



LICENSED FAMILY CHILD CARE ASSOCIATION BY-LAWS 2011

ARTICLE I. NAME

THIS ASSOCIATION SHALL BE KNOWN AS THE LICENSED FAMILY CHILD CARE ASSOCIATION, OTHERWISE REFERRED TO AS LFCCA.

ARTICLE II. PURPOSE

1. LFCCA is a professional forum, which allows the exchange of ideas and experiences among the participating members.
2. LFCCA promotes sharing of educational information, training, and promotes quality home care. LFCCA is a support system, which continually seeks to alert the public to the unique qualities and features of licensed child care homes through public contact, news items and releases that include outreach to government agencies and other state and local organizations.
3. LFCCA supports social and legislative interests, which advocate improvements in all aspects of child care.
4. LFCCA serves and acts on behalf of all licensed child care providers within the county. LFCCA supports provider's efforts to serve all children requiring child care and further attempts to meet the child care needs of this community.

ARTICLE III. MEMBERSHIP

A. CLASSIFICATION OF MEMBERSHIP

Two types of membership shall include:

1. Active Membership
 - a. This membership requires that a member be an active working part of the LFCCA.
 - b. Members will help with all activities and share responsibility of the LFCCA.
2. Advocate Membership

DEFINITION: These members are persons who may or may not be a child care provider but show an interest in things that pertain to the early care profession.

- a. Paying Advocate Members shall receive set benefits of newsletter and training classes.
- b. Non-paying Advocate Members shall receive set benefit of newsletter only. (i.e. State Licensing Representatives, Food Program Representatives)

B. ELIGIBILITY FOR MEMBERSHIP

1. Active Membership

- a. This member must be willing to abide by LFCCA By-Laws and Rules and must pay dues each year.
- b. This member must be a Colorado Licensed Family Child Care Provider, have their license pending, or be License Exempt.
- c. This member must furnish his/her Colorado Child Care License Number to the LFCCA Treasurer.
- d. Must abide by the State of Colorado Minimum Rules and Regulations for child care homes.

2. Advocate Membership

- a. All Advocate members must be accepted and approved by the LFCCA Executive Board.
- b. All Paying Advocate members must be willing to abide by the LFCCA By-Laws and Rules and must pay dues each year.

C. VOTING RIGHTS

Each voting member shall be entitled to one (1) vote on each issue submitted for a vote.

Paying Advocate members shall have the right to vote.

Nonpaying Advocate members shall not have the right to vote.

D. CHANGE OF MEMBERSHIP STATUS

- 1. Resignation – When a member withdraws from LFCCA, there shall be no refund of dues.
- 2. Termination – A majority vote of attending members at a general meeting can decide on the termination of an LFCCA member only after determining that said member has knowingly and willingly disturbed the well-being of LFCCA, hampered in its works, or has failed to meet membership requirements.

3. Reinstatement – Once an LFCCA member has been expelled from membership, reinstatement shall not be permitted for a minimum of 4 years.

ARTICLE IV. MEETING OF MEMBERS

A. REGULAR MEETINGS

The meetings shall be held once a month with the exception of February, July, and December.

B. SPECIAL MEETINGS

The President, as agreed by the members at a regular meeting, may call special meetings of the members.

C. NOTICE OF MEETINGS

Members will be notified of meetings by newsletter, phone, E-Mail, or at a previous meeting.

D. QUORUM

A quorum shall be defined as the total number of LFCCA members present at a scheduled LFCCA meeting.

E. BOARD MEETINGS

1. The President may call Executive Board meetings with all Executive Board members to be included. (President, Past President, Vice President, Secretary, Treasurer, State Representative.)
2. The President may call General Board Meetings and all of the General Board is to be included, (Executive Board Members and all Standing Positions as listed in Article V. Section F).
3. Discussion on any topic at all Board Meetings must be recorded and voted on at next general meeting.

