



Colorado Association of Family Child Care By-Laws

ARTICLE I. NAME OF ORGANIZATION AND NON-PROFIT STATUS

The name of the organization shall be the Colorado Association of Family Child Care, hereinafter called CAFCC.

CAFCC is registered with the Internal Revenue Service as a 501 (c)(4) non-profit organization.

ARTICLE II. PURPOSE

The CAFCC is organized for the promotion of social welfare, including for such purposes:

1. The promotion of community welfare through organization and education of family child care professionals and other persons concerning all aspects of child care home services.
2. The promotion of high standards (and furthering of) awareness of family child care professionals as a positive professional group.
3. The promotion of communication among child care professionals, officials, organizations, child care consumers, government agencies and all others which will enhance the general society's understanding of family child care to the end that family child care providers and society as a whole will be benefited thereby.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership

Application for membership shall be open to any individual who is a current licensed family child care provider, retired licensed family child care provider, or an advocate for the early care and learning profession. These individuals must support the Purpose Statement in Article II. Membership is confirmed after completion and receipt of a membership application and annual dues.

Section 2. Definition of Membership

A. General Membership

General Membership is defined as an individual who has submitted a membership application and annual dues. Each CAFCC General Membership will be entitled to one vote on any issue presented for general membership voting. General members may attend all board meetings of the CAFCC and may serve on committees.

B. Affiliate Membership

Affiliate Membership is defined as a Child Care Association in Colorado who has completed, signed and submitted an annual CAFCC Affiliate Contract along with appropriate fees.

Each affiliate must have a registered EIN with the Internal Revenue Service.

Each CAFCC Affiliate will designate a minimum of one (1) representative with a maximum of two (2) representatives to act on the behalf of their affiliate. Each affiliate may also designate (2) alternate representatives as back-ups representatives in the event one cannot attend a CAFCC Board meeting.

Each Affiliate must not exceed a total of (4) four designated individuals to act as their representative.

Although each affiliate may have a total of (4) four designated representatives, they are only allowed (2) votes at any given time. See ARTICLE IV, SECTION 1

Each voting representative must be a current member in good standing with CAFCC.

C. Advocate Membership

Advocate Membership is defined as a person who does not hold a family child care license but is an advocate of the early care and learning profession. The classification of an Advocate Membership is outlined below.

1. Paying Honorary Advocate Membership shall submit a membership application and annual dues. Approval of each applicant will be voted on by the CAFCC Board of Directors. Such an advocate is entitled to one vote on any issue presented for a general membership vote.
2. Non-paying Honorary Advocate Memberships are nominated and voted on by the CAFCC Board of Directors. A two-third (2/3) vote of quorum of the Board of Directors in attendance shall determine any Non-paying Honorary Child Care Advocate Membership. Such an advocate is entitled to one vote on any issue presented for a general membership vote.

D. Lifetime Membership

In order to qualify for nomination for a Lifetime Membership one must meet the following criteria:

- a. Served on the CAFCC Executive Board for over (15) fifteen consecutive years and/or
- b. Served as a Committee Chair for over (15) fifteen consecutive years and/or
- c. Served as an Affiliate Representative for over (15) fifteen consecutive years and/or
- d. Served as a Trustee for CAFCC Education Foundation for over (15) fifteen consecutive years.
- e. Lifetime members do not have to be a current family child care provider but must be an active advocate for the Early Care and Learning profession.

Lifetime Membership must be nominated and approved for such membership by the Board of Directors.

Lifetime Members do not pay annual dues and are awarded the same voting privileges as those of a Regular Membership. Lifetime members must attend at least (6) six meetings each calendar year to vote.

Lifetime Members shall be allowed to hold an office on the Executive Board or accept appointment of a Committee Chair made by the President and approved by the Board of Directors.

Lifetime Members shall be allowed to serve as a Trustee on the CAFCC Education Foundation Board of Trustees.

Section 4. Expulsion from Membership

Either an affiliate association or an individual member may be expelled from membership, if they tend to injure the good name of the CAFCC, disturb its well-being, hamper its works, or fail to meet membership requirements. A two thirds (2/3) vote of quorum at a CAFCC Board of Directors meeting is required to revoke membership.

Section 5. Transfer of Membership

Membership in the association is not transferable or assignable.

Section 6. Annual Dues

Dues shall be determined by a majority of voting CAFCC members present at the April Board of Directors meeting.

