

# Douglas County Child Care Association By-Laws

*Approved June 2025*

## 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 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 **that** serve the families and the children requiring child care within Douglas County.
- 2.A.3 To provide education and training to licensed family child care professionals 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 licensed family child care home professionals.
- 2.A.5 To improve public awareness of licensed family child care professionals, as state licensed early childhood 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 in Douglas County, which is affiliated with the Colorado Association of Family Child Care. DCCCA has the right to accept or revoke membership based on association by-laws.

## ARTICLE III. Membership and Dues

### 3.A Licensed Family Child Care Home Professionals

- 3. A.1 Must be licensed by the State of Colorado as a family child care home provider. Only providers residing in Douglas County or close proximity will receive child care referrals from our Referral Agent(s).
- 3.A.2 May attend all meetings and vote on all issues.
- 3.A.3 Dues and fees shall be reviewed by the board annually, and presented to the members if dues/fees will be increased.
- 3.A.4 Existing members who fail to renew their membership by the **postmarked date of** June 30<sup>th</sup>, will be charged an Administration Fee.
- 3.A.5 Members joining after January 1<sup>st</sup> will pay ½ of the current dues.

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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 all 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 Coordinator will cast the deciding vote. 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, Treasurer and Membership Coordinator. All Executive Board members serve a two (2) year term.

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 their Executive Board responsibilities and/or bylaws. The removed Executive Board member will be removed from office after a majority vote if the Executive Board is in favor. If an Executive Board member has been removed from the Executive Board, they will only be permitted to serve in a non-elected position.

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- 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 serve as a referral agent, until a new one is appointed.

## **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 communication.
- 6.A.8 Audit DCCCA financial records regularly via bank statements and quarterly treasurer report.
- 6.A.9 Oversees the Treasury Duties, social media and the DCCCA website.

### **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 volunteer committees.
- 6.B.8 Oversees the Membership Coordinator and Referral Agents

### **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.C.5 Will be responsible for sign-in, time keeping and attendance at meetings, classes and events.
- 6.C.6 Issue credit hours for events/classes/meetings for approval by the President or Vice President.

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- 6.C.7 Maintain DCCCA Calendar and sending class/meeting/event and all deadline reminders.
- 6.C.8 Send a reminder for Review of Bylaws to Executive Board by in October.
- 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 **President and 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 Ensure that the DCCCA operates within its budget.
  - 6.D.10 Maintain cumulative totals of each budget category.
  - 6.D.11 Prepare and submit a new fiscal year budget analysis in July for Executive Board and DCCCA membership approval.
  - 6.D.12 Complete and file yearly, IRS non-profit tax return exemption form 990-N by due date.
  - 6.D.13 Complete yearly the Colorado Secretary of State Periodic Report and submit with fees by due date.
  - 6.D.14 Follow affiliate procedures and policies of the CAFCC

- 6.D.15 Complete and submit yearly to CAFCC,
  - CAFCC Affiliate contract
  - Group exemption form
  - Affiliate office roster
  - Secretary of State - Periodic report completed by due date.
  - Submit payments for affiliate and membership dues completed by due date.

## 6.E Membership Coordinator Duties

- 6.E.1 Accept Membership Applications
  - 6.E.1.A Collect membership fee's & deposit membership fee's
  - 6.E.1.B. Reporting membership fees collected to Treasurer
    - Copy of deposit slip
    - Deposit receipt (if deposited in person),
    - List of each fee paid & member's name
    - Source of payment: Cash, Check, Venmo or Zelle
- 6.E.2 Maintain the membership list.
  - 6.E.2.A Will be responsible for keeping e-referral up to date.
  - 6.E.2.B Maintain the volunteer list
- 6.E.3 Coordinate Volunteer Committees with the approval per committee by the President or Vice President

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6.E.4 In the event there is a tie, the Membership Coordinator will cast the deciding vote per (4.B.3)

## **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 President's 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 Referral agents will serve a term of two (2) years.

7.C.3 Term can be reapplied for every (2) years .

7.C.4 Term may be suspended by the Executive Board for failure to follow referral policies and bylaws.

7.C.5 Required attendance at two (2) DCCCA meeting per fiscal year.

7.C.6 Will submit reports quarterly to Vice President

7.C.6.A Quarterly Referral Numbers

- Provider Openings list
- Parent Referral Log

### **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 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 Election Schedule**

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- 8.A.1 Elections will be held annually.
- 8.A.2 President and Secretary elections will be held on even years.
- 8.A.3 Vice President, Treasurer and Membership Coordinator elections will be held on odd years
- 8.A.4 The Executive Board will send to all members prior to election:
  - Application
  - Description of duties for each open Executive Board position,
  - Info or guidelines for a short biography
  - Directions on where to submit potential applications along with their short biography.
- 8.A.5 The Executive Board will forward all nominee applications and short biographies to the Election Coordinator

## **8.B Election Coordinator**

- 8.B.1 The Election Coordinator is a neutral volunteer position, that facilitates a fair election. All current DCCCA elected or appointed positions within the association are not eligible to be an Elected Coordinator.
- 8.B.2 The Election Coordinator duties:
  - Determine the type of ballot
  - Create ballot with all nominees
  - Attach all nominees, biographies and position each nominee is running for.
  - Will specify the dates and location of where ballots will be received.
  - Send the completed ballots info and or link(s) to the Executive Board so everything can be sent to all members via the DCCCA email. (this is to ensure all members receive the ballots)
- 8.B.3 All election 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 **July 1<sup>st</sup>**.
- 8.B.4 The Election Coordinator will tally each vote that was submitted by the designated date and time, and then forward the newly elected result and any pertinent info needed to the Executive Board for the board to announce. Results will be announced on the date and time specified through email and the DCCCA website.

## **ARTICLE IX. Fiscal Year of DCCCA**

- 9.A The fiscal year ends on June 30<sup>th</sup>. The new fiscal year begins on July 1<sup>st</sup>.

## **ARTICLE X. Audit**

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

## **ARTICLE XI. Review of Bylaws**

## **11.A Procedures for Bylaw Changes**

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## **11.A.1 A Review of Bylaws to be conducted by the Executive Board annually.**

11.A. 2 Newly proposed bylaws will be emailed to all members and serve as a reference.

- There will be a period for review of proposed Bylaws.
- Please send all questions to the DCCCA email for clarification.
- Please send all requests for a discussion to the DCCCA email and a time will be offered.
- Voting information and ballot will be emailed to members.

11.A.3 Proposed Bylaw change(s), will be adopted once all votes casted have been counted and a majority of votes are in favor of change(s).

11.A.4 Steps can repeat if necessary.

11.A.5 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 Procedures for a dissolution of DCCCA**

13.A.1 Dissolution of DCCCA will recommend by an affirmative vote of majority of the Executive Board.

13.A.2 A proposal plan of dissolution shall be submitted in writing to members.

13.A.3 Members shall meet to vote approval of the dissolution of DCCCA (13.A.1) and plan of proposal (13.A.4) OR alternatively, members shall provide a unanimous written consent for the resolution.

13.A.4 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.