

# **NORTH KING COUNTY FAMILY CHILD CARE ASSOCIATION STANDING RULES**

**PROPOSED NOVEMBER 1, 2004**

## **I. Dues**

- 1) *The amount of NKCFFCA dues will be \$60.00 per licensed provider for full membership. Dues are pro-rated only once a year in April for new members only.*

## **II. Equipment**

- 1) *Two (2) copies of a list of all NKCFFCA owned equipment shall be kept by two (2) board members. Only full and associate members in good standing may check out and use the equipment for a specific period of time. The equipment shall be stored at homes designated by the board.*

## **III. Expense reimbursement/Rates of Reimbursement**

- 1) *Eligibility: The board shall be eligible for reimbursement for expenses related to NKCFFCA meetings, activities, and events pursuant to their office or chair. Other members of NKCFFCA shall be eligible for expense reimbursement, but only if approved in advance by the board and/or membership.*
  - a) *Bills: All invoices and bills submitted from the members to NKCFFCA for payment shall have an expense voucher attached to the bill and shall be approved only if the voucher is submitted to the treasurer within three (3) months from the date of the order or purchase. Vouchers need to list not only what was purchased, but also what it was purchased for as well as the position of the person who purchased it. The presiding executive board member shall initial the last entry in the treasurer's books at the start of each monthly board meeting and at the general meetings.*

*membership*

- b) *Mileage: Travel by private vehicle will be reimbursed at the same rate designated in the current WSFCCA by-laws, (current reimbursement of the Internal Revenue Service). Mileage will only be reimbursed for*

*any member who commits NKCFFCA business exclusively, such as state representative or any member asked to do NKCFFCA business.*

- c) Lodging: *No reimbursement will be made for lodging expenses incurred while attending board or general membership meetings of the chapter. Lodging expenses incurred while transacting other NKCFFCA business may be reimbursed as follows:*
  - i) *If the lodging required is less than 350 miles from Seattle and requires overnight stay, reimbursement shall be a maximum of \$75.00 for one (1) person for one (1) night.*
  - ii) *If the lodging required is more than 350 miles from Seattle and requires overnight stay, reimbursement shall be a maximum \$150.00 for one (1) person for two (2) nights.*
- d) Other expenses: *Miscellaneous costs such as postage, telephone, printing, etc., shall be reimbursed by NKCFFCA upon receipt of proof of the expense, but not to exceed \$25.00 without the board's approval.*

#### **IV. Board/Standing Committees**

- 1) *Duties of the board are as follows:*
  - a) *Line up yearly program agenda,*
  - b) *Plan agenda for general meeting business,*
  - c) *Meeting for the purpose of conducting the business of NKCFFCA and drafting proposals and recommendations to be presented to the members,*
  - d) *Carry out the programs and policies of NKCFFCA,*
  - e) *Outgoing board members will train incoming board members to enable a smooth transition,*
  - f) *Keep a file of correspondence and answer questions about NKCFFCA,*

*g) Attend general, special and board meetings.*

**2) Duties of the Executive Board (DOES THIS MEAN, PRESIDENT**

*a) Preside at general membership and board meetings,*

*i) open meetings,*

*ii) announce business in the order in which it is to be acted upon,*

*iii) recognize members entitled to the floor,*

*iv) state and put to vote all questions, which are properly moved and announce the vote,*

*v) assist in the expedition of business,*

*b) Plan board meeting agendas,*

*c) Plan all membership meeting agendas,*

*d) Delegate duties to other board members and committee members,*

*e) Keep track of committees,*

*f) Keep a register of all current members,*

*g) At the annual meeting, present a report of the activities during the preceding year and a statement of plans for the following year,*

*h) Perform or delegate the following duties,*

*i) Invite guest speakers and confirm prior to meeting.*

**3) Duties of the Secretary**

*a) Record minutes at all meetings of the NKCFFCA,*

*b) Provide NKCFFCA minutes in duplicate, one (1) for the executive board's book and one (1) for the secretary's*

