them of how many families the fund has helped. It is their generosity that started this scholarship fund and allows us to remember their daughter year after year.*
- *Attendance is mandatory for parent meetings. This fund is designed to help families attend classes and active participation in parent meetings is mandatory to receive scholarship funds.*

8. Funding and Oversight

- *The Scholarship Fund will be supported through donations, grants, and fundraising efforts.*
- *Financial management of the fund will be overseen by the PAC Rep and Treasurer. Reporting will occur during our monthly meetings.*

9. Policy Review

This policy shall be reviewed annually and updated as needed to reflect changes in funding, educational costs, or organizational priorities.

Section 3: Fundraising & Operations

- *The Cooperative's operations shall be conducted as nearly as possible at cost and not for profit. No policy shall be brought forth that is detrimental to the existence of the Cooperative.*
- *Specific fundraising or specific grants earned purely in the form of financial assistance/rent assistance may be used to help lower the cost of the tuition of classes.*

Section 4: Checks and Contracts

All checks and financial commitments must be signed or authorized by two officers. Contracts must be approved by the Executive Board. The Board shall need to obtain a majority vote only when spending more than \$300.00 outside of the original budget or joining with another organization not related to the rental facility.

Article VI: Conflict of Interest

All Board members and staff must disclose any personal or financial conflicts of interest and may not vote on matters in which they have a conflict.

Article VII: Amendments

These bylaws may be amended by a majority vote of the Membership at the annual meeting. The annual meeting is to be held at the last regular parent meeting of the year (**MAY**). If the executive board desires to make any changes they must provide members at least 30 days' notice. If a member wants to change the bylaws, they must provide written notice and be brought to the executive board 30 days in advance of the annual meeting to allow adequate time for the board to review and provide notice to the membership.

Article VIII: Dissolution

Upon dissolution of the Cooperative, any remaining assets shall be distributed to one or more nonprofit organizations with a similar purpose, in accordance with Section 501(c)(3) of the Internal Revenue Code. All other assets shall be returned to the SFCC for distribution to other Cooperatives.

Article IX: Religion and Gender Policy

- The cooperative will comply fully with all applicable federal statutes and regulations forbidding recipients of the state or federal financial assistance from discriminating on the ground of race, color, gender, national origin, age, handicap, or sexual orientation. Furthermore, the cooperative shall provide equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.
- The instruction of LGBTQ+ material will not be permitted at any Newport Cooperative class or event. It is the policy of the Cooperative that discussions of this nature are not child appropriate. Discussions are reserved only for adults privately in their own home.
- The teacher recognizes parents as the primary decision-makers in a child's upbringing, however no parent shall ask or request that a teacher go against their religious or personal beliefs.
- The teacher will uphold and defend members' rights to religious expression and ensure such rights are not infringed by others.

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- It is the policy of Newport Cooperative to focus on academic instruction only. We have many religions in our community. Religious texts or concepts may be referenced in academic discussions where relevant (e.g., history, literature, civics), provided they are presented objectively and not devotionally.
- The teacher will encourage respectful dialogue about religion and will not censor a member's speech expressing religious viewpoints in classroom discussions.
- The members of a class can vote on using devotionals or praying in their curriculum with permission of the teacher and a vote will be tallied anonymously and must be unanimous. ALL MUST AGREE and WITHOUT PREJUDICE.
- All members' religious or non-religious views will be respected. No member will be coerced into participating in prayer or religious activities.
- The classroom will remain a place of mutual respect, where religious expression is protected alongside freedom of conscience.
- The Cooperative must abide by the rules set forth by the establishment they preside in.

SEE CLASSROOM POLICIES AND PROCEDURES FOR ADDITIONAL INFORMATION REGARDING DAY-TO-DAY OPERATIONS.