



Colorado Association of Family Child Care By-Laws

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Definitions of Membership

A. Affiliated Child Care Association Membership

Child Care Associations who maintain active membership, pay affiliate membership fees, and sign and remain in compliance with the CAFCC Affiliate Membership Contract are considered Affiliate Members. Each affiliated child care association representative is entitled to vote on issues presented at Board of Directors meetings. *See ARTICLE VII, SECTION 1*

B. General Membership

General CAFCC membership is available to all licensed family child care providers upon payment of dues. Each CAFCC member will be entitled to one vote on any issue presented for general membership voting. Voting members may attend all board meetings of the CAFCC and may serve on committees.

C. Child Care Advocates

Child Care Advocates are persons who are not licensed family child care providers, but are advocates of licensed family child care.

The position of a Child Care Advocate constitutes the following:

Honorary Child Care Advocate Membership: Paying Honorary Child Care Advocates shall receive set benefits of one vote on any issue presented for a general membership vote, newsletter, training classes, and board packet.

Non-paying Honorary Child Care Advocate Membership: Shall receive set benefit of board packet with no voting privileges and are not entitled to a CAFCC Education Foundation Trustee position.

A two-third (2/3) vote of quorum of the Board of Directors in attendance shall determine any Non-paying Honorary Child Care Advocate Membership.

D. Board of Directors

CAFCC Board of Directors is comprised of two (2) designated Affiliate representatives and two (2) Alternate Affiliate Representatives from each CAFCC Affiliate, the Executive Board, and Standing Committee Chairpersons.

Section 2. Resignation of Board of Director Members

Any Board of Director member may resign by filing a written resignation with the CAFCC Secretary. Such resignation, if accepted by the remaining Board of Director members, will be effective immediately. The resigning member will not be relieved of assessment of accrued charges, if any, and will return all CAFCC property immediately to the CAFCC President. Neither fees nor dues will be refunded.

Section 3. Expulsion from Membership

Either an affiliate association or an individual member may be expelled from membership, if they tend to injure the good name of the CAFCC, disturb its well-being, hamper in its works, or fail to meet membership requirements. A two thirds (2/3) vote of quorum at a CAFCC Board of Directors meeting shall revoke membership.

Section 4. Transfer of Membership

Membership in the association is not transferable or assignable.

Section 5. Amount of Dues

Dues and fees, if any, shall be determined by a majority of voting CAFCC members.

Section 6. Payment of Dues

CAFCC Membership dues will be paid at rates determined at the April CAFCC General Membership Meeting. All CAFCC general members in attendance at this meeting shall have one (1) vote only for the specific purpose of establishing CAFCC Membership dues. Membership dues shall be paid in one-year increments and shall be considered valid the date the membership card is mailed and shall expire one year thereafter. If memberships are renewed and dues are received by CAFCC within one month after a member's expiration date, the membership will continue without interruption. If a membership is renewed before the expiration date, the membership will continue one year beyond the original membership expiration date. Dues are not pro-rated, refundable or transferable.

ARTICLE IV. OFFICERS OF THE EXECUTIVE BOARD

Section 1. Executive Board Members

The officers of the Executive Board will be the President, Vice-President, Secretary, and Treasurer, otherwise known as the CAFCC Executive Board.

Section 2. Duties of Officers

A. President

1. Shall serve as philosophical leader of CAFCC.
2. Shall serve as chairperson of the CAFCC Board of Directors and the Executive Board.
3. Shall act as liaison between CAFCC and interested parties.
4. Shall initiate and/or respond to internal and external communications.
5. Shall appoint representatives to handle pertinent child care matters.
6. Shall coordinate CAFCC committees.
7. Shall serve as ex-officio member of all committees, except the Nominations/Elections Committee.
8. Shall assist the Trustees of the CAFCC Education Foundation.
9. Shall provide up to one (1) year's technical assistance to the elected successor.
10. Shall uphold the highest standards of Licensed Family Child Care.
11. There will be a transition period, during which time previous Executive Board Officers shall assist newly elected Executive Board Officers in assuming their duties and in the interpretation of policy.
12. Shall preside over Board of Directors meetings when held.

B. Vice-President

1. Shall assume the duties of the President in the absence of the President.
2. Shall act as liaison between CAFCC and other child care organizations.