Section 7. Payment of Dues

CAFCC Membership dues will be paid at rates determined at the April CAFCC General Membership Meeting. All CAFCC general members in attendance at this meeting shall have one (1) vote only for the specific purpose of establishing CAFCC Membership dues.

Membership dues shall be paid in one-year increments and shall be considered valid the date the membership letter is E-Mailed and shall expire one year thereafter.

CAFCC members are given a one (1) month grace period following the expiration date of their membership with membership continuing without interruption. If membership dues are received by CAFCC one or more months after a member's expiration date, such membership will be terminated. If a membership is renewed before the expiration date, the membership will continue one year beyond the original membership expiration date. Dues are not prorated, refundable or transferable.

ARTICLE IV. BOARD OF DIRECTORS

The makeup of the CAFCC Board of Directors is composed of designated Affiliate Representatives and Committee Chairs.

The number of those who sit on the CAFCC Board of Directors shall be determined by the number of Representatives each Affiliate designates and those members holding positions as Standing Committee Chairperson.

Section 1. Affiliate Representatives

Each CAFCC Affiliate will designate a minimum of one (1) representative with a maximum of two (2) representatives to act on the behalf of their affiliate. Each affiliate may also designate (2) alternate representatives as back-ups representatives in the event one cannot attend a CAFCC Board meeting.

All Affiliate Representatives and Alternates must be recorded with the CAFCC Secretary and must be a current CAFCC member in good standing for voting privileges.

Each designated CAFCC Affiliate representative shall have a total of two (2) votes on any issue brought before the Board of Directors.

Designated Affiliate Representatives and/or Alternates shall not represent more than one (1) Association at any given time.

Designated Affiliate Representatives and/or Alternates shall attend a minimum of one (1) Board of Directors Meetings annually.

Designated Affiliate Representatives and/or Alternates shall assume responsibility for timely dissemination of information to their membership regarding issues that are brought forth at a Board of Directors meeting.

Section 3. Committee Chairs

The Board of Directors shall establish Standing Committees as it deems necessary for the functioning of the CAFCC.

Each committee shall be headed up by a Committee Chairperson to be nominated by the President and approved by the Board of Directors.

All Committee Chairpersons must be members in good standing and will serve a term of one year or until their successor is named.

Each Committee Chairperson shall be governed by their own written procedures as set forth in the CAFCC Handbook.

Each Committee Chairperson may hold up to two (2) committee chair positions.

ARTICLE V. GENERAL POWERS OF THE BOARD OF DIRECTORS

Affairs of CAFCC shall be managed by the CAFCC Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Association. Some of the powers of the CAFCC Board of Directors include but are not limited to voting on matters of policy, make and/or change policy, serve on and assist the President in establishing committees and chairs of each committee, approve advocate membership applicants.

The members of the Board of Directors shall immediately enter upon the performance of their duties and shall continue in office until their successors are duly qualified, elected and/or appointed.

Section 1. Resignation of Board of Director Members

Any Board of Director member may resign by filing a written resignation with the CAFCC Secretary. Such resignation, if accepted by the remaining Board of Director members, will be effective immediately. The resigning member will not be relieved of assessment of accrued charges, if any, and will return all CAFCC property immediately to the CAFCC President. Neither fees nor dues will be refunded.

Section 2. Vacancy of Board of Director Members

Designated affiliate representative vacancies shall be filled in accordance with the bylaws of the association affected by the vacancy. Changes shall be submitted in writing to the CAFCC Secretary.

Section 3. Expulsion of Board of Director

Any member of the Board of Directors who fails to fulfill any of his/her requirements as set forth in these By-Laws shall automatically forfeit his/her seat on the Board. The CAFCC Secretary shall notify this individual in writing that his/her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements as set forth in these By-Laws are not entitled to vote on any issues brought forth at any Board of Directors meetings, vote at the annual meeting in April or June, and are not entitled to hold any position on the CAFCC Board of Directors for a minimum of (3) years.

The expelled member will not be relieved of assessment of accrued charges, if any, and will return all CAFCC property immediately to the CAFCC President or appropriate CAFCC Executive Board Officer. Neither fees nor dues will be refunded. This action will remain in effect for a three (3) year period to be reviewed as needed. This action includes denial of membership both as a voting member and that of an advocate.

ARTICLE VI. EXECUTIVE BOARD

The Executive Board shall be composed of but not limited to the office of President, VicePresident, Secretary, and Treasurer.

