

**NORTH SEATTLE COMMUNITY COLLEGE
CHILD AND FAMILY EDUCATION DIVISION
BY-LAWS**

NORTH SEATTLE INFANT COOPERATIVE

ARTICLE I – NAME

The name of this group shall be North Seattle Infant Cooperative, affiliated with Seattle Community College, located in the City of Seattle, County of king.

ARTICLE II – PURPOSE

This cooperative is organized to provide a learning experience for both parents and children. The parents work with and observe both their own and other children in a group situation. They also have the opportunity through shall group instruction and discussion to communicate common experiences and receive instruction pertinent to raising an infant-toddler. The goals for the children include developing mental, physical and social skills.

As an affiliated group, the cooperative will annually sign an agreement with the college describing each party's responsibilities. Tax-exempt status is provided by affiliation with the college (501 (c) (3)).

ARTICLE III – MEMBERSHIP

Any adult who wishes to enroll in the Parent Education Child Study course offered by Seattle Community College and is willing to accept the responsibilities of active participation. This organization will not discriminate against applicants and students on the basis of race, religion, sex, or national origin.

- a) Children between 2-11 months of age by August 31 are eligible for enrollment. Exception to age limit will be considered according to the guidelines and policy of NS~~E~~C.
- b) In the case of multiples, two or more children, coop tuition charges will be for each child.
- c) In the case of multiples, two or more children, two care givers will need to enroll with NS~~E~~C.

- d) Siblings will not be allowed to attend school due to insurance requirements stating that only the enrolled students may participate.
- e) Parents may bring adult guests; however, parents must try to notify the teacher in advance so that overcrowding doesn't occur.
- f) A parent and another caretaker (i.e. nanny) may join members of the co-op at the discretion of the board and instructor recommendation.
- g) Application process-: Member applications will be received and processed by the NSIC registrar. Applications are processed on first come or first serve basis.
- h) 1. Each member will have one vote per child enrolled in the infant cooperative.
2. Two parents may be joint members of the co-op, sharing responsibilities and one vote per child.

ARTICLE IV – PARTICIPATING PARENTS

Each parent as a co-op member is responsible for fulfilling these parent duties:

- a) Each parent must share clean up and snack responsibilities on a rotating basis and must volunteer for a boards or committee position.
- b) Each parent must attend class with their child.
- ~~e) Parents must have a negative TB test or chest x ray in order to work with children. Proof of test must be kept in the file on site.~~
- e)c) Each parent must participate in fundraising for the PAC scholarship fund by involvement in the class fund raising or making ~~the required~~ donation.

ARTICLE V – ATTENDANCE AND SCHEDULE

- a) The school year shall follow approximately that of the Seattle public school system and regular school holidays will be observed unless otherwise agreed upon by the group or recommended by the teacher.
- b) Cancellation of classes due to weather conditions will follow the Seattle public school system snow policy. If school is starting late or morning kindergarten is cancelled, we will not meet. One cancelled class day is permitted without makeup.

- c) Each parent is responsible to see that the child is in good health and may not send him/her to school with a fever or contagious disease. Each parent assumes responsibility to keep a child home if ill and to stay home if ill herself/himself. That child should be kept home if he/she runs a fever or is sick in the night. His/her temperature should be normal for at least 24 hours prior to returning to class. He/she should be kept home for three days after the onset of a cold. The teacher or instructor should be notified if parent or child is exposed to a contagious disease.
- d) The instructor or teacher may request that a child be checked for illness ~~or other~~ **valid reason**, and if the child has a fever or is ill may request the child be taken home.
- e) Temporary leave for extreme personal emergency or major illness may be granted at the discretion of the board, the class instructor, and the preschool teacher.

ARTICLE VI – FEES AND FINANCES

- a) Finances will be handled by the treasurer and treasurer assistants.
- b) At the time of registration, a non-refundable fee is due (for insurance coverage for the children and parents).
- c) Tuition fees are subject to change on approval of the board.
- d) Tuition is due at the beginning of each quarter. With the approval of the instructor and treasurer exceptions to this policy will be considered.
- e) Tuition will be refunded according to college policy. There is no reduction for short months or absences.
- f) Partial scholarships are available each quarter to families in financial need. Applications must be made first to PAC by their deadlines. If an additional scholarship is necessary, make application to the NSIC class treasurer.

