

Broomfield Child Care Association Bylaws

ARTICLE I NAME OF ORGANIZATION

The name of the organization shall be called the Broomfield Child Care Association, hereinafter called BCCA.

ARTICLE II PURPOSE

The BCCA is organized for the promotion of community welfare, including for such purposes:

1. The promotion of community welfare through organization and education of childcare providers and other persons concerning all aspects of child care services.
2. The promotion of high standards and furthering awareness of child care providers as a positive professional group.
3. The promotion of communication among child care providers, organizations, child care consumers, government agencies and others to enhance society's understanding of child care to the end that child care providers and society as a whole will be benefited thereby.

ARTICLE III MEMBERSHIP AND DUES

Section 1 Types of Membership

A. Voting Membership

Voting membership is available to all licensed child care providers upon payment of dues. Each voting member will be entitled to one vote on any issue presented for general membership voting. Voting members may attend all board meetings of BCCA and may serve on committees. Voting membership is entitled to be included on our referral list if their license is in good standing and current with the state. Membership also includes free admission to all monthly general membership association meetings/training sessions. Providers with a license not in good standing with the state will be removed from the referral list and then returned once their license is removed from probationary status.

B. Child Care Advocate Membership

Persons who are not licensed child care providers, but are advocates of licensed childcare, will present to the Board, their written request for advocate membership. A majority vote of the Board of Directors will admit any interested person to advocacy membership. Advocate membership entitles free admission to all general membership meetings and inclusion on the association's mailing list to receive any Association Publications.

Section 2 Resignation from Membership

Any member may resign by filing a written resignation with the Secretary. The resigning member will not be relieved of assessment of accrued charges, if any. Neither fees nor dues will be refunded.

Section 3 Expulsion from Membership

An individual member may be expelled from membership if they tend to injure the good name of the BCCA, 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.

Section 4 Transfer of Membership

Association membership is not transferable.

Section 5 Dues

Dues will be paid on an annual basis. The membership year runs from June 1 through May 31. Dues may be paid anytime during the year, however, membership renewal date is June 1. Those that have not been a member for one full year will be considered a new membership. Annual dues must accompany a completed membership form and listing the provider's child care license number from Colorado Department of Human Services. Dues can be sent to the BCCA PO Box, paid through the BCCA Website, or paid in person. Dues are non-refundable. Dues shall be determined by a majority of those casting votes at the June annual general membership meetings. Payment of dues does not constitute a contract between members and BCCA.

Section 6 Cost of attendance for monthly meetings/trainings

Providers that have not been a member for one full year are considered new members and can attend one monthly meeting free of charge with a cost of \$5.00 per meeting/training thereafter. These fees will not be used towards membership.

Section 7 Honorary membership

Persons who have contributed, either to BCCA 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 will have the same benefits as voting members but will not pay any dues for membership.

Section 8 Elected Officers dues

Elected Officers of BCCA will be compensated for their year of service by a free year of membership dues for each year of their service.

ARTICLE IV ELECTED OFFICERS OF THE EXECUTIVE BOARD

Section 1 Executive Board

The officers of the Executive Board will be: President, Vice-President, Secretary, Treasurer, and Current past President for one year technical assistance when requested and available.

Section 2 Duties of Officers

A. President

1. Shall serve as philosophical leader of BCCA.
2. Shall serve as chairperson of the BCCA Executive Board, BCCA Board of Directors, June annual general membership meeting and all regular monthly meetings.
3. Shall act as liaison between BCCA and interested parties and shall initiate and/or respond to internal or external communication.
4. Shall appoint representatives to handle pertinent childcare matters.
5. Shall coordinate BCCA committees.
6. Shall serve as ex-officio member of all committees, except nominating.
7. Shall provide one-year technical assistance to the elected successor.
8. Shall arrange for monthly meeting speakers.
9. Shall write and turn into the Newsletter Editor the "President's Article" according to the timetable set forth by the Newsletter Committee.
10. Shall have name on signature card with the bank that holds the BCCA accounts and have access to review bank account online.

