

***Boise
Cooperative
Preschool, Inc.***

As amended 10/20/2019

BYLAWS

Bylaws

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**Bylaws of
Boise Cooperative Preschool**

Amended April 18, 2015

ARTICLE I MEMBERSHIP

Section 1. Qualification for Membership

- a. The membership of the corporation shall consist of individuals over the age of eighteen who are parent or legal guardian of a child or children whose second, third, fourth, or fifth birthdays occur on or before the date Idaho State law has decreed to be the cutoff date for Kindergarten entry in any given year, except for the institutional representative herein provided for. Following admission to membership of all parent or legal guardian on the waiting list whose children are of the aforesaid proper age, applicant parent or legal guardian with children whose second, third, fourth or fifth birthdays occur on or before October 31st of any given year will be then considered for membership.
- b. If a child does not meet the above requirements for admission into the four-year-old class (i.e. his birthday falls between the State mandated cutoff date and October 31) and he is currently enrolled in the three-year-old class, he may repeat the three-year-old class, and is not eligible to enroll in the four-year-old class until the following year.
- c. The child shall either have had all immunizations required by the City of Boise Child Care Code or have submitted an immunization exemption statement that meets the City of Boise Child Care Code requirements.
- d. As a general rule, the corporation in the operation of the preschool is neither qualified nor equipped to accommodate children with special needs (physically, mentally or emotionally challenged). If membership is applied for based upon the admission of a child with special needs, the teacher and the child's physician may be consulted by the board of directors, and in the discretion of the board, the child may be admitted to enrollment in the school for a trial period. At the end of the trial period, with the advice of the teacher, the board will then determine whether membership should be granted to the parent or legal guardian of the child and the child permanently enrolled in the school.
- e. In the event a parent or legal guardian is deceased or otherwise unable to be a member,

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the legal guardian or foster parent of said child or children may be a member.

- f. Member parent or legal guardian of scholarship children are full members of the corporation and are expected to assume the same duties and responsibilities as are required of other members.
- g. Membership in the corporation is limited according to the classroom capacity for the children, as hereinafter set forth. Notwithstanding the foregoing, only one (1) membership certificate shall be issued to the parent or legal guardian of each child enrolled in the school. If a child enrolled in the school has but one parent or legal guardian with the right of legal custody of that child, only that parent or legal guardian shall be entitled to membership. If an individual shall have two (2) or more children enrolled in the school, he or she shall not thereby be entitled to membership privileges greater than the parent or legal guardian of only one enrolled child.

Section 2. Application for Membership.

- a. Application for membership and admission of applicant's child or children to the school shall be in writing on forms provided by the corporation personally signed by the applicant and submitted to the school registrar, who is the vice president of the corporation.
- b. All membership applications shall contain the following statements to be personally subscribed to by each applicant for membership:
 - i. That the applicant has or will read, and agrees to abide by, the Articles of Incorporation and the bylaws of the corporation as presently or hereafter duly adopted; and,
 - ii. That at least one of the applicant parent or legal guardian will familiarize himself or herself with the school during the school year or by having an interview with the appropriate teacher.
- c. Application for membership and student registration for the following school year must be submitted to the registrar in order to ensure a permanent position on the master membership application and school enrollment list (hereinafter referred to as the "registration list"). Positions on the registration list will be determined by the date and order on which the completed application form is received by the registrar and by the sex of the child or children.
- d. In considering the application, priority is given to the following:
 - i. Continuing students
 - ii. Siblings of present and former students
 - iii. Equal sex balance in the classes
 - iv. Community at large

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- e. Admission to membership in the corporation is subject to the capacity of school enrollment and the ability of the school to form complete classes. The school will accommodate no more than three classes of two-year olds, two classes of three-year-olds and two classes of four-year-olds, and two classes of Science Technology Engineering Art Math (STEAM) classes, and two extracurricular classes with no more than 18 children in each class. Membership may be further affected by the fact that it may prove unfeasible, in any particular year, to form any one or more of said classes.
- f. Current preschool students and alumni siblings will be allowed to register for the next fall session two weeks prior to open registration for the general public. However, enrollment will be accepted upon receipt of completed registration forms and registration fee on a first-come basis, and no child shall be automatically guaranteed a position in the school. All membership qualifications as stated in Article I, Section 1, apply to alumni registration.

Section 3. Membership Obligations.