ARTICLE V. OFFICERS AND STANDING POSITIONS

A. DEFINITIONS

- a. Executive Officers – the Executive Officers of the Association shall be President, Vice President, Secretary, Treasurer, and State Representative. Any member, with the

exception of the President, may hold one (1) office and chair one (1) committee unless otherwise agreed upon by voting members.

- b. Standing Positions – the Standing Positions shall be Referral Specialist, Program Director, Newsletter Editor/Website Administrator, Sunshine/Historian, and Mini-Conference Director. Other positions or committees may be set up as deemed necessary. Any member may hold one (1) office and chair one (1) committee unless otherwise agreed upon by voting members.

B. ELECTION AND TERM OF OFFICE

- a. Members shall elect officers of the LFCCA annually at the regular June meeting.
- b. Term of office for President, Treasurer, and Referral shall be for a minimum of two (2) consecutive years.
- c. No member may run for any one office after serving for two (2) consecutive years in that position unless otherwise agreed upon by voting members.

C. DISMISSAL

Any Executive Officer or holder of a Standing Position may be dismissed because of failure to fulfill the duties of the office or position by a majority vote of the members only after it has been determined that said Executive Officer or holder of Standing Position has knowingly and willingly failed to meet the requirements of such office.

D. GRIEVANCES

Shall be handled internally according to “Roberts Rules of Order Newly Revised” and shall follow the Grievance Procedure as defined in the LFCCA Policies and Procedures.

Any grievance issue that is to be discussed at an LFCCA Monthly Meeting must be filed with the LFCCA Secretary who will then notify the LFCCA President at which time a Grievance Committee will be established. The Grievance Committee will notify all pertinent parties of said grievance in order that all said parties can be prepared for debate and/or explanations of such grievance. The Grievance Committee shall have the discretion to put discussion time on the agenda or settle the matter internally. All grievances must be in writing and signed by person(s) filing said grievance.

E. VACANCIES

A vacancy in any office may be filled by a majority vote of members present.

F. ELIGIBILITY FOR OFFICE

Any member in good standing may be eligible for Office or Standing Position.

G. POWERS AND DUTIES

EXECUTIVE BOARD

1. President

- a. Attend and preside over all LFCCA meetings.
- b. Represent LFCCA at the Colorado Association of Family Child Care meetings.
- c. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- d. Respond and initiate written communications concerning LFCCA business.
- e. Make approved deposits and withdrawals when called upon by the LFCCA Treasurer.
- f. Assume responsibility for any office or position not filled until the time it is filled.
- g. Appoint a temporary replacement to any position for any position not filled or vacated.
- h. Coordinate with the Treasurer the yearly LFCCA Financial Audit in July reporting to the LFCCA Board the results.
- i. Review with the Treasurer monthly income and expenditures prior to the monthly LFCCA meeting.
- j. Review with the Treasurer every seven years all records that have been maintained by the Treasurer determining which are to be kept and which can be destroyed.
- k. Communicate with all officers and member's important matters of LFCCA and the child care profession.
- l. Assist fellow officers whenever needed.
- m. Oversee and/or organize activities sponsored by LFCCA.
- n. Be available to all those in the family child care professional field offering information, guidance, and support.
- o. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- p. Activate the LFCCA Phone Tree when necessary.
- q. Review with the Secretary every three years all records that are maintained by him/her determining which are to be kept and which can be destroyed.
- r. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA President.

2. Vice President

- a. Attend a minimum of seven (7) LFCCA meetings.
- b. Preside over any meetings at which the LFCCA President is unable to.
- c. Assist the President whenever necessary.
- d. Distribute membership cards and packets to all new & renewing LFCCA members.
- e. Communicate with all officers and member's important matters of the LFCCA and the child care profession.
- f. Assist fellow officers whenever needed.
- g. Be available to all those in the family child care professional field offering information, guidance and support.
- h. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- i. Organize and distribute September Membership Drive Packets at the September meeting.
- j. When time in office is completed, assist and communicate with the successor of this office
- k. the role and duties for the position of LFCCA Vice President.

