

# **BYLAWS OF THE ALASKA FAMILY CHILD CARE ASSOCIATION**

## Article I-Name

### Section A-Background

Founded in 1983. A group of family child care providers interested in quality child care have incorporated.

### Section B-Name

The Corporate Name of the group will be ALASKA FAMILY CHILD CARE ASSOCIATION. To be brief, these bylaws will use the term "AFCCA."

### Section C-Mission Statement

Alaska Family Child Care Association promotes and develops quality professional home based child care.

## Article II-Purpose

### Section A-Charitable, Education, and Scientific

The purpose for which AFCCA is formed are exclusively charitable, educational, and scientific and consist of the following:

- Paragraph 1. To bring together a group of people interested in quality family child care.
- Paragraph 2. To extend the opportunities available to family child care providers by obtaining and dissemination information, training, support, and technical assistance in early childhood care, development, and education.
- Paragraph 3. To promote quality family child care awareness and understanding among providers, families, and the community.
- Paragraph 4. To do activities within the parameters of Alaska Statutes and Section 501 ( C ) ( 3 ) of the Internal Revenue Code, which may be necessary, useful, or desirable for accomplishment of the purpose of the AFCCA.

## Article III

### Section A-Members

AFCCA is made up of people who are interested in quality family child care.

### Section B-Membership Fee

To join AFCCA, interested persons pay an annual membership fee, determined by the Board of Directors, annually.

Honorary member, Ms Lare, pays no membership fee.

### Section C-Membership Year

AFCCA's membership year is one calendar year from the date individual membership started.

### Section D-Rights and Responsibilities of Members

- Paragraph 1. Membership rights include:
  - I. Vote for AFCCA Board of Directors
  - II. Vote for Volunteer of the Year
  - III. Vote on any question placed before the members at membership meetings and/or mail-in ballots.
  - IV. Serve on the AFCCA Board of Directors
  - V. Attend and participate in AFCCA meetings, workshops, conference, functions, and activities.
  - VI. Use the AFCCA Lending Library.
  - VII. Reduced rate to any meetings, workshop, conference, classes or seminars.
- Paragraph 2. Responsibilities of members include:
  - I. Pay annual membership fee.
  - II. Support AFCCA.
  - III. Be informed about child care issues.

## Section E- Meetings

AFCCA's Board of Directors will organized meetings and workshops to keep its members informed.

- Paragraph 1. Meetings and Workshops  
Meetings and workshops are open to the general public, shall be held on a regular basis. The time and place will be determined by the Board of Directors and members will be notified.
- Paragraph 2. Annual meetings and/or Conference  
An annual meeting and/or Conference shall be held. The place and time will be announced in writing.
- Paragraph 3. Special Meetings of Members  
Extraordinary circumstances may require a meeting of members. Such as a special meeting may be called by the AFCCA's Board of Directors or by it's membership. Members will be given reasonable notice.
- Paragraph 4. Votes needed to Carry a Question  
A simple majority of quorum will carry any question presented.
- Paragraph 5. Presiding over Meetings.  
AFCCA's President will preside at all meetings. If the President is ill or otherwise unable to attend, this responsibility will fall on the Vice President, Secretary, or Treasurer.

## Article IV-Chapters

Any city having four (4) current members can organize their own Chapter. Each chapter MUST hold a minimum of three meetings throughout the year.

### Section A-Chapters

- Paragraph 1. Each Chapter is to follow AFCCA's Bylaws. Failure to follow the Bylaws will result in dissolution of the Chapter by the AFCCA's Board of Directors. All property and proceeds MUST be returned to the Board of Directors of each chapter within one month.
- Paragraph 2. The majority of the Board of Directors of each chapter will comprised of current and/or past family child care providers.
- Paragraph 3. Each Chapter will elect at minimum a Chairperson and Secretary/Treasure.
- Paragraph 4. A Chapter officer may resign by so writing to the Chapter Chair. If the Chapter Chair resigns they may do so in writing to the AFCCA Board.
- Paragraph 5. A Chapter will elect officers in June from their current membership.
- Paragraph 6. Chapter officers will serve a three year term.
- Paragraph 7. Each Chapter will maintain at least one bank account.
- Paragraph 8. AFCCA's President will be named on each Chapter's bank account.

