

YELLOWKNIFE PLAYSCHOOL ASSOCIATION
CONSTITUTION AND BYLAWS
(Revised – April 22, 2010)

1. The Society shall be known as the Yellowknife Playschool Association.
2. The objectives of the Society are:
 - a. to develop and operate a Playschool program for children three to five years of age who live in the vicinity of Yellowknife involving, for example, arts and crafts, physical activity, music, storytelling and children's theatre;
 - b. to provide this program on a non-profit basis relying on the involvement of volunteers and professional teachers.
3. The operations of the Society are to be chiefly carried on in Yellowknife, in the Northwest Territories.

By-laws

Membership

1. The parent or guardian of a child who is three to five years of age and who is resident in the vicinity of Yellowknife is eligible for membership in the Association upon payment of the registration fee. The parent or guardian of a child who is two years old at the beginning of the school year but who will be three before December 31st of the school year is eligible for membership in the Association upon payment of the registration fee and with the agreement that the child will be accompanied by an adult at all times while at the Playschool until the month in which the child turns three. Alternatively, payment may be made to hold a spot for the child until the month of their third birthday.
2. Any other person or entity interested in the furtherance of the objects of the Association is eligible for associate membership upon payment of an annual associate membership fee as determined by the Board of Directors. Associate members do not have voting rights.
3. (1) A person may withdraw from membership in the Association upon providing one month's written notice to the Registrar of the withdrawal of his or her child from the Playschool program.

(2) Where a person withdraws his or her child from the Playschool program he or she is liable, in accordance with the Rules, for the withdrawal fees applicable to the child.

4. Any member whose conduct is considered detrimental to the Association, who fails to pay registration or other fees or whose child's behaviour is considered unacceptable or harmful as determined by the Board in consultation with the teachers may have his or her membership terminated by resolution of two-thirds of the Directors present and voting at a meeting of the Board of Directors.

Meetings

5. A general meeting shall be held in June of each year to elect a Board of Directors.
6. The Annual General Meeting of the Association shall be held during September of each year.
7. In addition to the June General Meeting and the Annual General Meeting, a special general meeting of the Association shall be held if so requested by fifteen members of the Association or by a majority of the Board of Directors.
8. Ten percent of the members constitute a quorum at a general meeting.
9. Notice of any general meeting shall be given at least seven days prior to the date set for the meeting by posting of a notice on the notice board at the Playschool indicating the time and place of the meeting and the business to be transacted at the meeting.
10. Each member in good standing shall have the right to cast one vote on any motion or resolution proposed at a general meeting.

Board of Directors

11. The Board of Directors is responsible for conducting the affairs of the Association in accordance with the objectives set out in the Constitution and in accordance with these By-Laws and the Rules.
12. The Board of Directors shall meet once each month to transact Playschool business.
13. A majority of the Directors constitute a quorum for a meeting of the Board of Directors.
14. The Directors or other officers shall not receive any remuneration.
15. The term of office of the Directors is one year.

16. The Board of Directors may appoint a member to fill a vacancy on the Board of Directors.
17. The Directors have the power to remove a Director by resolution supported by two-thirds of the Directors present and voting.
18. The accounts of the Association shall not be audited unless the Board of Directors, by resolution, directs that the accounts shall be audited and appoints an auditor for that purpose.
19. The Board of Directors consists of ten voting members as follows:
20. The Chairperson shall:
 - a. chair all meetings of the Board of Directors and all general meetings of the Association;
 - b. sign all documents of the Association that require his or her signature.
21. The Vice-Chairperson shall:
 - a. assume the Chairperson's duties in his or her absence;
 - b. co-ordinate committee activities;
 - c. assist the Chairperson in the discharge of his or her duties;
 - d. organize the housekeeping and toy wash duties of the Members.
22. The Secretary shall:
 - a. take charge of the seal and all files, documents and effects of the Association and make them available at any reasonable time for the inspection of any Director;
 - b. record the minutes of meetings of the Board of Directors and general meetings of the Association, and make them available at any reasonable time for the inspection of any member;
 - c. prepare correspondence required in the operation of the Association;
 - d. compile and distribute the phone tree.
23. The Treasurer shall:
 - a. serve as the financial officer of the Association;