B. Vice- President

- 1. Shall assume the duties of the President in the absence of the President.**
- 2. Shall serve as Parliamentarian.**
- 3. Shall be the chairperson of the Audit Committee and shall deliver the Audit Committee report to the Board of Directors.**
- 4. Shall publicize BCCA, to the Community after receiving prior approval from the Board of Directors.**
- 5. Shall provide technical assistance to the elected successor as need or requested.**

C. Secretary

- 1. Shall record minutes and take attendance at BCCA meetings.**
- 2. Shall handle correspondences and prepare minutes of BCCA meetings and submit for approval at the regular monthly meeting. Upon approval the minutes will be published in the Newsletter and posted on the Website.**
- 3. Shall handle special mailings and phone tree as necessary.**
- 4. Shall maintain records of BCCA business except those designated to other persons by the Board of Directors.**
- 5. Shall maintain and bring to meetings an up-to-date membership list.**
- 6. Shall maintain and bring membership packets to the regular monthly meetings.**
- 7. Shall input and process all incoming memberships and turn over funds to the Treasurer.**

D. Treasurer

- 1. Shall accept and account for all finances of BCCA, except those designated to another person by the Board of Directors.**
- 2. Shall handle all dispositions of funds except those designated to some other person by the Board.**
- 3. Shall be responsible for the annual audit of books, which must be completed within three (3) months after the close of the fiscal year.**
- 4. A monthly financial statement shall be recorded and submitted to the Secretary.**
- 5. Shall be responsible for reporting annually to the Internal Revenue Service in compliance with their regulations.**
- 6. Shall be responsible for filing corporate papers in a timely manner.**
- 7. Shall serve on the Finance Committee.**
- 8. Shall be responsible for obtaining a current membership list from the Secretary monthly.**

9. Shall not pay expenditures of more than \$300.00 without approval of the voting membership by vote at a regular monthly meeting or by line item on the Budget.
10. Shall have access and current knowledge of computers and financial software.

E. Current Past President

The current Past President is to offer to provide one year of technical assistance to the newly elected President and serve for one year on the Board of Directors when requested and available.

Section 3 Responsibilities of Executive Board

1. Shall uphold the highest standards of Licensed Child Care.
2. There will be a transition period, during which time the outgoing Executive Board Members shall assist the newly elected Executive Board Members in assuming their duties and in the interpretation of policy.
3. All outgoing Board Members agree to turn over any and all materials related to that Board Position to the incoming Board Member.
4. Executive Board Members are required to attend at least 3 Board meetings, which are held quarterly. Executive Board Members are also required to attend at least 50% of monthly meetings/trainings per year.

Section 4 Qualifications of Office

To be eligible for election to the Executive Board, a candidate must have been a Member of BCCA for at least three months prior to the election date and hold a current State of Colorado Child Care License. The license of the members 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 5 Resignation of Executive Board Member

An Executive Board Member shall submit a written resignation to the Secretary, and notice of resignation will be announced at the next regular meeting.

Section 6 Vacancies of Executive Board

Vacancies in an office shall be filled by appointment of the Board of Directors until a Special Election is held.

ARTICLE V. ELECTION

Section 1 Nominees

The Board of Directors shall appoint a nominating committee. All nominees shall be BCCA members in good standing. The nominating committee shall prepare a list of nominees. The list shall be presented to the voting membership at least ten (10) days prior to the June meeting. Failure of individual members to receive notice and/or ballot shall not invalidate election results. Nominations will be accepted from the floor at the March, April and May meetings.

Section 2 Elections

The elected officers of the BCCA shall be the President, Vice- President, Secretary and Treasurer.

Section 3 Special Elections

Notice of special elections shall be included in the Newsletter. Nominations shall be taken from the floor and the election shall be held at the next regular scheduled meeting.

Section 4 Terms of Office

Executive Board Members shall serve staggered two-year terms. The President and Treasurer shall be elected in odd numbered years. The Vice President and Secretary shall be elected in even numbered years. Officers shall take office at the close of the June meeting. A member may serve two consecutive terms per office. If you have served for two consecutive terms, you can run for President or you must take the standard one year off the Board before running for another position. The President can only serve two terms as President and then must be off the Executive Board for one year before running for election for any position again. A member may serve more than four years only if they were appointed to fill an uncompleted term and then were elected to the position for two full terms.

Section 5 Removal of Officers

A member of the Executive Board may be removed from office by a unanimous vote of the remainder of the Board of Directors. The Board of Directors will consider hardship conditions and extenuating circumstances in deciding on removal of an Executive Board Member. The causes for removal may include, but not limited to chronic non-attendance at membership meetings or Executive Board meetings,

Non- Performance of the duties of the office, injuring the good name of BCCA, disturbing it's wellbeing, hampering BCCA in its work, or failing to meet membership requirements of BCCA, and/or not meeting qualifications for office as listed in ARTICLE IV, Section 4.

