

Family Child Care Association: Organization Bylaws

Adopted June 18, 2020

ARTICLE I. NAME OF ORGANIZATION: Family Child Care Association, also known as FCCA or Family Child Care Association of Merrimack Valley

ARTICLE II. PURPOSE: The purpose is to unite people having similar interests in childcare and provide them with the opportunity to meet and share ideas. FCCA provides training, networking, and referrals with an objective to promote the physical, intellectual, emotional, and social development of children.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership: Members must hold a current license from Department of Early Education and Care (DEEC) in family child care, family child care certified assistant, or family child care regular assistant. Membership is valid July 1 - June 30 of the current year. Membership will be processed once dues are paid in full and a copy of current DEEC FCC license is provided.

Section 2. Annual Dues: Dues are required annually. Board shall set the current rate prior to June 30th or the first day of the membership year, whichever comes first. Board may offer a discounted membership for registrations completed during the first month of the membership year. Additional fees may be applied for special events and may not be applied towards dues.

Section 3. Rights of Members: Membership bylaws are located on the membership registration form. Members shall have the opportunity to vote in the board elections and association bylaws. Members acting outside of the membership bylaws may be terminated by majority board vote. Members may resign membership at any time.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1. General Meetings: At least once annually and by the 9th month of the membership year, the board shall hold a general members meeting to notify members of board decisions, treasurer report, and begin election process for the following membership year. Members shall be notified of the annual meeting at least 7 days prior.

Section 2. Voting: Member voting shall be conducted using a ballot system; ballots must be provided by FCCA and be embossed with the FCCA seal.. Two non-board members shall volunteer to oversee nominations, collection of ballots, and tally of ballots. Simple majority rules. The candidate for any position automatically takes on that role when running unopposed.

Section 3. Committees: Committees may be formed to organize additional member support and to assist the board. Committee members are not board members. Committees may be

used for, but not limited to: elections, set up/break down, resources, sunshine/member support.

ARTICLE V. OFFICERS OF THE BOARD

Section 1. General Powers: Board members oversee the operation of FCCA business, which includes, but is not limited to: membership management, workshops, social networking functions, client referrals, fiscal management.

Section 2. Board members must be part of the general membership. The board shall be composed of at least 4 members, minimally: president, vice president workshops, treasurer, secretary. Board positions are valid for 1 membership year; board position ends when they do not renew their oath. A position may be held uncontested for up to 4 sequential years, then must be passed onto a new member unless the position is vacant. At least one joint meeting of the previous year's board and the incoming board shall be held prior to the start of the new membership year.

Section 3. Election Procedures: Nominees will be submitted to the election committee, then announced following confirmation of their acceptance. Board members are elected by simple majority vote of the members using a written ballot sent to them in the mail. Board members position begins when they take the oath of office.

Section 4. Meetings: Board meetings will be announced to members at least 7 days prior. Meeting minutes will be made available at most 90 days following a meeting. Board meetings follow Robert's Rules of Order.

Section 5. Quorum has 3 board members. Votes are upheld by the simple majority.

Section 6. Vacancies: In the event there are vacancies after board members are sworn in, those vacancies will be advertised to members. Members may step in at any time as a volunteer to fill a vacant board position. Board members may hold up to 2 positions, but must yield their second position in the event a volunteer steps in. Board positions may be shared by 2 members.

Section 7. Compensation: There is no monetary compensation for volunteering with FCCA. All board and committee positions are voluntary. Board members must pay annual dues.

Section 8. Confidentiality: Membership information shall not be distributed to third parties without explicit written consent.

Section 9. Removal: Board members that are acting outside of their duties or are not abiding by the membership bylaws may be voted out of office and/or membership by 2/3 majority vote of the board.

ARTICLE VI. OFFICER DUTIES

Section 1. President: Ensuring the organization's activities are compliant and in furtherance of its mission. Oversees the work of the board and makes sure board resolutions are carried out. Prepares agenda, prepares workshop certificates, post notice of meetings, posts newsletters. Spokesperson for the organization. Helps other board members. Maintains a website and social media alongside Public Relations. Responsible party (name on bank account) alongside Treasurer.

Section 2. Vice-President, Workshops: Plan workshops in accordance to DEEC Core Competency standards and within the budget set by the Board. Schedule approved presenters. Prepare attendance record for workshops. Reserve meeting space. Assist the President in all duties. Preside over meetings in the absence of the president.

Section 3. Vice-President, Social Functions: Plan networking and social events in accordance with member support plan and within the budget set by the Board. Schedule approved events. Oversee member registration for events. Reserve event space. Assist the President in all duties. Preside over meetings in the absence of the president.

Section 4. Secretary: Maintains records of meeting agendas, meeting minutes, attendance records, and tax records. Records minutes of meetings. Manages correspondence.

Section 5. Treasurer: Manage the financial affairs of the organization, including, but not limited to: selecting a bank, reconciling bank statements, managing cash flow, maintaining record of receipts and invoices. Reviews the annual internal audit, presents records at board meetings, presents records at general meeting. Collaborate with the board in the preparation of an annual budget. File appropriate tax forms (currently: form 990) annually by April 15. Responsible party (name on bank account) alongside President.

Section 6. Membership Coordinator: Prepares annual membership letter and registration packet. Maintains membership list and applications.

Section 7. Referrals: Maintain ongoing tracking and appropriate documentation on referrals to promote successful pairing of potential clients with members. Review details and expectations about the referral with client and members. Ensure that referrals are addressed in a timely manner.

Section 8. Public Relations: Maintains a website alongside the President. Maintains social media accounts. Identifies possible methods of advertising, presents plan to the board, then follows through with approved advertising campaigns.

Section 9. Board Member: At Large. Assists other board members in completing their duties. Not required to attend board meetings. Non-voting board member. There can be up to 8 At Large members.

ARTICLE XI. BOOKS AND RECORDS

Section 1: FCCA is operating as a trust as described in Internal Revenue Code section 4947(a)(1). Fiscal year is the same as the calendar year. A summary of financial records shall be made available to members upon request.

Section 2: Allocated funds shall be used to fund workshop associated costs (such as, but not limited to, venue rental, equipment, materials), speaker fees, website maintenance, advertising and public relations costs, money management, membership support costs and board meeting expenses. A maximum of \$10 per board member in attendance may be spent at board meetings. In the event that the annual budget indicates a surplus at the end of the fiscal year, a donation of the surplus will be donated to an organization that benefits children. Minimally, 25% of the annual budget should be retained for the following membership year.

Section 3: All member transactions are non-transferable and non-refundable.

ARTICLE XII. AMENDMENTS: Amendments may be made to these bylaws with a 2/3 majority of members at a general meeting following prior notice of the proposed amendments. Bylaws should be reviewed for consideration of possible revision at least every 5 years.

ADOPTION OF BYLAWS

These bylaws were adopted on 6/18/2020 by the board.