

BY-LAWS

Ramsey County Family Child Care Association

- ARTICLE 1 NAME AND ADDRESS
- ARTICLE 2 GOALS AND PURPOSES
- ARTICLE 3 MEMBERSHIP/DUES
- ARTICLE 4 REPRESENTATION
- ARTICLE 5 EXECUTIVE BOARD
- ARTICLE 6 ELECTIONS
- ARTICLE 7 WORKSHOPS/AREA TRAININGS
- ARTICLE 8 ASSOCIATION BOARD MEETINGS
- ARTICLE 9 FINANCES
- ARTICLE 10 RULES OF ORDER
- ARTICLE 11 RIGHT OF PARTICIPATION
- ARTICLE 12 AMENDMENTS
- ARTICLE 13 TERMINATION PROCEDURES
- ARTICLE 14 DISSOLUTION CLAUSE
- ARTICLE 15 DEFINITIONS

ARTICLE 1 NAME AND ADDRESS:

- 1.1 The name of this organization shall be Ramsey County Family Child Care Association.
- 1.2 For promotional and reasons of convenience, the Ramsey County Family Child Care Association shall be known as RCFCCA.
- 1.3 The legal address of RCFCCA shall be a P.O. Box and/or the street address of the current Association Chair and/or Committee Chair.
- 1.4 The Executive Board shall designate any change in address for the Association.

ARTICLE 2 GOALS AND PURPOSES:

- 2.1 GOALS
 - a. To initiate training courses for licensed family child care providers.
 - b. To assist in obtaining funding from public and private sources to be used by RCFCCA to promote quality licensed child care in Ramsey County.
 - c. To promote, encourage and support licensed providers in all neighborhoods of Ramsey County.
 - d. To provide resources pertaining to county and/or state policies.
 - e. To facilitate networking between early childhood professionals.
 - f. To honor licensed family child care providers by supporting and recognizing their efforts on a yearly basis.
 - g. To establish and maintain a paid membership base.

BY-LAWS
Ramsey County Family Child Care Association

2.2 PURPOSES

- a. To meet the needs of licensed family child care providers in Ramsey County through education, workshops and services to meet the needs of children.
- b. To encourage licensed family child care providers to meet and exceed state and federal standards.
- c. To exchange ideas regarding quality child care.

ARTICLE 3 MEMBERSHIP/DUES:

3.1 LICENSED FAMILY CHILD CARE PROVIDER MEMBERSHIP

- a. Membership is open to any person who has direct involvement with Minnesota licensed family child care.
- b. All FCC members have the right to one vote at the annual election of officers provided that the member has been a member for at least 90 days prior to the election.
- c. All membership dues are paid annually.
- d. Any member may vote, participate on a committee, make suggestions and enter into discussion at all the board meetings of RCFCCA.
- e. The RCFCCA membership list is not to be sold, lent, leased or given out in any form to anyone, for any reason without Executive Board approval.
- f. One person may hold only one membership.

3.2 ASSOCIATIONS AND AFFILIATES

Membership is open to organizations or advocates that have a direct affiliation with the licensed family child care business.

ARTICLE 4 REPRESENTATION:

- 4.1 For any person to be elected to serve as a member of the Executive Board, they must be a paid member in good standing of RCFCCA for a minimum of one year.
- 4.2 For any person to be elected to serve as a member of the Executive Board they must be an active licensed family child care provider and must provide direct care to children on a weekly basis.
- 4.3 Nominee must be a paid current member of the Association for one year with at least 75% attendance at board meetings within the past year (Webmaster & Electronic Newsletter Chair does not need to be a member or attend regular board meetings).
- 4.4 The Executive Board shall disclose board positions of other organizations for determination of conflict of interest and agree to

BY-LAWS
Ramsey County Family Child Care Association

- sign and abide by the Conflict of Interest Statement in Policies and Procedures.
- 4.5 In the event of a tie, the Executive Board has the right to make the final decision concerning the election of any Executive Board member.
 - 4.6 Each Executive Board member has a duty to place the interest of RCFCCA first and foremost in any dealings with the Association and its outreach.
 - 4.7 If a vacancy occurs during the year, the Association Chair may appoint someone to fill the vacancy, which must be approved by a majority vote of a quorum of the Executive Board. This is not considered a term.
 - 4.8 RCFCCA will keep all members informed of matters pertaining to the Association.

ARTICLE 5 EXECUTIVE BOARD:

- a. The Executive Board shall consist of: Association Chair, Association Co Chair, Current Past Association Chair, Secretary, Treasurer, Membership Chair, Training Coordinator, Webmaster, Electronic Newsletter Chair, Outreach Coordinator.
- b. If a person holds more than one board position they shall have only one vote.
- c. Any member of the Executive Board may be dismissed for clear misuse of office.
- d. Absentee and electronic voting shall be at the discretion of the Executive Board.
- e. Shall maintain current job descriptions and create new job positions as needed.