ARTICLE VI MEETINGS

Section 1 Annual General Membership

An Annual general membership meeting will be held each year in June at which time the following will be observed:

- A. The meeting will be open to all members.**
- B. Voting Members present shall vote on any bylaw revisions and shall elect the Executive Board Members of BCCA in accordance with ARTICLE V.**

Section 2 Regular Monthly Meetings

Regular monthly meetings will be held the second Tuesday of every month from 6:30 –9:00 PM. Business meetings will be held beginning at 6:30 PM and Workshop for renewal credit to follow unless otherwise announced. Announcement of meeting dates, time, place and speaker will be listed in the Newsletter and on the website.

Section 3 Special Meetings

The President may call special meetings of the membership, with the agreement of two members of the Board of Directors.

Section 4 Notice of Special Meetings

A notice stating the place, date and time of any meeting of the membership shall be delivered either in person, by mail, by telephone, or by email to every member entitled to vote. Such notice shall be delivered not less than five days prior to the meeting.

Section 5 Quorum

A minimum of seven voting members with at least two Executive Board Members represented shall constitute a quorum at any meeting. If a quorum is not present at a meeting, the majority of the voting members present may vote to adjourn the meeting.

ARTICLE VII BOARD OF DIRECTORS

Section 1

The Board of Directors of BCCA shall consist of the Executive Board and the Executive Committee.

Section 2 General Powers

The Board shall manage the affairs of the BCCA.

The Board shall have the ability to do the following:

- A. Vote on matters of policy and make and/or change policy.
- B. Serve on and/or establish committees.

Section 3

- A. Committees and committee chairpersons will be appointed as needed by the Executive Board.
- B. Committee chairperson vacancies shall be filled by appointment of the Executive Board.

ARTICLE VIII COMMITTEES

The Executive Board shall appoint the committee chairperson, and the President shall be ex-officio member of all committees, except nominating. All committee members serve a term of one year or until successors are appointed. Committee Chairpersons shall be the Executive Committee and serve on the Board of Directors with the Executive Board. Each committee chairperson shall oversee the fiscal responsibilities of their committee. Each committee shall be governed by their own written procedures. These procedures must be in accordance with current BCCA bylaws and policies, and be approved by a majority vote of BCCA voting members at a regular monthly meeting.

Section 1 Standing Committees

The Board of Directors shall establish such standing committees as it deems necessary for the function of BCCA. The following are the names and definitions of the standing committees.

A. Finance Committee

The Finance Committee shall be made up of a minimum of three members, including the Treasurer. It is the responsibility of the Finance Committee Chairperson to see that all the responsibilities are carried out. Responsibilities are as follows;

1. Shall research and recommend annual BCCA budget projections and publish this budget in the newsletter annually.
2. Shall review BCCA expenses quarterly.
3. Shall develop payment schedule for predictable bills, such as Liability Insurance, subscriptions, tax payments, advertisements, and all such payments as needed.
4. Shall make sure the Treasurer files taxes in a timely manner.
5. Shall evaluate proposed new major expenses in relation to the current or future budgets
6. Shall review Treasurer's ledger and checkbook.
7. Shall review and advise on all contracts (except for membership) prior to any person entering an agreement or contract on the behalf of BCCA.

B. Newsletter Committee

1. Shall be responsible for the publishing of the newsletter. Newsletter Editor shall submit the Newsletter for proofreading and approval to two appointed members of the committee and the President before it is sent to the printer.
2. The Newsletter editor shall be selected from within the committee.
 - a. Shall pursue and coordinate information from all pertinent sources related to childcare.
 - b. All articles or reports submitted to the Newsletter editor are to be printed as received and must include the name of the person submitting the article. Should any changes need to be made such as spelling or grammar the person submitting the article will be notified of the needed changes and must approve the corrections before their article will be included in the Newsletter.
 - c. Shall refer any questionable submissions to the Newsletter committee for review before printing it in the Newsletter.
 - d. Shall prepare the approved Newsletter, deliver to printer, prepare and attach mailing labels, deliver Newsletter to the Post Office, post the Newsletter on the Website in a PDF file and email it in a PDF Acrobat Reader file to all members who sign up for the Newsletter to be delivered in this form.
3. The Newsletter Committee shall seek appropriate advertisers to advertise in the Newsletter to help defray the cost of the Newsletter.
4. The Newsletter is to be published every odd month and the deadline for article submission is the 15th of every even numbered month. The deadline for reports from committees and Executive

Board members is three days after the meeting on the even month to allow for inclusion of materials covered in the monthly meeting.

