

AQUIA HARBOUR PRESCHOOL, INCORPORATED
BY-LAWS

ADOPTED May 4, 1978
AMENDED May 9, 1984
AMENDED February 10, 1987
AMENDED February 22, 1989
AMENDED August 22, 1990
AMENDED January 17, 2001
AMENDED May 17, 2001
AMENDED May 15, 2003
AMENDED January 26, 2005
AMENDED February 1, 2008
AMENDED August 12, 2008
AMENDED May 11, 2009
AMENDED November 19, 2009
AMENDED February 16, 2017
AMENDED August 2021

AQUIA HARBOUR PRESCHOOL, INC.

BY-LAWS

ARTICLE 1. NAME

The name of this corporation will be the AQUIA HARBOUR PRESCHOOL INCORPORATED.

ARTICLE 2. SECTION 1. PURPOSE

The purpose of this Corporation is to provide preschool aged children an opportunity for interaction in a formal program to meet their growth needs in a physical, social, emotional and intellectual area.

SECTION 2. COOPERATIVE PRESCHOOL

The definition of this program will be a cooperative preschool; it is a school organized and administered by parents and staffed by qualified professional teachers. The cooperative school recognizes that parents are the primary educators of the young child and lets parents share in their child's first steps towards independence.

ARTICLE 3. SECTION 1. MEMBERSHIP

Any resident of Aquia Harbour and any outside resident, whose child or children are enrolled in the preschool are members of the Corporation. Enrolled students include all those whose registration fee, supply fee, co-op fee, Proof of Birth Certificate and immunization records have been accepted by the Corporation, either for the current school term or the coming school year and whose parents participate in the required activities as defined in the Principles and Guidelines. Children are eligible for enrollment provided the child is toilet trained and, in the opinion of the teaching staff, can adjust to a school environment. There are two class levels: the three-year-old class and the four-year-old class. A child must be the age of the level by the date concurrent with the Stafford County Schools Kindergarten cut-off-date, which is September 30th. If a class is full, a student can be placed on a "Wait List". We maintain a wait list for all classes. If an opening should occur, we call the parents of students on the waitlist in the order that they were placed on the waitlist.

Those students who are not yet 3 years old by September 30th. can also be placed on an "Age Waiver Wait List". Once a child turns 3, and if space is available, we will call those students on this wait list. This list will be maintained by order of each child's birth date, *not* the order in which they were placed on the waitlist. No one will be accepted off the Age Waiver Wait List after December 31st of the current school year.

SECTION 2. RESIGNATION

Membership in this Corporation may be terminated by withdrawing any eligible child from the preschool. A thirty-day notice of the termination is requested in writing to the vice president in charge of enrollment and the treasurer for consideration to obtain any co-op fee back. Members who resign prior to December 31st of the current school year must meet half of the 55 required cooperative points in order to get a partial refund of the co-op fee.

SECTION 3. FEES

Dues in the Corporation are in the form of monthly tuition payments. Registration fees are non-refundable. A supply fee is applicable (Adopted January 2008). An annual co-op fee will be collected from each family prior to the start of school. This may be paid at the August Orientation or prior to the first day of school. The co-op fee will be refunded in full at the end of each year to those families who have met their full co-op commitment and who are not in arrears on late fees or tuition by the last school day of the school year. Amounts of fees are established by the

membership of the Corporation called for that purpose. Registrants after January 1st are to pay half of those amounts other than the monthly tuition, registration and supply fees.

The Board of Directors can waive one month's tuition during a school year for a family in an emergency financial situation. The confidential request should be made to the Board from the family, teacher or Board Member.

SECTION 4. DELINQUENTS

Members who fail to pay their dues or fees and are 30 days or more in arrears on any portion are deemed delinquent. The treasurer will notify delinquents of their status in writing. If payment of past and present fees is not made within 10 days of that notification, the delinquent may be suspended from the membership rolls (the student will be asked to leave the school) and forfeit rights and privileges of that membership and the co-op fee will not be refunded. If at the end of the school year a member is in arrears and payments still have not been made, the treasurer then shall be permitted to deduct fees owed to the Corporation from that member's co-op fee. If this delinquency is still outstanding in May the student will not be able to participate in the graduation ceremony unless the delinquency is paid by the date of graduation. His/her memory book, plaque, and diploma will be held until any monies owed are paid in full.

SECTION 5. CO-OP COMMITMENT

A co-op commitment will be made by each family in the Corporation as determined by the board of directors and general membership.

ARTICLE 4. SECTION 1. BOARD OF DIRECTORS GENERAL POWERS

The day-to-day business and affairs of the Corporation shall be conducted by its Board of Directors.

