

# **NORTH KING COUNTY FAMILY CHILD CARE ASSOCIATION BY-LAWS**

*September 1.2009*

## **ARTICLE I**

### **NAME**

**Section 1.** *The name of this association shall be the “North King County Family Child Care Association”, herein NKCFCCA.*

## **ARTICLE II**

### **PURPOSE**

**Section 1.** *The purpose of the NKCFCCA shall be:*

*(1) to educate, support, protect,inform and give status to the family child care providers.*

*(2) to coordinate the family child care providers in the North King County area through existing educational facilities, publications, meetings and work with all other organizations/associations concerned with the developments and good care of children.*

*Provided that NKCFCCA shall not participate to any extent in a political campaign for or against any candidate for public office.*

## **ARTICLE III**

### **MEMBERSHIP**

**Section 1.** *There shall be two (2) classes of membership in the NKCFCCA.  
Full Membership and Associate Membership.*

**Section 2.** *Both classes of membership shall receive the NKCFCCA publications, notice of educational series, lectures, conferences, trainings and business meetings and shall be entitled to attend the same.*

**Section 3.** *Full Membership is required of any member whose primary occupation is licensed or registered family child care of children other than his/her own. To qualify for and to maintain full membership, the person must:*

- a) Support the goals and purposes of the NKCFCCA,*
- b) Pay full membership dues, in a timely manner, (BY OCTOBER 31<sup>ST</sup>)*
- c) Maintain a valid child care provider license or registration certificate, and*
- d) Otherwise be a member in good standing, pursuant to these by-laws.*

**Section 4.** *Associate Membership is available for any person who may work in child care or be associated with a full member like a spouse or employee and who qualifies and maintains eligibility to be an associate member by:*

- a) Supporting the goals and purposes of NKCFCCA,*
- b) Paying associate membership dues in a timely manner,*
- c) Otherwise being a member in good standing, pursuant to these by-laws.*

**Section 5.** *Any person who was a licensed or registered family child care provider and a full member of NKCFCCA for at least three (3) years, may become an associate member, and may serve on committees.*

**Section 6.** *Only persons holding full memberships have the right to vote on conducting the affairs of NKCFCCA. Members in good standing who have had membership for a year, may run for and hold office, to be an area representative and to chair committees.*

**Section 7.** *NKCFCCA members have a duty to expel from any meeting any member who by his/her conduct during that meeting is disruptive of NKCFCCA business or impedes achievement of the purpose of NKCFCCA. In such case, the said member shall be expelled from the meeting on a two-thirds (2/3) vote of all members present.*

**Section 8.** *The board shall have the power to suspend or expel any member for cause after due notice and hearing. Such notice must state the cause for the proposed removal.*

## **ARTICLE IV**

### **DUES**

**Section 1.** *Membership dues shall be proposed by the board along with proposed budget for the coming year at the June board meeting. Annual*

*dues shall be due at the beginning of each fiscal year on October 1<sup>st</sup>.*

**Section 2.** *Any current member whose dues are not paid by October 31<sup>st</sup> of each year shall 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, free trainings etc., and the right to participate in any self-insurance plan operated by the association, until such dues are paid in full.*

## **ARTICLE V**

### **MEETINGS**

**Section 1.** *General meetings shall be held monthly September through June. Notice of change in meeting place and/or time of meeting shall be sent to the members of NKCFCCA at least one (1) week in advance.*

**Section 2.** *Special meetings of NKCFCCA membership may be held at such time and place as determined by the board and shall be held upon request of fifteen percent (15%) of the membership. The purpose of the meeting shall be stated in the notice or request. Any meeting so requested shall be held within thirty (30) days of receipt of said request by the board. In case of emergency, at least ten (10) days notice shall be given to the general membership.*

**Section 3.** *At all properly called and noticed meetings of NKCFCCA, those present shall constitute a quorum for transaction of business. Except where otherwise provided herein, the action by majority of the members present and voting at any such properly called and noticed meeting shall be the action of NKCFCCA.*

**Section 4.** *Meetings of the board shall be held monthly September through June, and on call of the executive board or on the request of the majority of the board members. The board shall meet for the purpose of conducting the business of NKCFCCA and for drafting proposals and recommendations to be presented to the general membership.*