Any CAFCC member who wishes to run for a position on the CAFCC Executive Board must be recorded with the CAFCC Secretary and must be a current CAFCC member in good standing, have served in some capacity of the Board of Directors or have been an active participate of CAFCC for a minimum of two (2) years prior to submitting their Letter of Intent and Resume to the Nominations and Elections Committee Chair.

Any CAFCC member who wishes to run for a position on the CAFCC Executive Board must be knowledgeable in CAFCC's organizational operations and be familiar with CAFCC By-Laws and the operations of the CAFCC Educational Foundation.

Executive Board members shall have one (1) vote on any issue brought before the Board of Directors with the exception of the President who shall vote only in the case of a tie.

Executive Board members shall not hold more than one office on the Executive Board with the exception of the Secretary or Treasurer as these positions could be combined if needed.

The Executive Board shall assume responsibility for timely dissemination of information to CAFCC membership regarding issues that are relevant to the early care and learning profession.

The Executive Board shall communicate all matters pertaining to the business of CAFCC at scheduled monthly Board of Directors meetings. When necessary, such information shall be sent electronically to members of the Board of Directors as a means to keep them informed and abreast of the CAFCC business.

Officers of the Executive Board shall include, but are not limited to, the offices of President, Vice-President, Secretary, and Treasurer. Except for the power to amend the CAFCC Articles of Incorporation and the CAFCC By-Laws, these officers shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, and is subject to the direction and control of the full Board. Should any issues being discussed at any of these particular meetings require a vote, such issues are to be presented to the Board of Directors for consideration.

The Executive Board does not have unilateral decision-making authority. Such decisions must be presented to the Board of Directors for consideration at the next scheduled Board of Directors meeting or communicated to all Board of Directors members electronically via EMail.

Members of the Executive Board must keep communication open with the Board of Directors communicating in a timely manner.

Members of the Executive Board must work in conjunction with the Board of Directors in creating a monthly agenda ensuring that all pertinent matters are allotted necessary discussion time. Allotted time on each agenda must also allow for Executive Board reports from the President, Vice-President, Secretary, & Treasurer, and reports from Standing Committee Chairs to include but not limited to CAFCC Education Foundation, Legislative, National Association for Family Child Care, Provider Rights and Zoning, Nomination & Elections, By-Laws, Sunshine, Grievance, Sunshine, and Finance (when needed). Time must also allow for Organizational Liaison reports, Affiliate reports, Old Business, and New Business.

All records and information gleaned from each member of the Executive Board, Affiliate Representatives, and Committee Chairs is deemed public information and shall be made available to CAFCC membership and any Board member upon request.

Executive Board members shall have their membership fees waived for the term of their office.

No Executive Board officer shall hold more than one position on the Executive Board with the exception of the Secretary and/or Treasurer whereby these two positions could be combined if necessary.

Section 1. President

The duties of the President shall include, but are not limited to, the following:

1. Shall preside at all meetings of the Board of Directors.
2. Shall communicate regularly with all members of the Executive Board, Affiliate Representatives, and Committee Chairs as a means of keeping all parties informed and up to date all matters concerning this Association.
3. Shall create a monthly agenda to be disbursed at the monthly Board of Directors meeting.
4. Shall have general and active management of the business of this Association.
5. Shall have general supervisory direction of all other officers of this Association and see that their duties are properly performed.
6. Shall act as liaison between this Association and interested parties.
7. Shall initiate and/or respond to internal and external communications in a timely manner.
8. Shall nominate Standing Committee Chairpersons which shall be approved by the Board of Directors.
9. Shall serve as ex-officio member of all committees, except the Nominations/Elections Committee.
10. Shall assist the Trustees of the CAFCC Education Foundation.
11. Shall keep all records for a minimum of seven years transferring said records to his/her successor.
12. Shall provide up to one (1) year's technical assistance to the elected successor.
13. Shall uphold the highest standards of the Early Care and Learning profession.
14. Shall assist newly elected Executive Board Officers in assuming their duties and in the interpretation of policy.
15. Shall serve as philosophical leader of CAFCC.

Section 2. Vice-President

The Vice-President's duties shall include but are not limited to the following:

1. Shall attend Board of Directors meetings when held.
2. The Vice-President shall be vested with all the powers of the President and shall perform all the duties of the President during the absence of the latter.
3. Shall have the duty of chairing all Board of Directors meetings in the absence of the President.
4. Shall act as liaison between CAFCC and its Affiliates.
5. Shall work as a public relations representative to publicize CAFCC communicating its value in and to the community.
6. Shall coordinate outreach efforts.
7. Shall serve as Parliamentarian.

