

1 **BY-LAWS OF THE FAIRLINGTON PRESCHOOL**
2 **BOARD OF DIRECTORS**
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4 In 2010, the Church Council of the Fairlington United Methodist Church established the
5 Fairlington Preschool as a subsidiary partner and adopted a set of By-Laws to govern the
6 school’s administration and operation. On July 25th, 2017, by mutual agreement, the
7 Church Council and the Fairlington Preschool Board of Directors adopted these revised
8 By-Laws, which shall henceforth govern Fairlington Preschool’s administration and
9 operations.

10 **Article I: Mission Statement**

11 Consistent with principles of Christianity, the Fairlington United Methodist Church
12 (“FUMC”) has established and cooperated with Fairlington Preschool (“FPS”) as an
13 integral part of the church’s overall educational and community-service ministries.

14 FUMC, a Christian-faith community, intends for FPS to welcome all students from
15 the community at large, regardless of race, creed, color, national origin, religious
16 affiliation, or ability. FPS’s primary goal will be to promote a caring environment where
17 children can grow physically, socially, spiritually, emotionally, and intellectually. To that
18 end, FPS will not only provide early-childhood programs that support well-established
19 principles of secular education, but will preserve a variety of cultural and religious
20 traditions and holiday customs that support the development of strong families and a strong
21 community. Furthermore, our curriculum, staffing, and learning environment will support
22 the inclusion of children with disabilities in every classroom and learning environment.

23 FUMC intends to continue to support FPS’s development and administration of
24 educational programs and methods to help each child develop as an individual person of
25 worth.

26 **Article II: Preschool Operations**

27 FPS shall operate in a manner consistent with FUMC’s mission, values, and
28 traditions, including but not limited to:

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- 30 1) **Admissions:** Registration shall be open first to members and families of the
31 FUMC community, including members of the congregation and FUMC
32 employees. Thereafter, if space remains available, registration shall be open to
33 the general public on a first-come, first-served basis, and always without regard
34 to race, creed, color, national origin, religious affiliation, or ability.
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- 36 2) **Curriculum:** FPS shall establish a general curriculum consistent both with
37 principles of sound education and with FUMC’s Christian beliefs and
38 traditions. In each classroom, daily implementation of FPS’s general
39 curriculum shall comport with the values of the FUMC community and shall
40 ensure the development of each child as a person of worth.
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- 1 **3) Budget:** FPS’s annual budget shall be approved by the Board and by the FUMC
2 Finance Committee. Once a budget has been approved, the Preschool Director,
3 as defined in Article IV, below, shall be authorized to expend the budget as
4 necessary and appropriate to carry out FPS’s mission.
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6 **Article III: Preschool Board**

7 FPS’s governance and operation shall be entrusted to a Preschool Board
8 (hereinafter, “Board”) in accordance with the following rules and guidelines:
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- 10 **1) Purposes:** The purposes of the Board shall be:
11 **a)** To recommend to the Staff-Parish Relations Committee the hiring,
12 evaluation, and compensation of a Preschool Director as defined in Article
13 IV, below.
14 **b)** To adopt an annual Preschool budget and submit the budget, as adopted, to
15 the FUMC Finance Committee.
16 **c)** To receive from the Preschool Director quarterly statements of FPS’s fiscal
17 condition and to submit them to the FUMC Finance Committee.
18 **d)** To recommend and/or approve, when appropriate, modifications to FPS’s
19 program, including changes to FPS’s facilities, curriculum, personnel, or
20 any other matter recommended to the Board by the Preschool Director or
21 by FUMC’s Minister of Congregational Family Life, who shall then
22 forward the Board’s decision and/or recommendation to the appropriate
23 governing body in the FUMC.
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- 25 **2) Membership:** The Board shall be comprised of the following members:
26 **a)** FUMC’s Senior Pastor, who shall serve as an *ex officio* member; and
27 **b)** A Chairperson, a Professing Member of FUMC; and
28 **c)** FUMC’s Minister of Congregational Family Life; and
29 **d)** Three (3) at-large Professing Members of the FUMC congregation;
30 including one who shall be a member of the Staff Parish Relations
31 Committee, and
32 **e)** Three (3) parents of FPS students enrolled for the current FPS school
33 year; and
34 **f)** One (1) at-large person of the community; and
35 **g)** The Preschool Director, as defined in Article III below, who shall serve
36 in an advisory capacity, and who shall have no vote on matters before the
37 Board.
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- 39 **3) Specific Functions of Certain Board Members:** The following members of
40 the Board shall perform the special functions specified for each:
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- 42 **a)** The Chairperson:
43 i) Ensure that FPS and the FUMC cooperate to balance their resources,
44 policies, and cooperative interests.

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- i) Assist the Board in keeping its overall policy implementation consistent with the values of the FUMC.
- ii) Preside at Board meetings.
- iii) Set the agenda for Board meetings.

b) Minister of Congregational Family Life:

- i) Oversee FPS to ensure that the church and FPS operate transparently and in full partnership, to include coordination of the Board and the church; and
- ii) Advise the Board on religious concepts with respect to young children generally and with respect to the United Methodist curriculum specifically; and
- iii) Coordinate FPS's and FUMC's sharing of classrooms, storage areas, equipment, etc., to ensure equity, harmony, and appropriateness.
- iv) Ensure that FPS and the FUMC cooperate to balance their resources, policies, and cooperative interests.
- v) Assist the Board in keeping its overall policy implementation consistent with the values of the FUMC.

c) Professing At-Large Member Representatives:

- i) Represent FUMC in the governance and operation of FPS.

d) Parent At-Large Representatives:

- i) Represent all FPS parents in the governance and operation of FPS.

e) Community At-Large Representative:

- i) Represent the community in the governance and operation of FPS.

