

# **FAMILY CHILD CARE ASSOCIATION OF PIERCE COUNTY**

## **BY LAWS**

**AS AMENDED March 2, 2022**

### **ARTICLE 1**

The name of this organization shall be the FAMILY CHILD CARE ASSOCIATION OF PIERCE COUNTY (herein “the FCCAPC”)

### **ARTICLE 2**

#### **PURPOSE**

The purpose of the Family Child Care Association of Pierce County shall be to give status to the family child care provider through educational meetings, publications, and support, according to current Washington Administrative Codes of minimum licensing requirements for Family child care homes. It shall be a goal to foster cooperation with other organizations concerned with the development and quality care of children. The association shall provide a means for coordination and meeting common goals of family child care providers within but not limited to Pierce County.

### **ARTICLE 3**

#### **MEMBERSHIP**

#### **SECTION 1**

There shall be three (3) classes of membership in the Association:

- Full Membership
- Retiree Membership
- Social Membership

All memberships will support the goals and purpose of the FCCAPC and must be a member in good standing, pursuant to these Bylaws.

#### **SECTION 2**

All memberships shall receive the FCCAPC publications, notice of General meetings and shall be entitled to attend the same.

### SECTION 3

**Full Membership** is *required* of any member whose primary occupation is the licensee of a family child care and must meet the following criteria;

- Pays Full Membership dues as currently listed
- Has a current Child care license that has been verified in Childcare check on the DCYF website.

#### **Benefits:**

- May attend all Association events at member price
- Eligible to serve on Board of Directors\*
- Eligible to vote on Association issues
- May receive Bates affiliation training per criteria\*\*
- May use Bates Resource Center at no charge
- Spouses, Assistants and helpers may attend general meetings at member price
- Current members will have the opportunity to advertise their childcare business on the FCCAPC website.

\* Any member in good standing may serve on Board of Directors. Executive Board Members (President, Co-President, Vice President, Co-Vice President, Secretary, and Treasurer) must have served on the Board of Directors for 1 year.

### SECTION 4

#### **Retiree Membership Criteria:**

- Has retired license to Department of Early Learning
- Has been a member of the FCCAPC

#### **Benefits of Retiree Membership:**

- Pays no dues\*
- Eligible to vote on FCCAPC issues
- May attend all FCCAPC events at member price
- May serve on committees

\*a retiree who wishes to serve on the Board of Directors will pay full membership price and be entitled to receive benefits of such membership

\*Paid Retiree follows Retiree Criteria

### SECTION 5

#### **Social Membership Criteria:**

- Submit a written statement explaining your interest in the FCCAPC
- Pays membership dues as currently listed

#### **Benefits of Social Membership**

- May attend all FCCAPC events at membership prices
- Eligible to vote on FCCAPC issues
- May serve on committees
- May use the Bates Resource Center at no charge

## **SECTION 6**

All Association Members shall be expected to conduct themselves in a respectful manner at Board meetings, General membership meetings, special events and workshops, and in all other communications.

## **ARTICLE 4**

### **DUES**

#### **SECTION 1**

Membership dues shall be due at the beginning of each fiscal/membership year on September 1<sup>st</sup> with a grace period through November 30th of said fiscal year.

#### **SECTION 2**

Any current member whose dues are not paid before November 30th of each year shall automatically lose all membership rights, including but not limited to: monthly meetings at membership price, the right to hold office or chairmanship, voting rights and the right to receive Association publication, notices, etc. until such dues are paid in full.

#### **SECTION 3**

Any provider who has been newly licensed during the FCCAPC fiscal/membership year, may join at anytime during said year.

## **ARTICLE 5**

### **MEETINGS**

#### **SECTION 1**

The president may call executive board meetings as needed on matters not requiring a majority vote.

#### **SECTION 2**

General membership meetings shall be held a minimum of four times yearly at such time and place as the Board of Directors shall direct. Notice of the time and place of each meeting shall be determined during the annual planning meeting.

#### **SECTION 3**

Special meetings of the Association may be held at such time and place as determined by the Board of Directors and shall be held on written request or e-mail notification to the Board of Directors by 20% of the membership. The purpose of the meeting shall be stated in the notice and/or request. Any meeting so requested must be held within thirty days of receipt of said request by the Board of Directors. Except in cases of emergency, at least seven (7) days' notice shall be given to the general membership. \*

## **ARTICLE 6**

### **OFFICERS**

#### **SECTION 1**

the executive officers of the Association shall be the:

- President and/or Co-President
- Vice President and/or Co-Vice-President
- Secretary
- Treasurer

#### **SECTION 2**

The executive officers shall be chosen by a majority vote by written ballot at the Annual General Membership meetings in the odd numbered years, in the month of April. The results of the election shall be announced at the meeting. The incoming officers and outgoing officers shall use the months of June, July and August as a transition period with the incoming officers assuming their offices June 1<sup>st</sup>. In the event any officer is unable to serve a full term of office, the remaining Board of Directors shall appoint a temporary replacement until such time as the full membership can meet to vote upon a replacement.