8. Shall work with the finance committee.
9. Shall keep all records for a minimum of seven years transferring said records to his/her successor.
10. Shall provide up to one (1) year's technical assistance to the elected successor.
11. Shall perform such other duties as may be prescribed by the CAFCC Board of Directors.
12. Shall uphold the highest standards of the Early Care and Learning profession.
13. Shall assist newly elected Executive Board Officers in assuming their duties and in the interpretation of policy.

Section 3. Secretary

The Secretary's duties shall include but are not limited to the following:

1. Shall attend all meetings of the Board of Directors and will act as clerk thereof.
2. Shall send notices of all meetings to members of the Board of Directors.
3. Shall create and disburse the monthly Board of Directors agenda prior to the start of each meeting.
4. Shall record all votes and prepare minutes of all Board of Directors meetings.
5. Shall disburse minutes of all Board of Directors meetings to all qualified recipients no later than two (2) weeks prior to the next scheduled Board of Directors meeting.
6. Shall provide and maintain a Board of Directors Attendance Roster for all meetings.
7. Shall handle CAFCC correspondence when necessary.
8. Shall handle special mailings and/or email notifications when necessary.
9. Shall retain all records of CAFCC business.
10. Shall maintain inventory list of equipment.
11. Shall keep all records for a minimum of seven years transferring said records to his/her successor.
12. Shall provide up to one (1) year's technical assistance to the elected successor.
13. Shall perform such other duties as may be prescribed by the CAFCC Board of Directors.
14. Shall uphold the highest standards of the Early Care and Learning profession.
15. Shall assist newly elected Executive Board Officers in assuming their duties and in the interpretation of policy.

Section 4. Treasurer

The Treasurer's duties shall include but are not limited to the following:

1. Shall attend all meetings of the Board of Directors.
2. Shall accept and account for all finances of the CAFCC except.
3. Shall submit a monthly financial statement at all Board of Director meetings.
4. Shall submit an annual budget to the Board of Directors for review.

5. Shall submit a monthly financial statement to the CAFCC Secretary to be included in the Board Packet.
6. Shall serve on the CAFCC Finance Committee for the purpose of conducting an annual audit of books, which must be completed and reviewed by the Finance Committee within two (2) months after the end of the CAFCC fiscal year.
7. Shall be responsible for filing of the Annual 990-N (E-Postcard) with the Internal Revenue Service in compliance with their regulations.
8. Shall be responsible for filing of the CAFCC Subordinate Roster with the Internal Revenue Service in compliance with their regulations.
9. Shall submit an annual CAFCC Affiliate Contract to all CAFCC Affiliates.
10. Shall maintain a current up-to-date Affiliate Roster noting affiliate's officer roster and contact information of officers.
11. Shall submit annual CAFCC Affiliate Contracts to all newly organized child care associations for their consideration.
12. Shall be bonded at the expense of CAFCC within 30 days of election to office.
13. Shall be responsible for maintaining an accurate membership list.
14. Shall be responsible for archiving membership lists and affiliate rosters.
15. Shall be responsible for payment of yearly liability group insurance at the expense of CAFCC.
16. Shall report active membership status of affiliated associations and general membership to Board of Directors.
17. Shall keep all records for a minimum of seven years transferring said records to his/her successor.
18. Shall provide up to one (1) year's technical assistance to the elected successor 19. Shall perform such other duties as may be prescribed by the CAFCC Board of Directors.
20. Shall uphold the highest standards of Licensed Family Child Care.
21. Shall assist newly elected Executive Board Officers in assuming their duties and in the interpretation of policy.

ARTICLE VII. EXECUTIVE BOARD TERMS

Executive Board Officers shall serve staggered two (2) year terms. The President and Treasurer shall be elected in even numbered years. The Vice-President and Secretary shall be elected in odd numbered years. The newly elected Officers will begin their terms on the first (1st) day of July. The newly elected CAFCC President shall be sworn in by the CAFCC Vice-President at the annual June CAFCC Board of Directors meeting.

Section 1. Expulsion of Executive Board Officer

An elected Executive Board Officer may be expelled if they tend to injure the good name of CAFCC, destroy its well-being, hamper its work, or fail to meet the duties of the office. A two-thirds (2/3) vote of quorum of the Board of Directors may remove any Executive Board Officer and elect a successor for the unexpired term.

