

FAMILY CHILD CARE, INC.

BYLAWS

ARTICLE I

NAME AND ADDRESS

1. The name of this organization shall be Family Child Care, Incorporated, hereinafter referred to as FCCI.
2. The address of this association office shall be designated by the Board of Directors; the use of the personal address of any FCCI member is prohibited unless approved by the Board of Directors.

ARTICLE II

GOALS AND PURPOSES

1. GOALS

- A. To initiate training courses for licensed family child care providers.
- B. To support and assist provider members.
- C. To review state and federal standards applying to licensed family child care homes and introduce changes we feel necessary on a state and federal level.
- D. To unite the licensed family child care providers for greater recognition by the following:
  - i. the licensing units of Social Services under the Department of Health and Human Services of the State of Minnesota;
  - ii. the city, county, state, and federal legislative bodies;
  - iii. the business community; and
  - iv. the general public.
- E. To assist in obtaining any federal, state, or private funds to be used in licensed family child care homes.

2. PURPOSES

- A. To meet the needs of the licensed family child care providers through education and workshops, so they can better meet the needs of the children.

- B. To encourage the maintenance of the licensed family child care home so that it continually meets state standards.
- C. To provide an exchange of ideas among all persons in child care.
- D. To foster public and parent support.

### ARTICLE III

#### MEMBERSHIP

1. The corporation shall have two classes of members: voting licensed child care providers and advocates. FCCI membership is open to all licensed child care providers and other persons interested in family child care. Only licensed family child care providers may vote and hold office. An advocate membership shall be available to all persons interested in supporting our organization. An advocate membership shall not be a voting member. Memberships are non-transferable and non-refundable. No member shall be personally responsible for corporate obligations other than as provided by M.S.A. 317a.521.
2. The dues shall be determined by the Board of Directors with approval by the general membership at the following meeting.
3. The fiscal and membership year of FCCI shall commence on the first (1st) day of January and end on the thirty-first (31st) day of December.
4. FCCI membership lists shall not be made available to anyone without the Board of Directors' approval.
5. Membership shall not be determined on the basis of race, creed, color, national origin, religion, or sex.

### ARTICLE IV

#### MEETINGS

1. There shall be a general meeting of FCCI a minimum of eight (8) times per year. The general meeting place, date, and time shall be determined by the Board of Directors and they shall notify the members at least seven (7) days prior to the general meeting. All meetings shall be open to all members. The board reserves the right to cancel a meeting at anytime due to a natural disaster, inclement weather, or unforeseen circumstances.
2. At the general meetings, association business will be transacted and a workshop of interest will be offered. Unless the membership is notified, these workshops shall be approved by the county to meet state licensing requirements.

3. General meetings may be temporarily suspended by a two-thirds (2/3) majority vote of the membership voting at a general meeting.
  - A. The quorum for a member meeting is 10 percent. Proxy voting by members is not permitted.
4. Board meetings will be held once a month, time, date, and place to be determined by the Board of Directors.
5. In all matters not covered by these Bylaws, this organization shall defer to the Scott, Foresman 9th Edition of Roberts Rules of Order.

## ARTICLE V

### ELECTION OF OFFICERS

1. The office of president shall be a one (1) year term. The office of fundraising coordinator shall be a two (2) year term with election for this office held in even numbered years. The office of secretary shall be a two (2) year term with election for this office held in even numbered years. The office of treasurer shall be a two (2) year term with election for this office held in odd numbered years. The office of office manager shall be a two (2) year term with the election held in even numbered years. The office of training coordinator shall be a two (2) year term with election for this office held in odd numbered years. The office of purchasing shall be a two (2) year term with election for this office held in even numbered years. The office of membership shall be a two (2) year term with election for this office held in odd numbered years. Officers shall assume their official duties on January first (1st) of each year.
2. No elected officer shall serve more than two consecutive full terms in office in the same position. No elected officer may be re-elected to the Board of Directors in the same position unless one full year has elapsed since his/her completion of two consecutive full terms.
3. Election shall be held at the November general meeting of each year, which shall be considered to be the annual meeting of the corporation.
  - A. At the annual meeting, members shall conduct the following business in addition to any other business that properly comes before them:
    - i. The Board of Directors shall be elected by a majority vote of the members at the annual meeting.
    - ii. The members shall receive a report from the president and treasurer of the corporation.
    - iii. Matters consistent with the notice of the meeting shall be brought before the general membership.

4. The Board of Directors shall appoint a nominating committee composed of a board member and at least three (3) other non-board FCCI members, if possible. Nominations from the committee shall be made to the Board of Directors no later than the August Board meeting. Information of the slate of candidates for all elected positions will be posted in the FCCI newsletter prior to the November general meeting. Additional nominations may be made from the floor at the November general meeting if the persons so nominated are present or their prior written consent has been obtained.
5. Two (2) tabulators shall be appointed by the secretary to tally the votes, if necessary.
6. If an elected Board member resigns or is removed from office before his/her term is completed, the Board of Directors shall recommend a replacement and shall submit this recommendation to the membership for approval.