4) Appointment and Election of Board Members: The Chairperson, and FUMC's Minister of Congregational Family Life, in consultation with the Preschool Director, will present to the Lead Pastor and the Lay Leadership Committee the slate of nominations for final approval. The Chairperson will be elected by the Lay Leadership Committee.

5) Members' Collective Role: Board members shall be collectively entrusted with the development, interpretation, and adoption of policies to govern FPS's administration and operation.

6) Member's Terms: Board members shall serve the following terms, and each new member's term shall begin on July 1 and conclude on June 30:

- a) *Ex officio* members shall have no term limit; membership shall attach and convey with the *ex officio* member's position at FUMC.
- b) The Chairperson shall serve a term of three (3) years.

- c) The Minister of Congregational Family Life shall have no term limit; membership shall attach and convey with the Minister of Congregational Family Life's position at FUMC.
- d) Professing At-large Members shall serve a term of three (3) years.
- e) Parent At-Large Members shall serve a term of one (1) year and no more than 3 years, but shall not be eligible to serve in any year during which they do not have a child enrolled at FPS.
- f) Community At-Large Representative shall serve a term of (1) year and no more than 3 years.

7) **Meetings:** The Board shall meet regularly, and not less than four (4) times during the FPS school year. Special meetings may be convened upon ten (10) days' notice to all Board members.

8) **Minutes and Reports:** The Chairperson shall be responsible for making and keeping accurate minutes of the Board's meetings. The Chairperson shall further ensure that FUMC's Senior Pastor, FUMC's Secretary of the Church Council, and all members of the Board receive copies of the Board's minutes. The Chairperson shall make regular reports to the Church Council as to FPS's current status. The Chairperson may delegate this obligation for making and keeping the Board's minutes, distributing copies, and making reports to any other member of the Board. If any member of the Board objects to the delegation of this responsibility, the Board shall vote to approve or disapprove the proposed delegation.

- 9) **Voting** — The Board's voting shall comport with the following guidelines:
- a) Any member may call a vote at any Board meeting.
 - b) When necessary, the Board may vote to table a motion for voting to be conducted between meetings via electronic mail.
 - c) At any meeting or for any given vote on any motion or issue—including a vote held via electronic mail—a quorum shall consist of six (6) Board members or six (6) votes cast, including abstentions.
 - d) No motion before the Board shall carry nor any decision be approved by a vote of fewer than five (5) members.
 - e) In the event that a Board member resigns prior to the end of his/her term, the Chairperson shall cast a proxy vote for the resigning member for the remainder of that school year, but only with respect to any vote in which an additional vote must be cast to break a tie.

Article IV: Preschool Director

FPS's operations shall be administered by a Preschool Director, whose role and function shall comport with the following rules and guidelines:

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- 1) **General Function:** The Preschool Director shall serve as FPS’s chief executive officer. In addition, the Preschool Director shall maintain dual lines of accountability to the FPS and to FUMC.

- 2) **Accountability:** The Preschool Director shall be accountable to the Preschool Board, as defined in Article III.

- 3) **Terms of Employment:** The Preschool Director shall become a member of the FUMC’s programmatic staff and an integral member of the church’s ministry team.

- 4) **Preschool Director’s Authority:** The Preschool Director shall have authority over all FPS employees, to include plenary hiring, firing, and disciplinary authority.

The Preschool Director shall have authority to design, implement, and execute FPS’s curriculum, program, and day-to-day operations, except that the Preschool Director must obtain the Board’s approval before taking any action that may (1) affect the total number of students FPS can serve or (2) the days and hours of FPS’s operation.

The Preschool Director has authority to expend the FPS budget as appropriate to operate the FPS program(s).

- 5) **Selection and Hiring:** FPS Board of Directors shall select and hire a Preschool Director whenever the position has become vacant, e.g., by resignation, and the Preschool Board shall, with the consent of the Church Council, have authority to terminate the Preschool Director.

- 6) **Oversight:** The Minister of Congregational Family Life shall maintain a personnel file on the Preschool Director, which shall contain all relevant employment, emergency, and other data. Any personnel matters regarding the Preschool Director shall be subject to the discretion of FUMC’s Senior Pastor and the FUMC Minister of Congregational Family Life.

- 7) **Performance Review:** The Preschool Director will be annually evaluated by the Minister of Congregational Family Life. The results of this annual evaluation shall be reported to the Preschool Board and the Senior Pastor.

- 8) **Supervisory Reporting:** The Preschool Director shall report directly to the FUMC’s Minister of Congregational Family Life.

- 9) **Participation in Board Meetings:** The Preschool Director shall attend and participate in all Board meetings, to include the presentation of a “Director’s Report,” which shall include, at a minimum, a status on the state of FPS and a fiscal report.

1 **Article V: General Matters**
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- 3 1) As an extension of the FUMC’s Christian Education program, the Preschool
4 shall be provided with appropriate space (including but not limited to
5 classrooms, storage space within classrooms, auxiliary storage areas, and
6 display areas in classrooms and hallways) as agreed to between the Sunday
7 morning and weekday programs.
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- 9 2) Equipment, non-expendable property, and any capital improvements purchased
10 by the Preschool shall be the property of the FUMC and shall be available for
11 church activities not related to FPS’s daily operation.
12
- 13 3) The Preschool constitutes a significant program within the FUMC. As a
14 program dedicated to the intellectual, physical, emotional, and spiritual
15 development of young children, the Preschool represents an opportunity to
16 assist families in child rearing. Ensuring the fulfillment of this goal must be a
17 critical part of the Preschool Director’s daily responsibility, the Board’s
18 operation, and the FUMC’s oversight of FPS.