

WASHINGTON STATE FAMILY CHILD CARE ASSOCIATION

STANDING RULES

November 17, 2007

- 1.) General meetings shall be held a minimum of four (4) times yearly.
- 2.) The amount of the dues shall be \$40.00 for Full, Associate.
- 3.) The amount of dues shall be \$35.00 for Auxiliary membership.
- 4.) Providers joining for the first time after April 1st as either a Full, Associate or Auxiliary member the dues shall be \$20.00.
- 5.) There shall be no smoking during any meeting.
- 6.) All cell phones and/or pagers will be turned off or on silent ring.
- 7.) Four yearly newsletters shall go out to all members of WSFCCA.
- 8.) The Treasurer shall be bonded and the President shall review the Treasury books no less than quarterly.
- 9.) Expense Reimbursement for Executive Board

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

President
Vice-President
Secretary
Treasurer
Immediate Past President

Rates of Reimbursement:

9-a. Transportation:

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

Public Transit:

Travel by train, plane or bus will be reimbursed per actual rate of expenditure for second class or tourist rates. Travel by such methods must be approved in advance by Executive Board.

9-b. Food Reimbursements:

For lunch, eligible members when attending General or Board of Directors meetings will be the average of current State of Washington per diem for state employees. In addition, any Board member traveling in excess of 100 miles to the meeting site will be reimbursed for dinner, at the average per diem for employees of the State of Washington. Breakfast will be paid at the average per diem for State of Washington if it is necessary to be gone overnight. Reimbursement for food while traveling on other Association business shall be for the actual amount expended. Again, such reimbursements must be approved in advance by the Executive Board.

9-c. Lodging:

Any Executive Board member, who is traveling more than 100 miles, while attending approved State Association business, will be reimbursed for one night lodging. Due to extenuating circumstances and with approval from the Board of Directors, more than one night can be reimbursed.

10. **Committee Chairperson** (including Parliamentarian, Historian and Public Policy) shall be Eligible for reimbursement for expenses related to the duties of their chair or position, as directed by the Board of Directors.

10-a. Transportation:

Mileage – travel by private vehicle will be reimbursed at the rate currently authorized by the IRS, per road mile. Mileage will only be reimbursed to one driver from any given chapter area.

Public transit - travel by train, plane or bus will be reimbursed per actual rate of expenditure for second class or tourist rates. Travel by such methods must be approved in advance by Executive Board.

10-b. Food Reimbursements:

For lunch, eligible members when attending General or Board of Directors meetings will be the average of current State of Washington per diem for state employees. In addition, any Board member traveling in excess of 100 miles to the meeting site will be reimbursed for dinner, at the average per diem for employees of the State of Washington. Breakfast will be paid at the average per diem for State of Washington if it is necessary to be gone overnight. Reimbursement for food while traveling on other Association business shall be for the actual amount expended. Again, such reimbursements must be approved in advance by the Executive Board.

10-c. Lodging:

While attending Board approved State Association business lodging will be reimbursed up to \$90.00 per person. Due to extenuating circumstances and with approval from the Board of Directors, more than one night can be reimbursed.

10-d. Other Expenses:

Miscellaneous costs such as postage, telephone, printing, etc. (but not to exceed \$50.00 without prior Executive Board approval) shall be reimbursed by the Association upon receipt of proof of the expense.

- 11.) The Board of Directors shall appoint a committee to award scholarships to be used toward the expenses of conference, classes, workshops and any other events it shall deem appropriate.

- 11-a. Eligible Events the Board of Directors shall determine those events for which scholarships shall be available.
- 11-b. Scholarship Limits:
The Board of Directors, after consultation with the Association Treasurer, shall determine a total amount for scholarships for any specific event and shall also determine the maximum amount that may be paid to the individual qualified applicants for scholarships. The total scholarship amount voted shall then be divided equally among all qualified applicants, to the individual maximum established.
- 11-c. Eligibility:
Current members of the Association prior to the beginning date of a scholarship event and who attended such event shall be eligible for a share in the scholarship fund. The Scholarship Committee shall determine the eligibility of applicants who have applied by the specified deadline and shall direct the Treasurer to issue appropriate checks in an appropriate time.
- 11-d. The Scholarship Committee shall place a notice in the Association newsletter and web site giving notice of the scholarship availability and specifying eligibility.