3. Secretary

- a. Attend a minimum of seven (7) LFCCA meetings.
- b. Record, and maintain minutes of all LFCCA meetings.
- c. Submit minutes of all LFCCA meetings at monthly meetings. Upon approval of the minutes, file them in the Secretary's Notebook.
- d. Keep all secretarial records passing them on to successor when time in office has been completed.
- e. Review with the President every three years all records that are maintained by the Secretary determining which are to be kept and which can be destroyed.
- f. Communicate with all officers and member's important matters of the LFCCA and the child care profession.
- g. Be available to all those in the family child care professional field offering information, guidance, and support.
- h. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- i. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA Secretary.

4. Treasurer

- a. Attend a minimum of seven (7) LFCCA meetings.
- b. Report financial status of Association at each meeting.
- c. Keep accurate records of finances of LFCCA.

- d. Create an annual budget to be submitted for approval by membership at the September LFCCA meeting.
- e. Make approved deposits and withdrawals.
- f. Coordinate with the President the yearly LFCCA Financial Audit in July.
- g. Be responsible with forwarding all CAFCC membership applications to the CAFCC Treasurer.
- h. See to it that the President, Sunshine/Historian, Newsletter Editor, and Referral Specialist have a current LFCCA membership list detailing member's mailing address and E-Mail address.
- i. Maintain and distribute to the LFCCA Newsletter Editor and Mailer/Sunshine a current LFCCA Member Birthday list.
- j. See to it that all LFCCA financial obligations are met in a timely manner.
- k. Maintain and keep all financial records transferring to successor with time in office is completed.
- l. Review with the President every seven years all records that have been maintained by the Treasurer determining which are to be kept and which can be destroyed.
- m. Communicate with all officers and member's important matters of the Association and the child care profession
- n. Be available to all those in the family child care professional field offering information, guidance, and support.
- o. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- p. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA Treasurer.

5. State Representative & Alternate State Representative

- a. Attend a minimum of seven (7) LFCCA meetings.
- b. Attend a minimum of seven (7) Colorado Association of Family Child Care (CAFCC) meetings reporting information gathered at CAFCC monthly meetings.
- c. Submit to the LFCCA Newsletter Editor, in a timely manner, information gathered at CAFCC monthly meetings.
- d. Communicate with all officers and member's important matters of the Association and the child care profession.
- e. Be available to all those in the family child care professional field offering information, guidance, and support.
- f. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- g. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA State Representative.

STANDING POSITIONS

1. Referral Specialist

- a. Attend monthly LFCCA meetings regularly.
- b. Give unbiased referrals of PROVIDER MEMBERS within LFCCA.
- c. Keep accurate and current records of incoming requests for child care as well as referrals given out.
- d. Report at monthly LFCCA meetings activity on referral line for that month.
- e. Communicate with all officers and member's important matters of the Association and the child care profession
- f. Be available to all those in the family child care professional field offering information, guidance, and support.
- g. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- h. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA Referral position.

2. Program Director

- a. Attend monthly LFCCA meetings regularly.
- b. Be responsible for arranging and organizing the monthly program, which shall relate to one or more of the ten continuing education Colorado Rules and Regulations requirements and does not promote non-associated interest entities.
- c. Provide Continuing Education Certificates following LFCCA monthly Workshops to all those who attended.
- d. Maintain and keep records of attendees at monthly LFCCA Workshops.
- e. Communicate with all officers and member's important matters of the Association and the child care profession
- f. Be available to all those in the family child care professional field offering information, guidance, and support.
- g. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- h. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA Program Chair Person.

3. Newsletter Editor/Website Administrator

- a. Attend monthly LFCCA meetings regularly.
- b. Be responsible for the monthly LFCCA Newsletter including editing, publishing, advertising, and notifying the Mailer as to when the Newsletter is ready for distribution.
- c. See to it that the Newsletter is distributed in a timely manner.
- d. Maintain and keep the LFCCA website up to date with current events.