C. Nominating Committee

This committee shall consist of five members, including no more than two of the Executive Board. They shall be responsible for acquiring nominations for election to offices. The President is not ex-officio of the committee. No member of the Nominating Committee may be a candidate for BCCA office. All voting members have the right to submit names of members for nomination. The Nominating Committee shall submit the candidates' names for the ballot. They shall see that the ballot is prepared and mailed at least 10 days prior to the June meeting. Nominations from the floor will be accepted at the March, April and May meetings. Write-in candidates are acceptable. Proxy voting is not accepted. One member of the Nominating Committee shall chair the Ad Hoc Teller Committee which will consist of two additional voting members at large who are not nominees on the ballot.

D. Benefits Committee

This committee shall compile information on benefits available to members such as insurance, discounts, products or services. The committee shall inform membership of available benefits through the newsletter, meetings and/or website. This committee shall actively seek out new benefits for the membership, subject to Board approval.

E. Sunshine Committee

This committee shall be responsible for name tags for meetings and sunshine duties such as greeter at monthly meetings, sending cards to members in need of support, etc.

F. Bylaws Committee

A minimum of three voting members, in addition to representatives of the Executive Board, shall annually review the existing bylaws. Recommendations for proposed bylaw changes must be in accordance with ARTICLE VI Section 1 and ARTICLE X AMENDMENTS OF BYLAWS.

G. Referral Committee

The Committee Chairperson shall act as the Referral Coordinator and as needed appoint committee members with the approval of the Executive Committee to do the job of Referral Person for areas served by BCCA.

The Referral Chairperson shall maintain a list of current members. Recruit members to become referral providers and train them to do the job. Shall handle complaints concerning referral providers with the help of the Executive Board and report complaints and findings to the Board of Directors.

- 1. Referral Coordinator shall be responsible to keep a current list of member openings in their area by contacting the members on their list once a month by phone, personal contact at regular monthly meetings or email.**
- 2. Shall record the name and phone number of prospective client, the number and ages of children needing care, the school area needed if applies, zip codes care is requested in, any state assistance programs client is participating in, or any other special needs.**
- 3. Shall give out the first and last name, phone number, major cross streets, zip code, license number, area and environmental preference information of voting member providers with openings to prospective clients.**
- 4. Shall keep a record of the number of calls received within each month, number of children needing placement and their ages, whether care was for full time or part time, how referral was obtained, and names of providers given.**
- 5. Shall always give out BCCA's, CAFCC's and the local Resource and Referral websites and phone numbers to prospective clients.**

Section 2 Ad Hoc Committees

Ad Hoc Committees shall be appointed by the Executive Board to meet specific and limited purposes as necessary.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "ROBERTS'S RULES OF ORDER" shall govern BCCA in all cases to which they are applicable and not inconsistent with the bylaws or any special rules of order BCCA may adopt. BCCA's copy of "ROBERTS'S RULES OF ORDER" shall be held by and passed on to the current Vice President of BCCA. It is the duty of all Executive Board members to familiarize themselves with these rules so that all things will be done decently and in order. In the event of a challenge to the rule of order used at a business meeting, the Vice President will have the parliamentary authority to make the decision based on the rules as found in "ROBERTS'S RULES OF ORDER".

ARTICLE X AMENDMENTS OF BYLAWS

These bylaws may be amended at the annual general membership meeting provided that said amendments are presented to the entire general membership for consideration at least ten days prior to the annual general membership meeting as part of the voting ballot. Amendments shall be passed by a majority vote of the votes cast. Failure of any voting member to receive notice does not invalidate election results.

ARTICLE XI DISSOLUTION

The dissolution of BCCA shall be handled according to the laws of Colorado pertaining to an incorporated, nonprofit organization with consultation and advice of an attorney.

Voted in on October 11, 1999

Revised

June 14, 2004

June 13, 2006

July 14, 2009

June 12, 2012