3. Shall work as a public relations representative to publicize CAFCC, its value in, and to the community.
4. Shall coordinate outreach efforts.
5. Shall serve as Parliamentarian.
4. Shall work with the finance committee.
5. Shall assist the Trustees of CAFCC Education Foundation.
6. Shall uphold the highest standards of Licensed Family Child Care.
7. There will be a transition period, during which time previous Executive Board Officers shall assist newly elected Executive Board Officers in assuming their duties and in the interpretation of policy.
8. Shall attend Board of Directors meetings when held.

C. Secretary

1. Shall record and prepare minutes of the CAFCC Board meetings.
2. Shall handle CAFCC correspondence.
3. Shall handle special mailings and phone tree.
4. Shall maintain records of CAFCC business, except those designated to some other persons by the President.
5. Shall maintain inventory list of equipment.
6. Shall uphold the highest standards of Licensed Family Child Care.
7. There will be a transition period during which time previous Executive Board Officers shall assist newly elected Executive Board Officers in assuming their duties and in the interpretation of policy.
8. Shall attend Board of Directors meetings when held.

D. Treasurer

1. Shall accept and account for all finances of the CAFCC except those designated to some other person by the President.
2. Shall handle all disposition of funds except those designated to some other persons by the President.
3. Shall be responsible for the annual audit of books, which must be completed and reviewed by the Finance Committee within three (3) months after the close of the CAFCC fiscal year.
4. A monthly financial statement shall be recorded and published in the Board Packet.
5. Shall be responsible for reporting annually to the Internal Revenue Service in compliance with their regulations.
6. Shall record dates of acceptance for newly affiliated counties.
7. Shall serve on the Finance Committee.
8. Shall be bonded at the expense of CAFCC within 30 days of election to office.
9. Shall be responsible for maintaining an accurate membership list.
10. Shall be responsible for payment of yearly liability group insurance at the expense of CAFCC.
11. Shall report active membership status of affiliated associations to Executive Board.
12. Shall uphold the highest standards of Licensed Family Child Care.
13. There will be a transition period, during which time previous Executive Board Officers shall assist newly elected Executive Board Officers in assuming their duties and in the interpretation of policy.
14. Shall attend Board of Directors meetings when held.

Section 3. Resignation of Executive Board Officers

A resigning Executive Board Officer must submit a written resignation to the CAFCC Secretary. Such resignation, if accepted by the remaining Executive Board members, will be effective immediately with notice of said resignation being included in the next CAFCC Board Packet. The resigning member will not be relieved of assessment of accrued charges, if any, and will return all CAFCC property immediately to the CAFCC President or appropriate CAFCC Executive Board Officer. Neither fees nor dues will be refunded.

An officer who fails to attend two (2) consecutive Board of Directors meetings without prior notice to the Executive Board for such absences shall be considered to have voluntarily resigned. The office shall be filled in accordance with Article IV, Section 4, and Article V.

Section 4. Vacancies of Office

Vacancies in an elected office shall be filled by a special election in accordance with ARTICLE V., Section 3. Vacancies may be filled temporarily by appointment of the Executive Board.

Section 5. Expulsion of Officers

An elected Executive Board Officer may be expelled if they tend to injure the good name of CAFCC, destroy its well-being, hamper in its work, or fail to meet the duties of the office. A two-thirds (2/3) vote of quorum of the Board of Directors will remove the officer immediately. The expelled member will not be relieved of assessment of accrued charges, if any, and will return all CAFCC property immediately to the CAFCC President or appropriate CAFCC Executive Board Officer. Neither fees nor dues will be refunded. This action will remain in effect for a three (3) year period to be reviewed as needed. This action includes denial of membership both as a voting member and a child care advocate.

