

Washington State Family Child Care Association

Bylaws
April 20, 2013

**Article I
Name**

The name of this Association shall be the Washington State Family Child Care Association (herein WSFCCA)

**Article II
Purpose**

The purpose of WSFCCA shall be:

- (1) To educate, advocate, support and give status to family child care providers through, publications, meetings and by cooperating with other organizations concerned with the development and quality good care of children, and
- (2) To coordinate and network with family child care providers in Washington State provided, that the WSFCCA should not promote, in any extent in a federal, state or local level political campaigns for or against any candidate for public office.

**Article III
Membership**

There shall be three (3) classes of membership in WSFCCA. They are Full Membership, Associate Membership, and Auxiliary Membership.

Section 1 Class of Members

1. Full Membership

Required for the family child care provider who is licensed by the State of Washington and whose primary occupation is to care for children, other than her/his own, having one vote in WSFCCA business.

To qualify for and to maintain full membership, the person must:

- Support the goals and purposes of the WSFCCA and be a member pursuant to these bylaws
- Be a member of a chapter or non-chapter
- Pay full membership dues
- Maintain a valid family child care license
- You can hold more than one chapter membership, but you must designate which chapter is your primary chapter for voting in the WSFCCA elections

- You have the right to run or vote for officers of the Executive Board of Directors of WSFCCA
- Option of purchasing accidental medical insurance

Benefits of a Full Membership

- WSFCCA publications
- Notice of educational series
- Lectures
- Eligible to apply for Conference scholarships
- Business meetings
- Discounts to the WSFCCA State Conferences
- All other member benefits as listed on the WSFCCA website

2. Associate Member

Available for any person who was a licensed family child care provider, though not currently licensed as a family child care provider, may at her/his option, be an associate member, provided that such person may not run for a WSFCCA office.

Associate membership is available for any person who is an assistant to a current full member of WSFCCA and who qualifies and maintains eligibility to be an associate member must:

- Support the goals and purposes of the WSFCCA
- Maintain an associate membership
- Pay-associate membership dues
- And otherwise be a member pursuant to these bylaws

Any previously licensed full member, now an associate member of WSFCCA, who has held an executive board position on a state or chapter level may volunteer to be a state representative, and vote on behalf of their chapter. They may also volunteer to chair or work on a committee for WSFCCA.

Benefits of an Associate Membership

- WSFCCA publications
- Notice of educational series
- Lectures
- Eligible to apply for Conference scholarships
- Business meetings
- Discount to the WSFCCA State Conference
- All other member benefits as listed on the WSFCCA website

3. Auxiliary Membership

Is for those who wish to support the efforts of WSFCCA and to advocate for childcare providers. An Auxiliary member shall receive quarterly newsletters, notice of educational series and lectures. This membership is non-voting and cannot hold any office of WSFCCA, locally or state wide.

Auxiliary members may also volunteer to chair or work on a committee for WSFCCA.

Section 2 Voting

1. Only persons holding a full membership with a current/valid child care license shall have the right to run or vote for position(s) on the WSFCCA Executive Board.
2. Voting on Association business matters at general meetings and the annual meeting shall be on the basis of one (1) vote per chapter in attendance, with the vote cast by a representative designated by the chapter; provided, however, that all persons with non-chapter status, as defined in Article 10, Section 1, present at any particular meeting shall elect a representative to cast votes for all of them at that particular meeting.
3. In the event of WSFCCA Executive Board members also representing their own chapter as that chapter's State Representative, they shall also be allowed to vote for their chapter at general meetings.
4. Voting may also be done via e-mail on matters at general meetings. The State Representative shall cast their vote electronically to the Secretary at least 24 hours prior to the general meeting. The President shall announce the vote done electronically by the State Representative at the general meeting.

Section 3 Dues

1. Membership dues shall be determined by the Board of Directors and shall be due at the beginning of each fiscal year, on October 1st.
2. Members may join in any month during the year.
3. If dues are not current, a member will lose all membership rights as listed under membership categories in Section 1, 2 and 3.

Section 4 Resignations

A resignation must be a letter address to the Executive Board that includes the date, the reason for the resignation, and the person's signature. The person resigning can mail his or her letter to the Secretary or hand it to the secretary in person.

An e-mail resignation is not acceptable because it is not signed.

Article IV Executive Board

The Executive Board of WSFCCA shall be comprised of currently licensed Washington State family child care providers, who have been full members for at least one (1) year prior to taking office.