- e. Communicate with all officers and member's important matters of the Association and the child care profession.
- f. Be available to all those in the family child care professional field offering information, guidance, and support.
- g. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- h. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA Newsletter Editor.

4. Sunshine/Historian

- a. Attend monthly LFCCA meetings regularly.
- b. See to it that all members are sent a Birthday card each year.
- c. Send appropriate cards to LFCCA members who need a bit of Sunshine in their lives, i.e. Get Well, Thinking of You, Sympathy, Congratulations, etc.
- d. Communicate with all officers and member's important matters of the Association and the child care profession.
- e. Be available to all those in the family child care professional field offering information, guidance, and support.
- f. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.
- g. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA Mailer/Sunshine.

5. Mini-Conference Chair

- a. Attend monthly LFCCA meetings regularly
- b. Coordinate the Annual Sweetheart Mini-Conference held the first Saturday in February.
- c. Establish and oversee Sub-Committees for the Sweetheart Mini-Conference. (LFCCA Sub-Committees are: Registration, Food, Advertising, Decorations, Hospitality, Door Prizes, Speakers, and Venders.)
- d. Establish monthly Mini-Conference meetings – Place, Date, Time and notify all Committee members.
- e. Set up a final Mini-Conference meeting following the Mini-Conference to review outcome of the Mini-Conference, i.e. total income, total expenses, review evaluations, record information so it is available for the next Conference committee.
- f. Communicate with all officers and member's important matters of the Association and the child care profession.
- g. Be available to all those in the family child care professional field offering information, guidance, and support.
- h. Represent LFCCA and the licensed family child care profession to the community in a positive and supportive manner.

- i. When time in office is completed, assist and communicate with the successor of this office the role and duties for the position of LFCCA Mini-Conference Chair.

ARTICLE VI. LFCCA FINANCIAL RESPONSIBILITIES

LFCCA has a financial responsibility to its membership insuring funds are budgeted annually so that business expenditures can be made. This includes, but is not limited to, LFCCA Sweetheart Mini-Conference, LFCCA monthly trainings, and preservation of LFCCA Membership Benefits such as the LFCCA newsletter printing and mailing, LFCCA Membership Drive, Christmas Party, Week of the Young Child, Provider Appreciation Brunch, and maintenance of the LFCCA Provider Resource Room.

A. DISBURSEMENTS AND PAYMENTS

1. No financial transactions shall be made that will injure the good name of LFCCA, disturb its well-being, or jeopardize its status as a non-profit entity. This includes, but is not limited to, monetary donations or the like to any LFCCA member, advocate, affiliate, or outside entity for any circumstance.
2. Expenditures over \$100 are to be voted on and approved by a majority vote of a minimum of four (4) LFCCA Board members and ten (10) LFCCA members in attendance at a regularly scheduled LFCCA monthly meeting. This does not apply to the LFCCA Sweetheart Mini-Conference expenditures, preauthorized or regularly scheduled payments, or routine monthly expenses. In the event that the required attendance is not met for this type of vote, the matter is to be tabled for discussion at the next scheduled LFCCA meeting or voted on by LFCCA members via phone tree and/or E-Mail notification.
3. Any person requesting reimbursement shall present either the original or a copy of the receipt, which shall be approved by two (2) members of the Executive Board, one of which is the President.

B. CHECKS, DRAFTS, AND ORDERS

1. Two (2) officers authorized on the Bank Signature card shall sign all checks, drafts, or order for payment of money, notes or other evidence of indebtedness issued in the name of LFCCA.
2. Bank signature cards shall have three (3) signatures, President, Vice President, and Treasurer.

