



**WASHINGTON STATE FAMILY  
CHILD CARE ASSOCIATION**

**WASHINGTON STATE FAMILY CHILD CARE ASSOCIATION  
STANDING RULES  
6/28/2014**

- 1.) General meetings shall be held a minimum of four (4) times yearly.
- 2.) Annual dues shall be \$20.00 for all memberships – Full or Associate.
- 3.) All cell phones and pagers shall be turned off or silenced.
- 4.) No meetings shall be recorded without permission.
- 5.) Four yearly newsletters shall go out to all members of WSFCCA via email or posted on the WSFCCA website.
- 6.) The President shall review the Treasury books no less than quarterly.
- 7.) Expense Reimbursement for Executive Board Officers
  - a. Eligibility:

The following officers shall be eligible for reimbursement for expenses related to any and all Association meetings, and other meetings, activities, and events pursuant to the duties of their office, as directed by the Board of Directors and provided there are funds available:

    - President
    - Vice-President
    - Secretary
    - Treasurer
  - b. Rates of Reimbursement:
    - 1. Transportation:**

Mileage – When an Executive Board Member uses a private vehicle, the officer will be reimbursed for mileage, at the rate currently authorized by the IRS, per road mile.

Public Transportation – Travel by train, plane, or bus will be reimbursed per actual expenditure for second class or tourist rates. Travel by such

methods must be approved in advance by the Executive Board.

**2. Food Reimbursements:**

Lunch may qualify to be reimbursed at the average per diem rate for WA state employees. If lodging qualifies for reimbursement, dinner and next day's breakfast will also be reimbursed at the average per diem rate. Such reimbursements must be approved in advance by the Executive Board.

**3. Lodging:**

An Executive Board member who is traveling more than 100 miles for approved State Association business, may qualify to be reimbursed for one night's lodging at the average per diem for WA state. If necessary, and with approval from the Board of Directors, more than one night's lodging may be reimbursed.

8.) Expense Reimbursement for Committee Chairpersons

a. Eligibility:

The following Committee Chairpersons shall be eligible for reimbursement for expenses related to the duties of their position, as directed by the Board of Directors, and provided there are funds available:

Public Policy Chairperson  
WSFCCA Conference Chairperson

b. Rates of Reimbursement:

**1. Transportation:**

Mileage – Reimbursement amount shall be the current IRS mileage rate.

Public Transportation – Travel by train, plane, or bus qualifies to be reimbursed per actual expenditure for second class or tourist rates.

**2. Food Reimbursements:**

Lunch qualifies to be reimbursed at the average per diem rate for WA state employees. If lodging qualifies for reimbursement, dinner and next day's breakfast will also be reimbursed at the average per diem rate. Such reimbursements must be approved in advance by the Executive Board.

**3. Lodging:**

An eligible committee member who is traveling more than 100 miles for approved State Association business, qualifies to be reimbursed for one night's lodging at the average per diem for WA state. If necessary, and with approval from the Board of Directors, more than one night's lodging may be reimbursed.

9.) Other Expenses:

Reimbursements for miscellaneous costs such as postage, telephone, printing, etc. (on an approved voucher and not exceeding \$50.00) qualifies to be reimbursed by the Association upon receipt of proof of the expense. Costs exceeding \$50.00 per voucher shall require approval by the Executive Board.

