

# WASHINGTON STATE FAMILY CHILD CARE ASSOCIATION

## BY-LAWS

November 17, 2007

### Article 1

#### Name

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

### Article 2

#### Purpose

The purpose of the WSFCCA shall be (1) to educate, advocate, support and give status to the family child care provider through existing educational facilities, publications, meetings and by cooperating with other organizations concerned with the development and good care of children, and (2) to coordinate the family child care providers in State of Washington: provided, that the WSFCCA shall not participate to any extent in a political campaign for or against any candidate for public office.

### Article 3

#### Membership

Section 1 There shall be three (3) classes of membership in the WSFCCA. They are Full membership, Associate membership and Auxiliary membership.

#### Section 2-Full Members:

A full membership is required for Family Child Care Providers who are licensed by the State of Washington and whose primary occupation is that of children other than her/his own.

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

- Support the goals and purposes of the WSFCCA and be a member in good standing, pursuant to these by-laws,
- be a member of her/his local chapter, if one exists,
- 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.

Section 2-B Full members are eligible to receive:

- WSFCCA publications,
- notice of educational series,
- lectures,
- conference scholarships
- business meetings,
- Discounts to the WSFCCA Biennale State Conference.

### Section 3-A **Associate Membership**

This membership is available for any person who was a licensed family child care provider and a full member of the WSFCCA for at least two (2) years, 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 by:

- supporting the goals and purposes of the WSFCCA
- maintaining a associate membership
- paying associate membership dues
- and otherwise be a member in good standing, pursuant to these by-laws.

Section 3-B 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.

Associate members are eligible to receive:

- WSFCCA publications,
- notice of educational series,
- lectures,
- conference scholarships
- business meetings,
- Discounts to the WSFCCA Biennale State Conference.

#### Section 4 **Auxiliary Membership**

Auxiliary membership is for all others who wish to support the efforts of WSFCCA and to advocate for child care providers. They shall receive quarterly newsletters, notice of educational series and lectures. This membership is non-voting and an auxiliary member cannot hold any office of WSFCCA, locally or state wide. Auxiliary member may also volunteer to chair or work on a committee for WSFCCA.

Section 5 Only persons holding full membership shall have the right to run or vote for position on the WSFCCA Executive Board.

Section 6 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 an representative to cast votes for all of them at that particular meeting.

Section 7 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.

Section 8 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 RCW 7.04. 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.

#### **Article 4**

##### **Dues**

Section 1 Membership dues shall be determined by the Board of Directors and shall be due at the beginning of each fiscal year, on October 1.

Section 2 Any current member whose dues are not paid before October 31 of each year will automatically lose all membership rights, including, but not limited to the right to hold office or chairmanship, voting rights, the right to receive publications, notices, etc., and the right to participate in any self-insurance plan operated by the WSFCCA.

## **Article 6**

### **Meetings**

- Section 1     General meetings shall be held a minimum of three (3) times yearly, at such time and place as the Board of Directors shall direct. Written notice of the time and place of each meeting shall be sent to the members of the WSFCCA at least fourteen (14) days prior to the date of any general, special or annual meeting. Notification of the Area Representatives of each chapter shall constitute notice to the members for purposes of this section; Area Representatives are responsible for conveying said notice to the individual members.
- Section 2     Special meetings of the 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. Any meetings so requested must be held within forty (40) days of receipt of said request by the Executive Board.
- Section 3     In addition to the general and special meetings provided for in Section 1 and 2 above, an Annual meeting shall be held once yearly during the month of April or May, or at such time as the Board of Directors shall direct. Election of new officers shall be announced at the Annual meeting, in an election year.
- Section 4     At all properly called and notified meetings of the WSFCCA a minimum of five (5) area chapters, each represented by at least one (1) voting member, and excluding members of the Executive Board present, shall constitute a quorum for the transaction of business. Except where otherwise provided, the action by the majority of the voting representatives present at any such properly called and noticed meeting at which there is a quorum shall be the action of the WSFCCA.

Section 5 A State Representative who is unable to attend the State meeting, with good cause, and approved by the WSFCCA President, may be allowed to vote by absentee ballot. An absentee ballot can be sent either via e-mail or mail in vote.

Section 6 The Executive Board may, on occasion, meet for the purpose of conducting the business of the Association, and the drafting proposals and recommendations to be presented to the Board of Directors or the association membership. However, the Executive Board may not decide on issues at these meetings.

## **Article 6**

### **Executive Board**

Section 1 The Executive Board of the WSFCCA shall be the President, Vice-President, Secretary, Treasurer and Immediate Past-President.

Section 2 The Executive Board of the WSFCCA shall be comprised of currently licensed or registered family child care providers, residents of the State of Washington, who have been full members for at least one (1) year prior to taking office. 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. In the event any officer is unable to serve a full term office, the remaining Executive Board shall appoint a temporary replacement until such time as the full membership can meet to vote upon a replacement.

Section 3 Duties of the Executive Board include:

- a) The President shall preside at all membership and Executive Board meetings, act as Chief Executive of the WSFCCA, shall appoint members and/or chairperson of standing committees, as provided in Article 8 of these by-laws, shall present an annual report the membership and shall perform such duties usually inherent in the Office.

