

BY-LAWS of the SCOTT COUNTY LICENSED FAMILY CHILD CARE ASSOCIATION

ARTICLE 1: NAME

1.1 This organization shall be known as the SCOTT COUNTY LICENSED FAMILY CHILD CARE ASSOCIATION (Hereafter referred to as SCLFCCA).

ARTICLE II: PURPOSES

2.1 The Scott County Licensed Family Child Care Association is founded as an independent non-profit organization of Licensed Family Child Care Providers, and is committed to further development of child care programs through cooperative action. Its activities shall be limited to charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III: MEMBERSHIP

3.1 Membership in the organization shall consist of currently active Licensed Family Child Care Providers. Only Licensed Members are allowed to vote.

3.2 Licensed Family Child Care Providers shall become members by having paid annual dues as will be fixed by the board.

3.3 Membership is open to center based child care, legally non-licensed providers and Licensed Family Child Care Providers from other counties. These members may not vote, head a committee or serve on the Board of Directors. These members will not be listed on the SCLFCCA Website.

ARTICLE IV: BOARD OF DIRECTORS RESPONSIBILITIES

4.1 General Powers: The affairs of the Association shall be managed by a Board of Directors not to exceed twenty (20) members.

4.2 The Board of Directors shall be composed of at least five (5) and shall not exceed twenty (20) members.

4.3 The five (5) elected officers of the Association shall be automatically qualified as members of the Board of Directors (President, Vice President, Secretary, Treasurer, MLFCCA Rep).

4.4 Elected officers shall be qualified provided they are a member of the Association and Licensed as a Family Child Care or Group Family Child Care Provider in Scott County.

4.5 Officers shall have the right to one vote on each issue to be voted on at the meetings of the Board of Directors. If two people share one position, there is one vote per position.

4.6 The Board of Directors shall have no more than seven (7) Child Care Support Representative Positions elected by the Association members' bi-annually to represent the following communities: Belle Plaine, Elko-New Market-Lakeville-Webster, Jordan, New Prague, Prior Lake, Savage and Shakopee.

4.7 Members seeking Child Care Support Representative (CCSR) positions on the Board of Directors shall be qualified provided they are a member of the Association, Licensed as a Family Child Care or Group Family Child Care Provider in Scott County and reside or provide care in the community they represent.

4.8 Each Child Care Support Representative shall have the right to one vote on each issue to be voted on at the meetings of the Board of Directors. If two people share one position, there is one vote per position.

4.9 There will be not more than five (5) liaison persons who regularly attend Board of Directors Meetings and will work as a median between Association Members and Board of Directors.

4.10 Liaison persons shall be qualified provided that they are a member of the Association and Licensed as a Family Child Care or Group Family Child Care Provider in Scott County.

4.11 Liaison persons shall have the right to one vote on each issue to be voted on at the meetings of the Board of Directors. If two people share one position, there is one vote per position.

4.12 The Board of directors shall have three (3) appointed positions who shall be automatically qualified as members of the Board of Directors (Training Coordinator, Membership Coordinator and Website Coordinator).

4.13 Appointed positions shall be qualified provided they are a member of the Association and Licensed as a Family Child Care or Group Family Child Care Provider in Scott County.

4.14 Appointed positions shall have the right to one vote on each issue to be voted on at the meetings of the Board of Directors. If two people share one position, there is one vote per position.

4.15 The members of the Association shall have the authority through voting by a majority vote of the members present to alter, accept, or reject any action by the Board of Directors and working committees.

4.16 A Quorum at any Board of Directors meeting shall consist of at least a 50% majority of the Board members.

4.17 Any members of the Board of Directors missing three (3) unexcused consecutive meetings shall be dismissed. Written notification of dismissal will be sent.

4.18 A member of the Board of Directors may be dismissed for cause only on the grounds of clear nonfeasance in office. For such dismissal, a 2/3 majority at a General Meeting is required, but only after the member is given ten (10) day written notice specifying the cause.

4.19 The Board of Directors shall have power to make decisions and conduct the business of the Association.

4.20 The Board of Directors: President, Vice President, Secretary, Treasurer, MLFCCA Representative, Training Coordinator, Membership Coordinator, Website Coordinator, Child Care Support Representatives and Liaison Persons shall serve no more than two (2) consecutive terms in the same position. All board positions may serve beyond term limits until a successor is found for the board position.

ARTICLE V: OFFICERS ELECTED AND APPOINTED POSITIONS

5.1 Officers of the Association shall be elected by the members of the Association in the fall in a manner fixed by the Board of Directors, and shall hold office for two (2) years from January 1 to December 31 or until their successors are elected and seated.

5.2 The Appointed positions of the Board of Directors shall be appointed by the Board of Directors at the time following the fall election, and shall hold office for two (2) years from January 1 to December 31 or until their successors are appointed and seated.

5.3 Any vacancy occurring as a result of a vacancy in an officer's position or appointed position shall be filled by the Board of Directors or at the Board of Directors option, by the members at a time and place and in a manner as fixed by the Board.