All members are required to perform the following duties and obligations, which constitute material consideration for the granting of membership. Failure of any member to perform said duties and obligations may result in termination of said membership, at the discretion of the board of directors of the corporation.

- a. To be familiar with and abide by the Articles of Incorporation, these bylaws, and the policies of this corporation and the school, as established by the board of directors from time to time, and notice of which policies is given in writing through the school newsletter or otherwise.
- b. To attend the two scheduled annual meetings of the members of the corporation: the annual spring meeting of the membership on approximately April 15 and the annual fall meeting of the membership on approximately October 15.
- c. To participate in and support the operation of the school by doing, as a minimum, the following:
 - i. Attend the orientation to each class in which a member has a student;
 - ii. Serve as a “parent helper” at specified times as set forth on a roster of members; and if a member is unable to fulfill her/his assigned turn, she/he must arrange her/his substitution by another member or by the paid substitute.
 - iii. Abide by the health requirements of the school, which include the following:
 - iv. Before the commencement of school, at least one member parent or legal guardian of each student must submit a report on said student’s general health and confirmation of completion of all inoculations as required Article 1, Section 1, paragraph c of these bylaws.
 - v. If a child shows symptoms of a cold or other illness, the member parent or legal guardian of that child is required to keep that child out of school until he is reasonably assured that said symptoms or illness has abated. The child may

- return to school when her/his physical condition has returned to normal, or as otherwise reasonably acceptable for her/his contact with other children.
- vi. The member is required to notify the teacher if and when a child has contracted or has been exposed to any communicable disease (e.g. chickenpox). After a child has contracted a communicable disease, the member shall keep said child out of the school for a period of time equal to that recommended or required by the Board of Health rules and recommendations governing this subject.
 - vii. Attend the meetings and perform the duties assigned by the chairperson of the standing committee to which they have been assigned.
- d. To pay all membership fees when due and payable. Membership fees consist of an annual school registration fee and monthly school tuition fees.
- i. The annual registration fee is payable at the time students are registered in the school, at any date, and is not refundable. The amount of said registration fee is set annually by the board and is for the purpose of providing funds to cover the initial purchase of supplies and insurance.
 - ii. The membership is assessed a monthly tuition fee on a per-student basis during the school months of the year. The amount of said fee is set annually by the board of directors and is due on the first day of each month, and payment will be accepted therefore through the 5th day of each month without penalty. After the 5th day of the month, a \$20 fine will be assessed on each late tuition payment.
 - iii. In the event a child is unable to attend school for any reason whatsoever, tuition must nevertheless be paid if said child is to retain her/his place in the school enrollment.
 - iv. Failure to pay the registration fee, the monthly tuition fee, or any late assessment on tuition fees, constitutes grounds for termination of membership in the discretion of the board of directors, as hereinafter provided.
 - v. In the event a member intends to withdraw a child from the school, said member should give thirty days' written notice of said intent to the registrar (vice president) of the school. If such written notice of student withdrawal is received thirty days prior to actual withdrawal, all prepaid tuition beyond thirty days from the date of withdrawal will be refunded to said member.
 - vi. In its discretion, the board of directors may by resolution accept services rendered and/or costs incurred by a member for the corporation or to its benefit in lieu of payment by said member of registration and/or tuition fees, or a part thereof.

Section 4. Term of Membership.

- a. Qualified applicants from the registration list shall be deemed admitted to membership upon receipt of the completed application form and the registration fee. Following an applicant's admission to membership, the secretary of the corporation shall cause a membership certificate in the name of the new member to be duly executed by the president and by said secretary, with the corporate seal affixed thereto, and said certificate delivered to said member. All memberships terminate at the end of the day on October 14 of each and every year and may be renewed for one year by resolution of the board of directors on the basis of the membership priorities herein above set forth.

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- b. Each membership certificate is assigned a particular number and each such certificate may be renewed from time to time by the board to the same member. However, membership certificates are not assignable or transferable to other person or members, and each new member must be granted a new membership certificate with a new number.