Section 1 Officer

The Executive Board of WSFCCA shall be President, Vice president, Secretary, Treasurer, and Member at Large.

Section 2 Nominations and Elections

1. Members shall elect a nominating committee of three (3) at the second general meeting of a fiscal year, which is an election year.
2. The nominating committee's slate of candidates shall be considered and adopted or rejected at the third (3) meeting of a fiscal year which is an election year. At this meeting nominations from the floor shall also be accepted, and if necessary, nominees shall be narrowed by secret ballot to limit each vacancy to two (2) candidates.
3. Each nominee shall be responsible for a biography and reason for running for that particular office. These shall be printed in the spring edition of the WSFCCA newsletter and on the web page.
4. There shall be no distribution by any means of written or printed campaign material.

Section 3 Ballot Elections

Ballots will be e-mailed to members who have e-mail accounts and mailed to those members who do not have e-mail to the membership in the spring newsletter. It is the members' responsibility to vote and mail in their ballots to the WSFCCA Secretary.

Section 4 Terms of Office

1. The newly elected Board of Directors shall assume their office at the adjournment of the Annual meeting. The retiring Board of Directors will continue as mentors. They will form a combined unit from the Annual meeting until the next scheduled meeting to ensure a smooth transition period. All decisions shall be made jointly following the bylaws of WSFCCA.
2. The newly elected Officers shall assume their offices at the adjournment of the June meeting, and shall serve for a term of two (2) years.
3. Each officer shall have a limit of three (3) consecutive terms.

Section 5 Limitations

A member of the nominating committee and two (2) volunteers will jointly count all of the ballots including all mail in ballots. If any member of the nominating committee is running for office they will be excused from the count.

Section 6 Vacancies

In the event any officer is unable to serve a full term of office, the Board of Directors shall appoint a pro-tem replacement. The remaining executive board will call a special meeting to appoint a new officer if necessary.

Section 7 Removal from Office

Any officer can be removed from office with a one-thirds vote at a regular meeting of the Board of Directors, and shall be notified by written notice.

Article V Duties of Executive Board

Section 1 President

The President shall:

- Preside at all membership
- Board membership
- Executive Board meetings
- Act as Chief Executive of WSFCCA
- Appoint members and/or chairperson of Standing Committees, as provided in Article 8 of these bylaws
- Present an annual report to the membership
- Perform such duties usually inherent in the office.

Section 2 Vice President

The Vice-President shall:

- Exercise such power and perform such duties as the President shall direct
- Act for the President in her/his absence
- Be the Committee coordinator for WSFCCA
- Appoint volunteer committee chairperson with advice and consent of the Board of Directors

Section 3 Secretary

The Secretary shall:

- Keep all records of the association
- Maintain minutes of all membership and Board of Directors meetings
- Insure that proper notices are given of all meetings as required by these bylaws
- Perform such other duties as the President may direct
- Section 4 Treasurer

The Treasurer shall:

- Keep regular books of account
- Prepare an annual budget
- Submit them together with all other records and papers, to the Board of Directors
- Submit financial report for the Fiscal year
- Prepare other reports as may be required

- Maintain a complete membership list
- Shall be accountable for all monies
- Act as registered agent for the WSFCCA with the State of Washington
- Trigger an audit every even year
- Handle Conference committee funds

Section 5 Member at Large

The Member at Large shall:

- Support the Executive Board when needed
- Is an appointed position by the Board of Directors
- Break tie votes of the Board of Directors

Article VI Meetings

Section 1 Regular Meeting

General Meetings shall be held a minimum of three (3) times yearly, at such time and place, as the Board of Directors shall direct. Notice of the time, place and agenda of each meeting shall be sent to the members of WSFCCA at least fourteen (14) days prior to the date of any general, special or annual meeting. Area Representatives are responsible for conveying said notice to their individual members.

Section 2 Special Meeting

Special meetings of WSFCCA membership may be held at such time and place as determined by the Executive Board, and shall be held on written request to the Executive Board from Area Representatives from at least five (5) area chapters. The Executive Board must hold any meetings so requested within thirty (30) days of receipt of said request.

Section 3 Annual Meeting

Annual meeting shall be held once yearly in June or at such time as the Board of Directors shall direct. Elections of new officers shall be announced at the June meeting in an election year.

Section 4 Quorum

At all properly called and notified meetings of WSFCCA a minimum one-third (1/3) area chapters shall constitute a quorum, according to the recent Robert's Rules of Order, for the transaction of WSFCCA business.