- 10.) The Board of Directors shall appoint a committee to award scholarships to be used toward the expenses of conferences, classes, workshops, or any other events it shall deem appropriate.
- a. Eligible Scholarship Events:  
The Board of Directors shall determine those events for which scholarships shall be available.
  - b. Scholarship Limits:  
The Board of Directors, after consultation with the Association treasurer, shall determine a total amount for scholarships for any specific event and shall also determine the maximum amount that may be paid to the individual qualified applicants for scholarships. The total scholarship amount voted shall then be divided equally among all qualified applicants, to the individual maximum established.
  - c. Eligibility:  
Current members of the Association prior to the beginning date of a Scholarship event and who attended such event shall be eligible for a share in the Scholarship fund. The Scholarship Committee shall determine the eligibility of applicants who have applied by the specified deadline and shall direct the Treasurer to issue appropriate checks in an appropriate time.
  - d. The Scholarship Committee shall place a notice in the Association newsletter and website giving notice of the scholarship availability and specifying eligibility.
- 11.) Conference Money Policy:
- a. Goal: To financially assist one appointed representative in attending a professional growth conference that enhances the goals of the Association. That representative shall submit a written report about the conference for the WSFCCA newsletter and website.
  - b. Eligible Conferences (but not limited to):
    - International Family Child Care Organization Conference
    - NAEYC Conference
    - NAFCC Conference
    - Save the Children Conference
    - WAEYC Conference
  - c. Budget limits for this category of expenditure shall be established by the Board of Directors yearly, at the budget meeting. This limit shall cover all expenditures authorized under the provisions of this Standing Rule in a given fiscal year.
  - d. At each meeting of the Board of Directors, the Treasurer shall report all expenditures, cumulatively, reimbursed to authorize conference attendees during the current fiscal year, and the total expenditures of the current fiscal year for any specific conference, as a part of the Treasurer's Report.
  - e. Eligibility for Reimbursed Conference Attendance:
    1. Full Members of the WSFCCA and a resident of Washington State shall qualify for financial assistance under this Standing Rule.
    2. Excluding a WSFCCA Conference, no member shall be authorized reimbursement for costs of attending more than one conference per fiscal year.

3. There shall be no more than two authorized and reimbursed attendees for any one conference.
  - f. In the case of personal reasons, the authorized delegate does not attend the conference, the Association shall attempt to replace the delegate with a qualified substitute to use any registration already paid. Any funds already paid directly to the originally authorized delegate shall be refunded to the Treasury within thirty (30) days. Under circumstances beyond their control any unrecoverable funds paid to the delegate shall be forgiven.
  - g. Allocation of Authorized Conference Reimbursements
    1. For each authorized conference under consideration, the Board of Directors Shall determine the total cost of Early Bird Registration, lodging, travel by the most economic means, per diem (as determined by current tables of the State of Washington), if approved in advance, per attendee.
    2. Consulting the Treasurer as to the amount of budgeted funds remaining in this category for the current fiscal year, the Board of Directors shall determine what percentage of the assessed total cost of any particular conference to award authorized attendee(s).
    3. Conference expenses shall be paid in this manner:
      - Conference registration fees shall be paid directly by the treasurer, to the authorized attendee, prior to the deadline for Early Bird registration.
      - Airline fare and lodging cost (if not included in the conference fee) shall be paid directly to the authorized attendee within 30 days of expenditure.
      - Per diem shall be paid directly to the authorized attendee within 14 days of receipt of expense voucher.
- 13.) WSFCCA CONFERENCE:
- a. Members of the Executive Board shall have registration fees, lodging and meals paid in full.
  - b. WSFCCA members who sit on the Conference Committee shall have conference registration fees and lodging paid in full. Under extenuating circumstances and approved by the Board of Directors, meals are reimbursed using IRS per diem rates.
- 14.) The Treasurer shall submit to the Executive Board before the start of each fiscal year a Budget by categories, with the provision to reallocate, with a dollar amount set by the Executive Board. The Executive Board shall recommend adoption of the Budget approved by them to the Board of Directors at the annual meeting.
- 15.) A membership can be transferred to another local chapter if that member is moving, with no further dues for the remainder of the fiscal year.
- 16.) Insurance

Full members may elect to purchase accidental /medical insurance for child care children. Full members may also access Aflac benefits at an Association rate.

17.) A WSFCCA member can hold more than one chapter membership. However, they must indicate what chapter is their primary chapter. They are required to pay state dues once, but must pay chapter membership dues to each chapter they join. A member has one vote when voting on WSFCCA business. They can vote regarding chapter issues, per chapter by-laws.

18.) Any previously licensed full member, who has held an office position, may qualify for a chapter office position as an Associate member. The chapter members must be in agreement to the Associate member's nomination to the board position.

19.) Committees:

Assistants to Treasurer

Audit

Budget

Bylaws

Chapter Responsibility

Conference - Annual

Dues

Fundraising / Grants

Insurance

Newsletter

Website

Public Policy

For descriptions, see WSFCCA By-Laws