No Executive Board Officer shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the officer in writing ten (10) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

The expelled member will not be relieved of assessment of accrued charges, if any, and will return all CAFCC property immediately to the CAFCC President or appropriate CAFCC Executive Board Officer. Neither fees nor dues will be refunded.

This action will remain in effect for a three (3) year period to be reviewed as needed. This action includes denial of membership both as a voting member and that of an advocate.

Section 2. Resignation of Executive Board Officer

A resigning Executive Board Officer must submit a written resignation to the CAFCC Secretary. The CAFCC Secretary will then notify all members on the Board of Directors as to that officer's intent to resign. Such resignation will be reviewed for consideration by the Board of Directors at the next scheduled Board of Directors meeting. If said officer elects to have said resignation effective immediately, the CAFCC Secretary will notify each member of the Board of Directors via E-Mail or phone.

Once resignation has been reviewed and considered the Board of Directors shall have full authority to accept or deny said request. If said resignation is accepted, it will be effective immediately with notice of said resignation being included in the next CAFCC Board Packet.

The resigning member will not be relieved of assessment of accrued charges, if any, and will return all CAFCC property immediately to the CAFCC President or appropriate CAFCC Executive Board Officer. Neither fees nor dues will be refunded.

An officer who fails to attend two (2) consecutive Board of Directors meetings without prior notice to the Executive Board for such absences shall be considered to have voluntarily resigned. The office shall be filled in accordance with Article VII, Section 3.

Section 3. Vacancies of Executive Board Officer

Vacancies of an elected office shall be filled by a special election in accordance with ARTICLE VIII, Section 3. Vacancies may be filled temporarily by appointment of the Executive Board with the approval of the Board of Directors and Standing Committee Chairs.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Elected offices of CAFCC shall be President, Vice-President, Secretary, and Treasurer and are elected by CAFCC General Membership.

A Nominations Committee Chairperson is to be nominated by the CAFCC President and approved by the Board of Directors and shall head up the Nominations and Elections Committee.

Section 1. Eligibility Requirements

All nominees for Executive Board Officer positions shall be CAFCC members in good standing. For purposes of this Section, a member in good standing is defined as a member who is current on dues and has no outstanding fees or pending disciplinary action with CAFCC.

Any CAFCC member who wishes to run for a position on the CAFCC Executive Board must have served in some capacity of the Board of Directors or have been an active participant of CAFCC for a minimum of two (2) years prior to submitting their Letter of Intent and Resume to the Nominations and Elections Committee Chair.

Any CAFCC member who wishes to run for a position on the CAFCC Executive Board must be knowledgeable in CAFCC's organizational operations and be familiar with CAFCC By-Laws and the operations of the CAFCC Educational Foundation.

The CAFCC President is not ex-officio of this committee. No member of the Nominations and Elections Committee may be a candidate for office.

Section 2. Nomination and Election Procedures

All nominees must submit to the Nominations Committee Chairperson a Letter of Intent and Resume prior to the April CAFCC Board Meeting. The Nominations and Elections Chairperson is responsible for ensuring all qualified nominees meet CAFCC Executive Board qualifications.

The Nominations and Elections Chairperson shall report to those in attendance at the April CAFCC Board of Directors meeting all parties who have submitted a Letter of Intent or given a verbal commitment request for consideration.

Nominations from the floor will be accepted at the April meeting. All CAFCC voting members may submit names for consideration.

The Nominations and Elections Chairperson will place all eligible nominees' names on the CAFCC Ballot.

All write-in candidates must meet eligibility requirements of the office, have prior knowledge of intent to have their name listed as a write-in candidate, and must be willing to fulfill the duties of said office. Proxy voting is not accepted.

The Nominations and Elections Chairperson shall disseminate ballots electronically via EMail to all CAFCC voting membership at least (3) three weeks prior to the CAFCC Board of Directors meeting held in June.

The election shall be held at the annual CAFCC Board of Directors meeting held in June. The Nominations Committee Chairperson will select (2) two members at the CAFCC June Board of Directors meeting to assist her in the counting of ballots.

Results of the votes will be announced by the Nominations Committee Chairperson upon completion of the counting of ballots.

Failure of individual members not receiving the CAFCC ballot via EMail shall not invalidate election results.

Any proposed By-Law changes will be included on the ballots for voting memberships consideration and approval.

