

Boulder County Family Child Care Association

BYLAWS

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Article I – NAME OF THE ORGANIZATION AND OFFICES

The name of the organization shall be known as Boulder County Family Child Care Association, hereinafter called BCFCCA. The principal office of BCFCCA shall be located at the home of the current President, in Boulder County, in the State of Colorado. BCFCCA may have other offices as the Executive Board may determine from time to time.

ARTICLE II – PURPOSE OF THE ORGANIZATION

The BCFCCA is organized for the promotion of Community Welfare including such purposes:

- To expand the child development skills and competencies of Family Child Care Providers
- To offer support, guidance, and community links to Family Child Care Providers
- To increase awareness among Family Child Care Providers and the general public of the importance of quality child care services, and to thereby enhance the professional status of the Child Care Provider
- To promote the optimal development and well being of the children cared for by the Family Child Care Provider

ARTICLE III – MEMBERSHIP

Membership shall be made available to all State of Colorado Family Child Care Providers and child care advocates. Membership shall consist of those persons who adopt and adhere to the purposes set forth in *Article II* of these bylaws, and who have submitted annual membership dues to the treasurer. The Executive Board may vote to waive membership fees for those advocate members who contribute substantially to the well-being of BCFCCA. As an incentive for more members to take an active role in the association, members of the Executive Board will have their membership dues waived during their term of office.

Section 1: Membership Classes

A. Provider Membership

Available to all State of Colorado licensed Family Child Care Providers with an active license.

B. Provisional Provider Membership

Legally exempt family child care providers or persons who have applied for, but have not yet received a family child care license from the State of Colorado. Upon proof of licensing by the Membership Processor, the Provisional Provider Membership shall be automatically be changed to that of a Provider Member.

C. Child Care Advocates

Persons who are not licensed family child care providers, but are advocates of licensed family child care, including but not limited to employees of Boulder County Social Services, City of Boulder Children, Youth, and Families Services, other agencies that interface with Family Child Care Providers, parents of children in family child care homes, and members of community organizations which have an interest in child care.

Section 2: Membership Privileges

A. Provider Members

Provider Members are the only members who have the option to vote or hold elected office or chair a committee or otherwise represent BCFCCA. BCFCCA Child care referrals are only available to Provider Members.

B. All Classes of Members

All members have the option to join the Colorado Association of Family Child Care, attend and participate in meetings of BCFCCA, receive newsletters and other communications distributed to the membership as a whole, and to participate in activities and community projects sponsored by BCFCCA.

Section 3: Membership Fees

Membership/Newsletter Annual Subscription Fees

Membership is granted to each qualified applicant upon payment in full of the annual membership fee as determined by a vote of the membership at the annual Business Meeting held in May of each year. All categories of membership shall pay the same annual fees; however, the executive board may vote to offer incentives to membership which may include discounted membership or renewal fees.

Section 4: Membership Meetings

A. Regular Membership Meetings

BCFCCA membership meeting of BCFCCA shall be held each month, unless the majority of the Executive Board votes to forgo a meeting in a given month. The purpose of the regular membership meetings is to conduct the business of BCFCCA and to provide training programs of interest to the membership. The

Executive Board shall select the day and week for regular membership meetings and will make every effort to stay consistent with the schedule.

B. Annual Business Meeting

The annual Business Meeting shall be held in May during the regularly scheduled membership meeting. The purpose of the Business Meeting is to elect officers for the next fiscal year and vote on any changes to the BCFCCA bylaws.

The Executive Board has the authority to temporarily amend the schedule of the annual Business Meeting if necessary. All members must be given at least 10 days written notice for any General Membership Meeting schedule changes.

C. Special Membership Meetings

Special Membership Meetings may be called by the Executive Board of BCFCCA or by 25% of the voting membership who have signed a letter to the Executive Board requesting that a Special Membership Meeting be held.

D. Location of Membership Meetings

The Executive Board of BCFCCA shall determine the location for the membership meetings, taking into consideration the convenience of all members. Notification of the time, date and place of the membership meeting shall be made in the BCFCCA newsletter, or by phone and/or email when necessary.

Section 5: Membership Voting

- A. A minimum of three Executive Board Members must be present in order to take a vote.
- B. Only Provider Members may vote at membership meetings
- C. A two-thirds (2/3) majority vote of the Provider Members present at the meeting is required to amend the Bylaws, to approve the budget, or to approve single item expenditures of \$500.00 or more.
- D. Election of officers shall be by written ballot.
- E. No proxy voting will be allowed at membership meetings. Absentee voting can be done by mail only. Issues up for a vote will be decided by a majority of those Provider Members casting a ballot.