Section 5. Scholarships

- a. In order to include in the school enrollment children of varying ethnic and socio-economic backgrounds, scholarships are hereby created, which allow the granting of a limited number of memberships, which have a limited obligation regarding payment of the registration fee and monthly tuition fees; provided, however, that all other obligations, duties, and responsibilities of membership attach and are applicable to such membership. The board of directors will decide from time to time which applicants will be granted membership on a scholarship basis from candidates presented to the board by the scholarship chairman. Contribution for the scholarship fund may be made by members of the corporation, the entity (e.g. church) that leases to and/or hosts the corporation, and friends of the school.
- b. Scholarships in the form of a credit toward tuition shall be granted to members who serve the corporation in the following manner:
 - i. A tuition credit equal to 35% of the total tuition cost for one student shall be granted to any member for that member's service for one full year as a member of the board of directors of the corporation;
 - ii. A tuition credit equal to 50% of the total tuition cost for one student shall be granted to any member for that member's service for one full year as any one of the following officers of the corporation: President and Vice President.
 - iii. A tuition credit equal to 20% of the total tuition cost for one student shall be granted to any member for that member's service for one full year as any one of the following assistants of the corporation:
 - iv. Said tuition credit earned by any member can be assigned to any other member.

Section 6. Termination of Membership.

- a. For good cause shown, the board of directors may terminate the membership of any member of this corporation upon the affirmative vote of two-thirds of the members of the board. Good cause for such termination of membership shall include conviction of a crime of moral turpitude, conviction of a crime involving minors, conviction of a crime involving physical violence on or about the school premises, failure to pay membership fees, and failure to perform the obligations of membership. Upon resolution by the board of directors to terminate any membership, the secretary of the corporation shall immediately notify the said subject member of the termination of his membership in writing by certified mail, and the registrar shall cause said member's name to be stricken from the registration list. Any advance payment of fees or dues by any member whose membership has been so terminated shall be forfeited and retained by the corporation as liquidated damages.

- b. In the event of death of a student, said membership of the parent or legal guardian of the deceased child is automatically terminated, if the parent or legal guardian have no other children enrolled in the school, and any and all prepaid tuition fees beyond thirty days from the date of death shall be refunded.
- c. In the event of termination of parent or legal guardian membership by reason of death or other unexpected circumstances, the enrollment status of a student or students of said parent or legal guardian shall be determined by the board of directors in its discretion and use of an extraordinary scholarship may be considered and implemented, anything to the contrary in these bylaws notwithstanding.
- d. In the event of irreconcilable intolerable behavior of a student, the board of directors may expel the child upon the affirmative vote of two-thirds of the members of the board. Expulsion shall be in compliance with the procedures outlined in the Boise Cooperative Preschool Discipline Policy. The membership of the parent or legal guardian of the expelled child shall be terminated, if the parent or legal guardian have no other children enrolled in the school. Any advance payment of fees or dues by any member whose memberships has been so terminated shall be forfeited and retained by the corporation as liquidated damages.

ARTICLE II MEETINGS OF THE MEMBERSHIP.

Section 1. Annual Meetings.

The two regular annual meetings of the members of this corporation shall be held in the Trinity Fellowship Church, 300 N. Latah, Boise, Idaho, 83706, or at such other place as may be designated by the president, on or near the 15th day of April and on or near the 15th day of October. Such annual meetings shall be held for the election of directors and for the transaction of such other business as may come before the meeting, as more specifically hereinafter provided. All business lawful to be transacted at any membership meeting, general or special, may be transacted at any annual meeting without further or special notice.

Section 2. Notice of Meetings of Members.

Ten days' notice of meetings of the members shall be given to all members entitled to vote at any such meeting in the manner required by the laws of the State of Idaho, but such notice may be waived either before or after the holding of the meeting, unless otherwise provided in the Articles of Incorporation. If, for any reason, the annual meetings of the members are not held as herein before provided, they may be called as soon as is convenient, by the president of the directors. The secretary shall also call a special meeting of the members at the request of twenty percent of the total membership, if the election of directors has not been held as herein before provided for a period of eighteen (18) months for the transaction of any business that may be considered at an annual meeting.

Section 3. Waiver of Notice.

Whenever all parties entitled to vote at any meeting, whether of directors or members, consent either

by writing on the records of the meeting or filed with the secretary, or by presence at such meeting and oral consent entered on the minutes, or by taking part in the deliberations at such meeting without objection, the doings of such meeting shall be as valid as if had at meeting regularly called and notified, and at such meeting any business may be transacted which is not excepted from written consent or by the Articles of Incorporation for notice, or to the consideration of which no objection for want of notice is made at the time, and if any meeting be irregular for want of notice or such consent, provided a quorum was present at such meeting, the proceedings of such meeting may be ratified and approved and rendered likewise valid and the irregularity of defect therein waived by a writing signed by all parties having the right to vote at such meeting; such consent or approval of members may be by proxy or power of attorney in writing.