Section 3. Special Elections

The Nominations and Elections Chairperson shall send notification for the need for a special election electronically via EMail to all current CAFCC members and CAFCC Board of Directors. Nominations shall be taken from current CAFCC members electronically via E-Mail or verbally via telephone communication to the Nominations and Elections Chairperson placing each proposed nominees' names on a ballot. Ballots will be sent electronically via EMail to all CAFCC members and Board of Director members. Once all nominations have been received and qualifications confirmed, ballots will be counted with the final result being relayed to all CAFCC members and Board of Director members.

Nominees under this Section shall follow the provision of Article VII, Section 1.

ARTICLE IX. CAFCC MEETINGS

Section 1. General Membership Meeting

General Membership meetings shall be held twice a year. April at which time members present shall submit in writing or verbally any proposed CAFCC By-Law revisions to be placed on the CAFCC ballot and to nominate officers of the CAFCC Executive Board. And June at which time members present shall vote on proposed CAFCC By-Law revisions and election of CAFCC Executive Board members.

Section 2. Board of Directors Meeting

Board of Directors Meetings shall be open to all CAFCC members and shall be scheduled a minimum of (2) two times each year. Designated representatives from each affiliated child care association, CAFCC Executive Board members, Committee Chairpersons, and other CAFCC members will meet for the purpose of addressing but not limited to the following objectives:

1. Determine the direction of CAFCC.
2. Consider recommendation of the general membership.
3. Define goals and purposes of the CAFCC and policies.
4. Review CAFCC budget needs.
5. Establish a CAFCC schedule for the following year.
6. Serve as a liaison between the affiliate child care associations and the CAFCC.

Board of Directors Meetings shall be open to non CAFCC members, however, non CAFCC members are not given any authorization to participate in any voting procedures.

Section 3. Special Meetings

Special meetings of CAFCC membership or CAFCC Board of Directors may be called by the President or two (2) members of the Board of Directors. The person or persons authorized to call a special meeting of the Board of Directors shall make arrangements for the location and time as to when such meeting is to be held.

Notice of any special meeting of the Board of Directors shall include notification to all Affiliate Representatives, Executive Board Members, and Committee Chairs.

Notice of any special meeting of the Board of Directors shall be given no less than ten (10) days in advance of the meeting by telephone or electronically via E-Mail stating the purpose, place, date, and time of such meeting.

Section 4. Quorum

In person presence of a majority of current members of the Board of Directors, shall be necessary at any meeting to constitute a quorum to transact business. For the purpose of facilitating CAFCC Board of Directors Meetings, a Quorum is defined as:

1. A minimum of three (3) CAFCC Executive Officers must be present at any CAFCC Monthly Board of Directors Meetings and
2. A minimum of five (5) Affiliates must be represented at any CAFCC Board of Directors Meetings and
3. A minimum of seven (7) Affiliate Representatives and/or Alternates present at any CAFCC Board of Directors Meetings

In the event that a quorum is not present at any CAFCC Board of Directors Meetings, a majority of member's present may call for adjournment of the meeting.

ARTICLE X. VOTING

Any person voting at CAFCC Board of Director Meetings must be a current CAFCC member in good standing.

Each CAFCC Affiliate has a total of two (2) votes on any issue brought before the Board of Directors.

Each CAFCC Committee Chair and elected CAFCC Executive Board Officer is entitled to one (1) vote on each issue offered for a vote with the exception of the CAFCC President who only votes in the event of a tie.

In the event that an issue arises requiring an immediate vote, the CAFCC President shall call for an emergency poll whereby all CAFCC Board of Directors will be contacted via e-mail and/or phone for the purpose of obtaining their vote.

For purposes of the Emergency Vote a minimum of eleven (11) Affiliates, two (2) Executive Board officers and six (6) Committee Chairs shall constitute a quorum.

The CAFCC President will create a written summary of the outcome of the vote forwarding the information on to all CAFCC Board of Directors via e-mail. Such summary shall include the name of the individual voting, membership expiration date, and final outcome of said vote.

ARTICLE XI. STANDING COMMITTEES

The Board of Directors shall establish such Standing Committees as it deems necessary for the functioning of CAFCC.

The President shall nominate Committee Chairs which shall be approved by the Board of Directors.

The President shall be an ex-officio member of all committees, except the Nominations/Elections Committee.

Any CAFCC member may hold a Committee Chair position with the exception of the NonPaying Advocate member.

All Committee Chairpersons must be members in good standing and have been a current CAFCC member for a minimum of two (2) years prior to consideration.

The Committee Chair position is for a term of one year or until their successors are appointed.