ARTICLE VII – HEALTH AND SAFETY

- a) Members must submit a record of their child's immunizations upon their registration.
- b) The co-op will carry accident and liability insurance. (Fee is included in registration.)
- c) There must be a complete first aid kit available at school.

- d) A permission to photograph/ video tape/ website form will be offered to each parent and signed according to parent's discretion.
- e) Quarterly earthquake and fire drill procedures will be reviewed by each group.
- f) A quarterly health/safety check will be completed on the facility and equipment and submitted to NSCC at the year end.
- g) Hand washing policies will be used upon entering classroom, with preparation of snack, changing of diapers, and suggested upon exiting classroom.

ARTICLE VIII – PARENT MEETINGS

Parent meetings shall be scheduled during class and will be devoted to parent education and to cooperative business. Special events may be scheduled other than class time with the consent of the group, providing a regular session is canceled or the teacher is compensated for an additional session.

ARTICLE IX – THE TEACHER

- a) The teacher is hired by the ~~North Seattle Community College board with assistance from the Infant Program Coordinator/Parent Education Instructor~~ and paid by the group. Her/his salary shall be determined annually by the process of evaluation by the parent group and by the board review.
- b) A contract between the infant co-op and the teacher will be drawn up by the outgoing infant co-op, board, ~~and college~~.
- c) The teacher shall carry out an educational program for the children based on recognized research and the philosophy in the field of infant/toddler education.
- d) The teacher shall attend quarterly board meetings.

ARTICLE X – THE INSTRUCTOR

- a) The parent education instructor supervises the adult education program; developing an emergent curriculum based on the interests of the parent.
- b) She/he facilitates weekly discussions based on parent input, observes in the classroom, works with the teacher to plan and implement curriculum and is available to help with individual as well as group problems.

- c) She/he attends all regularly scheduled meetings, which include the quarterly All-School Board meetings and ~~bi-monthly~~ faculty meetings.

ARTICLE XI – COMMITTEES

- a) Each group will establish standard committees according to the needs of the group. Each member must participate as either an officer or member of a committee.
- b) Committees could include: snack and clean-up, health, communications, teaching assistant, orientation, and fundraising.

ARTICLE XII – BOARD

- a) The board should be comprised of, but not limited to, Parent Education Instructors, Teachers, Treasurer, Parent Coordinator, Secretary, Parent Advisory Council Representative, and a Representative from each class.
- b) Board officers shall be appointed at the beginning of the fall quarter. Board members can be added at the formation of each new class, as needed.
- c) Board officers assume their offices from September through September.
- d) The board is to act as negotiator for all grievances.
- e) The board shall meet at least once each quarter. All board members shall attend the board meeting. Board meetings should be held by the first month of each quarter. Yearly board meeting dates shall be set in the fall.
- f) The board meetings are open to anyone in the group who wishes to participate.
- g) The board shall choose a process to evaluate the teacher annually.
- h) The responsibilities of each board officer are listed in individual job descriptions.

ARTICLE XIII – PARLIAMENTARY PROCEDURE AND AMENDMENTS OF BY-LAWS

- a) This organization shall be governed by Robert’s Rules of Order, Revised and other rules, voted upon by two-thirds of the members present.
- b) These by-laws may be amended by a two-thirds vote of the members present at any regular meeting. Notification of intention to change the by-laws must be given at the meeting preceding that at which the vote is taken.

ARTICLE XVI – NON-DISCRIMINATORY POLICY

The cooperative is organized and shall be operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the 1974 Internal Revenue Code. Consistent with the requirements of the section, the cooperative shall not carry on any activities precluded by the Internal Revenue Code for an organization exempt from taxation under said section. This organization will not discriminate against members on the basis on race, religion, sex or national origin. This non-discriminatory policy included its admission policy, its scholarship programs, its extracurricular activities and any other facilities, nor partition existing facilities into separate sections on the basis of race, religion, or sex.

ARTICLE XV – DISSOLUTION OF THE COOPERATIVE

The board shall be responsible for liquidation and disposing of all assets. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to an organization which is exempt under Section 501(c)(3) of the 1974 Internal Revenue Code, subject to the custodial authority of the college.