### Section B-Chairperson

- Paragraph 1. Chairperson presides at the meetings of the Chapter. Will be the contract person for other chapters and the AFCCA Board of Directors
- Paragraph 2. Chairperson shall read all correspondence and/or AFCCA's minutes at the meetings.
- Paragraph 3. Chairperson shall maintain a membership roster. The roster shall be forwarded to the Board of Directors at least quarterly.
- Paragraph 4. Chairperson shall send any information that the Chapter wants included to the AFCCA Newsletter Editor.
- Paragraph 5. Chairperson shall submit an annual report, goals for coming year, and a calendar of events, to the AFCCA's Board of Directors by January 1 (One) each year.

### Section C-Secretary/Treasure

- Paragraph 1. The Secretary/Treasure shall take the minutes of each meeting of the Chapter and Transcribe them; One (1) to be kept in the Chapter permanent minute book, and one (1) copy to be sent to the AFCCA Board of Directors within Fourteen (14) days.
- Paragraph 2. Secretary/Treasure shall handle general Chapter correspondence.
- Paragraph 3. Secretary/Treasure will be responsible for the Chapter bank account and send AFCCA's Board of Directors the Treasure's report within fourteen (14) days after a meeting.
- Paragraph 4. Secretary/Treasure will send the Chapter books to the Board of Directors' Treasure by January 31 for an annual audit.

- Paragraph 5. Secretary/Treasure shall send their membership to AFCCA. The AFCCA Treasure shall return to the Chapter sixty percent with AFCCA Keeping Forty percent.
- Paragraph 6. It shall be the responsibility of each Chapter to choose a representative to attend the annual meeting/conference. It shall be that Chapter or persons responsibility for travel expenses.

#### Article V-Board and Committees

##### Section A-Board of Directors

- Paragraph 1. There shall be a Board elected by the members of AFCCA who, in turn, elect the officers from the Board of Directors.
- Paragraph 2. Ex-officio member of the Board shall be non-elected appointees. Ex-officio members shall have a voice, but no vote.
- Paragraph 3. The Board of Directors has the authority to employ and/or terminate all paid staff.
- Paragraph 4. All incoming board members beginning June will maintain a quorum of non-AFCCFP participates. AFCCFP participates will be ineligible to vote on AFCCFP issues.

##### Section B-Term of Service of Board Members

The Board of Directors of AFCCA will be composed on nine (9) Board members. The Board shall be composed of a cross section of the community with the majority being (current or former) family child care providers.

- Paragraph 1. The terms of service of each Board member shall be three (3) years.
- Paragraph 2. Because the Board members play a most important role in the affairs of AGFCCA, a staggered term of service for each Board member shall be established and maintained in future elections.
- Paragraph 3. The Board shall assume office June one (1) of each year.

##### Section C-Filling Vacancy on the Board

- Paragraph 1. Because of illness, resignation, and/or removal a vacancy may occur on the AFCCA Board. When a vacancy occurs, the remaining Board members may fill the vacancy by an affirmative vote of a majority, excluding ex-officio members.
- Paragraph 2. Any vacancies on the Board occurring before the expiration of a term of office shall be filled immediately by the Board. First consideration shall be given to those members identified by the Nominating Committees as receiving votes at the least election although not elected to the Board. A Board member selected to fill a vacancy shall serve the remaining term of service of their predecessor.
- Paragraph 3. A Board member may resign in writing to the President of the Board. The President may resign in writing to the remaining Board members.

##### Section D-Removal of Board Members

- Paragraph 1. Because the Board member of AFCCA play a most important role in the affair of AFCCA, each of the Board members are subject to removal by the Board.
- Paragraph 2. A Board member may be asked to resign by the Board or general membership.
- Paragraph 3. A Board member shall be removed at the meeting called for the purpose of removal.

##### Section E-Meetings of the Board

- Paragraph 1. The Board shall meet a minimum of nine (9) times per calendar year. The time and place will be set by the Board.
- Paragraph 2. Special meetings of the Board may be called by the President no less than forty-eight (48) hours before the meeting. Time, Place and purpose of the meeting shall be stated to each Board member.
- Paragraph 3. Notice of Board meetings will consist of an agenda being mailed to each Board member.
- Paragraph 4. Quorum shall consist of sixty (60) percent of Board members, excluding ex-officio members.
- Paragraph 5. Votes needed to carry a motion at Board meetings: AFCCA Directors will use majority, excluding ex-officio members as an operation principle.
- Paragraph 6. Board members shall not use proxy voting nor will the Board accept such arrangements.

##### Section F-Committees of the Board

In order to involve its members in the activities of AFCCA and in order to bring the Board closer to its constituents, the Board will designate committees.

- Paragraph 1. Standing Committees are those that continue until they are retired. AFCCA has the following standing committees: Nominating, Conference, Budget, Program, Publicity, Member Services, Bylaws, Grant, and Fund Raising.

