

Douglas County Child Care Association By-Laws

Approved July 1, 2021

ARTICLE I. Name of 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 II. Purpose and Function

2.A Purpose

- 2.A.1 To serve and act on behalf of the members who are licensed family child care home professionals within Douglas County.
- 2.A.2 To support provider's efforts to serve all children requiring child care.
- 2.A.3 To provide education and training to family child care professionals and other persons concerning all aspects of child care home services.
- 2.A.4 The promotion of communication among child care professionals, officials, organizations, child care consumers, government agencies and all others which will enhance the general society's understanding of family child care home professionals.
- 2.A.5 To improve public awareness of family child care home professionals as state licensed early childhood caregivers and educators in a mixed age setting.
- 2.A.6 To promote high quality child care.

2.B Function

- 2.B.1 DCCCA is a private non-profit organization which is affiliated with the Colorado Association of Family Child Care, and as such DCCCA has the right to accept or revoke membership based on association by-laws.

ARTICLE III. Membership and Dues

3.A Family Child Care Home Professionals

- 3.A.1 Must be licensed by the State of Colorado as a family child care 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 Administration Fee.
- 3.A.5 Members joining after January 1st will pay ½ of the current dues.

3.A.6 All members must sign and renew the membership application yearly.

3.B Early Childhood Organizations

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 IV. Meetings

4.A Association Meetings

4.A.1 DCCCA will offer classes to accommodate the hours required by the Colorado Office of Early Childhood, Department of 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 email if cancellation of any meeting is necessary. If you are in question about a class during inclement weather, it is the members responsibility to check meeting status via email or call your board representative.

4.A.5 The Executive Board may call a special meeting of the general membership as 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 email.

4.B.3 Three (3) out of the four (4) Executive Board Members constitutes a quorum. If there is a tie, the Membership representative will cast the deciding vote. (See Membership Representative Duties). Absent of a quorum majority stands.

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.

ARTICLE V. The Executive Board

5.A.1 The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.

5.A.2 Vacancies in any office will be filled by Board appointment for the remainder of the term.

5.A.3 Any Executive Board member will be subject to immediate removal from the Executive Board if they violate membership and/or board responsibilities. The Executive Board member will be removed from office only after a majority vote of the Executive Board.

5.A.4 Three (3) Executive Board members will be co-signers of the Association's checking and/or savings account. Two signatures will be required whenever possible on Association checks.

5.A.5 The Board may approve all transactions up to \$300.00 without membership approval, but must have a board quorum/majority. \$300.00 will be the total monies whether it is accumulative

- (monthly) or one lump sum unless preapproved in fiscal budget.
- 5.A.6 May not serve as a referral agent.

ARTICLE VI. 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 the Colorado Office of Early Childhood, Department of Human Services so that members can be informed of new regulations, legislation, 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 the benefit of family child care home professionals.
- 6.A.7 Regarding networking, shall initiate and or respond to internal and external communications.
- 6.A.8 Audit DCCCA financial records regularly via bank statements and quarterly treasurer report.

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 committees.
- 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 at DCCCA meetings.
- 6.C.3 Compose and keep copies of all correspondence.
- 6.C.4 Email 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 quarterly treasurer reports to the DCCCA Executive Board.
- 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 Maintain the membership list.
- 6.D.10 Ensure that the DCCCA operates within its budget.
- 6.D.11 Maintain cumulative totals of each budget category.
- 6.D.12 Will be responsible for keeping e-referral up to date.
- 6.D.13 Maintain the volunteer list and give to the Vice President to set up committees.
- 6.D.14 Prepare and submit a new fiscal year budget analysis by July 15th for Executive Board and DCCCA membership approval.
- 6.D.15 Complete and file yearly, IRS non-profit tax return exemption form 990-N by July 31st.
- 6.D.16 Complete yearly the Colorado Secretary of State Periodic Report and submit with fees by July 31st.
- 6.D.17 Follow all procedures and policies of the CAFCC.
- 6.D.18 Complete and submit yearly to CAFCC, affiliate contract, group exemption form, affiliate office roster, and state membership form by August 31st. Submit payments for affiliate and membership dues by August 31st.

ARTICLE VII. Committee Coordinators, Referral Agents and State Representatives

7.A Grievance Coordinator

- 7.A.1 See that all procedures are followed as defined in the Grievance Policies.
- 7.A.2 Submit all decisions to Vice President.

7.B Education and Training Coordinator/Assistant

- 7.B.1 Choose topics, speakers, dates, times and locations regarding meetings/events for Presidents approval.
- 7.B.2 Submit written/email request for board approval on financial disbursements for speakers and classrooms.
- 7.B.3 Confirm speaker before meeting and send out a thank you note after the meeting.
- 7.B.4 Coordinate and oversee all meeting and event details.

7.C Referral Agents

- 7.C.1 Refer all available provider openings at a time, in a rotation manner to be fair to all members.
- 7.C.2 Submit copies of referral records quarterly to Vice President.
- 7.C.3 Referral agents will serve a term of two (2) years.
- 7.C.4 Term will be reapplied for every odd year.
- 7.C.5 Term may be suspended by the Executive Board for failure to follow referral policies.
- 7.C.6 Required attendance at two (2) DCCCA meeting per fiscal year.

7.D CAFCC State Representatives

- 7.D.1 There can be up to two (2) state representatives.
- 7.D.2 State membership dues will be paid by DCCCA.
- 7.D.3 Mileage reimbursement of \$20.00 per state meeting attended.

- 7.D.4 Will contact the President of DCCCA with the dates of state meetings that will be attended beforehand.
- 7.D.5 Be responsible for submitting a written summary of the state meeting to the DCCCA board for approval no later than seven (7) days after the meeting date for mileage reimbursement.

ARTICLE VIII. Election of the Executive Board

- 8.A Elections will be held every year in May. President and Secretary board position elections will be held every even year. Vice President and Treasurer board position elections will be held every odd year. All officers shall serve a term of two (2) years.
- 8.B Election Coordinator
 - 8.B.1 Email in April an application and description of the vacant Executive Board positions.
 - 8.B.2 Email in April a list of candidates and their "bio" that are running for office.
 - 8.B.3 Email in April the election ballot with the deadline date for email and mail in ballots.
 - 8.B.4 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 June 1st.
 - 8.B.5 Cannot be a current Executive Board member or referral agent.

ARTICLE IX. Fiscal Year of DCCCA

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

ARTICLE X. Audit

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

ARTICLE XI. Review of Bylaws

- 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 email prior to voting on the changes.
 - 11.A.2 There will be a time offered for discussion via email, in person, or virtual meeting on all by-law changes. Any changes will be voted on via 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 shall be used as a guideline only.

ARTICLE XII. 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 \$20.00 per hour or a maximum of \$160.00 per day.

ARTICLE XIII Dissolution of DCCCA

- 13.A Dissolution of DCCCA will be recommended by an affirmative vote of three fourths (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 after paying or making provisions for the payment of all of the liabilities of DCCCA, shall dispose of all DCCCA assets to other child care organizations or county charities as the Executive Board shall determine.