ARTICLE VII. DUES

A. PAYMENT OF DUES

1. Dues shall be paid in full as set up by LFCCA policy. (See LFCCA POLICIES & PROCEDURES)
2. When any member is in default in the payment of dues, membership shall be terminated as of the August meeting.

ARTICLE VIII. DISSOLUTION OF ASSOCIATION

The dissolution of LFCCA shall be handled according to the laws of Colorado pertaining to an incorporated, non-profit organization with consultation and the advice of an attorney.

A. FUNDS

In the event the Licensed Family Child Care Association should be dissolved, any funds held in the Treasury shall be turned over to the Colorado Association of Family Child Care.

B. EQUIPMENT

In the event the Licensed Family Child Care Association should be dissolved; any educational and office material shall be donated to a local organization(s) that works with children.

ARTICLE IX. PARLIMENTARY AUTHORITY

The rules contained in the current edition of the “Robert’s Rules of Order Newly Revised” shall govern the LFCCA in all cases in which they are applicable and in which they are not inconsistent with the LFCCA By-Laws and any special rules of order the LFCCA may adopt.

ARTICLE X. AMENDMENT OF BY-LAWS

These bylaws may be amended at the annual membership meeting held in June provided that said amendments are presented to the entire LFCCA membership for consideration at least ten (10) days prior to the June meeting. Amendments shall be passed by a majority vote of the votes cast. Failure of any member to receive notice does not invalidate election results.

LICENSED FAMILY CHILD CARE ASSOCIATION POLICIES AND PROCEDURES

June 2011

- 1) The LFCCA fiscal year is July 1st to June 30th.
- 2) The LFCCA yearly dues will be as follows:

- a. Active Membership - \$30.00
 - b. Honorary Membership - \$30.00
- 3) A \$5.00 savings in dues will be offered to LFCCA members should their dues be paid between April 1st and July 1st.
- 4) Non LFCCA members
- a) Are welcome to attend any/all LFCCA monthly meetings and workshops.
 - b) Will be charged \$5.00 per accredited monthly LFCCA workshop. Certificates for Continuing Education will be issued upon completion of the workshop and the LFCCA Treasurer has received payment of \$5.00.
 - c) Upon verification of membership, members of the Association of Family Child Care Homes (AFCCCH) of Ft. Collins and the Ft. Collins Partners in Child Care (FCPCC) association will be welcome at any/all LFCCA monthly workshops and shall not have to pay the \$5.00 certificate fee.
- 5) The duties of all LFCCA Officers, Standing Positions, and Committee Chairmen shall include:
- a) Attend at least 75% or more of the regular LFCCA monthly meetings.
 - b) Offer an oral report to members at regular monthly LFCCA meetings.
 - c) When unable to attend a regular monthly LFCCA meeting notification and simple report must be given to an Executive Board member prior to the meeting.
- 6) The State Representative will be reimbursed a sum of \$50 for travel to and from any CAFCC monthly meeting attended and for submitting a written report regarding the CAFCC meeting. In the event that the State Representative and Alternate State Representative attend any CAFCC monthly meeting together, said \$50 will be disbursed equally between each representative. It is further understood that should this be the case; one representative would be responsible for transportation to and from the CAFCC meeting and the other representative would be responsible for submitting a written CAFCC report at the next scheduled LFCCA meeting.
- 7) LFCCA will pay for the State Representative and Alternate State Representative's CAFCC membership dues.
- 8) Payment of money to any outside speaker and/or representative of any state, county or city affiliate speaking at a monthly LFCCA scheduled meeting shall be paid a maximum of \$40.00. In the event that a speaker for a monthly scheduled meeting requires additional fees, the entire LFCCA Executive Board must give majority approval for said increase prior to the presentation.

- 9) In order to protect the privacy of LFCCA members and non-members no one shall use or distribute any private membership information (such as name, phone number, address, etc.) for solicitation purposes.
- 10) LFCCA is an independent organization and does not always follow CAFCC Rules and/or Directives.

