

APPENDIX A: BY-LAWS
LAKE FOREST COOPERATIVE NURSERY SCHOOL

ARTICLE I

Name:

The name of the organization shall be the Lake Forest Cooperative Nursery School of the Lake Forest Yacht Club; hereinafter referred to as LFNS in these by-laws. Its principal facility and mailing address shall be Lake Forest Cooperative Nursery School, Yacht Club Drive, P.O. Box 217, Lake Hopatcong, NJ 07849.

ARTICLE II

Purpose:

The purpose of the organization shall be to provide developmental pre-school activities for children on a non-profit basis.

ARTICLE III

Membership:

1. Membership is limited to pupils and their parents, whereby one parent or guardian or substitute willing to assist the teacher in the classroom as per the parent participation calendar.
2. Residents of Lake Forest must be members in good standing of the Lake Forest Yacht Club at the time of enrollment.
3. All members must fulfill the following medical requirements in regard to pupils:
 - a. A certificate of physical fitness from a licensed physician (child and participating adult).
 - b. Submit an immunization record.
 - c. Certificate of TB test results (child and participating adult).
 - d. All pupils must be toilet trained and self-sufficient in all aspects of bathroom use.
4. All pupils must be three years old before October 1st.
5. All members wishing to withdraw their membership privileges may do so by submitting their resignation to the Chairperson two months prior to their withdrawal or forfeit their last month's tuition. The last month's tuition may be returned to the parent of a child not adjusting upon the discretion of the officers and teacher. The registration fee is non-refundable.
6. Any child may be dismissed at any time at the discretion of the teacher.
7. The Lake Forest Cooperative Nursery School will not discriminate against any applicant on the basis of race, religion or ethnic background.

ARTICLE IV

Registration:

1. Registration for the forthcoming year shall be made at the March meeting of the current year together with September's tuition and a non-refundable registration fee.
2. Membership requirements should be fulfilled upon registration.

ARTICLE V

Officers:

1. The officers of the organization which will consist of the Chairperson, Co-Chairperson, Treasurer, and Secretary, who shall be elected as provided by the by-laws.
2. The offices of Chairperson and Treasurer must be Lake Forest members.
3. These officers shall comprise the Executive Board.

ARTICLE VI

Duties of the Officers:

1. The Chairperson shall preside at all meetings of the organization and the Executive Board. The Chairperson will be responsible for meeting all State and local requirements for cooperative nursery schools and conducting all correspondence with State and local officials. The Chairperson will be a member ex-officio of all committees and shall perform other duties as outlined in the Chairperson's duty list. It shall be his or her duty to enforce the by-laws throughout the year as well as the election of officers each April for the forthcoming year. The Chairperson shall be exempt from supervising move ins and move outs. This does not include the primary move-in or final move-out. The Chairperson will oversee teacher, conduct annual evaluations and negotiate contracts.
2. The Co-Chairperson shall assume the duties of the Chairperson in his or her absence. The Co-Chairperson will be responsible for planning the school calendar, the parent participation calendar and for maintaining attendance records for move-in/out. Specific requests for helping parent dates are submitted to the Co-Chairperson. Morning class helping parents are determined by A to Z order. Afternoon class helping parents are determined by Z to A order. The Co-Chairperson shall perform other duties as outlined in the Co-Chairperson's duty list, such as advertising, maintaining enrollment lists and overseeing all fundraising activities.
3. The Treasurer shall be custodian of the organization's funds. The Treasurer will collect all membership fees, tuitions, and fines. The Treasurer will be responsible to arrange financial matters incurred by the organization, and present a financial statement at each meeting. The Treasurer shall be responsible for submitting financial reports to the accountant/bookkeeper retained by the LFNS. The Treasurer shall have the power to issue funds to the Chairpersons of various committees when needed. In the event of his or her absence from the organization, the Executive Board may appoint an interim treasurer. The Treasurer shall perform other duties as outlined in the Treasurer's duty list.
4. The Secretary shall be responsible for recording and filing the minutes of each meeting and organize and maintain all correspondence in the name of the organization. The Secretary shall be responsible for collecting and recording all health records for children, TB test results for mothers and/or fathers or other participating adults and all other enrollment forms. The Secretary shall perform other duties as outlined in the Secretary's duty list.

