

## Family Daycare Association of Harford County Bylaws

### **Article 1: Name**

The name of this association shall be The Family Daycare Association of Harford County, hereafter referred to in this document as the Association.

### **Article 2: Goals and Purposes**

The goals and purposes of this Association shall be to:

- a. Strive for quality care for all children in Family Daycare homes,
- b. Endeavor to bring the job status of Family Daycare up to professional standing,
- c. Encourage growth and development of individual Family Daycare providers,
- d. Initiate training courses for Family Daycare Providers,
- e. Urge members to take advantage of training offered by county, state and federal agencies,
- f. Review Family Daycare regulations and standards and work for necessary changes,
- g. Bring public attention to the services rendered by Family Daycare Providers,
- h. Act as a source of information on Family Daycare to its own members and to other groups and organizations,
  - i. Present programs of interest and value to Family Daycare Providers
  - j. Provide an exchange of ideas among all persons in Family Daycare.
- k. Officers shall strive to work together for the good of the Association as well as hold and maintain a positive high regard for each other and each member in their commitment to childcare.

### **Article 3: Members**

- a. Application for membership shall be submitted to the Membership Chairperson.
- b. Types of Membership
  1. Licensed Family Daycare Provider - Persons with a current license from the Maryland State Child Care Administration.
  2. Family Provider Associate - Persons who have applied for their Family Daycare license through the Maryland State Child Care Administration. These persons may receive training through the Association. Until licensed, the following restrictions apply: no inclusion in the Association referral list; ineligible to hold office in the Association.
  3. Center Associate - Persons working in the child care field outside their home. These persons may receive training through the Association. The following restrictions apply: no inclusion in the Association referral list; ineligible to hold office in the Association.
  4. General Associate - Persons from the public interested in promoting quality child care. These persons may receive training through the Association. The following restrictions apply: no inclusion in the Association referral list; ineligible to hold office in the Association.
- c. Annual renewal shall be payable on or before the first Tuesday of September.
- d. Membership fee is \$30.00 annually unless changed by vote of the Licensed Family Daycare Provider members.

#### **Article 4: Officers of the Association**

- a. Officers of the Association shall be; President, First Vice President, Second Vice President, Secretary, Treasurer and Past President.
- b. ***There shall be no limit on the term of office for all officers, providing the officer remains an active member and in good standing with the Association. If someone is removed from office by the membership or removes themselves from the office during their elected time and desires to run at a later time, the membership shall vote to decide if that person should be allowed to run again for that office or any other. No member shall hold more than one office at a time.***
- c. Elections shall be held yearly. The President and First Vice President shall be elected in even numbered years. The Second Vice President, Treasurer, and Secretary shall be elected in odd numbered years.
- d. The term of office of newly elected officers shall begin at the close of the June meeting of the Association.
- e. Duties of the Officers:
  1. President: The President shall preside over all meetings, appoint committees (both standing and special), call special meetings, chair the program committee, and do all things necessary for the proper running of the Association, providing such action is consistent with the Association By- Laws.
  2. First Vice President: The First Vice President shall stand in for the President in her absence and chair the Membership Committee. She shall also maintain a list of members to be updated monthly and given to the President and Second Vice President. She shall perform other duties as assigned by the President and shall aid the President in all functions necessary to the Association.
  3. Second Vice President: The Second Vice President shall stand in for the President and First Vice President in their absence and chair the Newsletter Committee. She shall perform other duties as assigned by the President and aid the President and First Vice President in all functions necessary to the Association.
  4. Secretary: The Recording Secretary shall take minutes of all Association meetings and maintain accurate records of all minutes. She shall send a copy of the minutes to the President and other Executive Board members as necessary. Also acting as Corresponding Secretary shall compose and distribute any written correspondence necessary at the direction of the President and/ or Executive Board. In addition, she shall maintain records of all correspondence.
  5. Treasurer: The Treasurer shall collect dues and all other monies, keep accurate records, handle the Association bank account( s) and pay all bills presented to the Association when due. In addition, the Treasurer shall chair the Finance Committee and submit a proposed budget at the beginning of the Association's fiscal year (September).
  6. Past President: The Past President shall provide support and advice to the new officers. In addition the Past President shall be used as a tie breaker in the event of a tie vote by the Executive Board.
- f. All officers shall submit a short report of current activities of their committees at Association meetings and shall submit a written report of the same for the

- g. Any officer who fails to perform her assigned duties or consistently fail to attend meetings may be replaced at the discretion of the Executive Board.
- h. The Executive Board shall appoint a successor to fulfill the remaining term of any officer who resigns or is removed from office.
- 1. If an Officer retires from Family Daycare, she may complete her term of office if she so chooses.
- J. Any member who runs for the following offices: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and Treasurer, must be a member of the Association for no less than 2 years unless voted upon by the Executive Board. Prior to running for office, the person must have been a member in good standing for the entire previous two(2) years and participate in at least 80% of the meetings each of those years.**
- k. No member who has resigned their office without proper notice or justification (as determined by the Executive Board) shall hold office in the future.
- 1. ***During election of officers, paper ballots will be used for voting.***

#### **Article 5: Meetings**

- a. The regular meetings of the Association shall be held monthly on the first Tuesday of the month, September - June unless otherwise ordered by the Association or the Executive Board.
- b. There shall be an annual meeting in May for the purpose of election of officers and budget approval for the fiscal year, which begins in September.
- c. Special meetings can be called by the President or by the Executive Board and shall be called upon the written request often Family Daycare Provider members of the Association. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least three days notice shall be given.
- d. Fifteen per cent of the members of the Association shall constitute a quorum.

#### **Article 6: The Executive Board**

- a. The officers of the Association and committee chairpersons shall constitute the Executive Board.
- b. The Executive Board shall have general supervision of the affairs of the Association and perform such duties as are specified in the by- laws. It shall act in accordance with the wishes of the Association.
- c. The Executive Board shall have the authority to appoint and over-see a nominating committee

## **Article 7: Committees**

- a. Finance: A committee of the Treasurer and at least two (2) other members shall prepare a budget for the fiscal year beginning the first day of September and submit it to the Association prior to the annual election meeting. This committee will also keep members advised of any need to supplement the budget through the fiscal year.
- b. Program: A committee composed of the President and at least two (2) other members shall plan programs of interest and training classes deemed of value to the members that may be conveniently scheduled throughout the year at monthly meetings of the Association.
- c. Auditing: Three (3) persons shall be appointed at the April meeting to audit the Association's bank accounts at the close of the fiscal year and submit a written report of the audit to the President.
- d. Public Relations: A committee of at least three (3) members will seek out and develop means to promote a more positive and visible image of Family Daycare in the community, county, state, and national level.
- e. Membership: A committee of the First Vice President and at least two (2) other members shall actively recruit new members from among those eligible for membership in the Association and shall maintain accurate membership lists.
- f. Newsletter: A committee of the Second Vice President and as many members as necessary will undertake to publish a newsletter for and by Association members, containing information and news of interest to the members.
- g. Standing: Standing committees shall include Fund Raising, Phone Tree, Special Events, Lending Library, Sales (of Association Sweat Shirts and Tee Shirts and books as well as Little Tykes and Fisher Price Toys), and Nomination Committee.

## **Article 8: Amendments of the By Laws**

- a. These By Laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the members present in a meeting in which there is a quorum. Proposed amendments must be published and provided to the Association members two (2) weeks prior to the meeting at which it will be voted on.
- b. Notice- any notice required by these by-laws shall be given by written notice, delivered personally or mailed. If mailed, the notice is deemed to be delivered when deposited in the United States mail properly address with postage prepaid.