

By Laws

(Proposed Nov. 2009)

of Ridge United Methodist Church --- Ridge Community Preschool

1. Mission Statement:

To provide an atmosphere that will impact young lives with God's love while guiding their growth physically, emotionally, socially, mentally and spiritually in preparation for kindergarten.

2. Governing Body

- a. The preschool shall be GOVERNED by a board, which is responsible to the Administrative Council of Ridge Church. The Preschool Board shall consist of nine (9) voting members. Five (5) are to be nominated by the Church Nominating Committee from the church membership. Their term shall be for two (2) years starting January 1 (with staggered terms so that only two (2) members will be replaced at a time). A person may be nominated for 2 consecutive terms, after which there is to be a one year absence from the board before another term can be served. Three (3) additional members appointed by the preschool director shall be parents of preschool students – not otherwise affiliated with Ridge Church – who will serve a 12-month term starting August 1. The other voting member shall be the children's ministry director. The preschool director shall serve on the Preschool Board as a non-voting member, along with the Senior Pastor (or his designee).
- b. Vacancies will be filled by the initial nominating group within 60 days.
- c. Other ex-officio members (not including other preschool staff) may be added as deemed necessary by the Preschool Board and as approved by the Administrative Council.
- d. Preschool Board Officers shall be church members serving on the Preschool Board:
 - I. The Preschool Board shall elect a CHAIRPERSON from its members by January 31 of each year. The chairperson, who shall be a member of the church, will ensure meetings are scheduled and members are notified of said meetings at least 2 weeks before the scheduled meeting time.
 - II. The Preschool Board shall elect a SECRETARY from its members to keep minutes of all meetings which shall be on file and available to the Preschool Board.
 - III. The Preschool Board shall elect a FINANCIAL SECRETARY to oversee and report financial statements to the board. The preschool director will oversee all accounts receivable while the church treasurer shall oversee all accounts payable.
- e. The Preschool Board shall meet at least once each quarter on its own appointment as to date, hour, and place of meeting. Special meetings may be held at any time upon a call by the Chairperson or the Director. A majority of all voting members constitutes a quorum.

3. Finances:

- a. It shall be the responsibility of the Preschool Board to supervise the financial transactions concerning the operation of the preschool.
- b. The preschool shall be financed by a tuition charge to be determined by the Preschool Board. The tuition shall be paid monthly, in advance, by the parents of the students attending the preschool.
- c. The Director of the preschool shall prepare an annual operating budget. This budget shall be confirmed by the Preschool Board and the Administrative Council.
- d. The preschool board shall elect a FINANCIAL SECRETARY to oversee and report financial statements to the board. The preschool director will oversee all accounts receivable while the church treasurer shall oversee all accounts payable.

- e. The Preschool Director shall approve all purchase orders under \$250. A Purchase Order for over \$250 must follow established church protocol – 1) must be approved by a majority vote of the Preschool Board 2) After approval by the Preschool Board, the Purchase Order must be approved by the Church Treasurer and the Finance Chairperson.
- f. The Preschool shall include a line item in the annual budget to Tithe 10% of net funds to establish and maintain a discretionary scholarship fund. A sub-committee made up of the pre-school director, the children’s ministry director and one member of the pre-school board who is a member of the church, will oversee the distribution of this fund.
- g. Monetary gifts given to the Preschool and designated for a specified purpose will be used according to the wishes of the donor. Non designated gifts will be placed into a discretionary gift fund. All expenditures from this discretionary fund must pass by a majority vote of all Preschool Board members. All gifts and funds, along with any items purchased become the property of Ridge United Methodist Church and the Ridge Community Preschool.

4. Personnel:

- a. All personnel of the preschool shall be qualified as required by the job descriptions of the preschool as developed by the Preschool Board and as approved by the Staff Parish Relations Committee.
- b. The staff shall consist of a director and teaching personnel.
- c. The director shall be appointed by the Staff Parish Relations Committee upon the recommendation of the Preschool Board.
- d. The teaching staff shall be appointed and/or dismissed by the Staff Parish Relations Committee upon the recommendation of the Preschool Board. Before a recommendation goes to the Staff Parish Relations Committee the following protocol will be used: 1) The Preschool Board will work with the Preschool Director to interview and select a candidate for a teaching position. 2) The Preschool Director will conduct interviews for an aide position, then bring the name (s) of a selected candidates to the Preschool Board for approval. If the situation calls for immediate removal of an employee from the classroom (i.e. inappropriate behavior or suspected child abuse), the Director shall put the employee on mandatory unpaid leave until the dismissal process is complete.
- e. The Preschool Board shall be responsible for setting all personnel policies as approved by the Staff Parish Relations Committee.
- f. The Children’s Ministry Director shall oversee the Preschool Director and provide support and supervision to the position. If issues arise, the Director is to take it to the Children’s Ministry Director who will then (if appropriate or necessary) take it to the appropriate committee (i.e. Building Issues will go to the Children’s Ministry Director - then to the Board - then to the Trustees). Issues that should be brought before the full board include, but are not limited to: abuse, injuries, major staff issues, goal setting, financial requests, and others at the discretion of the Preschool Director and Children’s Ministry Director.
- g. The Children’s Ministry Director shall be responsible for communication between the Preschool Board and the Administrative Council. The Children’s Ministry Director will also, unless otherwise assigned during a Board meeting, be the representative from the Preschool Board to take requests to other Committees i.e. Trustees.
- h. Annual Staff evaluations, goal setting, and progress meetings will be conducted with each employee of the preschool. The Children’s Ministry Director and the Preschool Board President will conduct the annual staff evaluation, goal setting, and progress meetings with the Director. The Director will conduct the annual staff evaluations, goal setting, and progress meetings with the teaching staff and aides.

5. Changes: Changes to this document may be initiated by the Director or Preschool Board. Each change must pass by a majority vote of all Preschool Board members and must receive final approval by the Administrative Council.