Watertown-Mayer Early Childhood Advisory Council
Watertown-Mayer Public Schools, District #111
By Laws

I. NAMES

The name of this organization is Watertown-Mayer District #111 Early Childhood Advisory Council (WMECAC). This council may include representatives from Early Childhood Family Education (ECFE), the Young Royals (YR) Preschool Programs, a school board liaison, and parents, guardians, and community members.

II. MISSION STATEMENT

Our goal as an advisory council is to welcome parents, guardians, and community members into the role of advocating for their children's education in the Watertown-Mayer School District. We provide the ECFE and Young Royals staff with input and advice on their programming. We help organize events that raise funds to purchase new equipment and materials for classrooms and to offer free events for families in our communities. But most of all, we are parents, guardians, and community members who want to be actively involved in our child's education and help make the Watertown-Mayer ECFE and Young Royals program the best they can be!

III. POLICIES

1. This council shall be nondiscriminatory in regard to race, color, creed, religion, national origin or sex. It shall be non-commercial, non-sectarian and non-partisan.

2. The council shall not, directly or indirectly participate or intervene in any political campaign.

3. The council reports, findings and recommendations shall be available to the public.

4. All council meetings are open to program participants.

5. In the event of dissolution of the Watertown-Mayer Early Childhood Advisory Council, all funds held by the Council will be donated to the Watertown-Mayer Public Schools, ISD #111, with the request that the funds be allocated to the Early Childhood Program budget.

IV. EARLY CHILDHOOD PROGRAM COORDINATOR

1. The Program coordinator shall direct a program that maximizes the use and effectiveness of facilities, programs and personnel for the benefit of all citizens in the school district. The

Program Coordinator shall act in accordance with the goals and objectives of the Advisory Council.

2. The Program Coordinator shall be an unofficial member of all committees of the Early Childhood Advisory Council.

3. The Program Coordinator may seek input and approval from the Executive Committee throughout the year on immediate program issues or action items.

V. EXECUTIVE COMMITTEE

1. The officers of the Advisory Council shall consist of the President, Vice President, Treasurer, Secretary and Public Relations. The Vice-President shall have the option to assume the role of President at the end of their term.

2. The nomination of new officers shall be identified at the April Advisory Council meeting, if possible.

3. Officers shall assume their official duties at the close of the May advisory council meeting. Officers shall serve in each role for one year, except for the Treasurer whose term shall be two years. Officers may serve additional consecutive terms if so approved by the Council. All new and outgoing council shall be present at the May Council Committee meeting.

4. Any mid-term vacancy in an officer position shall be filled and approved by the Advisory Council.

5. In the event that an Executive Committee role cannot be filled, the Advisory Council as a whole shall act to fill the vacant role.

VI. DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the Advisory Council.

2. The Vice President shall assume the duties of the President in their absence and shall assist the President in any capacity as needed.

3. The Treasurer shall record all financial transactions of the Advisory Council. The Treasurer shall provide a financial report at each meeting. The Treasurer shall complete the annual tax report to the Federal and State Governments, due by October 15.

1. A tax-exempt form (ST3) may be obtained from the Early Childhood office prior to purchase. This form shall be presented to the retailer so the purchase is tax-free.

1.1. One form is required for each vendor. For example, if purchases will be made at Michaels and Target, two forms must be obtained.

2. Once purchase is made, receipt(s) shall be submitted to the Treasurer within one month of purchase. Reimbursement shall be issued within one month of receipt submission.

3. If preferred, members may request that the Treasurer make purchases on their behalf by submitting the list of item(s) via email to the Treasurer in advance.

e. Reserves - a minimum balance of five hundred ($500) dollars shall be maintained in the checking account to be held for emergency use. A majority vote of the Council is required to determine an emergency need.

f. Budget - The Treasurer shall draft an annual budget and submit it to the full Council for approval at the September meeting. The budget shall serve as a guideline. If unanticipated activities arise, the Executive Committee may propose small changes to the full Council for approval as needed.

g. Auditing - The Treasurer shall keep a Treasurer's Monthly Report, which shall be kept in the Treasurer's records. At the November and May meetings, the President, Vice President, and Treasurer will meet for 15 minutes prior to the start of the meeting to audit the bank statements and Treasurer's log. The results of each audit shall be reported to the full Advisory Council at the corresponding meeting.

3. The Advisory Council shall fund the following items. The cost of these items shall be determined on a yearly basis:

a. Field Trip Transportation - The Advisory Council shall assist with field trip cost.

b. Scholarships - The Advisory Council shall fund preschool and sibcare scholarships as requested by the Program Coordinator. Approval shall be voted on at a general Council meeting.

c. Teachers Resources - In accordance with budgetary guidelines set, each teacher will have the opportunity to purchase classroom resources. The amount and distribution of

4. The Secretary shall record all meeting minutes and submit them to the Program Coordinator for posting on the website within a week of the meeting.

5. The Public Relations officer shall be responsible for marketing any council sponsored events, including but not limited to newspapers, Facebook, and the City sign.

6. A member of the Executive Committee shall be the official Early Childhood representative to the Community Education Advisory Council and shall attend any meetings held by that council.

VII. MEETINGS

1. The Advisory Council shall meet 8 times a year: September, October, November, January, February, March, April, and May. The President may call a special meeting if necessary.

2. The Executive Committee shall meet in August. A special meeting may be called by any member of the Executive Committee if necessary.

3. Approximately one week prior to the general and Executive Council meetings, the President shall draft an agenda. Copies shall be sent via email to all regular attendees of the meetings, including the executive committee and Program Coordinator. If any attendee would like to request a change or addition, they shall reply to the President.

VIII. BUDGET

1. The Watertown-Mayer Early Childhood Advisory Council is a 501C3 non-profit agency.

2. The Advisory Council shall maintain a bank account at the Old National Bank in Watertown, MN.

a. Signers - Each year, the Council designates two officers, the President and Treasurer, as authorized signers on this account.

b. The Advisory Council shall supervise all funds.

c. Deposits - The President and Treasurer may make a deposit to the account. All receipts shall be retained with the financial records, which are maintained by the Treasurer.

d. Reimbursements/Purchases - If an Executive committee member plans to purchase items for program use, the following steps will be taken.

funds shall be determined based on the budget, cash flow, and the recommendation of the Executive Committee.

d. Special Event Cost - The Advisory council shall fund entertainment, decorations, prizes and miscellaneous costs associated with Early Childhood special events. Approval shall be voted on at a general Council meeting.

4. The Executive Committee may approve non-budgeted purchases up to five hundred dollars ($500) per fiscal year between scheduled Advisory Council meetings.

IX. BY-LAWS, APPROVAL, AND AMENDMENTS

1. The By-laws shall become effective upon their acceptance by a majority of the regular attendees at a Council meeting.

2. Amendments to the By-laws may be presented at any Council meeting. Proposed amendments shall be presented at one meeting and voted on at the following meeting. Objections to the proposed amendments may be made verbally at the meeting or via email, and should be directed to the President prior to the vote.

The By- Laws have been approved and adopted by a majority vote on November 10, 2025 and witnessed by the following individuals:

Mackenzie Borntrager, Program Coordinator

Nicole Gohman, WMECAC President