

Douglas County Child Care Association By-Laws

Approved February 9, 2016

ARTICLE 1. Name of the Organization

The name of this organization shall be Douglas County Child Care Association, herein after called DCCCA. The main office shall be located at the presiding President's home in Douglas County, State of Colorado.

ARTICLE 2. Purpose

- 2.1 To serve and act in behalf of the members who are licensed in-home family child care providers within Douglas County.
- 2.2 To support provider's efforts to serve all children requiring child care.
- 2.3 To provide education and training to family child care providers and other persons concerning all aspects of child care home services.
- 2.4 The promotion of communication among child care providers, officials, organizations, child care consumers, government agencies and all others which will enhance the general society's understanding of in-home family child care.
- 2.5 To improve public awareness of in-home family care providers as a positive professional group.
- 2.6 To promote high quality child care.

Function: DCCCA is a private non-profit organization which is not affiliated with the State of Colorado or any of its organizations, as such DCCCA has the right to accept or revoke membership based on the following by-laws.

ARTICLE 3. Membership and Dues

3.A In-home Family Child Care Provider

- 3.A.1 Must be licensed by the State of Colorado as in In-home provider and be a resident of Douglas County or close proximity.
- 3.A.2 May attend all meetings and vote on all issues.
- 3.A.3 Dues and fees shall be reviewed by the board in May of each year and presented to the general membership if dues/fees need to be increased.
- 3.A.4 Existing members who fail to renew their membership by June 30th will be charged an Administrative fee .
- 3.A.5 Members joining after January 1st will pay ½ of the current dues.
- 3.A.6 All members must sign the membership application yearly.

3.B Child Care Advocate

- 3.B.1 Will have access to all announcements of current activities.
- 3.B.2 May attend all meetings and activities sponsored by DCCCA.

ARTICLE 4. Meetings

4.A Monthly Association Meeting

- 4.A.1 DCCCA will offer classes to accommodate the hours required by Human Services.
- 4.A.2 All meeting topics, times, dates and locations will be sent by e-mail to its members.
- 4.A.3 Bringing children to meetings is strictly prohibited.
- 4.A.4 Notice shall be given to all members by either e-mail or by phone from their referral coordinator if cancellation of any meeting is necessary. If you are in question about a class during inclement weather, it is your duty to check your e-mail or call your referral or a board representative before you head to the class.
- 4.A.5 The Executive Board may call a special meeting of the general membership if necessary to discuss urgent matters.

4.B Executive Board Meetings

- 4.B.1 Board meetings will be held as needed.
- 4.B.2 All meeting topics, times, dates, and locations will be sent by e-mail.
- 4.B.3 Three (3) out of four (4) Executive Board members constitutes a quorum.
- 4.B.4 Board meetings are open to the general membership to attend.
- 4.B.5 If board decisions receive three (3) or more written objections by voting members within (30) days of the original decisions, the issue will be given to the general membership for vote.
- 4.B.6 Prior to setting up a board meeting all topics for discussion will be sent to the president for approval.

ARTICLE 5. The Executive Board

- 5.1 The Executive Board shall consist of the President, Vice President, Secretary, and the Treasurer.
- 5.2 Vacancies in any office will be filled by board appointment for the remaining part of the term.
- 5.3 Any Executive Board member will be subject to immediate removal from the Executive Board if she violates her membership and/or board responsibilities. The Executive Board member will be removed from office only after a majority vote of the Executive Board.
- 5.4 Three (3) Executive Board members will be co-signers of the Association's checking and/or savings account. **Only two (2) signatures will be required on Association checks.**
- 5.5 The Board may approve all transactions up to \$300.00 without member approval, but must have a Board quorum. \$300.00 will be the total monies whether it is accumulative (monthly) or one lump Sum.
- 5.6 May not serve as a referral agent.

ARTICLE 6. Executive Board Job Descriptions

6.A President Duties

- 6.A.1 Preside at all meetings possible.
- 6.A.2 Be responsible for approving events/classes/meetings and the agenda.
- 6.A.3 Maintain a working relationship with Human Services so that members can be informed of new regulations and/or changes in policy.
- 6.A.4 Ensure that the DCCCA functions within the limits of its budget,
- 6.A.5 Serve as ex-officio to all committees except the Grievance Committee.
- 6.A.6 Works with CAFCC to promote the welfare of in-home family child care.
- 6.A.7 To recruit new members by calling all newly licensed providers each month.

6.B Vice President Duties

- 6.B.1 Attend all meetings possible.
- 6.B.2 Preside over meetings when the President is absent.
- 6.B.3 Fulfill the responsibilities of the President, Secretary, or Treasurer in the event of absence or until a replacement can be found.
- 6.B.4 Will be aware of all business transactions concerning DCCCA.
- 6.B.5 Serve as Board Liaison to the Grievance Committee.
- 6.B.6 Will manage all referral agents business and responsibilities.
- 6.B.7 Will manage all volunteers and set up the various committee's.
- 6.B.8 Will be responsible for sign-in and issuing all credit hours at all events/classes/meetings.

6.C Secretary Duties

- 6.C.1 Attend all meetings possible.
- 6.C.2 Responsible for keeping attendance of DCCCA meetings.
- 6.C.3 Compose and keep copies of all correspondence.
- 6.C.4 E-mail board minutes by two (2) days after all board meetings for board's approval.