- Paragraph 2 As-Hoc committees are those that are created to meet or do a very special task. Once the Ad-hoc committee has done its job and reports, it shall be considered dissolved.
- Paragraph 3 Each committee standing or Ad-hoc, shall meet independently of the Board. The time, place and purpose of committee meetings shall be phone to its members at least twenty-four (24) hours in advance. Each committee will have a chairperson whose responsibility will be to manage the committee, accomplish the task and report to the Board.
- Paragraph 4 Under no circumstances will a committee act on behalf of the Board, nor commit AFCCA unless it has been explicitly, in writing, so charged.
- Paragraph 5 The President shall appoint Board or AFCCA members to committees.
- Section G-Nominating Committee
- Paragraph 1 The Nominating Committee shall be appointed by the President.
- Paragraph 2 The Nominating Committee will consist of three (3) members, one who is a member of the Board.
- Paragraph 3 The Nominating Committee shall present each year to fill expired terms on the Board and Volunteer of the Year.
- Sub-paragraph a Volunteer of the Year will be nominated on their contributions to AFCCA over the past year.
- Sub-paragraph b Volunteer of the Year nominees must be current members of AFCCA.
- Paragraph 4 A Biographical resume of each nominee shall be distributed to AFCCA membership by the Nomination Committee together with the slate of nominees by mail.
- Paragraph 5 The Nominating Committee shall advise all nominees that they are expected to hold either an elective and/or appointed position on the Board if elected.
- Article VI. Board Officers
- Section A-Elected Officers
- The AFCCA's Board shall have five (5) officers: President, Vice President, Secretary, Treasure and Corresponding Secretary. Each officer shall be elected by the Board at its monthly meetings in June of each year. Each officer shall serve for one (1) year. Any vacancy in the elective office, however occasioned shall be filled immediately by the Board.
- Section B-Election
- The elected officers shall be elected from the membership of the Board. The new Board shall elect officers at the last meeting of the fiscal year. They shall be elected by an affirmative vote of the majority of the new Board.
- Section C-Term
- The elected officers shall serve from the 1<sup>st</sup> day of June through the 31<sup>st</sup> day of May or until their successor have been elected and qualified.
- Section D-President
- Paragraph 1 The President shall preside at all meetings, workshops and conferences of AFCCA and Board. The President shall see that all committees are appointed, co-sign AFCCA checks with the Treasurer. Co-signs the Alaska Family Child Care Food Program with the Administrator and oversees the Food Program.
- Paragraph 2 The President relays all official communications and correspondence concerning AFCCA to the Board of Directors.
- Paragraph 3 The President shall serve in an ex-officio capacity on all committees.
- Paragraph 4 The President shall appoint the Nominating Committee Chair.
- Section E-Vice President
- Paragraph 1 The Vice President presides at all meetings, workshops and conferences in the absence of the President.
- Paragraph 2 The Vice President chairs the Membership Committee and maintains the AFCCA Membership Book.
- Paragraph 3 The Vice President, in the absence of the Treasurer, shall fill all assigned duties.
- Paragraph 4 The Vice President may co-sign checks with the Treasurer.
- Section F-Secretary

- Paragraph 1 The Secretary shall take minutes of each meeting of the AFCCA and transcribe them. One (1) copy shall be kept in a permanent Minutes Book and one (1) copy shall be sent to each Chapter and the AFCCA Board of Directors within Fourteen (14) days.
- Paragraph 2 The Secretary shall handle all legal correspondence, Articles of Incorporation, Bylaws or any correspondence relating to any State or Federal Office.

Section G-Treasurer

- Paragraph 1 The Treasurer shall collect all dues and assessments as may be determined by AFCCA, give receipts to individual members upon collection of any money.
- Paragraph 2 The Treasurer shall sign with the President and/or Vice President all checks and vouchers; keep an accounting book and make regular reports at each meeting. The Treasurer shall be one of the two signatures.
- Paragraph 3 The Treasurer may co-sign the Alaska Family Child Care Food Program checks with the Administrator.
- Paragraph 4 The Treasurer shall co-sign the Alaska Family Child Care Food Program paid staff salary checks.
- Paragraph 5 The Treasurer shall present the books to the Board to be audited at the end of their own term of office.
- Paragraph 6 The Treasurer shall chair the Finance Committee.
- Paragraph 7 The Treasurer shall prepare and submit the necessary reports required by the Internal Revenue Service, Alaska Department of Revenue or any other agencies requiring reports due to money's received from them.

