



Adams County Association of Family Child Care

BYLAWS Of the ADAMS COUNTY ASSOCIATION OF FAMILY CHILD CARE

ARTICLE I

Name

Section 1. The name of this association shall be known as The Adams County Association of Family Child Care (ACAFCO), which is a non-profit Association.

ARTICLE II

Location

Section 1. Operation of this corporation shall be carried on in Adams County, Colorado. The Board has the right to establish additional offices at any location within the U.S.A.

ARTICLE III

Purpose and Policy

Section 1. The purpose of this Association is to offer a support system for those involved in Licensed Family Child Care.

Section 2. The purpose of this Association is to increase the knowledge, abilities, professionalism, and self respect of the Licensed Family Child Care Providers through planned programs, workshops, other activities, and the sharing of ideas.

Section 3. The purpose of this Association is to aid the Family Child Care Provider in meeting the physical, emotional, and the social and cognitive development of their children in their care through planned activities and programs.

Section 4. The policy of this Association is to Acquaint the public, Colorado Department of Human Services, Family Child Care Providers and Family Child Care users to the needs, and potential of the Licensed Family Child Care Home.

ARTICLE IV

Membership and fees

Section 1. Classes of Membership:

- a. **Voting Membership** is available to all Licensed Child Care Providers residing in Adams County upon payment of fees and adherence to current Membership Committee procedures. Each voting member will be entitled to vote on any issue presented for a General Membership vote. All voting members have the right to run for an office, attend all General Membership meetings, open Board meetings, serve on Committees and have use of the referral services. **Voting members are responsible for providing a current copy of their renewed license within thirty (30) days of their license renewal to avoid removal from the Referral Line.** Voting Membership will be forfeited if the provider relocates out of Adams County, but may become a Child Care Advocate by written request and upon Board approval.
- b. **Non-Voting Members/Child Care Advocates:** Persons who are not licensed Family Child Care Providers, but are advocates of licensed family Child Care may, upon payment of fees, become nonvoting members. Non-voting members may attend all General Membership meetings and open Board meetings, and serve on, but not chair on such Committees, but may not make use of the referral services or run for office. Persons in the process of becoming licensed may join as advocates, and as soon as their license is obtained, their membership automatically becomes a voting membership.
- c. **Honorary Membership:** Persons who have contributed, either to ACAFCC or to the field of child care to the extent that the Board deems sufficient to confer honorary status, shall be honorary members. Honorary members may attend all General meetings and open Board meetings, **and serve on, but not chair on such Committees** but may not make use of the referral services or run for an office. Honorary members shall not have voting privileges, and shall not be assessed a fee.

Section 2. Fees will be determined by a majority vote of those present at any General Membership meeting. Fees are payable from July 1 through June 30, and will not be pro-rated except for new providers. Fees are not transferable, assignable or refundable.

Section 3. Each paid licensed member present shall have one vote on decisions requiring a vote. The majority decision determines the action taken by the Association. Absentee or Newsletter Mail-In Ballots will be accepted for major issues effecting the entire membership. Major issues will be determined by the Board. No proxy voting will be allowed.

Section 4. **Expulsion from Membership > An individual member may be expelled from membership if they tend to injure the good name of the ACAFCC, disturb its well being, and hamper in its works or fail to meet membership requirements. A majority vote of the Board of Directors will revoke membership.**

ARTICLE V

Fiscal Year

Section 1. The fiscal year (**Accounting Year**) of the Association shall begin July 1 of each year and end on June 30 of the following year. **The membership year of the Association shall begin June 1 of each year and end on May 31 of the following year, therefore all membership dues are to be paid in full by June 30th. New Board Members will take office on June 1st.**

ARTICLE VI

Board of Directors

Section 1. Number of Directors and terms:

- a. The property, affairs, and business of this corporation shall be managed by a Board of Directors of not less than five (5) persons. Except as hereinafter provided, the Directors shall be elected at the annual meeting of the General Membership, and each Director shall serve for one year and until his or her successor be elected and qualify. No Director shall serve more than two (2) consecutive two (2) year terms in one office.