ARTICLE V. ELECTIONS

Section 1. Nominations/Elections

A Nominations Committee Chair shall be appointed by the CAFCC President. All nominees for at-large Board Member positions shall be CAFCC members in good standing. For purposes of this Section, member in good standing is defined as a member who is current on dues and has no outstanding fees or pending disciplinary action with CAFCC, the Colorado Division of Human Services, Division of Early Care and Learning, or with local and/or county social services. Nominees for Executive Board Officer positions shall be either current members of the Executive Board, or must have been an active CAFCC member for the two years preceding nomination. All nominees must submit to the Nominations Committee Chair a Letter of Intent or a verbal commitment request prior to the April CAFCC Board Meeting. The Nominations Chair shall report to those in attendance at the April CAFCC Board Meeting all parties who have submitted a Letter of Intent or given a verbal commitment request. All qualified nominees will then be placed on the CAFCC Ballot. All write-in candidates must meet eligibility requirements of the office, have prior knowledge of intent to have their name listed as a write-in candidate, and must be willing to fulfill the duties of said office. Proxy voting is not accepted.

Ballots and/or any proposed By-Law changes will be sent electronically via E-Mail to CAFCC voting membership in June. Failure of individual members not receiving the CAFCC ballot via E-Mail shall not invalidate election results. Nominations from the floor will be accepted at the April meeting.

Section 2. Elections

The elected Executive Board Officers of the CAFCC shall be the President, Vice-President, Secretary, and Treasurer and are elected by CAFCC General Membership.

Section 3. Special Elections

Notice of special elections shall be made electronically via E-Mail to all current CAFCC members. Nominations shall be taken from current CAFCC members electronically via E-Mail or verbally via telephone communication to any of CAFCC Executive Board member. Ballots will be sent electronically via E-Mail once all nominations have been received and confirmed. Nominees under this Section shall be in compliance with the provision of Article V, Section 1.

Section 4. Terms of Office

Executive Board Officers shall serve staggered two (2) year terms. The President and Treasurer shall be elected in even numbered years. The Vice-President and Secretary shall be elected in odd numbered years. The newly elected Officers will begin their terms on the first (1st) day of July.

Section 5. Colorado Association of Family Child Care Education Foundation

The purpose in creating the Education Foundation is to enable CAFCC to be eligible for receiving and administering grants and donations for the express purpose of conducting educational activities. This status allows maximum value of the funds entrusted to CAFCC by membership for educational benefits such as the newsletter, the website, training opportunities, and conferences.

The CAFCC President shall appoint a CAFCC Education Foundation Chair for a term of one (1) year. The CAFCC Chair is part of the Foundation Trustees and shall have authority to vote on actions proposed to the Foundation only in the event of a tie.

The Education Foundation Chair shall handle all nominations for trustees and submit all qualifying Letters of Intent and Resumes to the CAFCC Board of Directors electronically via E-Mail. Trustees are elected to serve by CAFCC Board of Directors.

The CAFCC President and Vice-President shall serve as Advisors on this board in an advisory and service capacity having full voting privileges. No more than two (2) other current elected officers may serve a 2-year term as a CAFCC Trustee and shall have authority to vote on actions proposed to the Foundation.

ARTICLE VI. CAFCC MEETINGS

Section 1. General Membership

A General Membership meeting will be held once each year in April at which the following will be observed:

- a. The meeting will be open to all members.
- b. Members present shall submit in writing or verbally any Proposed CAFCC By-Law revisions to be placed on the CAFCC ballot.

Section 2. Board of Directors Meeting

All Board of Directors Meetings are open to all CAFCC members and shall be scheduled at least two (2) times each year. Designated representatives from each affiliated child care association, the CAFCC Executive Board, Committee Chairpersons, and other CAFCC members will meet for the following objectives:

- a. Determine the direction of CAFCC.
- b. Consider recommendation of the general membership.
- c. Define goals and purposes of the CAFCC and policies.
- d. Serve as a liaison between the affiliate child care associations and the CAFCC.

Section 3. Special Meetings

- a. Special meetings of the membership or CAFCC Board of Directors may be called by the President, or two (2) members of the Board of Directors.
- b. A notice stating the place, date and time of any meeting of the membership or CAFCC Board of Directors shall be delivered electronically via E-Mail. Such notice shall be delivered not less than ten (10) days prior to the meeting.

Section 4. Quorum

For the purpose of facilitating CAFCC Board of Directors Meetings, a Quorum is hereby defined as:

1. A minimum of seven (7) Affiliate Representatives and/or Alternates must be present at any CAFCC Board of Directors Meetings and
2. A minimum of four (4) Affiliates must be represented at any CAFCC Board of Directors Meetings.
3. A minimum of three (3) CAFCC Executive Officers must be present at any CAFCC Monthly Board of Directors Meetings.

