

# **Unity Preschool Advisory Board Bylaws**

## **Article I - Name, Location, and Affiliation**

Unity Preschool ("Preschool") is an integral part of the mission of Unity Presbyterian Church. It is located in the Church Sanctuary Building at 303 Tom Hall Street Fort Mill, South Carolina, 29715. These Bylaws have been approved by the Session.

## **Article II – Preschool Mission and Non-Discrimination Statements**

- 1) **Mission Statement:** Unity Preschool's mission is to help children learn and grow through developmentally appropriate, play-based experiences so that they may develop a lifelong love of learning. We provide loving and highly qualified teachers, who honor and guide the learning of each child in a creative, nurturing Christian environment. We seek to promote spiritual nurturing for our children by fostering a feeling of security, love, and acceptance so that our children will leave our program with a positive self-image, knowing that God created each of them special. We also prepare each child socially, emotionally, and academically for his/her transition into kindergarten and beyond. Unity Preschool is more than a learning center or childcare; we are a community.
- 2) **Non-Discrimination Statement:** Unity Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, policies, scholarship and other school-administered programs.

## **Article III - Organization**

Unity Preschool is an integral part of the educational ministry and community outreach of Unity Presbyterian Church ("Unity"). Unity expects the Preschool to fulfill its Mission Statement and to meet its budget. Beyond this, Unity expects the Preschool to operate with autonomy, operational efficiency, accountability and transparency. Unity is a major source of support, volunteer effort, and publicity for the Preschool.

### **The Advisory Board**

1) **Membership:** Unity Preschool will be guided by a seven member Advisory Board ("Board") comprised of the following: Preschool Director; Preschool Representative; Unity Presbyterian Financial and Facilities Manager; one member from the Program Staff; and three at-large members, preferably from one or more of the following Teams: Session, Diaconate, Christian Education or Staff. The Preschool Director and Representative, Financial and Facilities Manager and the Program Staff member will be standing members. The At-Large members will be nominated by the Board and approved by the Session and will serve three-year terms. With the exception of the standing members, no member will serve more than two consecutive terms. The term year will be July 1<sup>st</sup> through June 30<sup>th</sup>. The term year will be July 1<sup>st</sup> through June 30<sup>th</sup>. Vacancies in unexpired terms will be filled as they occur.

2) Officers: The Board annually will elect one of its members to be Chairperson. The Chairperson will preside at all meetings of the Board and will submit an annual report to the Session. He or she will convene the regular meetings of the Board and will call special meetings as deemed appropriate or at the request of the Preschool Director or on the written request of any two other members of the Board. The Preschool Director or Representative will serve as Secretary. He or she will keep minutes of Board meetings and prepare them for distribution to the Board.

3) Meetings: The Board will meet at least semi-annually (fall and spring), with more frequent meetings if necessary. Each Board member is entitled to one vote. A simple majority of the total Board membership is necessary to constitute a quorum for the purposes of voting. The Preschool Director will be responsible for preparing an agenda prior to each meeting and reviewing that agenda with the Chairperson. Board members may request additional agenda items to be discussed.

4) Responsibilities: The Board is responsible for:

- a) Hiring the Preschool Director (the "Director") with any needed assistance provided by the Staff Ministries Team.
- b) Reviewing and approving the annual Budget proposed by the Director.
- c) Regularly monitoring and evaluating progress toward the stated goals in the Mission Statement or any goals adopted by the Board.
- d) Enhancing the Preschool's public standing and visibility by serving as its ambassadors, advocates and community representatives.
- e) Communicating regularly to the Session and the Congregation.
- f) Participating in any required audits and implementing any recommendations.
- g) Managing staff problems referred by the Director and/or involving the Director and, if deemed necessary, recommending appropriate measures, up to and including termination of service.
- h) In partnership with the Staff Ministries Team, administering performance reviews of the Director on an as needed basis.
- i) Naming standing or special committees as necessary. Members of these groups may include parents, outside experts, Preschool staff, Church members, and others.

### **Preschool Director**

The Preschool Director is responsible for:

- 1) Overseeing the day-to-day operation of the Preschool.
- 2) Guiding the Preschool community in following its Mission Statement.
- 3) Maintaining compliance with any applicable regulatory agency requirements.
- 4) Hiring the Preschool staff.
- 5) Managing Preschool Staff problems, and, if necessary, working with the Advisory Board to determine appropriate disciplinary measures, up to and including termination of service.
- 6) Evaluating the performance of the Preschool Staff on an as needed basis.
- 7) Operating the Preschool within the approved Budget, proposing Budget modifications, and drafting annual budgets.
- 8) In partnership with the Financial and Facilities Manager, ensuring that the Preschool follows established accounting procedures.

- 9) Seeking new students, publicizing the Preschool, and addressing parental questions and concerns.
- 10) Recommending to the Board the establishment of advisory committees or other groups as needed. If any such group is established, the Director, with the help of the Board, is responsible for inviting people to participate on these committees.
- 11) Other duties as described in his or her Job Description, if any.

**Preschool Staff**

In addition to the Director, the Preschool is staffed with teachers, teacher assistants, administrative staff, and others as determined by the Preschool Director.

**Article IV - Budget**

- 1) Unity Preschool will operate with a balanced budget and will finance its operations primarily from student tuition fees and any free-will donations received.
- 2) The Board approves the Preschool budget which may include an allocation to the Church.
- 3) The Preschool budget will be available to Unity’s Session. Personnel salaries and benefits, however, will generally be available only in aggregate and not by individual.
- 4) The fiscal year will begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

**Article V - Relation to Church**

- 1) Unity will provide use of facility space, utilities and maintenance staff. Room/space usage will be scheduled on the church calendar. The Director may use office equipment in cooperation with the Financial and Facilities Manager.
- 2) Because the facilities used by the Preschool are shared with Unity, changes to the facilities require Session approval.
- 3) The Preschool Staff, including the Director, are employees of Unity Presbyterian Church and as such will be governed by the Unity Presbyterian Church employee handbook and/or employee policies and procedures, if any.
- 4) Should these Bylaws and/or any Preschool policies and procedures disagreed with those of Unity, Unity’s will take precedence.

**Article VI - Amendments**

Any provisions of these Bylaws may be altered or repealed, and new Bylaws adopted at any regular meeting of the Board, or at any special meeting called for that purpose. Changes must be accepted by at least five members of the Board and approved by the Session. Upon approval, the amendment takes immediate effect, unless otherwise directed by the Board.

Approved by:

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Unity Preschool Director

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Date

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Unity Preschool Advisory Board Chairperson

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Date

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Clerk of Session

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Date