Each Director shall be elected in the following years:

<u>Even Years</u>	<u>Odd Years</u>
President	First Vice President
Second Vice President	Secretary
Membership Coordinator	Newsletter Coordinator
Treasurer	Publicity Coordinator
Referral Coordinator	State Representative
Training & Education Coordinator	

- b. The number of Directors may be increased or decreased from time to time by an amendment to these Bylaws. Any increased number of Directors shall be elected by the members at the next General Membership meeting, or at a special meeting called for that purpose.

Section 2. Voting:

- a. Each member of the Board has one vote except the President. The President may only vote to break a tie on a Board decision.
- b. All Board Members will be notified of the scheduled Board meetings. Fifty percent (50%) of the voting Board Members constitute a quorum.
- c. A phone vote may be utilized when a Board meeting cannot be held. A decision to hold a phone vote will be made by the majority of the Board. The President shall conduct the phone vote, and must abide by confidentiality regarding each individual's vote. The results of the phone vote will

be recorded on the next General Membership meeting's agenda.

Section 3. Qualifications, Resignations, Vacancies, and Removal:

- a. No Board Member may be elected to more than one office concurrently **with the exception of the President all other Board Members may be on or Chair a Committee.**
- b. The President may not chair any Committee.
- c. Vacancies occurring on the Board of Directors shall be temporarily filled by the Second Vice-President **unless otherwise noted in the duties of the officers.** The vacancy shall be voted on by the membership in attendance at the next General Membership Meeting, and the election will be held in accordance with the Nominating Committee Procedures.
- d. Written resignation must be given to the membership through the Board. It must be read at the next General Membership meeting, with personal references and titles excluded. A written verification will be sent by certified mail to the resignee within ten (10) working days excluding holidays and weekends, of the individual's resignation notice.
- e. Removal of Directors shall be pursuant to the manner prescribed and permitted by the provisions of the Statutes of The State of Colorado. A two-thirds majority vote by secret ballot at a Board of Directors meeting may request voluntary resignation of an officer. If resignation is not tendered, the Grievance Committee shall respond to charges of misconduct dereliction of duty, and/or request for recall election.

Section 4. Meetings of Directors:

- a. The Board of Directors will meet at least once every three (3) months. Each Board Member must attend at least sixty percent (60%) General Membership meetings per term and at least seventy percent (70%) of the Board meetings per term. The President may determine that extenuating circumstances merit waiving of this requirement.
- b. The President shall make available to any member, upon request, the dates and times of all Board meetings.

Section 5. Emergency Procedures: When an emergency situation arises that is not covered in the Bylaws, the Board will be allowed to make a temporary decision until the next General Membership meeting.

ARTICLE VII

Officers

Section 1. The officers of the corporation shall consist of President, First Vice-President, Second Vice-President, Secretary, Treasurer, ~~Membership Coordinator, Referral Coordinator, Newsletter Coordinator, Publicity Coordinator, two (2) CAFCC State Board Representatives and Training and Education Coordinator.~~ These officers shall constitute the Board of Directors. All Board of Directors shall be voting Association Members.

Section 2. Duties of Board of Directors:

- a. President: (Elected Even Years)