SECTION 2. NUMBER AND METHOD OF ELECTION

The Board of Directors of this Corporation shall be composed of five (Adopted August 29, 2000) elected directors and also an advisor who is a past board member. Usually, the past president serves this position and can vote in the event of a tied vote. In the event that the position of treasurer cannot be filled solely by one individual then the position can be equally shared by two individuals as the 1st treasurer and the 2nd treasurer with duties to be determined by the Board of Directors and general membership. This position will still maintain one active vote. (Adopted Sept. 13, 1989) The term of each director shall be one year starting and ending on June 1st or until his successor has been duly elected and qualified.

SECTION 3. WAIVED TUITION FOR BOARD MEMBERS

All board members' tuition fees may be waived 100% (Adopted May 17, 2001), on the condition that enrollment is at 60 children including the boards' children as a count. If enrollment equals 58 or 59 students, the Board receives a 50% reduction in tuition. If enrollment is less than 58 students, the Board is to pay full tuition. If a Board Member has more than one child enrolled in the preschool, the discount is applied to only 1 child with the highest monthly tuition. Any subsequent children's tuition will be discounted by 10%

SECTION 4. MEETINGS

The board and staff will meet quarterly. (Adopted November 2000) The board will meet monthly prior to general membership meetings. The general membership will meet monthly, with the March general membership meeting holding elections and the May general membership meeting being the annual meeting. The treasurer will present the budget at May's meeting. There will be no meetings in December unless it is a special meeting called for a specific purpose.

At any Meeting, the general membership expressly grants the board the right to provide refreshments for the board, not to exceed \$10.00 per present board member per meeting. Being a member of the board is voluntary, time consuming and demanding. Meetings often last for hours for board members who are parents, spouses and may also work full time. Providing a modest meal to facilitate the business of the preschool is an expense the general membership expressly authorizes.

SECTION 5. SPECIAL MEETINGS

Special meetings of the board can be called by the Board President or by any of the five active members of the board.

SECTION 6. QUORUM

Three members of the board shall constitute a quorum at any meeting. Any less than that the meeting will have to be postponed.

SECTION 7. TELEPHONE/ ELECTRONIC VOTE

Whenever the president sees fit, a vote of the board may be cast by telephone or electronic media providing that this vote is confirmed by the board at its next meeting and recorded in the minutes.

SECTION 8. VACANCIES

A vacancy on the board shall be filled only by the election of a new director by the membership at a meeting called for that purpose. Vacancies are to be filled within 45 days of their occurrence.

SECTION 9. EXECUTIVE DIRECTOR

With a majority vote of the general membership, the board may hire an Executive Director to facilitate the operation of the preschool. The hours, duties and pay of such a position must be presented to the general membership at the time of the vote, but the Director will be an at-will employee. Once created, the general membership may vote to eliminate the position at any time.

SECTION 10. MANAGEMENT OF EMPLOYEES

The board shall evaluate all at-will Employees periodically. The board shall have the responsibility to administer evaluations of the Employees' performance and conduct yearly evaluations. The hiring and termination of Employees is subject to a majority vote of the board.

SECTION 11. EMPLOYEE HANDBOOK

The board is responsible for periodic updates and revision of the Employee Handbook. No general membership vote is necessary to make changes, though the general membership can overrule any changes by a majority vote.

ARTICLE 5. SECTION 1. OFFICERS

The officers of this Corporation shall consist of a president, vice-president, treasurer, secretary and committee director. In the event of a vacant committee director, overseeing the committees will then be split among the other officers minus the treasurer.

SECTION 2. TERM OF OFFICE

Each officer shall assume office as of June 1st for a period of one year or until her/his successor shall have been duly elected and qualified. No person shall be eligible to serve as an elected member of the Board of Directors for more than two consecutive terms in the same office.

SECTION 3. PRESIDENT

The president creates a yearly calendar for the membership; prepares and updates staff contracts; Updates Virginia Department of Education licensing requirements and ensures the preschool is run accordingly by their standards; obtains substitutes and informs the treasurer; maintains preschools files; schedules Fire, Health, Licensing Inspections; prepares monthly newsletters for

the membership; presides over board and staff, general membership and board of director meetings; serves as a liaison between the Aquia Harbour Property Owners' Association and the preschool; prepares school surveys every two years; prepares end of year evaluations for staff; oversees a committee if there is no committee director for that school year.

SECTION 4. VICE-PRESIDENT

The vice-president handles all registration responsibilities; updates phone message at the preschool and responds to registration inquiries including tours of the preschool; organizes and maintains student files throughout the year; prepares and updates student rosters; communicates to membership the status of any outstanding paperwork; attends all preschool meetings; replaces president if necessary; oversees a committee if there is no committee director for that school year and is an alternate parliamentarian.