**Section 5.** *The nomination of officers shall take place at the March membership meeting. Elections shall take place in June and elected officers shall take office on July 1<sup>st</sup>. Past President will be part of the executive board and mentor newly elected officers. Past President will not have the right to vote on the executive board, but may attend any and all board meetings.*

## **ARTICLE VI**

## **EXECUTIVE BOARD**

**Section 1.** *The officers of NKCFCCA executive board shall be made up of; President, Vice President, Secretary, Treasurer, Past President, Representative.*

*These officers shall perform the duties described in the by-laws, the standing rules, and "Robert's Rules of Order." At least one (1) full year of full membership in NKCFCCA shall be required before holding office. New officers shall assume their offices on July 1<sup>st</sup> and shall serve a term of two (2) years.*

**Section 2.** *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 include malfeasance, misfeasance, or nonfeasance of his/her office or unexcused absence from three (3) consecutive meetings of NKCFCCA membership and/or the board.*

**Section 3.** *The individual duties of the executive board shall be recorded in the standing rules.*

**Section 4.** *It shall be the duty of the board to carry out the programs and policies of NKCFCCA. The board shall be subject to the orders of NKCFCCA and none of its acts shall conflict with the action taken by NKCFCCA in regularly scheduled general and special meetings.*

**Section 5.** *Each member of the board, excluding Past President, shall possess one (1) vote in matters coming before the board. A simple majority of the board members constitutes a quorum. Except where otherwise provided, the act of the majority of members of the board shall be the action of the board.*

**Section 6.** *All moneys received by NKCFCCA shall be placed and kept in such accounts, as the board shall determine. It shall be the board's duty to audit the treasurer's accounts annually and report to the membership.*

## **ARTICLE VII**

### **STANDING COMMITTEES**

**Section 1.** *The standing committees of NKCFCCA shall be; Newsletter, Hospitality, Telephone, Public Relations, Historian. The board may establish such other committees as may be necessary. Committee members shall be appointed or removed by the board. The Vice President shall be head of all committees and they are to report to the Vice President.*

**Section 2.** *The duties of each committee shall be determined from time to time by the board and description of standing committees and duties shall be recorded in the standing rules.*

**Section 3.** *Any committee member can remove or be removed for cause by the board and/or membership. In addition to grounds for removal, which would apply to any member, grounds for removal of a committee member include malfeasance, misfeasance, or nonfeasance of his/her appointment.*

## **ARTICLE VIII**

### **ELECTIONS**

**Section 1.** *Nominations shall be opened in the March meeting and closed voting will be at the June meeting.*

**Section 2.** *Secret ballots shall be mailed in the May newsletter and be returned to the board. The board shall open and count the ballots and announce election results at the June general meeting. The candidates receiving the majority of votes shall be the newly elected officers of NKCFCCA.*

**Section 3.** *New officers shall assume their offices on July 1<sup>st</sup>, and shall serve for a term of two (2) years.*

**Section 4.** *In the event that any of the officers of the board are unable to serve a full term of office, the remaining board members shall appoint a temporary replacement until such time as the membership can meet to vote upon a replacement.*

## **ARTICLE IX**

### **AMENDMENT OF BY-LAWS**

**Section 1.** *The by-laws can be amended, altered or repealed at any regular general meeting of NKCFCCA by two-thirds (2/3) majority vote of those full members present and voting, provided that the amendment has been submitted in writing.*

## **ARTICLE X**

### **GENERAL PROVISIONS**

- Section 1.** *The fiscal year of NKCFCCA shall commence on October 1<sup>st</sup> and end on September 30<sup>th</sup> 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."*
- Section 3.** *Members shall conduct all business at any meeting in person. No proxy votes shall be accepted.*
- Section 4.** *NKCFCCA is organized exclusively for charitable and educational purposes within the meaning of section 501(C)(3) of the Internal Revenue Code.*
- Section 5.** *Notwithstanding any other provision of the by-laws, NKCFCCA shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(C)(3) of the Internal Revenue Code.*