1. Serves as Chairperson of the Board of Directors.
 2. Initiates and/or responds to internal and external communications.
 3. Acts as a liaison between the ACAFCC and interested parties.
 4. Appoints representatives to handle pertinent Child Care matters.
 5. Prepares meeting agendas and presides at Board and General Membership meetings.
 6. Maintains communication with all Board Members.
 7. Coordinates Committee work with the First Vice-President.
 8. Serves as ex-officio member of all Committees, except Nominating, Grievance, Finance, and Bylaw Committees.
 9. Shall be co-signer of all Association checks.
 10. Shall attend at least two (2) State Association (CAFCC) meeting per ACAFCC's fiscal year whether or not an ACAFCC State Representative has been appointed.
 11. Shall track and maintain a sign-in and out log of all items belonging to ACAFCC.
- b. First Vice-President: (Elected Odd Years)
1. Shall, in the absence, disabilities, or vacancy of the President, perform the duties and exercise the powers of the President.
 2. Will work closely with other Board Members, to guide and assist them in their performance of duties.
 3. Acts as liaison between ACAFCC and interested parties.
 4. Shall conduct bi-annual (2 times per year) review of the Accounting books with the Treasurer and the Second Vice-President.
 5. Shall be co-signer of all Association checks.
 6. Works with the President to organize the Committees by assisting the Chairpersons in conducting the initial Committee meeting, and acts as a consultant in the Committee's progress throughout the year. Shall also maintain and issue all Committee's Chairpersons' files.
 7. Maintains and stores all ACAFCC Master Committee files.
 8. Shall attend at least one (1) State Association (CAFCC) meeting per ACAFCC's fiscal year if an ACAFCC State Representative has NOT been appointed.

9. Shall be Newsletter Editor if no member has been appointed to the position.
- c. Second Vice-President: (Elected Even Years)
1. Shall act as Parliamentarian and should be available for consultation for Board meetings, General Membership meetings, and Committee meetings in this capacity.
 2. Shall hold any office temporarily with the exception of the Presidency.
 3. Shall conduct bi-annual (2 times per year) review of the Accounting books with the Treasurer and the First Vice-President.
 4. Shall attend at least one (1) State Association (CAFCC) meeting per ACAFCC's fiscal year if an ACAFCC State Representative has NOT been appointed.
 5. Shall be Referral Coordinator if no member has been appointed to the position.
 6. Shall be Publicity Coordinator if no member has been appointed to the position.
- d. Secretary: (Elected Odd Years)
1. Shall maintain, preserve, and make available upon request the minutes of all open meetings and monthly expenditure reports.
 2. Shall carry on correspondence as required by the Association.
 3. Shall attend at least one (1) State Association (CAFCC) meeting per ACAFCC's fiscal year if an ACAFCC State Representative has NOT been appointed.
 4. Shall be Training & Education Coordinator if no member has been appointed to the position.
- e. Treasurer: (Elected Even Years)
1. Shall be co-signer of all Association checks.
 2. Shall keep accurate account of all receipts, disbursements and books belonging to and provided by the Association and shall deposit all monies in the bank designated by the Treasurer.
 3. All disbursements for the Association shall be made by check for the functioning of the Association.
 4. Shall make written bi-monthly expenditure reports to the Secretary and newsletter.
 5. Shall conduct bi-annual (2 times per year) review of the Accounting books with First Vice-President and Second Vice-President.
 6. Shall attend at least one (1) State Association (CAFCC) meeting per ACAFCC's fiscal year if an ACAFCC State Representative has NOT been appointed.
 7. Shall be Membership Coordinator if no member has been appointed to the position.

Section 3. Appointed Members: All positions stated below in Duties shall be appointed by the Board of Directors by a majority vote. Any member wishing to be appointed to any position must submit in writing a letter of interest to the President of ACAFCC. All letters of interest will be read and voted on at the next Board meeting from when letter of interest was submitted. All appointed members shall attend at least one (1) Fall and one (1) Spring Board meeting of their choice. All appointed members are one (1) year terms (June 1st thru May 31st).

Section 4. Duties of Appointed Members:

- a. Membership Coordinator: ~~(Elected Even Years)~~
 1. Keeps track of all memberships – paid, grants, advocates, honorary
 2. Makes sure all fees have been collected and license is current at time of request for membership. Voting members are responsible for providing a current copy of their renewed license within thirty (30) days of their license renewal to avoid removal from the Referral Line. The membership Coordinator, or a person designated by the Membership Coordinator, will contact (by mail, email or telephone) the voting member prior to the end of the thirty (30) day grace period to request a current copy of the renewed license. (Approved 11/19/07)
 3. Distributes membership cards to all members
 4. Keep and update members list as needed
 5. Update Referral Coordinator, Newsletter Editor and Training and Education Coordinator as members list change
 6. Must have an email address to be connected to website for membership inquiries
 7. If term is not completed or no one is elected to this position, Membership Coordinator transfers to Treasurer
 8. Must be able to use a computer and know Windows Excel program
- b. Referral Coordinator: ~~(Elected Even Years)~~
 1. If the two year term is not completed, the transfer of the phone information will be transferred to the Second Vice-President.
 2. If term is not completed or no one is elected to this position, Referral Coordinator transfers to Second Vice President
 3. Shall chair the Referral Committee and be bound by the Referral Committee Procedures.
- c. Newsletter Coordinator: ~~(Elected Odd Years)~~
 1. Shall be responsible for coordinating, typing, and mailing all Association newsletters.

2. Shall be responsible for coordinating with the website administrator when the newsletter is to be posted on the website.
 3. Shall have use of a computer and email for producing ACAFCC's newsletter
 4. If term is not completed or no one is elected to this position, Newsletter Coordinator transfers to First Vice President
 5. Shall have the right to form a Committee to help in performing the duties of office.
- d. Publicity Coordinator: ~~(Elected Odd Years)~~
1. Shall chair the Publicity Committee and be bound by the Publicity Committee Procedures.
 2. If term is not completed or no one is elected to this position, Publicity Coordinator transfers to Second Vice President
- e. State Representatives: ~~(Elected Odd Years)~~
1. Shall attend State Board meetings and participate as a member.
 2. It is the responsibility of each State Representative to arrange an appropriate alternate in the event that s/he can't attend a State meeting.
 3. Shall act as a liaison between the state and county Associations.
 4. Shall give reports to the Newsletter Officer, and at the General Membership meetings.
 5. If term is not completed or no one is elected to this position, State Representative transfers to the whole Board of Directors
- f. Training and Education Coordinator: ~~(Elected Even Years)~~
1. Responsible for coordinating upcoming training and informing Board Members, membership, and newsletter concerning upcoming training.
 2. Shall notify all members with email addresses notification of all upcoming trainings and newsletter posting to website.
 3. Shall work with website administrator and the Newsletter Editor to keep all information on website up to date.
 4. Be bound by Training and Education Procedures.
 5. If term is not completed or no one is elected to this position, Training and Education Coordinator transfers to Secretary

ARTICLE VIII

General Membership Meetings

Section 1. General Membership meetings shall be held at least ten (10) times a year. The meetings shall fulfill the purpose and policies as outlined in Article III.

Section 2. The annual meeting shall be in May of each year. This meeting shall be for the election and installation of officers. Newly elected officers shall take office effective June 1.

Section 3. The Board has the right to decide if special activities will be open or closed to non-members.

Section 4. Each member entitled to vote at any meeting shall be given in person, or by mail, or by telephone, or by email, or by facsimile notice of the purpose or purposes, and the time and place within or outside the State of Colorado of every meeting of the General Membership. Such notice shall be delivered not less than ten (10) days or more than fifty (50) days before the meeting. No publication of the notice of the meeting shall be required. A member may waive the notice of meeting by attendance at the meeting, in person, or by so stating that the meeting was not lawfully called or convened shall not, however, constitute a waiver of notice, except where otherwise required by law, notice need not be given of any adjourned meeting of the members.

Section 5. **Quorum:** A quorum at all General Membership meetings shall consist of **five percent (5%) of all the existing voting members** in addition to current officers.

Section 6. Location of Meetings: General Membership meetings shall take place at the place designated in the Notice of Meeting.