Section 6: Member Resignation

Any member may resign from membership at any time upon submission of a letter of resignation to the Executive Board of BCFCCA which states the effective date of the resignation.

Section 7: Membership Termination

A. Reasons for Termination

Any Member shall be terminated by the Executive Board of BCFCCA if said member's Colorado Family Child Care Provider's license is denied or terminated because of one or more substantiated complaints by the Colorado Division of Child Care. Members who allow their child care license to expire may change to a Provisional Membership .The Executive Board may terminate any member who

injures the good name of BCFCCA, disturbs its well being, hampers it in its work, or fails to meet membership requirements of BCFCCA.

B. Procedures for Termination

When a complaint is submitted to BCFCCA, the complainant shall be notified in writing of the complaint by the Executive Board and given opportunity to respond. If the problem has not been resolved to the satisfaction of a two-thirds majority of the Executive Board, and it is determined that membership needs to be terminated for a member, then a two-thirds majority vote of the Executive Board is necessary to revoke membership. The expelled member may appeal the decision to a grievance committee. In that case, the decision of the grievance committee shall be final.

ARTICLE IV – EXECUTIVE BOARD

The Executive Board shall consist of the following elected offices: President, Vice President, Secretary, Treasurer, State Representative to CAFCC, and Alternate State Representative to CAFCC.

Section 1: Duties of the Executive Board

- A. Uphold the purpose of BCFCCA as stated in Article II.
- B. Attend at least six membership meetings per year.
- C. Attend Executive Board Meetings on a regular basis
- D. Fill by appointment any vacancies which occur on the Executive Board
- E. Determine and recommend membership fees to membership
- F. Approve by a simple majority expenditures over \$250.00
- G. Handle any necessary membership terminations
- H. Propose an annual budget for BCFCCA
- I. Establish committees including appointment of committee chairpersons
- J. Enter into or execute contracts on behalf of BCFCCA
- K. Keep important documents and written records pertaining to the office held, and transfer these records to the successor of the position. All BCFCCA property shall be returned to BCFCCA upon leaving office.
- L. The Executive Board shall appoint one of its members to serve as the Bylaws Chairperson. That person will become thoroughly familiar with the Bylaws of BCFCCA and will advise the Executive Board and membership on continued adherence to the Bylaws.

Section 2: Terms of Office:

- A. The immediate past president shall be available to assist the current president for one year.

- B. No member may serve on the Executive Board for more than four (4) consecutive years. After serving for four consecutive years a member must wait one year before serving again on the Executive Board. In order to better represent the membership, members may serve four (4) consecutive years on the executive board, or, in the case of a board member who was appointed to fill an uncompleted term, two (2) full terms plus the remainder of the term to which the board member was appointed. If, after a board member has served the maximum time allowable, there are no nominees for that given office at the annual election, the newly elected executive board may choose to appoint the outgoing board member to an additional term in order to ensure continuity in that position.
- C. All Executive Board offices shall be two-year terms with election of officers to be held at the Annual Business Meeting in May. Officers will include President, Vice President, Treasurer, Secretary, State Representative and Alternate State Representative. The President, Treasurer, and Alternate State Representative shall be elected in odd-numbered years. The Vice President, Secretary, and State Representative shall be elected in even-numbered years.

Section 3: Qualification for Office

To be eligible for election to the Executive Board a candidate must have been Provider Member of BCFCCA for at least (3) three months prior to the election date and hold a current State of Colorado Child Care License. The license of the provider member must not have a record of any negative licensing action resulting in criminal charges or be currently under investigation by any agency in which criminal charges may be filed.

Section 4: Election of Officers

- A. The Nominating Committee shall submit a list of nominees for each office up for election to the Executive Board by April 1 for its approval. The Executive Board shall mail the list of approved nominees to the voting membership at least 10 days prior to the May meeting. Failure of individual members to receive notice shall not invalidate election results.
- B. Election of Officers shall be held at the Annual Business Meeting. The Nominating Committee shall nominate its list of candidates from the floor. Any Provider Member of BCFCCA may nominate additional candidates from the floor. The person nominated from the floor needs to be present and accept the nomination in order to become a candidate.
- C. Voting shall be by written ballot. The ballot will include the names submitted by the Nominating Committee with space available for nominees from the floor. A simple majority affirmative vote of BCFCCA Provider Members present at the meeting is required to elect a candidate. If there is no simple majority vote for a given office, a runoff election between the two (2) candidates who received the largest number of votes will decide the election.

Section 5: Resignation of Officers

An officer may resign from the Executive Board by submitting a letter of resignation to the Executive Board which includes the effective date of the resignation.