- b) The Vice-President shall exercise such power and perform such duties as the President shall direct and shall act for the President in her/his absence. The Vice-President shall be the Committee coordinator for WSFCCA.
- c) 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 by-laws, and perform such other duties as the President may direct from time to time.
- d) The Treasurer shall keep regular books of account and prepare an annual budget and shall submit them together with all other records and papers, to the Board of Directors at any meeting when required to do so and shall give to the Board of Directors a written financial report for the Fiscal year and such other reports as may be required. Audit of the books shall be done by a committee of three (3) current members of the Association appointed by the President with the advice and consent of the Board of Directors every odd year. The Treasurer shall also maintain the complete membership list, shall be accountable for all monies and act as registered agent for the WSFCCA with the State of Washington.

Section 4 Any officer may be removed for cause. In addition to grounds for removal which would apply to any member, grounds for removal of an officer includes malfeasance, misfeasance or nonfeasance of her/his office, or unexcused absence from two (2) consecutive WSFCCA members and/or Board of Directors meetings.

## **Article 7**

### **Board of Directors**

Section 1 The Board of Directors of the WSFCCA shall be the Executive Board, and a representative from each chapter, all of whom shall be residents of the State of Washington. Chapter Representatives shall be designated by each respective chapter, pursuant to rules or by-laws adopted by the local chapter.

- Section 2 It shall be the duty of the Board of Directors of the WSFCCA to carry out the programs and policies of the WSFCCA. The Board of Directors shall have the authority to interpret the by-laws and the standing rules.
- Section 3 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. Each member of the Board of Directors shall possess one (1) vote in matters coming before the Board. In order for a quorum to exist, members representing a minimum of five (5) chapters shall be present, and a total of one-third (1/3) of the membership of the Board of Directors shall present. Except, where otherwise provided, the act of the majority of members of the Board present at a meeting where a quorum is present, shall get the action of the Board of Directors.
- Section 4 All monies received by the WSFCCA shall be placed and kept in such accounts as the Board of Directors shall determine.

## **Article 8**

### **Standing Committees**

- Section 1 The standing committees of WSFCCA shall be Public Policy, Newsletter, Insurance and State Conference. The Board may establish other committees as it shall deem to be necessary. Committee chairpersons shall be appointed by the President, in consultation with, and pursuant to, the advice and consent of the Board of Directors. The remainder of the committee members shall be chosen by the committee chairperson, except that members of the Insurance Committee shall be appointed by the President, in consultation with, and pursuant to the same manner as the chairpersons of the standing committees, and as provided in Section 2 below.
- Section 2 The President shall not appoint herself/himself as a committee chairperson.



## **Article 9**

### **Election of Officers**

- Section 1 Members shall elect a nominating committee of three (3) at the second general meeting of a fiscal year which is an election year.
- Section 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.
- Section 3 Each nominee shall be responsible for a short biography and reasons for running for that particular office. These shall be printed in the Spring edition of the WSFCCA newsletter.
- Section 4 There shall be no distribution by any means of written or printed campaign materials other than the biographies supplied by the Nominating Committee and distributed with the newsletter. At the Spring Board of Director meeting each candidate will be given an opportunity to present qualifications and answer questions from the membership.
- Section 5 Ballots will be mailed to the membership in the spring newsletter. It is the members' responsibility to vote and mail in their ballots to the WSFCCA Secretary.
- Section 6 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 is running for office they will be excused from the count.
- Section 7 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. This will be 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 by-laws of WSFCCA.

## **Article 10**

### **Recognition of Local Chapters**

- Section 1 Any number of licensed family child care providers may petition for recognition of a chapter to represent a county in Washington State. Any member from a county in which there is no local chapter may join the WSFCCA with non-chapter status or any other chapter.
- Section 2 In petitioning for and obtaining recognition as a local chapter, and in order to maintain standing as a local chapter, a local chapter shall:
- a) support the goals and purposes of the WSFCCA,
  - b) abide by all WSFCCA by-laws and standing rules,
  - c) refrain from adopting any by-laws or rules in conflict with those of the WSFCCA,
  - d) require all members to be members of the WSFCCA,
  - e) maintain with the WSFCCA a copy of the Chapter's current by-laws,
  - f) designate the name of the Chapter to reflect the geographical location of the Chapter membership.

## **Article 11**

### **Matters of Requiring Two-Thirds Vote**

A two-thirds ( $2/3$ ) 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 amend these by-laws, or in order to approve those motions which, according to "Robert's Rule of Order", require a two-thirds ( $2/3$ ) majority.

## **Article 12**

### **General Provisions**

- Section 1 The fiscal year of the WSFCCA shall commence on October 1 and end of September 30 of the following year.
- Section 2 Parliamentary procedure for all meetings shall be conducted in accordance with the most recent edition of “Robert’s Rules of Order”. Whenever these by-laws are inconsistent with “Robert’s Rules of Order”, these by-laws shall rule.
- Section 3 In the event that the WSFCCA is dissolved, upon such dissolution all assets of the 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 13**

#### **Amendment of By-laws**

The by-laws may be amended, altered, or repealed at any regular or special meeting of the membership 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 by-laws.