5.4 Officers and Their Responsibilities Shall Be:

A.) **PRESIDENT**

The President shall be generally responsible for carrying out the objectives and purposes of the Association. The President presides at all meetings of SCLFCCA appointing all committee chairpersons, contact speakers when appropriate, and shall call special meetings of the Board whenever deemed necessary or upon the written request

of the Board of Directors as provided for in the By-Laws, or by a 2/3 majority. The President is designated by the Board of Directors to review checks and drafts issued upon funds of the Association or to execute such check or drafts in the absence of the Treasurer. The President shall, at the end of the term of office, go into the function of past President as an advisory position for one year.

B.) VICE PRESIDENT

The Vice President shall perform the duties of the president in the event of their absence, resignation, or inability to perform their duties and shall assist the President in carrying out their duties and with the help of the President, assist them in planning monthly meetings. They shall perform such additional duties as may be assigned to them by the resolution of the Board. The Vice President will move to a 2-Year Presidents position following a 2-Year Vice Presidents term.

C.) SECRETARY

The Secretary shall keep records by Roberts Rule of Order of all general meetings, and shall perform such other duties as may from time to time be designated to them by the Board. They shall be in charge of all files and records and open them for examination at convenient and appropriate time at the request of any member of their organization. They shall write all correspondence for the organization. They shall also act as historian and keep such records as necessary.

D.) TREASURER

The Treasurer shall have charge of the funds of the Association, and make reports to the Board of Directors at the monthly meetings. Assist with the audits, prepare financial records and filing of all tax forms required by the IRS.

E.) MINNESOTA LICENSED FAMILY CHILD CARE ASSOCIATION REPRESENTATIVE

The representative will be seated on the above Board of Directors with voting power at meetings of the Board of Directors and will keep the local Association informed on all matters pertaining to State and / or County Associations. The State Association Representative will cast votes at Minnesota Licensed Family Child Care Association Board meetings representing the membership of the Scott County Licensed Family Child Care Association. The Alternate State Representative does not have voting privileges at the SCLFCCA Board meetings and at the State association meetings when the State Representative is present. (The alternate State Representative may vote only when the State Representative is absent).

5.5 All officers will hold the same office for two (2) years. The President, Vice President and Secretary MLFCCA terms will be elected in the fall to hold office in the following years: 2013, 2015, 2017, 2019, 2021 etc. The Treasurer and MLFCCA Representative will be elected in the fall to hold office in: 2014, 2016, 2018, 2020 etc.

5.6 Elected officers shall serve no more than two (2) consecutive terms in the same

position. The board positions may serve beyond term limits until a successor is found for the board position.

5.7 Appointed Positions and Their Responsibilities Shall Be:

A.) Training Coordinator

The Training Coordinator shall be responsible for organizing and coordinating all training events and shall be present at all training events or schedule a Community Support Representative to assist. Communicate all training information to the Board of Directors on a monthly basis, maintain all training records and follow the training policies for all training issues. The Training Coordinator can assemble committees as needed to assist in planning and production training events. The Training Coordinator shall be appointed by the Board of Directors for a two year term and is a voting member of the board. If more than one person fills the position, the vote will be shared.

B.) Membership Coordinator

The Membership Coordinator shall be responsible for incoming memberships and annual renewals, shall handle all clerical aspects of membership, and shall report monthly updates of memberships at board meetings. The Membership Coordinator shall be appointed by the Board of Directors for a two year term and is a voting member of the board. If more than one person fills the position, the vote will be shared.

C.) Website Coordinator

The Website Coordinator shall be responsible for the maintenance of the SCLFCCA website. The Website Coordinator shall be appointed by the Board of Directors for a two year term and is a voting member of the board. If more than one person fills the position, the vote will be shared.

5.8 All Appointed positions will hold the same office for two (2) years. The Training Coordinator and Membership Coordinator will be appointed in the fall to hold office in the following years: 2014, 2016, 2018, and 2020 etc. The Website Coordinator will be appointed in the fall to hold office in: 2015, 2017, 2019, 2021 etc.

5.9 Appointed Positions shall serve no more than two (2) consecutive terms in the same position. The board positions may serve beyond term limits until a successor is found for the board position.

ARTICLE VI: CHILD CARE SUPPORT REPRESENTATIVE

6.1 Child Care Support Representatives shall be elected by the members of the Association at a time and place in the fall to hold office in a manner fixed by the Board of Directors, and shall hold office for two (2) years from January 1 to December 31 and until their successors shall be elected and seated.

The terms will be as follows to allow for a consistent program:
Shakopee, Jordan, Belle Plaine will be elected in the fall for a two (2) year term beginning in 2014, 2016, 2018, 2020 etc.

Savage, Prior Lake, New Prague and Elko-New Market-Lakeville-Webster will be elected in the fall for a two (2) year term to serve in the Child Care Support Representative positions in 2015, 2017, 2019, 2021 etc.