ARTICLE VII

Committees:

There shall be the following jobs that constitute our parent volunteer list:

- Plan and execute our Holiday and May mother's dinner:
- Coordination of Graduation
- Maintenance
- Teacher Recognition
- Plan and execute class trips: 4 needed
- Plan and execute fundraisers: 4-5 needed

The Chairperson may at his or her discretion, add, change or combine jobs as necessary.

ARTICLE VIII

Meetings:

1. General membership meetings will be held bi-monthly and will be noted on monthly calendars.
2. One parent of each student is required to attend the monthly meeting.
3. Interested parents may observe any meeting without exercising any rights.
4. Executive Board meetings will be held a minimum of once a month, prior to the general membership meeting.

ARTICLE IX

Finances:

1. The fiscal year shall be from July 1st to June 30th.
2. The revenue of the organization shall be derived from tuition and money made from fundraisers and from other sources, as approved by the members.
3. The Executive Board shall be responsible for preparing a budget and conducting a vote pertaining to any single purchase or donation over \$100.00.
4. The Executive Board shall recommend to the members the tuition needed from the members each year and the salaries to be paid.
5. All bills accompanied by a signed voucher must be submitted to the Treasurer for payment.

ARTICLE X

Dues and Fees:

1. There will be a non-refundable registration fee per child required at registration.
2. There will be a monthly tuition charge due the 1st of each month. Tuition may be put in the Treasurer's file or given directly to him or her. A late fee will be charged if the tuition has not been received by the 8th.
3. If in arrears one month, further participation in LFNS will be suspended until such time as the tuition fee and fines are paid or at the discretion of the Executive Board
4. All students starting mid-year must pay registration fee along with first and last months tuition. Tuition for the first month of school must be for the full month regardless of start date or at the discretion of the Executive Board.

Fines:

Fines will be levied if:

1. Parent has an unexcused absence from monthly meeting. There will be two excused absences allowed (an excused absence is one that has been approved by a board member).

2. Scheduled move-in/out is missed and a substitute is not secured. This fine is paid to team members.
3. Helping parent date is missed and a substitute is not secured. Fine is evenly divided between LFNS and helping parent partner.
4. All fines are paid to LFNS Treasurer. He or she will disperse appropriately.

ARTICLE XI

Elections:

1. Election of all officers for the forthcoming year shall take place at the April meeting.
2. Those eligible to vote are all members in good standing present at the April meeting.
3. Nomination of officers shall be presented by the Executive Board together with nominations from the floor prior to the vote.
4. A proposed candidate must accept the nomination before a vote can be taken.
5. A proposed candidate for Chairperson must have been a prior member of the organization.
6. If more than one candidate is nominated for any office, the election must take place on written ballot.
7. Officers shall be elected by majority vote.
8. Voting on all financial matters shall take place on a written ballot if requested.
9. If an officer's seat is vacated for any reason, an immediate election will be called by the Chairperson and a re-election will take place for that position.

ARTICLE XII

Multiple Children in LFNS:

In the event that a family should have two or more children attending LFNS in the same school year, the policy will be as follows:

1. The mother/father will be placed on one move-in/out team.
2. The mother/father will be placed on one committee.
3. The mother/father will have a rotation as helping parent per number of children in the school.
4. The mother/father will participate in fundraising per number of children, as the financial needs of the LFNS require.

ARTICLE XIII

Amendments/Changes to By-Laws:

Amendments or changes to the By-Laws shall be presented to the general membership at the monthly meeting. A two-thirds (2/3) vote is needed for approval.

ARTICLE XIV

Dissolution:

In the event of dissolution of the nursery school, all assets shall be held by the last elected Executive Board for a short period of time, whereby if the school remains in dissolution, the assets will be donated to a charitable organization as determined by the Executive Board.