**Licensed Family Child Care Association
LFCCA GRIEVANCE COMMITTEE**

Policy

Purpose - To arbitrate grievances with LFCCA members; pertaining to issues within the association.

Composition - The LFCCA President will establish a Grievance Committee within five (5) days of notification of grievance.

The Grievance Committee shall consist of a minimum of five (5) LFCCA members in good standing.

LFCCA President will poll all Grievance Committee members to determine if there is a conflict of interest for any member.

At least one (1) of the following LFCCA Executive Board Officers shall sit on the Grievance Committee as the Committee Chair: President, Vice-President, Secretary, Treasurer, and State Representative.

Procedure

1. Any LFCCA member wishing to file a formal grievance must do so in writing. (Complaints will not be acted upon until
2. Written grievance has been filed with the LFCCA Secretary.)
3. Grievances must be submitted to the LFCCA Secretary
4. The written grievance shall contain the following information:
 - a. Date
 - b. Name, address, and phone number of person(s) filing complaint
 - c. Nature of complaint and date of occurrence if available
 - d. Desired action to be taken
 - e. Agreement to accept finding or recommendation of the Grievance Committee

5. Once the Grievance Committee has been established, the LFCCA Secretary will submit the original grievance to the Grievance Chair.
6. Grievance chair will give written notice to all parties involved notifying them that a formal grievance has been filed. This notification shall offer specific information pertaining to the complaint, when the grievance will come before the Grievance Committee, and an explanation of the mediation process.
7. Grievance Committee will hear grievances within twenty (20) working days after receipt of written grievance.

Mediation Process

1. The Grievance Chair will orally read letter of complaint.
2. All parties will be given equal time to make statements following the reading of the complaint. (Grievance Committee will determine the amount of response time that will be given to all parties prior to the Mediation Meeting.)
3. Grievance Committee members will ask questions as needed following complainant(s) and respondent(s) statements.
4. Closing statements may be made by the complainant(s) and the respondent(s) with equal time being given to all parties. (Grievance Committee will determine the amount of response time that will be given to all parties prior to the Mediation Meeting.)
5. Following final statements, complainant(s) and respondent(s) will leave the room so that the Grievance Committee can discuss information gathered.
6. Once the Grievance Committee has determined what action (if any) is to be taken, the complainant(s) and respondent(s) will be asked to return at which time the Grievance Committee's recommendation or findings will be disclosed to all parties.
7. The Grievance Committee Chair will submit a written report as to the outcome of the Grievance with the LFCCA Secretary. This report shall include the original grievance submitted, date the Grievance Committee met with complainant(s) and respondent(s), and the recommendations or findings that resulted from the mediation.
8. The Grievance Committee Chair will submit a written report as to the outcome of the Grievance; to be read at the next scheduled LFCCA Monthly Meeting following the Mediation. This report shall consist of a brief summary of the grievance filed and outcome of the mediation. Names and personal issues should be excluded when possible.

Confidentiality

1. All information discussed during Committee meetings is to be kept confidential. Only Information necessary for reporting at the LFCCA Monthly Meeting is to be released.
2. Upon completion of the Grievance, the Grievance Committee Chair shall submit to the LFCCA Secretary all correspondence, and/or papers pertaining to the grievance
3. All paperwork pertaining to the grievance will be kept by the LFCCA Secretary until term of said office is up at which time all documents pertaining to the grievance are to be destroyed by shredding.

Special Circumstances

1. Any LFCCA member(s) who wishes to file a formal grievance against a member of the LFCCA Executive Board (President, Vice-President, Secretary, Treasurer, State Representative, and Alternate State Representative) should contact the Colorado Association of Family Child Care (CAFCC) President with the understanding that CAFCC will initiate the grievance process according to their Policies and Procedures.
2. In the event that CAFCC is requested to intervene in the LFCCA grievance process, all parties involved will abide by and accept all recommendations and/or findings set forth by the CAFCC Grievance Committee.