Section 4. Quorum.

Each member or spouse of member holding a current, valid membership certificate in her/his name may cast one vote at any meeting of the membership. At any meeting of the membership, fifty percent of the total registered membership shall constitute a quorum. At any meeting where a member is entitled to cast one vote, such vote may be cast in person or by proxy, but all proxies shall be in writing and signed and dated by such member. Notwithstanding the foregoing, only one (1) vote shall be cast per family with a child or children enrolled in the school.

Section 5. Conduct of Membership Meeting.

The president of the corporation shall preside at all meetings of the members, or in her/his absence, first, the vice president, and then the secretary shall preside. The secretary shall act as a secretary at membership meetings, or in her/his absence, a duly appointed member. The order of business of said meeting shall be as provided for meetings of the directors.

ARTICLE III BOARD OF DIRECTORS

Section 1. Management and Control of Corporation.

The concerns, direction and management of the affairs of this corporation shall be controlled and managed by the board of directors, which shall pursue such policies and principles as are in accordance with the provisions of the Articles of Incorporation and these bylaws.

Section 2. Membership.

The board of directors shall consist of thirteen (13) persons, twelve (12) of whom must be members of the corporation or alumni members of the corporation, and 1 of whom shall be an ex-officio member of the board of directors appointed by Trinity Fellowship Church. All officers of the corporation shall be directors, and no person can qualify to be an officer of the corporation who is not a director at the time of his/her election as an officer.

Section 3. Election of Directors.

- a. Except for the ex-officio director who shall be appointed by the Trinity Fellowship Church, the directors shall be elected by the members of the corporation for a term of one year each at the annual meetings of the corporation as follows:
 - i. At the annual spring meeting of the membership, there shall be elected six members of the board of directors.

- ii. At the fall membership meeting there shall be elected six members of the board of directors.

- b. Vacancies occurring between meetings may be filled by the remaining directors for the unexpired portion of the vacant directorship. A vacancy on the board of directors shall exist upon the death, resignation, or removal of any director.

Section 4. Quorum.

A majority of the duly elected directors shall constitute a quorum, and the acts of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the board of directors, except as otherwise provided herein and except in cases where the statutes of the State of Idaho otherwise provide.

Section 5. Time and Place of Meetings.

The directors may hold their meetings at such places in the State of Idaho or outside the State as the board may from time to time determine. The board may establish regular meetings to be held at such other places and times as may be determined from time to time. After the establishment of the time and place for such regular meetings, no further notice thereof need be given.

Section 6. Annual Meetings of the Board of Directors.

- a. A mandatory meeting of the board of directors shall be held immediately following, or within ten days of, each of the two annual meetings of the membership of the corporation. Unless the directors have by call or waiver of notice therefore convened and organized, they must convene on the tenth day following their election, at 5:00 p.m. of that day, at the office of the corporation at Boise, Idaho, and organize said board of directors for the transaction of any business pertaining to the affairs of the corporation. The principal business of these two annual meetings of the board of directors shall be to elect the officers of the corporation and the chairmen of the standing committees, as follows:
 - i. President;
 - ii. Vice President/Registrar;
 - iii. Secretary;
 - iv. Co-Treasurers;
 - v. Purchasing and Maintenance Chairperson;
 - vi. Teacher Selection/Curriculum Development Chairperson.
 - vii. Community Administrator

- b. At the annual mandatory spring meeting of the board of directors, the following officers and chairpersons of the corporation shall be elected:
 - i. Social Chairperson;

- c. At the annual mandatory fall meeting of the board of directors, the following officers and chairpersons of the corporation shall be elected:
 - i. Social Chairperson;

- ii. Newsletter Editor;
 - iii. Publicity Chairperson;
 - iv. Two Fundraising Co-Chairpersons;
 - v. Housekeeping Chairperson.
- d. The order of business at such annual meetings shall be:
- i. Calling of the roll;
 - ii. Proof of due notice of meeting, if required;
 - iii. Reports of officers and committees;
 - iv. Election of corporate officers and standing committee chairpersons (if applicable);
 - v. Completion of unfinished business;
 - vi. New Business;
 - vii. Adjournment.

Section 7. Special Meetings.