SECTION 5. TREASURER

The treasurer attends all preschool meetings and gives Treasurer's Report at the general membership meetings; collects tuition and assesses late fees, non-sufficient fund (NSF) fees, etc.; prepares all bank deposits for tuition, registration, co-op, field trips, fundraisers, etc.; maintains records of debit purchases; completes a monthly bank reconciliation of all banking accounts using bank data and QuickBooks; maintains accurate records of accounts payable/receivable for checking account, savings account and escrow savings account for co-op fees; sends late payment reminder/bills; picks up mail and pays preschool bills; reimburses Staff/Membership for funds spent on budgeted/approved items; maintains record of all reimbursements/receipts/deposits, prints an income statement for the school year using QuickBooks; prepares the budget for the upcoming school year based on previous figures and anticipated enrollment; arranges for the yearly 990 Federal Income Tax Form to be completed by a CPA or similar entity before the IRS stated deadline; insures all new assets or disposition of assets are reported for tax purposes; insures Stafford County Personal Property Return is completed before the stated deadline, every five years insures retail sales and use tax certificate of exemption is updated.

The treasurer also oversees all activity being conducted by our payroll service. The Treasurer pays at-will employees twice monthly; prints and distributes W-2 forms for at-will employees at the end of the calendar year; keeps record of payroll and employee attendance; and sends any tax notices to the payroll service. At the Board's discretion, an audit by a CPA, an internal audit by members of the Board, or a financial review by members of the Board will be performed after all bookkeeping is completed in June. All employees are at-will employees.

SECTION 6. SECRETARY

The secretary shall be responsible for the preservation and upkeep of all records, books and documents of the Corporation. Such records shall include complete minutes from each Board of Directors Meeting, General Membership Meeting and Board and Staff Meetings. The secretary also creates the yearly Aquia Harbour Preschool Directory, maintains the Aquia Harbour Preschool Website, creates and submits monthly preschool articles to the local AHPOA news publications, submits any other newspaper articles and oversees a committee if there is no committee director for that school year. (Edited November 2009)

SECTION 7. COMMITTEE DIRECTOR

The committee director shall be responsible to oversee all committees and be available if need be to assist on a committee. In the event that a chairperson for a committee is not found, the committee director will assume this position until a chairperson is found. The committee director attends all preschool meetings; prepares co-op committee sign-up sheets for the first general membership meeting; keeps in contact with each committee chair to ensure their responsibilities are being met; record membership co-op points throughout the year; and sends out mid-year co-op point status sheets to membership. The committee director shall coordinate and oversee Fall Festival/Vendor Fair and Spring Fun Run with their respective Chairs and Committees.

SECTION 8. ADVISOR

The advisor shall help the board with past history and to aid in continuity of the cooperative program and serves as parliamentarian.

ARTICLE 6. SECTION 1. MEETINGS - GENERAL MEMBERSHIP

The general membership shall meet each month except December, with the May meeting as the annual meeting. (Adopted November 2009) Additionally, general membership meetings will be called by the president to approve or disapprove Board of Directors' recommendations on the subject of creating new staff positions, review terminations of staff to determine whether reconsideration is warranted and expenditure of corporation funds for extraordinary items in excess of \$300.00. All of which shall not be considered routine day-to-day matters.

SECTION 2. QUORUM

A Quorum of a general membership meeting shall consist of members in good standing that are present at the meeting after due notice (seven days) has been provided. At the discretion of the Board of Directors, emergency general membership meetings may be called as needed.

ARTICLE 7. SECTION 1. ANNUAL ELECTION

Officers shall be elected by the majority votes cast at the March general membership meeting. Casting votes by proxy on a form prepared and distributed by the board is permitted for election of officers at the annual meeting.

SECTION 2. ELIGIBLE VOTERS

All current members of the Corporation, as well as parents of students for the upcoming school year, shall be invited to participate in elections and the annual (May) meeting.

ARTICLE 8. STANDING COMMITTEES

Committees are established by the Board of Directors to aid them in their duties of the administration of daily business of the Corporation as described in the PRINCIPLES AND GUIDELINES.

ARTICLE 9. ORDER OF BUSINESS

The Roberts Rules of Order shall govern the order of business for all meetings of the Corporation, its Board, and its Committees.

ARTICLE 10. AMENDMENTS

The By-Laws or any part thereof may be altered or replaced by a two-thirds majority of those present at any general membership meeting called for that purpose.

ARTICLE 11. DISSOLUTION

If the preschool no longer is serving the community it shall be dissolved. The cash assets and equipment shall be donated to Aquia Harbour organizations as voted on by the majority of the membership.

AMENDMENT 1. The Aquia Harbour Preschool, Inc. maintains a non-discriminatory policy regarding students and faculty. (Adopted Sept. 20, 1978)

AMENDMENT 2. The Aquia Harbour Preschool, Inc. has a non-discriminatory policy as to students and therefore does not discriminate against applicants and students on the basis of race, color, and national or ethnic background. (Adopted July 17, 1979)

AMENDMENT 3. The Aquia Harbour Preschool, Inc. will have an annual program and equipment evaluation.

Covid addendum one
Health screening
Covid policy

Covid addendum two
Board tuition
Emergency meeting