Section 6: Removal of Officers

A member of the Executive Board may be removed from office by a unanimous vote of the remainder of the Executive Board. The Executive Board will consider hardship conditions and extenuating circumstances in deciding on removal of an Executive Board Member. The causes for removal may include:

- Chronic non-attendance at membership or Executive Board meetings
- Non-performance of the duties of the office
- Injuring the good name of BCFCCA, disturbing its well being, hampering BCFCCA in its work, or failing to meet membership requirements of BCFCCA
- Not meeting qualifications for office as listed in Article IV, Section 3

Section 7: Replacement of Officers

Officers who have resigned or been removed shall be replaced by appointment of the Executive Board. This appointee shall serve until the next Annual Business Meeting, at which time the voting membership shall elect a member to fill this office for the remainder of the term if the term has not yet expired.

Section 8: Duties of Officers

President

- A. Serve as the Chief Officer of BCFCCA
- B. Preside over all meetings of BCFCCA
- C. Serve as authorized signer for all BCFCCA obligations
- D. Serve as the official representative of BCFCCA at all public functions. The President may appoint another Provider Member to be a representative at a specific function.
- E. Attend at least one CAFCC meeting per year
- F. Prepare the agenda for all meetings
- G. Shall act as ex-officio member of all Standing Committees of BCFCCA
- H. At end of office term, all items under President shall be given to the incoming President at the President's workshop.
- I. Provide the Newsletter Editor with current information for the newsletter
- J. Serve as an advisor to the next President of BCFCCA for one year after term is completed

Vice President

- A. Serve as the second officer of BCFCCA and fulfill the duties of the President in the absence of the President.

- B. Shall Chair or appoint a chairman for the Fundraising Committee and the Education Committee. Keep all records for Committees for eight (8) years.
- C. May serve as authorized signer for all BCFCCA obligations
- D. At the end of office term, all items under Vice President shall be given to incoming Vice President at the Vice President's workshop.
- E. Shall chair the Nominating Committee and keep records of meetings for two (2) years.
- F. Provide the Newsletter Editor with current information for the newsletter

Secretary

- A. Keep the minutes of all Executive Board Meetings and submit the minutes to the Executive Board for approval. Keep the minutes of all membership meetings and submit them to the membership for approval.
- B. Keep attendance records at membership meetings
- C. Handle all correspondence to the Executive Board
- D. Keep the Secretary records of BCFCCA, including the Bylaws, incorporation documents, and the minutes of the Executive Board and Membership meetings. The minutes shall be kept for eight (8) years.
- E. Keeps the current membership list including names, addresses and phone numbers of the members. The membership information is to be provided by the treasurer.
- F. Provide the Newsletter Editor with current information for the newsletter
- G. Keep a current list of names of all members of the Executive Board and all committee chairpersons and committee members
- H. At the end of office term, all items under Secretary shall be given to incoming Secretary at the Secretary workshop.

Treasurer

- A. Maintain all financial records of BCFCCA
- B. Submit a financial report to the membership at a membership meeting at least quarterly
- C. Collect, record, deposit, and be accountable for all BCFCCA moneys.
- D. Serve as authorized signer for all BCFCCA obligations
- E. Disburse and record all financial obligations
- F. Collect and record membership dues
- G. Keeps the current membership list including names, addresses, phone numbers, and child care license numbers.
- H. Provide updated membership list to newsletter editor and referral agents bi-monthly
- I. Present the budget for the next fiscal year to the membership at the Annual Business Meeting
- J. Send membership information to CAFCC and NAFCC.
- K. Keep Treasurer's records of BCFCCA, including all bank statements and canceled checks and membership lists. All financial records shall be kept for eight (8) years.

- L. Books will be audited annually during the summer months following the end of the fiscal year. Treasurer will present books for Audit by the Audit Committee.
- M. At the end of office term all items under Treasurer shall be given to incoming Treasurer at the Treasurer workshop.
- N. Provide the Newsletter Editor with current information for the newsletter
- O. Shall chair or appoint chairperson to head membership committee
- P. Disseminate membership list to board members and to referral agents periodically.