In the event that a quorum is not present at any CAFCC Board of Directors Meetings, a majority of member's present may adjourn the meeting.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. Affiliate Representatives

Each CAFCC Affiliate will elect or select a minimum of one (1) representative with a maximum of two (2) representatives and may also elect or select a minimum of one (1) alternate representative with a maximum of two (2) alternate representatives.

All Affiliate Representatives and Alternates must be recorded with the CAFCC Secretary and must be a current CAFCC member in good standing for voting privileges.

Each CAFCC Affiliate shall have two (2) votes on any issue brought before the Board of Directors.

All Affiliate Representatives and Alternates will make up the CAFCC Board of Directors and Members of the Board of Directors and must be CAFCC members in good standing.

Duties/Responsibilities:

1. Designated Affiliate Representatives, Alternates, and CAFCC Board Packet recipients shall be current CAFCC members in good standing with CAFCC.
2. Designated Affiliate Representatives and/or Alternates shall not represent more than one (1) Association at any given time.
3. Designated Affiliate Representatives and/or Alternates shall attend a minimum of one (1) Board of Directors Meetings annually.
4. Designated Affiliate Representatives and/or Alternates shall assume responsibility for timely dissemination of information to their membership regarding issues that are brought forth to the CAFCC Executive Board and disseminated to them electronically via E-Mail.

Section 2. General Powers

The affairs of the CAFCC shall be managed by the CAFCC Board of Directors. 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.
- c. Approve voting membership for advocate applicants.
- d. Vote to approve voting membership for advocate applicants.

Section 3. Number of Board of Directors

Each CAFCC Affiliate may have two (2) recorded Representatives and two (2) recorded Alternates Representatives, elected or selected, in accordance with each CAFCC Affiliate's own bylaws.

All CAFCC Affiliate Representatives and Alternates must be a current CAFCC member in good standing.

Section 4. Voting at Board of Director Meetings

- a. Every person voting at CAFCC Board of Director Meetings must be a current CAFCC member in good standing.
- b. Each CAFCC Affiliate has a total of two (2) votes on any issue brought before the Board of Directors.
- c. Each CAFCC Committee Chair and elected CAFCC Executive Board Officer is entitled to one (1) vote on each issue offered for a vote with the exception of the CAFCC President who only votes to break a tie.

Section 5. Emergency Vote

- a. In the event that an issue arises requiring an immediate vote, the CAFCC President shall call for an emergency poll whereby all CAFCC Board of Directors, Committee Chairs, and Executive Board Members will be contacted via e-mail for the purpose of obtaining their vote.
- b. For purposes of the Emergency Vote only a minimum of eleven (11) Affiliates and Two (2) Executive Board officers shall constitute a quorum.
- c. The CAFCC President will create a written summary of the outcome of the vote forwarding the information on to all CAFCC Board of Directors, Committee Chairs, and Executive Board Members via e-mail.

Section 6. Responsibilities

The Board of Directors will be directly responsible to the general membership.

Section 7. Vacancies

Executive Board vacancies shall be filled in accordance with ARTICLE IV, SECTION 5.

- a. Committee chairperson vacancies shall be filled by appointment of the President.
- b. Designated affiliate representative vacancies shall be filled in accordance with the bylaws of the association affected by the vacancy. Changes shall be submitted to the CAFCC Secretary.

ARTICLE VIII. COMMITTEES

The President shall appoint committee chairpersons, and shall be an ex-officio member of all committees, except the Nominations/Elections Committee. All Committee Chairpersons must be members in good standing and will serve a term of one year or until their successors are appointed. Each Committee Chairperson may have fiscal responsibilities and shall be governed by their own written procedures as set forth in the CAFCC Affiliate Representative Handbook. These procedures when reviewed and/or amended, must be in accordance with current CAFCC bylaws and policies, and have approval of the CAFCC Board of Directors.

Section 1. Standing Committees

The Board of Directors shall establish such Standing Committees as it deems necessary for the functioning of the CAFCC. The following are definitions of the current Standing Committees.

A. Finance Committee

The Finance Committee shall be made up of a minimum of three (3) members, including, but not limited to, CAFCC Treasurer, CAFCC Treasurer, and CAFCC Vice-President. It is the responsibility of the Finance Committee Chair to see that all the responsibilities are carried out, and to call meetings to carry out responsibilities of this committee.