Special meetings of the board of directors may be held whenever called by the president or by any two of the directors. The secretary of the corporation shall give notice of any special meeting by mailing the same at least five days before the meeting to each director, but such notice may be waived by any director, either before or after said meeting. At any meeting at which every director shall be present, even though without any notice, any business may be transacted.

Section 8. Removal of Directors.

The entire board of directors or any individual director may be removed from office by an affirmative vote of two-thirds of the members of the corporation at a special meeting called for that purpose.

Section 9. Action of Board of Directors by Resolution Set Forth in Minutes.

Accurate and complete minutes shall be kept of all meetings of the board of directors. All actions and decisions of the board of directors shall be formulated in terms of resolutions of the board of directors, and said resolutions shall be accurately set out into the minutes of the corporation. Copies of the minutes of the corporation shall be promptly mailed to the members of the board within two weeks after each meeting.

Section 10. Standing Committees of the Board of Directors.

The following standing committees of the Board of Directors are hereby created:

- a. Newsletter Committee, the chairperson of which shall be entitled the "Newsletter Editor."
- b. The Library Committee, the chairperson of which shall be entitled "Secretary."
- c. The Publicity Committee, the chairperson of which shall be entitled "Publicity Chairperson."
- d. The Social Committee, the chairperson of which shall be entitled "Social Chairperson."
- e. The Fundraising Committee, the chairpersons of which shall be entitled "Fundraising Co-Chairpersons."
- f. The Teacher Selection/Curriculum Development Committee, the chairperson of which shall

- be entitled “Teacher Selection/Curriculum Development Chairperson.”
- g. The Housekeeping Committee, the chairperson of which shall be entitled “Housekeeping Chairperson.”
 - h. The Purchasing and Maintenance Committee, the chairperson shall be entitled “ Purchasing and maintenance chairperson.”
 - i. The Registration Committee, the chairperson shall be entitled “ Registrar.”
 - j. The Community Administration Committee which shall be entitled “ Community Administrator Chairperson”

Section 11. Election of Standing Committee Chairpersons.

All standing committee chairpersons shall be elected to a term of one year by the board of directors at the annual mandatory fall meeting of the board, by a majority vote thereof. All standing committee chairpersons must be members of the board of directors.

Section 12. Powers and Duties of the Standing Committee Chairpersons.

The chairpersons of the standing committees are herewith granted the authority to exercise their respective committee duties and obligations, which consist principally of the following:

- a. Newsletter Editor:
 - i. To compile, edit and distribute the monthly newsletter; and,
 - ii. To encourage attendance of parent or legal guardian members at school meetings and activities.
- b. Secretary (Librarian):
 - i. To administer the school library;
 - ii. To assist teachers in keeping a changing variety of appropriate books available for the use of the students and of the member parent or legal guardian; and,
 - iii. Administer the Scholastic Services Program.
- c. Publicity Chairperson:
 - i. To serve as chairperson of the publicity committee and to foster good public relations through the media and other appropriate means.
- d. Social Chairperson.
 - i. To arrange programs and refreshments for the two annual meetings of the membership and for the holiday party.
 - ii. To oversee the Chairpersons for the Holiday Party and the Art Show.
- e. Fundraising Chairperson:
 - i. To plan and administer fundraising activities as approved and deemed necessary by the board of directors.
- f. Teacher Selection/Curriculum Development Chairperson:
 - i. To nominate up to seven committee members, one of which must be the Institutional Representative, and the selection of said members subject to board approval;

- ii. To administer the termination of contracts with teachers and to administer the advertising, interviewing and selection of applicants for teaching positions. The authority of the committee to exercise the foregoing functions shall be subject to any guidance or direction given by the board of directors. Final selection, notice of selection to the chosen applicant, and the offer of a contract to such person shall be made only after said selection is approved by the board of directors; and,
 - iii. Matters related to the terms of the teaching contract, including payment of salary shall be reserved in the board of directors and shall not be a matter for determination by the committee; and,
 - iv. To administer and arrange for substitute teachers for the preschool in the advent teachers are absent or unable to perform their duties. Matters related to payment of substitute teacher's salaries shall be in accord with the current policy of the Board of Directors; and,
 - v. The Teacher Selection Chairperson will oversee the Curriculum support committee.
- g. Housekeeping Chairperson:
- i. To arrange a monthly deep cleaning of the preschool by parent volunteers.
- h. Purchasing and Maintenance Chairperson:
- i. To purchase or acquire all regular and extraordinary school supplies and equipment.
 - ii. To keep outdoor pathways free from snow, ice and other hazards.
 - iii. To outdoor space and equipment.
- i. Registrar Chairperson:
- i. To lead tours of the school.
 - ii. To maintain registration table.
- j. The Community Administrator Chairperson:
- i. To oversee a Scheduler to facilitate scheduling helper days for all classes
 - ii. Oversee and complete all background checks for helpers in the classroom.
 - iii. Complete and maintain immunization records.
 - iv. Provide email support and web administration.