12.) Conference Money Policy:

- 12-a. Goals:
To financially assist one (1) appointed representative in attending professional growth conferences that enhances the goals of the Association. To submit a written report on how the conference went for WSFCCA newsletter and web site.
- 12-b. Eligible Conferences: *(but not limited to)*
- International Family Child Care Organization Conference
 - NAEYC Conference
 - NAFCC Conference
 - Save the Children Conference

- WAEYC Conference

- 12-c. Budget limits for this category of expenditure shall be established by the Board of Directors yearly, at the budget meeting. This limit shall cover all expenditures authorized under the provisions of this Standing Rule in a given fiscal year.
- 12-d. At each meeting of the Board of Directors, the Treasurer shall report all expenditures, cumulatively, reimbursed to authorize conference attendees during the current fiscal year, and the total expenditures of the current fiscal year for any specific conference, as a part of the Treasurer's Report.
- 12-e. Eligibility for Reimbursed Conference Attendance:
- e-1. Full Members of the WSFCCA and a resident of Washington State shall qualify for financial assistance under this Standing Rule.
 - e-2. Excluding a WSFCCA Conference, no member shall be authorized reimbursement for costs of attending more than one (1) conference per fiscal year.
 - e-3. There shall be no more than two (2) authorized and reimbursed attendees for any one (1) conference.
- 12-f. In the case of personal reasons, the authorized delegate does not attend the conference, the Association shall attempt to replace the delegate with a qualified substitute to use any registration already paid. Any funds already paid directly to the originally authorized delegate shall be refunded to the Treasury within thirty (30) days. Under circumstance beyond their control any unrecoverable funds paid to the delegate shall be forgiven.
- 12-g. Allocation of Authorized Conference Reimbursements;
- g-1. For each authorized conference under consideration, the Board of Directors shall determine the total cost of Early Bird Registration, lodging, travel by the most economical means, per diem (as determined by current tables of the State of Washington), if approved in advance, per attendee.

- g-2. Consulting the Treasurer as to the amount of budgeted funds remaining in this category for the current fiscal year, the Board of Directors shall determine what percentage of the assessed total cost of any particular conference to award authorized attendee(s).
- g-3. Conference expenses shall be paid in this manner:
 - Conference registration fees shall be paid directly by the Treasurer, to the authorized attendee, prior to the deadline for Early Bird registration.
 - Airline fare and lodging cost (if not included in the conference fee) shall be paid directly to the authorized attendee with 7 to 14 working days of departure for the conference.
 - Per Diem shall be paid directly to the authorized attendee with 7 to 10 working days of departure for the conference.

14. WASHINGTON STATE FAMILY CHILD CARE ASSOCIATION CONFERENCE:

- 14-a. Members of the Executive Board shall have registration fees, lodging and meals paid in full.
 - 14-b. WSFCCA member who sit on the Conference Committee shall have conference registration fees and lodging paid in full. Under extenuating circumstances and approved by the Board of Directors, meals are reimbursed using IRS per diem guidelines.
15. The Treasurer shall submit to the Executive Board before the start of each fiscal year a budget by categories, with the provision to reallocate, with a dollar amount set by the Executive Board. The Executive Board shall recommend adoption of the Budget approved by them to the Board of Directors at the Annual meeting.

16. An area membership can transferred to another local chapter, if that member is moving, with no further dues for the remainder of the fiscal year.
17. Insurance
 - Members in good standing of WSFCCA may access our group dental plan.
 - Members in good standing of WSFCCA may access our group medical plan. This is limited to full members and their immediate family.
18. A WSFCCA member can hold more than one chapter membership. However, they must indicate what chapter is their primary chapter. They are required to pay state dues once, but must pay chapter membership dues to each chapter they join. A member has one vote when voting on WSFCCA business. They can vote regarding chapter issues, per chapter by-laws.
19. Any previously licensed full member now an associate member of WSFCCA, who has held an executive board position on a chapter level, may hold a chapter office position. The chapter members must be in agreement to the Associate member's nomination to the board position.