Executive Board

- 5.1 Association Chair
 - a. The Association Chair shall be responsible for carrying out the objectives and purposes of RCFCCA, appointing all committee chairpersons, presiding and maintaining order at all meetings of RCFCCA.
 - b. Shall supervise all affairs of RCFCCA.
 - c. Shall be directly responsible with adherence to the Mission Statement, Union Point of View and Policies and Procedures.
 - d. Shall be expected to attend board meetings.
 - e. Maintain and follow job description.

BY-LAWS
Ramsey County Family Child Care Association

- 5.2 Association Co Chair
 - a. Shall, in the absence of the Association Chair or if the Association Chair is incapacitated, preside and perform the duties of the Association Chair.
 - b. Shall assist the Association Chair.
 - c. Shall be directly responsible with adherence to the Mission Statement, Union Point of View and Policies and Procedures.
 - d. Shall be expected to attend board meetings.
 - e. Maintain and follow job description.

- 5.3 Current Past Association Chair
 - a. Assist other members in assuming their responsibilities.
 - b. Assist in interpreting RCFCCA policy.

- 5.4 Secretary
 - a. Shall notify Executive Board of upcoming meetings.
 - b. Shall take minutes of all meetings of RCFCCA.
 - c. Shall be responsible for distribution of the minutes to each of the board members.
 - d. Shall be responsible for keeping a log of attendance at all board meetings.
 - e. Shall be responsible for keeping a log of each board member's length of term.
 - f. Shall be expected to attend board meetings.
 - g. Maintain and follow job description.

- 5.5 Treasurer
 - a. Shall be responsible for all financial transactions of the Association and Chairpersons.
 - b. Shall keep bookkeeping records of funds, which includes developing and maintaining a financial budget.
 - c. Shall give financial reports at the board meetings.
 - d. Shall give an internal review of the Annual Report of the year's financial transactions at the Annual Board meeting.
 - e. Shall be expected to attend board meetings.
 - f. Maintain and follow job description.

- 5.6 Training Coordinator
 - a. Shall be responsible for organizing and coordinating training for members.
 - b. Shall be expected to attend board meetings.
 - c. Maintain and follow job description.

BY-LAWS
Ramsey County Family Child Care Association

- 5.7 Membership Chair
 - a. Shall be responsible for incoming memberships and annual renewals.
 - b. Shall handle all clerical aspects of membership.
 - c. Shall report status of paid members at board meetings.
 - d. Shall be responsible for distributing monthly updates to the Board & Electronic Newsletter Chair.
 - e. Shall be expected to attend board meetings.
 - f. Maintain and follow job description.

- 5.8 Webmaster
 - a. Shall be responsible for obtaining and renewing hosting server, registering domain name and submitting for reimbursement of fees associated with its registration.
 - b. Shall be responsible for keeping the website updated with current events and information.
 - c. Shall be expected to give an update on changes to the website as needed.
 - d. Maintain and follow job description.

- 5.9 Electronic Newsletter Chair
 - a. Shall be responsible for organizing and coordinating the information obtained from Executive Board for electronic distribution to Ramsey County providers.
 - b. Shall be responsible for getting newsletter approved by Executive Board before distribution.
 - c. Shall be expected to give updates to the board.
 - d. Maintain and follow job description.

- 5.10 Outreach Coordinator
 - a. Shall be responsible for obtaining and maintaining communications with Ramsey County providers and RCFCCA members.
 - b. Shall be expected to attend board meetings.
 - c. Maintain and follow job description.

ARTICLE 6 ELECTIONS:

- 6.1 An annual meeting for elections shall be held in March of each year.
- 6.2 Nominations will be accepted 60 days prior to election date.
 - a. Nominees for Executive Board positions must have been Association members for one year prior to elections.