ARTICLE IV OFFICERS

Section 1. President.

The President shall be the chief executive officer of the corporation. She/he shall have general management of the affairs of the corporation and general supervision of the other officers. She/he shall preside at all meetings of the membership of the corporation and at all meetings of the board of directors, but may delegate this function to another officer as she/he sees fit. She/he shall see that all orders and resolutions of the board of directors are carried into effect, subject to any limitation on the powers of the corporation and the Articles of Incorporation. She/he shall execute in the name of the corporation all contracts, membership certificates, and other documents authorized by the board of directors, except in cases where the execution thereof shall be expressly delegated by the board of directors or by these bylaws to some other officer, agent, or committee chairperson of the

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corporation. She/he shall be an ex-officio member of all standing committees and shall have the general powers and duties of supervision and management normally vested in the office of the president of a corporation.

Section 2. Vice President.

A vice president shall perform the duties and exercise the powers of the president in the absence of the president, on in the event of the president's inability or refusal to act. She/he shall perform all of the duties that may be required by the president or as may be impressed upon him by the board of directors in the absence of the president, as aforesaid. In addition to the foregoing, the vice president shall serve as registrar of the school operated by the corporation and in that capacity shall keep an official record of student registration information, including student enrollment, and shall maintain a master registration list, showing priority of applicants for membership in the corporation. She/he shall handle and process all applications for membership and shall present all bona fide applications of the board of directors for the consideration as the board may request. She/he shall administer the scholarship program and select scholarship candidates to present to the board scholarship committee (president, treasurer, and vice president).

Section 3. Secretary.

The secretary shall attend all meetings of the board of directors and all meetings of the membership of the corporation and act as clerk of such meetings and record all votes. She/he shall prepare and keep minutes of all proceedings, including all resolutions of the board of directors, in a book kept for that purpose. She/he shall perform like duties for the executive and standing committees when required. She/He shall give, or cause to be given, notice of meetings of the membership of the corporation and of the board of directors when such notice is required to be given under these bylaws or any resolution of the board of directors. She/he shall have custody of the seal of the corporation and affix and attest the seal to all authorized documents requiring said seal. She/he shall keep the membership ledger of the corporation and cancel and issue new membership certificates of the corporation as required, and in general perform the duties usually incident to the office of secretary, and such further duties as shall from time to time be prescribed by the board of directors or the president. Such further duties include posting a copy of the minutes of all membership and board of directors meetings on the parent or legal guardian' bulletin board at the Trinity Fellowship Church in Boise, Idaho; conducting and maintaining copies of all correspondence delegated by the president; and administering the roll call at all meetings of the membership and of the board of directors. He/she shall assign members to their standing committees. He/she shall oversee Emergency Parent Helpers.

Section 4. Co-Treasurers.

The treasurer shall keep full and accurate account of receipts and disbursements of the corporation in books belonging to the corporation, and shall deposit all moneys and other valuable effects in the name and to the credit of the corporation in such banks and depositories as may be designated by the board of directors, but shall not be personally liable for the safekeeping of any funds or securities so deposited pursuant to the order by the board. She/he shall distribute the funds of the corporation as may be ordered by the board of directors, including the paying of all salaries, fixed charges authorized by the board, and bills for equipment and supplies presented in the regular course of operation of the school. In making such disbursement, she/he shall take proper vouchers and shall

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render to the president and directors at the regular meetings of the board of directors, and otherwise as may be required, accounts of all her/his transactions as treasurer and of the financial condition of the corporation. She/he shall perform the duties usually incident to the office of the treasurer and such other duties as may be prescribed by the board of directors or the president.

Section 5. Purchasing and Maintenance Chairperson.