ARTICLE IX

Committees

Section 1. The Board shall form such standing Committees as it deems necessary for the functioning of the county Association. These Committees shall be formed ~~at the first fall meeting on an as needed basis~~, with the exception of the Referral Committee. Each Committee shall be governed by its own written Committee procedures, which must be approved by the Board of Directors. The minutes and important records of each meeting shall be filed with the First Vice-President and Chairperson for that Committee. Standing Committees shall include, but not be limited to, the following:

- a. The Grievance Committee shall arbitrate grievances within the Membership of the ACAFCC. It shall consist of five non-Board Members.
- b. The Nominating Committee shall handle all voting procedures. It shall consist of five members, including no more than two Board Members.
- c. The Publicity Committee is chaired by the elected Publicity Chairperson. It shall handle publicity in accordance with the purposes and policies of the ACAFCC.
- d. The Referral Committee is chaired by the elected Referral Coordinator. It shall consist of the Referral Coordinator and ~~a Back-up and~~ one Area Head Referral and Back-up for each area in Adams County.
- e. The Education and Training Committee shall be chaired by the appointed Chairperson. This Committee will assure that a training program is provided.

- f. The Bylaw Committee shall consist of five members, including no more than two Board Members. This Committee shall annually review the existing Bylaws and, if necessary, present recommendations to the membership for consideration of any changes. It shall work closely with the Second Vice-President for interpretation of the Bylaws. All changes ~~and approval of changes~~ needing to be ~~done by the April General Membership Meeting~~ voted on shall be submitted to the Newsletter Editor by the 15th of March to be inputted by the April Newsletter for May meeting voting. All changes will be voted on at the Annual May Membership Meeting.
- g. The Membership Committee shall be formed to coordinate membership recruitment and benefits.
- h. The Fund Raising Committee will be formed to raise funds to support the ACAFCC and its endeavors.

Section 2. Ad-hoc Committees: Ad-hoc Committees shall be appointed to meet a specific and limited purpose. The President and/or Vice President shall appoint such ad-hoc Committees as circumstances require. Each Committee shall elect its own Chairperson and Secretary. Minutes of meetings shall be made in triplicate: one given to the ACAFCC Secretary, one to ACAFCC First Vice-President, and one to the Committee files.

ARTICLE X

Compensation, Gifts, and Disbursements

Section 1. Association Members may be compensated for substitute care and actual receipted expenditures incurred while functioning on behalf of the Association. Compensation rates and policies shall be established by the Board prior to the first fall meeting and made available to the membership via the newsletter.

Section 2. Members of the Board may accept on behalf of the Association any gifts or contributions.

Section 3. All funds of the corporation shall be deposited to the credit of the corporation.

Section 4. Any expense incurred on behalf of ACAFCC under \$50 requires approval by the President.

Section 5. Any expense incurred on behalf of ACAFCC over \$50 requires approval by the Board of Directors.

ARTICLE XI

Amendments

Section 1. These **Bylaws may be amended by a two-thirds (2/3) majority vote of the voting membership present and voting at any regular monthly meeting**, provided the amendments are submitted to the membership at least ten (10) days in advance of the meeting. Failure of any member to receive such notice shall not invalidate amendments to the Bylaws. ~~Amendments approved by voting procedures shall take affect immediately.~~

ARTICLE XII

Dissolution

Section 1. Dissolution of the corporation shall be conducted in the manner prescribed and permitted by the provisions of the Statutes of the State of Colorado.

Section 2. Upon dissolution of the corporation, and after payment of any corporate debts, all monies remaining will be given to a charitable organization to be selected by the Board of Directors.

ARTICLE XIII

Rules

The rules contained in the current edition of “Robert’s Rules of Order, Newly Revised” shall govern in all cases to which they are applicable and in which they are not inconsistent with the Corporate Articles of Incorporation or Bylaws, or with the statutory provisions of the State of Colorado, or with any special rules of order which the corporation may adopt.

Revised:	04-04-88	Approved:	05-17-88	Tri-Year Review:	01-08-92
	02-17-89		04-18-89		02-20-95
	11-12-89		02-20-90		02-27-06
	01-23-91		04-16-91		
	01-08-92		02-18-92		
	02-03-94		04-19-93		
	08-2005		03-21-94		
	02-15-06		02-20-95		
	06-2007		02-27-06		
			03-21-06		
			11-19-07		