Each Committee Chairperson may have fiscal responsibilities and shall be governed by their own written procedures as set forth in the CAFCC Handbook. These procedures, when reviewed and/or amended, must be in accordance with current CAFCC By-Laws and Policies, and have approval of the CAFCC Board of Directors.

Committee Chair vacancies shall be filled by nomination of the President and approved by the Board of Directors.

Committee Chairs may hold a maximum of two (2) Committee Chair seats.

Section A. Finance Committee

The President shall nominate a Finance Committee Chair which shall be approved by the Board of Directors.

The Finance Committee shall be made up of a minimum of three (3) members, including, but not limited to, CAFCC Treasurer, CAFCC Treasurer, and CAFCC Vice-President. It is the responsibility of the Finance Committee Chair to see that all the responsibilities are carried out, and to call meetings to carry out responsibilities of this committee.

Responsibilities of the Finance Committee shall be but are not limited to an annual audit of the CAFCC Treasurer's general ledger reports with the purpose of reviewing transaction reports, bank deposits, expenditures, and checkbook activity.

The Finance Committee Chairperson shall prepare and submit to the Board of Directors a final report of the annual audit which is then to be entered into the CAFCC minutes.

Section B. National Committee

The President shall nominate a National Committee Chair which shall be approved by the Board of Directors.

The National Committee Chair shall keep CAFCC members informed regarding activities and developments occurring at a national level that affect family child care including up-to-date information concerning federal legislation and the activities of the National Association for Family Child Care (NAFCC).

Section C. Legislative Committee

The President shall nominate a Legislative Committee Chair which shall be approved by the Board of Directors.

The Legislative Committee Chair shall represent CAFCC supporting legislation that has a positive impact on children and/or child care by staying informed of pending legislation. The Legislative Committee Chair shall report to the CAFCC Board of Directors on current and proposed legislation.

Section D. Provider Rights and Zoning Committee

The President shall nominate a Provider Rights and Zoning Committee Chair which shall be approved by the Board of Directors.

The Provider Rights and Zoning Committee Chair shall handle issues dealing with provider rights and zoning on behalf of all CAFCC members.

The Provider Rights and Zoning Committee Chair shall assist in individual zoning concerns upon written request by any CAFCC Affiliate.

The Provider Rights and Zoning Committee Chair shall be responsible for making available a current copy of the Colorado Office of Early Childhood, Division of Early Care and Learning rules and regulations governing the licensed family child care provider at all CAFCC Board of Director meetings.

Section E. Nominations and Elections Committee

The President shall nominate a Nominations and Elections Committee Chair which shall be approved by the Board of Directors.

This committee shall consist of Board of Director members and shall be responsible for acquiring nominations for election to office to determine eligibility. The CAFCC President is not ex-officio of this committee.

No member of the Nominations and Elections Committee may be a candidate for office. All CAFCC voting members may submit names.

The Nominations and Elections Committee shall submit the candidates' names to be listed on the CAFCC ballot. All write-in candidates must meet eligibility requirements of the office. Proxy voting is not accepted. (See CAFCC Handbook for Nominations and Elections Committee Policy and Procedure)

Section F. Grievance Committee

The purpose of the Grievance Committee is to arbitrate grievances pertaining to issues within the Association with any member of CAFCC including CAFCC Executive Board members, Board of Director members, or Committee Chair members.

The President shall nominate a Grievance Committee Chair which shall be approved by the Board of Directors.

The Grievance Committee shall consist of a minimum of three (3) CAFCC Board of Director members and at least one (1) alternate member. The alternate member shall be available in the event of conflict of interest of any member. This Committee shall be formed within (7) seven days after receipt of the Grievance.

If for any reason a grievance is filed against any member of the CAFCC Executive Board, remaining Board members must recuse themselves from being involved with the grievance process with the exception of testifying.

Any Board of Director member not involved in the grievance may sit in and observe the process but is not allowed to voice an opinion or remark in any manner unless called on by a participant of the grievance and/or the Grievance Committee.

All grievances must be in writing and signed by person/persons filing said grievance.

Any grievance issue that is to be discussed at a Board of Directors meeting must be filed with the Grievance Committee prior to any Board of Directors Meeting. The Grievance Committee will notify all pertinent parties of said grievance in order that all said parties can be prepared for debate and/or explanations of such grievance.

The Grievance Committee shall have the discretion to put discussion time on the agenda or settle the matter internally. *(See CAFCC Handbook for Grievance Committee Policy & Procedures)*

Grievance Committee shall handle all internal CAFCC grievances according to *“Roberts Rules of Order Newly Revised”* if not addressed in CAFCC policy and procedures.