The purchasing and maintenance chairperson in cooperation with the treasurer shall set up and maintain a petty cash fund and shall be responsible for the accounting thereof and the disbursement therefrom for all purposes. The purchasing and maintenance chairperson shall render an accounting of the cash fund to the treasurer on a monthly basis. She/he shall maintain a complete list of all assets, equipment, and supplies owned by the corporation for the operation of the school and report same to the treasurer on a monthly basis. She/he shall be charged with responsibility for purchasing all regular school supplies as needed and for purchasing or acquiring all other extraordinary supplies and equipment for the school as directed by the board of directors.

Section 6. Community Administration Committee.

The Community administrator chairperson shall set up and organize a helper day system for all the classes. The community administrator chairperson shall oversee background checks for families to enable them to participate as helpers within the classroom. The community administration chairperson shall maintain the immunization records in accordance to the law and policies of the school. The community administrator chairperson shall provide web administration support.

Section 6. Delegating Powers to Other Officers.

In case of the absence of any officer of the corporation, or for any other reason that may seem sufficient to the board, the board of directors may delegate his duties and powers for the time being to any other officer, or to any other director.

Section 7. Bonds of Officers.

The directors may, by resolution, require any or all of the officers or other agents or chairpersons of standing committees of the corporation to give bond with sufficient surety, conditioned for the faithful performance of the duties of their respective offices.

ARTICLE VI PARLIAMENTARY PROCEDURES

Robert's Rules of Order, newly revised, will govern all matters of parliamentary procedure during meetings and shall govern the election and nomination procedures for all members of the board of directors, officers, and standing committee chairpersons, unless otherwise provided in these bylaws or in the Articles of Incorporation.

ARTICLE VII CORPORATE RECORDS AND REPORTS

Section 1. Records.

The corporation shall maintain adequate and correct books, records, and accounts of its business and

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properties. All such books, records, and accounts shall be kept by the respective officers or committee chairpersons as herein provided and must, upon the demand of any member, be presented for review and/or copying at the corporate place of business at the aforesaid Trinity Fellowship Church in Boise, Idaho, within five (5) days of said demand upon notice to the demanding member.

Section 2. Checks, Drafts, Etc.

All checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness, issued in the name of or payable to the corporation shall be signed or endorsed by such person or persons and in such manner as shall be determined from time to time by resolution of the board of directors.

Section 3. Execution of Documents.

The board of directors may, except as otherwise provided in the bylaws, authorize any officer, agent, or chairperson of a standing committee to enter into any contract or execute any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, chairperson of a standing committee, or employee shall have any power or authority to bind the corporation by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

ARTICLE VIII CERTIFICATES OF MEMBERSHIP

The certificates of membership of the corporation shall be in such form as shall be prepared or be approved by the board of directors. The certificates shall be signed by the president, or vice president, and also by the secretary and sealed with the corporate seal. Each certificate shall be assigned a number and account of said certificates and said numbers so assigned shall be kept by the secretary of the corporation. Certificates of membership are neither transferable nor assignable and each new member must be issued a new certificate with a new number. All accounts and records of said membership certificates and numbers assigned to them must be kept by the secretary of the corporation in a "certificate book."

ARTICLE IX GENERAL PROVISIONS

Section 1. Operation of the Preschool.

- a. The board of directors by resolution shall determine the regulations governing the operation of the preschool, including the following:
 - i. The number, type, and qualifications of teachers for the school;
 - ii. The location and physical facilities to be obtained and utilized for school purposes;
 - iii. The number, nature, and type of classes to be conducted in the school;
 - iv. General guidelines of curriculum and activities to be undertaken by and conducted in said school;
 - v. The terms and conditions of teachers' contracts and salaries; and
 - vi. The health and sanitary standards to be met in the operation of said school.

- b. In any event, existing state guidelines will be considered in determining the qualifications of

teachers and in determining and deciding any of the foregoing factors in the operation of said school.

Section 2. Corporate Seal.

The board of directors shall provide a suitable corporate seal with the name of the corporation and the word "Idaho" in circular form about the outer edge, and with the words "corporate seal" in the center thereof, so mounted as to be capable of impressing said words on paper in raised letters, which seal shall be in the charge of the secretary.

Section 3. Fiscal Year.

The fiscal or business year of the corporation shall begin on the 1st day of July and shall end on the 30th day of June of the following year.

Section 5. Amendment of the Bylaws.

The bylaws of the corporation may be altered, amended, repealed, or new bylaws adopted at any regular meeting or at any special meeting of the members of the corporation, called for that purpose, by the affirmative vote of two-thirds of the members present at such meeting; provided that a quorum is present at said meeting.