

**AQUIA HARBOUR PRESCHOOL, INCORPORATED
BY-LAWS**

ADOPTED MAY 4, 1978
AMENDED MAY 9, 1984
AMENDED FEB. 10, 1987
AMENDED FEB. 22, 1989
AMENDED AUG. 22, 1990
AMENDED JAN. 17, 2001
AMENDED MAY 17, 2001
AMENDED MAY 15, 2003
AMENDED January 26, 2005
AMENDED February 1, 2008

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 for 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, in good standing with the Aquia Harbour Property Owners Association and any outside resident, whose child or children are enrolled in the Pre-school are members of the Corporation. Enrolled students include all those whose registration 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 enrolling providing the children are toilet trained and can, in the opinion of the teaching staff, adjust to a school environment. There are two age levels of classes: three and four year. A child must be the age of the level by the date concurrent with the Stafford County School's Kindergarten cut-off-date, which is September 30. Wait list – We will maintain a wait list of those students not yet 3 years old. Once a child turns 3, and if space is available, we will call those students on our 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 wait list.
- SECTION 2. RESIGNATION**
Membership in this Corporation may be terminated by withdrawing any eligible children from the preschool. A thirty-day notice of the termination is requested in writing to the treasurer for consideration to obtain the Co-op fee back. Members who resign prior to December 31 of the current school year shall meet half of the 30 required cooperative points in order to get a full 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 in one sum or in two payments of one-half due June 1st and the other half due Aug. 1st. This 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.
- SECTION 4. DELINQUENTS**
Members who fail to pay their dues or fees so that they 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 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.
- 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 comprised of five (adopted Aug 29, 00) 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.

SECTION 4. MEETINGS

The Board and Staff will meet quarterly. (Adopted Nov. 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.

SECTION 5. SPECIAL MEETINGS

Special meetings of the Board can be called by the Board President or by any 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 the 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.

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

Creates a yearly calendar for the membership. Prepares and updates Staff Contracts. Updates Virginia Social Services Licensing requirements and ensures Preschool is run accordingly by their standards. Maintains Preschools files. Schedules Fire, Health, Licensing Inspections. Prepares monthly newsletters for membership. Presides over Board and Staff, General Membership and Board of Director Meetings. Serves as a liaison between Aquia Harbour Property Owners Association and Preschool. Prepares schools surveys every two years. Prepares end of year evaluations on Staff. Oversees a Committee if there is no Committee Director for that school year.

SECTION 4. VICE-PRESIDENT

Handles all registration responsibilities. Updates phone message at Preschool and receives calls regarding school and registration. Stocks AHPOA Business Office with registration forms. Organizes and maintains students files throughout the year. Prepares and updated student rosters. Attends all Preschool Meetings. Replaces President if necessary. Oversees a Committee if there is no Committee Director for that school year.

SECTION 5. TREASURER

Attends all Preschool Meetings. 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. Pays employees twice monthly. Keeps record of payroll and employee attendance. Makes Treasurers report at General Membership Meetings. Orders W-2, W-3 and State Tax Forms for employees at the end of the calendar year. Files FICA and Tax Forms as necessary, monthly/quarterly. Prepares an Income Statement for the school year. Prepares Budget for upcoming school year based on previous figures and anticipated enrollment. Arranges for books to be audited by a CPA after all bookkeeping is completed in June.

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 of each Board of Directors, General Membership Meetings and Board and Staff Meetings. Creates and submits monthly Preschool articles to local AHPOA Newsletters. Submits any other newspaper articles. Oversees a Committee if there is no Committee Director for that school year.

SECTION 7. COMMITTEE DIRECTOR

The Committee Director shall be responsible to over see 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 till a Chairperson is found. 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. Records membership Co-op points throughout the year and sends out mid-year Co-op Point Status to membership.

SECTION 8. ADVISOR

The advisor shall help the Board with past history and to aid in continuity of the Cooperative Program.

ARTICLE 6. **SECTION 1. MEETINGS - GENERAL MEMBERSHIP**

The general membership shall meet each month with the May meeting as the annual meeting. 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, termination 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.

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 a 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.