## ARTICLE VI

### OFFICERS AND THEIR DUTIES

1. There shall be eight (8) elected officers. They shall be: President, Fundraising Coordinator, Secretary, Treasurer, Training Coordinator, Purchasing Coordinator, Office Manager and Membership Coordinator.
2. The President shall preside at all meetings of FCCI and its Board of Directors, and shall generally supervise all affairs of FCCI.
3. The Fundraising Coordinator shall assume responsibility for fundraising and shall assist the president.
4. The Secretary shall take the minutes of all meetings of FCCI and its Board of Directors. The secretary shall be responsible for reading the general minutes of the previous month at each general meeting and making available to the membership the previous month's Board minutes. He/she shall also record all motions and all business transactions of the Board of Directors including the treasurer's report of income, bills paid, and a bank balance to coincide with the treasurer's balance, distributing the Board minutes to each Board member and shall assist the president upon request.
5. The Treasurer shall be custodian of all the association funds, collect all monies, and pay all Board approved bills. He/she shall maintain accurate records in regard to FCCI money and subsequent use of that money for FCCI. He/she shall have the books closed and submitted, and an annual review shall be made by the Board of Directors at the end of each fiscal year. He/she shall give a report at each general meeting and each Board of Directors meeting. He/she shall assist the President as needed. In the treasurer's absence, the president shall have the authority to assume the treasurer's duties. When another person assumes the position of treasurer in mid term the Board of Directors shall decide

if a review is needed. The Board of Directors reserves the right to initiate an audit or review at any given time.

6. The Training Coordinator shall obtain speakers for the general meeting and maintain a record of workshop speakers. He/she shall be responsible for following up with speaker(s) prior to each workshop. He/she shall send a listing of workshop topics to licensing for approval. He/She shall send a thank you note to each speaker after the general meeting. He/she shall send a list of workshop speakers to each board member and to CCR&R. He/she shall assist the President as needed.
7. The Purchasing Coordinator shall maintain an inventory of supplies for members of FCCI to purchase at the FCCI office, the monthly general meetings and local conferences. He/she shall maintain accurate records of supply sales, cost, and inventory. He/she shall assist the President as needed.
8. The Membership Coordinator shall keep accurate records of the members of FCCI. He/she shall be responsible for informing members of their membership expiration date, distributing new membership cards and filling out and distributing training certificates at the general meeting. He/she shall assist the President as needed.
9. The Office Manager shall maintain and organize office materials, records, supplies, mail, forms and equipment as needed. He/she will maintain the database and documents on the computer. He/she shall assist the President as needed.

## ARTICLE VII

### THE BOARD AND ITS DUTIES

1. The Board of Directors shall consist of eight (8) elected officers, and no more than seven (7) appointed positions, hereinafter referred to as the Board of Directors or Board. The Board of eight (8) elected officers, at its first meeting, shall have the power to approve the slate of appointed positions by majority vote. The Board shall have the option of appointing advisors to the board. A majority of the Board members shall constitute a quorum.
2. The Board of Directors shall approve all expenditures.
3. The Board of Directors shall be responsible for seeing that a workshop is presented at the general meeting and that appropriate business is brought before the general membership. Minutes of the Board meetings shall be available for any member upon request.
4. All Board members shall attend the monthly general meetings, if possible, and all Board meetings. If unable to attend, the Board member is responsible for finding a qualified FCCI member to carry out their duties. The Board of Directors must meet at least

annually.

- A. A vacancy of an appointed position occurring on the Board of Directors shall be appointed by the Board.
- 5. The Board of Directors shall have the power to make decisions on any matter that must be taken care of before the next Board meeting. Any decision must be approved by two-thirds (2/3) of the Board. An attempt shall be made to contact the full board. These decisions and the names of the Board members contacted and their vote shall be reported to the secretary immediately so they may be included in the Board minutes.
- 6. If a Board member is no longer an active licensed family child care provider, the Board of Directors shall have the power to determine whether or not he/she shall continue in their position on the Board.
- 7. The Board of Directors shall review the Bylaws in even numbered years.

ARTICLE VIII

AMENDMENTS

- 1. These Bylaws may be amended by a two-thirds (2/3) majority vote of the members voting at a general meeting.
- 2. The amendments to the Bylaws were approved by a majority vote of the members present at the FCCI meeting held on May 8, 2006.
- 3. IN WITNESS WHEREOF, we have subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

FAMILY CHILD CARE, INC.

PRESIDENT \_\_\_\_\_

NOTARY \_\_\_\_\_ DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_

NOTARY \_\_\_\_\_ DATE \_\_\_\_\_