

BOARD OF DIRECTORS: Meet once every other month on the 3rd Tuesday

The Board of Directors shall consist of voting and non-voting Directors. Non-voting members of the Board shall be the Executive Director, any other Administrator(s) which the voting members of the Board shall designate, and the Immediate Past-President (should he\she not choose to run for re-election or fail to win re-election to the Board). Voting members shall number no more than twenty (20) and no fewer than nine (9) and be of three types: 1) ten (10) to fifteen (15) persons who are parent members of the corporation during the fiscal year in which their election is voted upon and during the year in which they will serve, 2) one (1) person elected by the staff of the Learning Center to serve as their representative, and 3) up to three members of the Bloomington community who need not be members of the corporation. Voting members shall be solicited from the general membership, nominated and elected on a rolling basis by the existing members of the Board. A full slate of the Board of Directors will be presented to the general membership for approval at the Annual Meeting.

The term of office of each voting Board member shall be for a **period of two years** and shall begin on January 1 or as necessary to fill vacant positions. Terms shall be staggered so that at least five (5) voting Directors who are members of the Corporation shall be elected each year.

Powers of the Board of Directors:

- Shall interpret and implement the general policies as expressed by the general membership and consistent with the purpose of the organization. Upon request of five (5) members of the Board, any question shall be referred to the general membership for comment and recommendation.
- Shall, when necessary, be able to amend the annual budget subject to a 2/3 vote.
- Shall appoint and supervise the Administrator(s) of the Learning Center, define their duties, establish their salary, and negotiate the terms of their contract(s).
- If necessary, shall approve the appointment and terms of contract of teachers and staff upon recommendation of the Executive Director of the Learning Center and the Personnel Committee.
- May dismiss administrators, teachers or staff upon recommendation of the Administrator(s) of the school and/or the Personnel Committee, by a 2/3 vote, providing such action shall be in accordance with the term of his/her contract. The Board shall provide a hearing for any administrator, teacher or staff member before dismissal upon request.

- Shall prepare an annual budget for approval of the general membership at the Annual Meeting.
- Shall carry out or cause to be carried out an annual review of the Corporation's financial records within two (2) months of the close of the fiscal year.
- Shall authorize the purchase of equipment and supplies.
- Shall secure physical facilities needed by the Learning Center.
- Shall set registration fees, tuition, and membership dues as well as develop and secure additional financial support.
- Shall create all standing and special committees. The standing committees will be composed of board members and are as follows:
 - A. Executive Committee
 - B. Personnel Committee
 - C. Finance Committee
 - D. Planning and Program Development
 - E. Rules and Regulations

Each committee description and primary function is summarized below. Committee descriptions and functions may be embellished as the needs arise.

Executive Committee (President, Vice President, Treasurer, Secretary of current board)

The Board of Directors may, by resolution adopted by a majority of the whole Board, designate two (2) or more members of the Board to constitute an executive committee, which shall have all the authority of the Board in the management of BDLC, subject to any limitation included in the resolution that the Board feels appropriate. In no event shall such delegation of authority operate to relieve the Board of Directors or any member thereof of any responsibility nor shall it replace Board meetings, but shall be for the purpose of giving emergency power to act for the corporation between regular Board meetings. The authority so granted may be further limited, expanded, or revoked by a subsequent resolution.

Personnel Committee

This group will consider salary schedules, benefits, contracts, staff hiring guidelines, search and screen rules, teacher evaluations, and grievance procedures. The administrative staff will provide all necessary documents, background information, input, and any other materials necessary for the Personnel Committee to properly conduct its work in accordance with these bylaws, federal, state, and local regulations, and the most recent version of the

Learning Center Employee Handbook. If there is conflict between these bylaws and the Employee Handbook, these bylaws supersede those guidelines.

Finance Committee

The Finance Committee may subdivide into a

- a. budget committee (President, Treasurer, Director)
- b. fund-raising subcommittee See description below.

PLANNING AND PROGRAM DEVELOPMENT Committee

This committee will focus upon

- a. Program and Curriculum Development to develop guidelines for the educational component promoted in the center.
- b. Research requests to promote new ideas in the field of early childhood education.
- c. Long-Range planning to discuss ways to expand BDLC.

Rules and Regulations Committee (President, vice president and board members chosen)

This group will be responsible for creating bylaw changes as needed.

EXECUTIVE DIRECTOR'S COMMITTEES—the following committees help Deb:

Fundraising/Grants & Marketing- Plan events and activities to raise money for general or specific use. Help Deb compile database of potential grants—decide on marketing needs. Plan calendar.

Staff Appreciation/Special Events— Plan and supervise BDLC community events and staff appreciation week/activities throughout year. Plan calendar.

Grounds and Playground Committee— Work with Deb to prioritized needs in playgrounds and other outside areas of BDLC. Supervise yearly Grounds Days.

Technology Committee: Help BDLC update website, keep computers running, and troubleshoot.