Section H-Corresponding Secretary

- Paragraph 1 The Corresponding Secretary shall handle general AFCCA correspondence.
- Paragraph 2 The Corresponding Secretary shall, at the direction of the President, be responsible for mailing notices concerning meetings, workshops, and other mailings as required.
- Paragraph 3 The Corresponding Secretary shall maintain the AFCCA's Scrapbook and all other records relating to the history of this organization.
- Paragraph 4 The Corresponding Secretary shall send "Thank You" notes to all who assist in AFCCA activities.

Section I-Filling of Records, Reports, Etc.

All elected officers shall see that their records, financial records, scrapbooks and any materials connected with AFCCA business are kept in permanent storage.

Article VII. Professional Staff

Section A- AFCCA Staff

The paid staff is responsible for the administration of AFCCA Program according to the guidelines established by the Board. They will be on a minimum of a three month contract, with probation to be determined.

Section B-Food Program Staff

- Paragraph 1 AFCCA will be the sponsoring agency for the AFCCFP.
- Paragraph 2 AFCCFP staff is responsible for the administration of the AFCCFP according to the guidelines established by the Board of Directors, Department of Education, and USDA as provided in the AFCCFP Manual, AFCCFP handbook and Sponsor handbook.

Section C-Salaries and Wages

Salaries, wages, etc. of the professional staff shall be fixed by the Board at their evaluation and budget meeting. Evaluations will be held approximately one month before expiration. New contracts may be negotiated at that time.

Articles VIII. Compensation, Contracts, and Loans

Section A. Compensation

AFCCA's Board may approve compensation for services rendered to AFCCA by anyone. All compensation shall be presented to the Board for approval. Lacking such approval, compensations shall not be made.

Section B-Contracts

Contracts, between AFCCA and others, shall be entered into from time to time whenever in the judgment of AFCCA's Board such an arrangement is in the best interest of AFCCA. All contracts shall be presented to the Board for approval. Lacking said approval, no contract exists.

#### Section C-Loans

The following policy regarding loans has been adopted by the Board. The Board shall not make loans to anyone. This policy shall be reviewed annually.

#### Article IX. Liabilities

Section A-Except for dues and assessments, AFCCA members accept no personal or financial liabilities by joining AFCCA.

Section B-Directors on AFCCA's Board assume no financial liability as long as they consistently make informed decisions and assume appropriate insurance, such as liability and bonding.

Section C-AFCCA's Board shall assume appropriate degree of insurance to ensure adequate protection of life, limb and property.

#### Article X. Amendments to the Bylaws

Paragraph 1 These bylaws may be altered or repealed and new bylaws may be adopted by the Board at any regular or special meeting by a majority vote.

Paragraph 2 Members of AFCCA shall be informed in writing of any changes.

#### Article XI. Amendments of the Articles of Incorporation

The Articles of Incorporation may be amended at a special meeting of the members of AFCCA or at any special meetings at the same called for the purpose by a majority vote of members present at the meeting. Such amended Articles shall be executed in duplicated and acknowledged by the Association President and its Secretary or Corresponding Secretary and shall be filed and recorded in the same place and manner as the original Articles.

#### Article XII. AFCCA Fiscal Year

Section A-The fiscal year of AFCCA shall be from the 1<sup>st</sup> day of January until the 31<sup>st</sup> day of December.

#### Article XIII. Construction of Bylaws

Section A-As a creature of the State, AFCCA is formed under the statutes of the State of Alaska Title IV, Section 10.20.001 et al. No part of these Bylaws may be considered valid if it is in conflict with State Statutes.

#### Article XIV. Rules of Order

Section A-The Robert's Rules of Order shall apply at all membership, Board or Committee Meetings.

#### Article XV. Parliamentary Authority

Section A-The rules contained in Robert's Rule of Order, Revised, shall govern AFCCA in all cases to which they are applicable and not inconsistent with these bylaws.

#### Article XVI. Distribution on Dissolution or Liquidation

In the event of the dissolution or liquidation of the Chapter or the Corporation, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the Chapter or the Corporation from any source, after the payment of all debts and obligations of the Corporation, shall be distributed exclusively to an organization or organization organized as an exempt organization under section 501 ( C ) ( 3 ) of the Internal Revenue Code and its regulations as they now exist are as they may hereafter be amended. Distribution consistent with the Article shall be made pursuant to a plan formulated and approved pursuant to the Alaska Statutes.

Adopted 20 February 1984

Amended 18 November '984

Amended 7 March 1987

Amended 27 April 1990

Amended 2 March 1994

Amended 16 October 1995

Amended 14 May 2001