Section 5 Executive Board meeting

The Executive Board may, on occasion, meet for the purpose of conducting the business of the Association, drafting proposals and making recommendations to

be presented to the Board of Directors or the association membership, but may not take actions requiring membership involvement at these meetings.

Section 6 Conduct

WSFCCA members have a duty to expel, temporarily or permanently, any member who is disruptive of WSFCCA business or who impedes achievement of the purposes of the WSFCCA.

Article VII Board of Directors

Section 1 Members

The Board of Directors of WSFCCA shall be the Executive Board, and a representative from each Chapter all of whom shall be residents of the State of Washington. Each respective chapter, pursuant to rules or bylaws adopted by the local chapter, shall designate chapter Representatives.

Section 2 Duties of Board of Directors

It shall be the duty of the Board of Directors of the WSFCCA to carry out the programs and policies of WSFCCA. The Board of Directors shall have the authority to interpret the bylaws and the standing rules.

Section 3 Meetings

Meetings of the Board of Directors shall be held on call of the President or on a request of the majority of the Board of Directors. one-third (1/3) of the membership of the Board of Directors shall be present or approved to vote via email.

Section 4 Monies

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

Article VIII Standing Committees

The standing committees of WSFCCA shall be Public Policy, Newsletter, and State Conference. All other committees will be formed as needed.

Section 1 Committee Selection

Committee chairpersons shall be appointed by the Vice-President, in consultation with, and pursuant to, the advice and consent of the Board of Directors.

Section 2 Committee Chairperson

The President shall not appoint herself/himself as a committee chairperson.

Section 3 Equipment Purchase

All equipment and supplies purchased by WSFCCA remains the property of WSFCCA and shall be returned to the WSFCCA when no longer used or needed for the purpose that it was purchased.

**Article IX
Recognition of Local Chapters**

Section 1 Forming Chapters

Any number of licensed family child care providers may petition for recognition of a chapter to represent a county in Washington State.

Section 2 Petitions

In petitioning for and obtaining recognition as a local chapter, and in order to maintain standing as a local chapter it shall:

1. Support the goals and purposes of WSFCCA
2. Abide by all WSFCCA bylaws and standing rules
3. Refrain from adopting any bylaws or rules in conflict with those of WSFCCA
4. Require all members to be members of WSFCCA
5. Maintain with WSFCCA a copy of the Chapter's current bylaws
6. Designate the name of the Chapter to reflect the geographical location of the Chapter membership
7. Meet at least once per year.

Section 3 Arbitration

Chapters agree that in the event of any internal disputes over the validity of any election or the genuineness of any governing personnel for the local chapter, such dispute, if not resolved within seven (7) days, shall be submitted to binding arbitration. Arbitration shall be commenced pursuant to RCW7.04. Each side of the dispute shall choose one arbiter. The arbiter may be any person whatsoever desired by each respective side. The arbiters shall then choose a third arbiter. The arbitration process shall be complete, with the arbiters reaching a binding decision within thirty (30) days; after the statutory time for contesting the validity of the arbitration process, whichever is longer; without cost for the WSFCCA.

**Article X
Matters of Requiring One-Thirds Vote**

A one-thirds (1/3) vote of all Board of Director members present or by absentee ballot in any general, special, or annual meeting in which there is a quorum, is

required in order to approve those motions which, according to “Robert’s Rule of Order”, require a one-thirds (1/3) majority and to amend these bylaws.

**Article XI
Fiscal Year**

The fiscal year of WSFCCA shall commence on October 1 and end September 30 of the following year.

**Article XII
Parliamentary Authority**

Parliamentary procedure for all meetings shall be conducted in accordance with the most recent edition of “Robert’s Rule of Order”. Whenever these bylaws are inconsistent with “Robert’s Rule of Order”, these bylaws shall rule.

**Article XIII
Dissolution**

In the event that WSFCCA is dissolved, upon such dissolution all assets of WSFCCA shall be dedicated to a use and purpose, which is tax exempt (non-profit) pursuant to the provisions of the Internal Revenue Code then in effect.

**Article XIV
Amendment of Bylaws**

The bylaws may be amended, altered, or repealed at any regular or special meeting of the Board of Directors if notice of the proposed amendment or alteration is contained in the notice of the meeting. A two-third (2/3) vote of all those qualified to vote shall be required to amend, alter or repeal these bylaws.