Responsibilities of the Finance Committee shall be, but are not limited to, the following:

1. Shall submit an annual report to the Treasurer for budget review.
2. Shall research and recommend annual CAFCC budget projections.
3. Shall evaluate proposed new major expenses in relation to the current or future budgets.
4. Shall audit Treasurer's ledger and checkbook yearly.

B. National Committee

Shall keep CAFCC members informed regarding activities and developments occurring at a national level that affect family child care including up-to-date information concerning federal legislation and the activities of NAFCC.

C. Legislative Committee

Shall work closely with the Children's Legislative Council (CLC) and inform the CAFCC Board of Directors about current and proposed legislation.

D. Provider Rights / Zoning Committee

1. Shall handle issues dealing with provider rights and zoning with all CAFCC members.
2. Shall be responsible for making available at all CAFCC Board Meetings a current copy of the Colorado Department of Human Services, Division of Early Care and Learning Child Care Rules and Regulations governing the licensed family child care provider at the expense of CAFCC.
3. Shall handle any issue dealing with zoning regarding child care.
4. Shall assist in individual zoning concerns upon written request of the local affiliate association of CAFCC.

F. Nominations/Elections Committee

This committee shall consist of Board of Director members and shall be responsible for acquiring nominations for election to office to determine eligibility. The CAFCC President is not an ex-officio of this committee. No member of the Nominations/Elections Committee may be a candidate for office. All CAFCC voting members may submit names. The Nominations/Elections Committee shall submit the candidates' names to be listed on the CAFCC ballot. All write-in candidates must meet eligibility requirements of the office. Proxy voting is not accepted.

G. Grievance Committee

Shall handle all internal CAFCC grievances according to "*Roberts Rules of Order Newly Revised*" if not addressed in CAFCC policy and procedures.

Any grievance issue that is to be discussed at a Board of Directors meeting must be filed with the Grievance Committee prior to any Board of Directors Meeting. The Grievance Committee will notify all pertinent parties of said grievance in order that all said parties can be prepared for debate and/or explanations of such grievance. The Grievance Committee shall have the discretion to put discussion time on the agenda or settle the matter internally. All grievances must be in writing and signed by person/persons filing said grievance.

H. Sunshine Committee

Shall maintain correspondence for individual member recognition and assist in notification of information regarding organizational happenings at instruction of elected officers.

K. Ad Hoc Committees

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

ARTICLE IX. DISBURSEMENTS, CONTRACTS, AND COMPENSATION

Section 1. Disbursements

All checks from the CAFCC general account shall be signed by the Treasurer and, whenever possible, at least one other elected officer who shall be designated by the CAFCC Executive Board.

No financial transactions shall be made that will injure the good name of CAFCC, disturb its well-being, or jeopardize its status as a non-profit entity. This includes, but is not limited to, monetary donations or the like to any CAFCC member, advocate, affiliate, or outside entity. Any suggested transactions must be brought to the attention of the Board of Directors to be discussed on a case-by-case basis and must be approved and voted on by a two thirds (2/3) vote of quorum of members.

Any person requesting reimbursement for expenses incurred on behalf of CAFCC shall present the original receipt, a copy of the receipt, or a CAFCC Expense Itemization & Reimbursement Form to the CAFCC Treasurer.

Section 2. Contracts

The Executive Board must approve any contract prior to the signing of that contract as it regards to CAFCC.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "*Roberts Rules of Order Newly Revised*" shall govern the CAFCC in all cases in which they are applicable and in which they are consistent with the by-laws and any special rules of order CAFCC may adopt.

ARTICLE XI. AMENDMENTS OF BYLAWS

These By-laws may be amended at an annual general membership meeting provided that said amendments are presented to the entire general membership for consideration at least ten (10) days prior to the annual general membership meeting. Amendments shall be passed by a two thirds (2/3) vote of quorum of the votes cast. Failure of any member to receive notice does not invalidate election results.

ARTICLE XII. DISSOLUTION

The dissolution of CAFCC shall be handled according to the laws of Colorado pertaining to an incorporated, non-profit organization with consultation and the advice of an attorney.