*book. Also write or type and send any other correspondence for **NKCFCCA**,*

- c) Send thank you's to guest speakers,*
  - d) Receive and answer all correspondence and report to membership,*
  - e) Prepare and keep a register of all current members for the board with addresses and phone numbers,*
  - f) Bring **NKCFCCA** by-laws and "Robert's Rules of Orders" to all meetings and advise the executive board on parliamentary procedure if called upon to do so or if he/she finds it necessary,*
  - g) Read the minutes of previous meeting and add corrections or additions,*
  - h) Prepare sign-in sheet and file with minutes,*
  - i) Type or write and send correspondence for **NKCFCCA** keeping file copies.*
- 4) Duties of the *Treasurer***
- a) Keep a register of all members,*
  - b) Explain to new members about **NKCFCCA** and insurance,*
  - c) Pay **NKCFCCA** bills and keep a checking account, register and keep a running balance of **NKCFCCA** monies,*
  - d) Keep a file of receipts,*
  - e) Give annual report on treasury spending for the year and project spending for the next year,*
  - f) Present bills and vouchers at each board meeting for approval,*
  - g) The treasurer shall close the books the last two (2) week each fiscal year.*

5) ***Duties of the State Representative (TAKE OUT COMPLETELY, BUT MAYBE HAVE A SECTION ABOUT RESPONSIBILITIES OF WHOEVER ATTENDS MEETINGS. WILL THINK ON THIS SECTION AND SEND IT TO YOU SEPARATELY TO MAYBE ADD)***

- a) *Attend all WSFCCA membership meetings and present a report at the general meeting of the NKCFCCA membership,*
- b) *Chair legislative committee when one is needed,*
- c) *Write report for NKCFCCA newsletter,*
- d) *This position is now a general membership elected position.*

6) ***Duties of Hospitality Committee***

- a) *Arrange for refreshments to be supplied for any WSFCCA meetings the NKCFCCA Chapter may host,*
- b) *Arrange for clean up of said refreshments,*
- c) *Greet membership and provide name tags at said meeting.*

7) ***Duties of Telephone/Update Committee***

- a) *Contact NKCFCCA members as requested by the executive board,*
- b) *Contact members to inform them about important issues, meetings, workshops, etc., that cannot wait until the next general meeting,*
- c) *Keep a telephone register of all current members.*

8) ***Duties of Public Relations Committee***

- a) *Keep local media up-to-date on current meetings, workshops and other NKCFCCA related activities,*
- b) *Keep in contact with schools and businesses to promote the NKCFCCA,*

- c) *Design and distribute membership recruit and referral pamphlets,*
  - d) *Arrange workshops, field trips and other **NKCFCCA** related activities,*
  - e) *Keep contact with resource agencies in the community to insure that the **NKCFCCA** referral names and telephone numbers are current and correct,*
  - f) *Bring resource file and notebook to general meetings and keep both updated,*
  - g) *Bring lending library to all the meetings.*
- 9) **Duties of Referral Committee**
- a) *Keep a register of all current full members in a file according to the nearest public elementary school. The chair of the committee is responsible for distributing this register and updating it,*
  - b) *Give the names of new members to the newsletter committee,*
  - c) *Report any problems to the board,*
  - d) *Record names, phone numbers and date when complaints are reported,*
  - e) *Handle advertising copy for local newspapers and telephone directory.*
- 10) **Duties of Newsletter Committee**
- a) *Edit, type, copy or print, collate, staple, fold, address and mail newsletter,*
  - b) *Include in newsletter, upcoming meetings and events, state representative's report, members' announcements and other items of interest,*

- c) *Include in newsletter in same spot every issue on front page, logo and name of NKCFCCA and the deadline for the next issue of the newsletter,*
- d) *Newsletter shall be issued one (1) week in advance of general membership meetings containing time and location of such and mailed to all current members,*
- e) *Keep a current newsletter mailing register.*

**V. Meetings**

- 1) *No smoking shall be allowed at any NKCFCCA meeting.*
- 2) *Children one (1) to twelve (12) years of age shall not be allowed to attend the general meetings.*

**VI. Fiscal Year**

- 1) *The fiscal year shall be October 1<sup>st</sup> to September 30<sup>th</sup>.*