#### **SECTION 3**

Any officer or Board Member may be removed from office for cause. In addition to grounds for removal which would apply to any member, grounds for removal of an officer include:

- Malfeasance
- Misfeasance
- Nonfeasance of his/her office
- Unexpected absence from three (3) consecutive meetings of the Association members and/or the Board of Directors as clarified in the Standing Rules.

#### **SECTION 4**

Duties of officers:

##### **(a) President(s):**

- It shall be the duty of the President(s) to preside at all meetings of the members and of the Board of Directors and to act as Chief Executive of the Association, in consultation with and pursuant to the advice and consent of the Board of Directors.
- The President(s) shall appoint any and all committees.
- The President(s) shall present an annual report to the membership at the April General membership meeting to reflect on the accomplishments and goals of the Association.
- The President shall be the deciding vote in the case of a tie.
- The President shall create I General and Board meeting agendas 1 week prior to the meeting via email for distribution.

**(b) Vice-President:**

- The Vice-president shall exercise such power and perform such duties as the President(s) shall direct and shall act for the President(s) in his/her absence.
- The Vice-President shall maintain STARS status and STARS records.
- The Vice-President shall oversee all appointed committees.
- The Vice-President shall act as a liaison between the FCCAPC and DCYF, share information regarding upcoming FCCAPC general meetings, and report any or all DCYF information during board meetings.
- He/she shall perform such other duties as the President(s) may direct from time to time.

**(c) Secretary:**

- The Secretary shall keep and file all correspondence
- The Secretary shall take a written roll at all Board Meetings.
- The Secretary shall record and keep all records of the Association and maintain minutes of all General Membership and Board of director meetings.
- The Secretary shall provide typed copies of the minutes to the President prior to the day of the meeting.
- The Secretary shall perform such other duties as the President may direct from time to time.

**(d) Treasurer:**

- The treasurer shall keep regular books of account and shall submit them, together with all other records and papers to the Board of Directors at any meeting when required to do so.
- The treasurer shall provide to the Board of Directors an annual financial report for the fiscal year, monthly reports at scheduled board meetings and such other reports as may be required.
- The treasurer shall assist the Board of Directors in the formulation of the annual budget.
- Audit of the Books shall be accomplished as described in Article 8.

**ARTICLE 7**

**BOARD OF DIRECTORS**

**SECTION 1**

The Board of Directors of the Association shall be:

- The Executive Officers
- The immediate past President (\*)
- Committee chair and
- Area Representatives from each geographical area served

**SECTION 2**

Area Representatives shall be recommended by the Area Representative Coordinator to the Executive Board. Area representatives shall be a contact person to all licensed Family Child Care homes in their geographical area and other related duties as assigned by the Board of Directors.

### **SECTION 3**

It shall be the duty of the Board of Directors of the Association to establish and carry out the programs, purposes, and policies of the Association. The Board of Directors shall have the authority to interpret the Bylaws and the Standing Rules. The Board shall be subject to the orders of the Association and none of its acts shall conflict with actions taken by the Association in regularly scheduled general and special meetings.

### **SECTION 4**

Meetings of the Board of Directors shall be held on the call of the President or on a request of the majority of the Board of Directors, but in no case less frequently than six times a year. Each member of the Board shall possess one vote in matters coming before the Board. No proxy votes will be accepted. For quorum guidelines to conduct Board business, see the Standing Rules, except where otherwise provided, the act of the majority of members of the Board present shall be the action of the Board of Directors when a quorum is present.

### **SECTION 5**

All monies received by the Association shall be placed and kept in such accounts as the Board of Directors shall determine.

*(\*) Immediate past president privileges are contingent on current paid membership.*

## **ARTICLE 8**

### **REVIEW OF FINANCIAL RECORDS**

#### **SECTION 1**

An audit committee of three members shall be appointed by the President. The treasurer will be present to answer question that may arise.

#### **SECTION 2**

The review committee shall review the treasures' accounts prior to the new Fiscal/Membership year and report it to the Board during both the first Board meeting, and the first General Meeting of the following fiscal/membership year.

#### **SECTION 3**

If current Treasure steps down during their term of office, a review of the books shall take place immediately.

## **ARTICLE 9**

### **AMENDMENTS**

The Bylaws can be amended at any regular or special meetings of the membership by a two-thirds majority vote of those present, provided that the amendment has been submitted in writing at the previous regular or special meeting.

## **ARTICLE 10**

### **GENERAL PROVISIONS**

#### **SECTION 1**

The fiscal year of the Association shall commence September 1<sup>st</sup> and end August 31<sup>s</sup> of the following year.

#### **SECTION 2**

All meetings shall be conducted in accordance with the procedures listed in the Standing Rules. The President shall have copies at all meetings for reference. Whenever these Bylaws are inconsistent with the procedures these Bylaws shall prevail.

#### **SECTION 3**

This corporation is organized exclusively for business promotion purposes within the meaning of Section 501( c ) (6) of the Internal Revenue Code.

#### **SECTION 4**

Notwithstanding any other provision of the Bylaws, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Tax under Section 501( c ) (6) of the Internal Revenue Code.

#### **SECTION 5**

Upon dissolution of the corporation, after paying or adequately providing for the debts and obligation of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation which has established tax exempt status under 501( c ) (6) of the Internal Revenue Code