6.2 Any vacancy occurring in a Child Care Support Representative position shall be filled by the Board of Directors, or at the Board of Directors option, by the members at a time and place and in a manner as fixed by the Board of Directors.

6.3 Child Care Support Representatives responsibilities Shall Be:

a.) Act as a contact person within the community between providers and the Board of Directors to guide the direction of the SCLFCCA.

b.) Work with communications within each community, assist with mailings, and other public relations duties assigned by the Board of Directors.

c.) The Support Representatives are expected to hold networking opportunities for providers in the community as determined by individual community needs.

6.4 Child Care Support Representatives shall serve no more than two (2) consecutive terms in the same position. The board positions may serve beyond term limits until a successor is found for the board position.

ARTICLE VII: LIAISON PERSONS

7.1 Liaison persons shall be elected by the members of Association at a time and place in the fall in a manner fixed by the Board of Directors and shall hold office for one (1) year from January 1 to December 31 and until their successors shall be elected and seated.

7.2 Any vacancy occurring in the liaison position shall be filled by the Board of Directors, or at the Board of Directors option, by the members at a time and place and in a manner as fixed by the Board of Directors.

7.3 Liaison Responsibilities Shall Be:

a.) Act as contact person within county between providers and Board of Directors to guide the direction of the SCLFCCA.

b.) Chair a committee such as the Provider of the Year, Nominating Committee, Fundraiser Committee, Newsletter Committee or Committees for special projects adopted by the Board of Directors.

7.4 Liaison persons will hold the office for one (1) year. If more than one person fills the position, the vote will be shared.

7.5 Liaisons shall serve no more than two (2) consecutive terms in the same position. The board positions may serve beyond term limits until a successor is found for the board position.

ARTICLE VIII: MEETINGS

8.1 General meetings of the association shall be held yearly on a ~~regular~~ date to be determined by the Board of Directors. The annual board meeting will be held at a date and time to be determined by the Board of Directors. All other Board of Directors meetings are open for members. If you would like to attend the Board of Directors meeting or be put on the agenda, you should contact the President Seven (7) days in advance.

8.2 The Board of Directors meetings may be held at any time at the call of the President or at the request of any three (3) members of the Board of Directors.

8.3 Special general meetings may be called by a majority vote of the Board of Directors. Seven (7) written days notice shall be given of any special general meeting.

8.4 A quorum at any general meeting or special meeting shall consist of no less the ten (10) members.

8.5 All questions and matters proposed for consideration at general meetings shall be determined by simple majority vote of those present, unless otherwise specified in this document.

ARTICLE IX: ELECTIONS

9.1 Nominating Committee Statement: A nominating committee will appointed by the Board of Directors.

9.2 Any individual member at the appointed meeting may make nominations for elective positions.

9.3 Individuals nominated shall provide their own background information.

9.4 A nominee must be a paid member of the Association one month prior to elections to be nominated for an elective position.

9.5 Elections for Officers, Child Care Support Representatives and Liaison Persons for the next year or two-year terms shall take place in the fall preceding the term beginning

(January) at a time and manner designated by the Board of Directors.

ARTICLE X: COMMITTEES

10.1 The Board of Directors or President may designate one or more committees. Members of the committees shall be voluntary. Committees shall have such authority as shall be delegated by the Board of Directors.

10.2 Any members of the Association shall be qualified to serve as a committee chairperson or committee director.

ARTICLE XI: AMENDMENTS

11.1 These By-Laws may be amended by a 2/3 Majority vote of the memberships at a designated meeting. All Amendments shall be submitted in writing to all Board of Directors at least ten (10) days before the meeting. Only members of the Association shall receive by-laws and be able to vote.

ARTICLE XII: ROBERTS RULE OF ORDER

12.1 The Rules contained in "Roberts Rule of Order the Standard Guide of Parliamentary Procedure" shall govern this association in all cases to which applicable, and in which not inconsistent with the By-Laws of this Association.

ARTICLE XIII: OPERATIONAL LIMITATIONS

13.1 Notwithstanding any other provision of these by-laws, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deduction under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).

13.2 No substantial part of the activity of the Association shall be the carrying on of propaganda. The Association shall not participate in or intervene in (including the publishing or distribution of statements of) any political candidate for public office.

ARTICLE XIV: DISSOLUTION CLAUSE

14.1 Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in which the principal office of the Association is there located, exclusively for such purposes or to such organization or organizations as said court shall be determine, which are organized and operated for such purposes.

ARTICLE XV: RIGHT OF PARTICIPATION

15.1 No person(s) shall be denied the service or facilities of this Association, or be excluded from membership and perturbation therein because of race, color, creed, sex, or religion and discrimination of any kind in this regard is expressly prohibited.

SCLFCCA By-Law History

Original Approved April 29, 1981

Revisions Approved May 10, 1993

SCLFDCA changed to SCLFCCA 10-2000 (Scott County Licensed Family Day Care Association changed to Scott County Licensed Family Child Care Association)

Revisions Approved February 10, 2003

Revisions Approved November 1, 2011

Revisions Approved November 11, 2013