- b. take charge of all financial books, documents, or files of the Association, and make them available at any reasonable time for inspection of any Director. The Board reserves the right to hire the services of an accountant or book-keeper, if circumstances require, to fulfill some of the duties of the Treasurer;
 - c. prepare, or arrange for the preparation of the financial statements of the Association, and present the statements to the Annual General Meeting.
24. The Publicist shall:
- a. publish at the beginning of each month a monthly newsletter including highlights from meetings, a teachers' report including a monthly schedule of events, and where available a parents' report on a topic of interest to parents of preschoolers;
 - b. arrange advertising related to the operation of the Playschool;
 - c. oversee the work of the Librarian and the Website Coordinator.
25. The Registrar shall:
- a. compile and maintain a waiting list of prospective Playschool enrollees;
 - b. send out the application packages to persons interested in enrolling their children in Playschool;
 - c. send the usual information out to members who have enrolled their children in Playschool, including letters of intent to current Members for the following school year;
 - d. ensure that the teachers and each Director has a current list of children from each class, including the telephone number of each child;
 - e. ensure that current class lists are posted at the Playschool and are provided to the teachers.
26. The Fundraiser shall:
- a. organize any fundraising activities, including but not limited to Scholastic book orders;
 - b. report to the Board on fund-raising activities.
27. The Building Maintenance Coordinator shall:

- a. is responsible for the purchase and maintenance of all building supplies and equipment;
 - b. shall ensure that the building is maintained in good condition;
 - c. oversee the work of the Alarm Monitor/Fire Safety Coordinator.
28. The Parent/Teacher Liaison shall:
- a. act as a liaison between the Board of Directors and the teachers and between the teachers and the parents;
 - b. negotiate teachers contracts;
 - c. arrange for substitute teachers when needed;
 - d. receive, review and approve criminal records' checks for volunteers, with Board input as required and distribute a list to the teachers.
29. The Grants Person shall:
- a. be responsible for the application for grants;
 - b. report to the Board on the status of the grant applications.

Fiscal Year and Finances

- 30. The fiscal year end of the Association commences on July 1st of one year and ends on June 30th of the next year.
- 31. All cheques drawn against the funds of the Yellowknife Playschool Association shall be signed by the Treasurer and one other Director. All cheques in favour of the Yellowknife Playschool Association shall be payable to the Yellowknife Playschool Association and in no case shall such cheques be made payable to the Treasurer or any other Director, and all monies shall be deposited to the Association's account in a chartered bank located in Yellowknife.
- 32. Prior approval of the Board of Directors is required for any extraordinary expenditure in excess of one hundred dollars.
- 33. The Board of Directors is responsible for the effective operation of the Playschool, and may, by resolution, authorize the borrowing of funds for this purpose. The total of such funds borrowed shall not, at any time, exceed one-half of the Association's revenues in the preceding fiscal year.

34. The Board of Directors may borrow funds for capital expenditure on the authority of a resolution supported by two-thirds of the members present and voting at a general meeting.

By-Laws and Rules

35. The By-Laws may be amended by
- a. a majority of the members present and voting at an annual general meeting;
 - b. an extraordinary resolution at a general meeting or a special general meeting;

provided that a notice of the proposed amendment has been posted on the notice board at the Playschool seven days in advance of the meeting.

36. (1) The Board of Directors may make Rules respecting
- a. the enrolment of children in the Playschool;
 - b. the withdrawal of children from the Playschool;
 - c. registration, tuition, and withdrawal fees, and such other fees and charges as are related to the operation of the Playschool;
 - d. duties and responsibilities of parents and teachers;
 - e. any other matter related to the operation of the Playschool.

(2) A Rule made by the Board of Directors has effect only until the end of the next general meeting of the Association following the making of the Rule unless the Rule is confirmed by a resolution of the Association at the general meeting.

37. The Association may make or amend any Rule at a general meeting, provided that a notice of the proposed Rule or the proposed amendment has been posted on the notice board at the Playschool seven days in advance of the meeting.

Seal

38. The Seal of the Association shall consist of the word "SEAL" in a circle formed by the words "YELLOWKNIFE PLAYSCHOOL ASSOCIATION". The Seal shall be kept in the custody of the Secretary and shall not be affixed to any instrument or document except by authority of a resolution of the Board of Directors and in the presence of the Secretary and at least one other Director.