State Representative/ Alternate State Representative to CAFCC

- A. Attends on behalf of BCFCCA at a minimum of eight CAFCC meetings per year
- B. Represent the views and desires of BCFCCA to CAFCC meetings
- C. Report in writing to the Executive Board and at the monthly membership meeting on the activities of CAFCC
- D. At the end of office term, all items mentioned under State Representative/Alternate State Representative shall be given to incoming State Representative/Alternate State Representative at State Representative/Alternate State Representative workshop.
- E. Provide the Newsletter Editor with current information for the newsletter

ARTICLE VI – COMMITTEES

The Executive Board shall establish the following or more committees as it deems necessary for the functioning of BCFCCA

- Membership Committee
- Education Committee
- Newsletter Committee
- Nominating Committee
- Fund Raising Committee
- Audit Committee
- Hospitality Committee
- Referral Committee

Membership Committee

The Membership Committee will be chaired by or appointed a chair by the Treasurer. The membership packet shall include a BCFCCA membership card, a welcoming letter, membership benefits of BCFCCA and information pertaining to the Colorado Association of Family Child Care (CAFCC) and the National Association for Family Child Care (NAFCC)

Education Committee

The Education Committee will be chaired or appointed a chair by the Vice President. The Education committee is responsible for providing training opportunities for members of BCFCCA. This includes keeping current on what is required for licensing, maintaining a

list and calendar of available training programs, publicizing training programs to the membership and selecting and arranging educational programs for the membership meetings. The Education Committee shall strive to make available to the members a variety of programs that are affordable to the members. The Education Committee shall provide documentation of members' participation in training programs conducted at membership meetings. The Education Committee shall work closely with the CAFCC Education Coordinator.

Newsletter Committee

Newsletter Committee will be chaired by the Newsletter Editor. The Newsletter Committee is responsible for producing a regular newsletter for BCFCCA. The frequency of the newsletter shall be determined by the Executive Board. The Newsletter Committee shall gather information, write the newsletter, and be responsible for printing and sending the newsletter to the membership. The newsletter may also be sent to non-members at the discretion of the Executive Board.

Nominating Committee

The Nominating Committee will be chaired by the Vice President. The Nominating Committee is responsible for submitting a list of nominees to the Executive Board by April 1. The nominees must be eligible for election to the Executive Board, willing to support the purpose of BCFCCA, and willing to serve in the office for which they are being nominated. The Nominating Committee shall nominate their list of nominees from the floor at the Annual Business Meeting.

Fund Raising Committee

The Fund Raising Committee will be chaired by or appointed a chair by the Vice President. The Fund Raising Committee is responsible for conducting at least one fund raising event per year. All fund raising plans must be approved by the Executive Board.

Audit Committee

The Audit Committee will be chaired or appointed a chair by the Treasurer. The Audit Committee is responsible for the annual auditing of the books in the summer following the close of the fiscal year. A minimum of 2 members, excluding the Treasurer, must audit the books. The audit committee should not include Executive Board members unless there are no other volunteers.

Hospitality Committee

The Hospitality Committee will be appointed a chair by the Vice President. The Hospitality Committee is responsible for providing refreshments and supplies, and helping to coordinate the food for the membership meetings, the annual conference and other events as needed.

Referral Committee

The Referral Coordinator and Referral Agents shall be appointed by the Executive Board. The referral committee shall be responsible for providing child care referrals to the general public from BCFCCA members who have spaces available.

Other Committees

The Executive Board may establish other committees as needed. The Executive Board shall define the purpose and duties of each committee and the length of time that it serves. The Executive Board may dissolve a non-standing committee at any time.

Appointment of Committee Chairpersons and Members

The Executive Board shall appoint committee chairpersons annually during summer months and fill vacant chairperson positions when needed. The committee chairperson shall select members for his/her committee and submit the committee members' names to the BCFCCA Secretary.

ARTICLE VIII – RELATIONSHIPS TO THE COLORADO ASSOCIATION OF FAMILY CHILD CARE AND THE NATIONAL ASSOCIATION OF FAMILY CHILD CARE

The BCFCCA is a local affiliate of CAFCC and of NAFCC and pays affiliate dues to both of the associations. The BCFCCA has representation at CAFCC and supports the purpose and function of both CAFCC and NAFCC. The BCFCCA shall keep its members informed of the activities of CAFCC and the NAFCC.

ARTICLE IX – AMENDING THE BYLAWS

The Bylaws can only be amended at the Annual Business Meeting. A notice of proposed changes to amend the Bylaws must be presented to the membership at least ten (10) days prior to the Annual Business Meeting. Failure of any member to receive notice of proposed changes does not invalidate final results of the vote. A two thirds (2/3) majority of the voting members present at the Annual Business Meeting is required to amend the Bylaws. The Bylaws Chairperson shall be available to consult with any member regarding proposed amendment to the Bylaws.

ARTICLE X – DISSOLUTION

The dissolution of BCFCCA shall be handled according to the Laws of Colorado pertaining to an incorporated, non-profit organization with consultation and advice of an attorney.