Section G. By-Laws Committee

The President shall nominate a By-Laws Committee Chair which shall be approved by the Board of Directors.

The CAFCC By-laws may be reviewed and amended at the annual general membership meeting provided that said amendments are presented to the entire general membership for consideration at least ten (10) days prior to the annual general membership meeting.

Any CAFCC member may submit proposed changes, additions, and/or deletions to the CAFCC By-Laws to the By-Laws Committee Chairperson.

The chair of this committee is responsible for gathering suggested changes, additions, and/or deletions to be made to the CAFCC By-Laws. All proposed changes must pass by two thirds (2/3) vote of quorum of the votes cast.

Section H. Sunshine Committee

The President shall nominate a Sunshine Committee Chair which shall be approved by the Board of Directors.

The Sunshine Committee Chair will maintain correspondence for individual member recognition and assist in notification of information regarding organizational happenings at instruction of elected officers.

Section I. Ad Hoc Committees

The Board of Directors shall establish Ad Hoc Committees as it deems necessary for the functioning of CAFCC as a means to meet specific and limited purposes as necessary. Ad Hoc Committees could be Ways & Means Committee, Historical Committee, or Public Relations Committee for example.

The President shall nominate a Chairperson of an Ad Hoc Committee which shall be approved by the Board of Directors.

ARTICLE X. CAFCC EDUCATION FOUNDATION

The purpose in creating the Education Foundation is to enable CAFCC to be eligible for receiving and administering grants and donations for the express purpose of conducting educational activities. This status allows maximum value of the funds entrusted to CAFCC by membership for educational benefits such as the newsletter, the website, training opportunities, and conferences.

The President shall nominate a CAFCC Education Foundation Committee Chair which shall be approved by the Board of Directors serving for a term of (1) one year. The CAFCC Education Foundation Chair is part of the Foundation Trustees and shall have authority to vote on actions proposed to the Foundation only in the event of a tie.

The Education Foundation Chair shall handle all nominations for trustees and submit all qualifying Letters of Intent and Resumes to the CAFCC Board of Director members for consideration. Nominees are then elected to serve by CAFCC Board of Directors.

The CAFCC President and Vice-President shall serve as Advisors on the CAFCC Education Foundation Board in an advisory and service capacity having full voting privileges. No more than (2) two other current elected officers may serve a 2-year term as a CAFCC Trustee and

shall have authority to vote on actions proposed to the Foundation. (See CAFCC Handbook for more information on the CAFCC Education Foundation)

ARTICLE IX. DISBURSEMENTS, CONTRACTS, AND COMPENSATION

Section 1. Disbursements

All checks from the CAFCC general account shall be signed by the Treasurer and, whenever possible, at least one other elected officer who shall be designated by the CAFCC Executive Board.

No financial transactions shall be made that will injure the good name of CAFCC, disturb its well-being, or jeopardize its status as a non-profit entity. This includes, but is not limited to, monetary donations or the like to any CAFCC member, advocate, affiliate, or outside entity.

When applicable, financial transactions must be brought to the attention of the Board of Directors to be discussed on a case-by-case basis and must be approved and voted on by two thirds (2/3) vote of quorum of members i.e. transactions over \$100.

Any person requesting reimbursement for expenses incurred on behalf of CAFCC shall present the original receipt, a copy of the receipt, or a CAFCC Expense Itemization & Reimbursement Form to the CAFCC Treasurer.

Section 2. Contracts

The Board of Directors must approve any contracts prior to the signing of that contract as it regards to CAFCC.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "*Roberts Rules of Order Newly Revised*" shall govern the CAFCC in all cases in which they are applicable and in which they are consistent with the By-Laws and any special rules of order CAFCC may adopt.

ARTICLE XI. AMENDMENTS OF BYLAWS

These By-laws may be amended at an annual general membership meeting provided that said amendments are presented to the entire general membership for consideration at least

(10) ten days prior to the annual general membership meeting. Amendments shall be placed on the ballot and must be passed by two thirds (2/3) vote of quorum of the votes cast.

ARTICLE XII. DISSOLUTION

The dissolution of CAFCC shall be handled according to the laws of Colorado pertaining to an incorporated, non-profit organization with consultation and the advice of an attorney.

Updated June 2008

Updated June 2011

Updated June 2012

Updated June 2016

Updated August 2020