6.D Treasurer Duties

- 6.D.1 Attend all meetings possible.
- 6.D.2 Responsible for keeping accurate credits and debits in DCCCA accounts.
- 6.D.3 Be certain that all expenses are approved by the Executive Board.
- 6.D.4 Be certain that all single transactions exceeding \$300.00 are approved by the voting Membership.
- 6.D.5 Submit a Treasurer's report quarterly and at end of year.
- 6.D.6 Maintain and keep copies on file of all financial transactions and reports.
- 6.D.7 Collect and/or record all sources of income, such as membership fees, advertising fees, bank interest, refunds to DCCCA, etc.
- 6.D.8 Pay all debts in a timely manner.
- 6.D.9 Follow all procedures and policies of the CAFCC.
- 6.D.10 Ensure that the DCCCA operates within its budget.
- 6.D.11 Maintain cumulative totals of each budget category.
- 6.D.12 Prepare a budget analysis in April of each year to present to the membership for approval for next year's budget
- 6.D.13 Submit the books to the President at the beginning of fiscal year for audit.
- 6.D.14 Maintain the membership list.
- 6.D.15 Will be responsible for keeping the e-referral up to date.
- 6.D.16 Maintain the volunteer list and give to the Vice President to set up the committee's.

ARTICLE 7. Committee Coordinators, Referral Agents and State Representatives

7.A Committee decisions must be submitted to the Vice President so they can be presented to the Executive Board for final approval.

7.A.1 Grievance Coordinator

- 7.A.1.a See that all procedures are follow defined in the Grievance Policies.

7.A.2 Education and Training Coordinator

- 7.A.2.a Choose topics, speakers and locations for meetings and events and get Presidents approval.
- 7.A.2.b Submit written request for board approval on financial disbursements for speakers and classrooms.
- 7.A.2.c Confirm speaker before meeting and send out a thank you note after the meeting.
- 7.A.2.d Coordinate and plan any conferences and events.
- 7.A.2.e Report to the Secretary before each meeting with the topics and locations of the meetings for at least the next two (2) meetings.

7.A.3 Referral Agents

- 7.A.3.a Refer no more than three (3) names at a time, in a rotation manner to be fair to all members.
- 7.A.3.b Turn in copies of records monthly to the Vice President.
- 7.A.3.c Term can be reapplied for yearly.
- 7.A.3.d Can be replaced at any time by the Executive Board if the referral policies are not followed.
- 7.A.3.e Must attend at least two (2) meeting a year.

7.A.4 State Representatives

- 7.A.4.a There can be up to two (2) State Representatives.
- 7.A.4.b Dues to CAFCC will be paid by DCCCA.
- 7.A.4.c Mileage reimbursement of \$20.00 per meeting will be paid only for six (6) total meetings per year.
- 7.A.4.d Will contact the President of DCCCA with the dates of CAFCC meetings that will be attended beforehand.
- 7.A.4.e Be responsible for submitting a written summary of the State meeting to the DCCCA board for approval no later than two (2) days after the State meeting and will then be reimbursed for their mileage.

ARTICLE 8. Election of the Executive Board

8.A Elections will be held by email every year in April. President and Secretary will be elected at the same time. The following year, the Vice President and Treasurer will be elected. All officers will serve a term of two (2) years at a time.

8.A.1 Election Coordinator

- 8.A.1.a E-mail in April an application and description of the vacant Executive Board positions.
- 8.A.1.b E-mail in April a list of candidates and their "bio" that are running for office.
- 8.A.1.c E-mail in April the election ballot with the deadline date for e-mail and mail in ballots.
- 8.A.1.d All ballots must be submitted to the election coordinator by specified due date to be counted. Members will be notified of newly elected officers via email by May 1st.
- 8.A.1.e Cannot be a current Executive Board member or referral agent.

ARTICLE 9. Fiscal Year of DCCCA

9.A The fiscal year will begin July 1st and end on the following June 30th.

ARTICLE 10. Audit

10.A The financial records of DCCCA will be reviewed for correctness and completeness by an unbiased person.

ARTICLE 11. Review of the By-Laws

11.A Changes in the By-Laws must be done in accordance with the following procedures.

- 11.A.1 All proposed changes and original by-laws must go out by e-mail prior to voting on the changes.
- 11.A.2 There will be a time offered for discussion via email on all bylaw changes. All changes will be voted on by email.
- 11.A.3 DCCCA's by-laws are the rules that this association abides by. The rules contained in the current edition of "Robert's Rules" or other association by-laws should be used as a guideline only.

ARTICLE 12. Compensation, Gifts and Disbursements

12.A Association members may be compensated for substitute care while functioning on behalf of DCCCA on business approved by the Executive Board. Compensation rates must be submitted for approval by the Executive Board before business is transacted. Compensation rates will be reviewed yearly. The current compensation is \$10.00 or maximum of \$100.00 per day.

ARTICLE 13. Dissolution of DCCCA

13.A Dissolution of DCCCA will be recommended by an affirmative vote of three fourth (3/4) of the Executive Board and shall be submitted in writing to the voting membership. If the recommendation of dissolution of DCCCA is approved by the general membership, the executive Board shall after paying or making provisions for the payment of all the liabilities of DCCCA, dispose of all DCCCA assets to other child care organizations or county charities as the Executive Board shall determine.