BY-LAWS

Ramsey County Family Child Care Association

- b. Nominees for an Executive Board position must have attended a minimum of 75% of board meetings the previous year.
 - c. Nominee shall disclose board positions of other organizations for determination of conflict of interest with the RCFCCA Mission Statement and Union Point of View.
- 6.3 Members must vote for board positions in person.
- 6.4 If no new nominations are received, the current board position will remain filled by the current Board Member. No re-election needed.
- 6.5 Positions/Terms of Office
- a. The following positions will be elected on odd-numbered years: Association Chair, Webmaster, Secretary and Training Coordinator (Association Chair will move down to Current Past Association Chair).
 - b. The following positions will be elected on even-numbered years: Association Co Chair, Treasurer, Membership Chair, Electronic Newsletter Chair and Outreach Coordinator.
 - c. Any vacant Board positions can be voted for on a yearly basis.
 - d. All Executive Board positions shall be elected for a term of two years which begins on the first of the month following the annual elections.
 - e. All business materials and records will be turned over to the newly elected Executive Board member by the resigning board member within 60 days of taking new board position.
- 6.6 The Executive Board shall tally the votes and shall announce the newly elected officers.
- 6.7 In the event of a tie, the Executive Board has the right to make the final decision concerning election of each Executive Board member.

ARTICLE 7 WORKSHOPS/AREA TRAININGS:

- 7.1 Workshops and Trainings funded by grants shall be held within Ramsey County.
- 7.2 Area trainings shall meet the specified RCFCCA Training Guidelines.

ARTICLE 8 ASSOCIATION BOARD MEETINGS:

- 8.1 The Executive Board shall call an open Board Meeting approximately once a month, no less than 10 meetings per fiscal year, which may include electronically or via teleconferences.
- 8.2 The Executive Board may reserve the right to call an Executive Board meeting at any time.
- 8.3 Voting on any business at an Executive Board meeting shall be by a majority vote of a quorum consisting of no less than four (4) Executive Board members at the Executive Board meeting. If the

BY-LAWS
Ramsey County Family Child Care Association

- quorum is not met, a conference call or electronic vote may be taken.
- 8.4 Voting on general business at an open Board Meeting shall be by a majority vote of all Executive Board and general membership present. Those members must be a member for the previous 90 days and attend at least three meetings in the past year.
- 8.5 A quorum consisting of at least 50% of the seated Executive Board must be present at any meeting for a valid vote. Vacant Executive Board positions are not counted to meet the quorum minimum. Executive members holding more than one Executive Board position shall be considered present for each position, yet hold one vote toward a majority vote.
- 8.6 A majority vote of 51% must be met for any action requiring a vote. This includes Executive Board and open board meeting business.

ARTICLE 9 FINANCES:

- 9.1 The fiscal year of the Association shall commence on the first day of the month following the annual elections.
- 9.2 The Association may hold fundraisers and sell merchandise as needed and as determined by the Executive Board.
- 9.3 All receipts must be turned in to the Treasurer within 60 days of purchases for reimbursement.

ARTICLE 10 RULES OF ORDER:

Robert's Rules of Order, Revised shall prevail at all meetings except when in conflict with RCFCCA By-laws.

ARTICLE 11 RIGHT OF PARTICIPATION:

No person shall be denied services of the Association or be excluded from membership and participation because of race, color, creed, age, differing abilities, gender, religion, economic status, or national origin.

ARTICLE 12 AMENDMENTS:

These by-laws may be amended by a quorum of at least two-thirds of the Executive Board Officers at a board meeting or electronic vote held no less than 15 days after such proposed amendments have been made available to all members. All members must be present to vote.

BY-LAWS
Ramsey County Family Child Care Association

ARTICLE 13 TERMINATION PROCEDURES:

- 13.1 Voluntary resignation of seated, elected, or appointed board members must be submitted in writing to the Executive Board.

- 13.2 Involuntary resignation will be requested by the Executive Board of any seated, elected, or appointed board member. A written notice will be sent by the Executive Board terminating the board member for any of the following reasons:
 - a. Neglect of duties as designated in the current job description.
 - b. Use of position for personal gain or violating the Code of Ethics.
 - c. Failure to meet candidate qualifications while serving in a seated, elected, or appointed position.
 - d. Failure to follow current by-laws.
 - e. Failure to adhere to the Mission Statement, Union Point of View and Policies and Procedures.

ARTICLE 14 DISSOLUTION CLAUSE:

Upon the dissolution of RCFCCA, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all the assets exclusively for the purpose of RCFCCA. Notify the Secretary of State of Minnesota as to the dissolution of the Association and the inability to provide support services and resources to Ramsey County Providers in the future.

ARTICLE 15 DEFINITIONS:

RCFCCA Mission Statement: The mission of RCFCCA is to provide support services and resources, training and professional development for child care providers and act as advocates for children and families served by licensed family child care while respecting the cultural diversity of all.

Union Point of View: RCFCCA neither supports nor opposes any Union, their statements, beliefs, or practices. We, as an organization, are here in support of family child care providers and feel that the decision to join a Union, or not, is a personal and individual decision to be made by each family child care provider.
–adopted April 28, 2008

Policies and Procedures: See Attached Policies and Procedures Document for further clarification of By-law articles.