**ARTICLES OF ASSOCIATION AND BY-LAWS OF STEARNS-**

**BENTON CHILD CARE ASSOCIATION**

**ARTICLE I: NAME, PURPOSE AND MISSION:**

* 1. **Name:** This organization shall be known as Stearns-Benton Child Care Association, also known as SBCCA. It shall be a non-profit 501(c)(3) organization incorporated under the laws of the State of Minnesota. The President is responsible to keep the SBCCA name with the state every year (due before Dec 31).

**1.2** SBCCA is an independent non-profit organization for licensed family childcare providers in Stearns County and Benton County.

**1.3 Purpose:** The purpose of SBCCA is to serve as an organization of persons promoting quality Family Child Care for children, or other organizations that provide care for young children and their families.

**1.4 Mission:** SBCCA is a network of professionally licensed family child care providers and other community members promoting quality child care, education and community awareness. SBCCA is also a resource to community members while promoting professionalism and advocating within the early childhood field to provide quality care for children.

**2.1 Membership:** Membership in the organization shall consist of (1) licensed family child care providers (2) legally unlicensed providers also known as family, friend and neighbor (FFN) (3) community advocates (4) or other community members concerned with quality family child care.

**2.2** **DUES:** For full membership with voting privileges shall be $45.00 annually from June 1- May 31 each year, starting 2017/2018 calendar year.

**2.3** Silent membership without privilege of voting or attendance in training shall be $20.00 annually from June 1- May 31 of each year.

**2.4** A silent member is defined as an individual, business, or organization that supports the mission of the Association with or without attending meetings.

**2.5** All members in good standing and present at the general membership meetings are eligible to participate in discussions and vote in elections. No vote shall be cast by proxy. (Elections article III, 3.9 on executive board voting.)

**2.6** Any member who wishes to bring an issue before the Executive Board shall contact the President one week prior and request to be put on the agenda. Submit their agenda and be given a time allotment.

**2.7** Any member of SBCCA may attend board meeting with prior notification to the board president.

**2.8** Any member may participate, and are encouraged, to sign up on committees.

**2.9** Any person is a member of the Association upon payment of the annual dues. Annual dues shall be determined by the Executive Board. The membership year shall be continuous. A member’s year begins upon payment of dues and is valid from June 1 to May 31.

**2.10** SBCCA is an association that honors their members and member’s family, to the best of the boards knowledge. Members will be recognized if hospitalized overnight with flowers (or some gift). Limited with a $40.00 purchase. Members that have a death in the immediate family (spouse or children) will be sent flowers for the funeral, with a $40.00 limit. Members with a death in the family, (member’s parents or siblings), of a $20.00 limit. Members are encouraged to call a board member of knowledge of a member that is going through a tough time, so they are recognized. The association is a family of Child Care Providers, and other community advocate of Child Care, that will be there to support each member.

**2.11** Members Birthdays will be recognized at meetings, and presented a card.

**ARTICLE III: MEMERSHIP MEETINGS:**

**3.1** General meeting of the Association shall be held monthly on a regular date to be determined by the Executive Board. Meetings are open to members, potential members and other professionals concerned with quality family child care.

**3.2** Trainings scheduled after meetings in bad weather, the executive board will vote to reschedule. Never trying to cancel the training, but rather rescheduling to the following Monday or Monday after, depending on room and trainer accessibility. Unless trainer is unable to reschedule, there will be a need to cancel. Members should watch their emails during bad weather for cancellations, and members that do not have email will receive a phone call.

**3.3** Executive Board meetings may be held at any time at the call of the President or at the request of any three members of the Executive Board.

**3.4** Special general meetings may be called by a majority vote at any Executive Board meeting. Written or electronic notice shall be given to the entire membership thirty (30) days prior to any special general meeting.

**3.5** A quorum at any general meeting or special general meeting shall consist of no less than 15% of members present.

**3.6** All questions and matters proposed for consideration at general meetings shall be determined by simple majority vote of those present, unless otherwise specified in this document.

**3.7** Board meetings are open to general membership. See article II section 2.7.

**3.8** A paid member is allowed to ask for the floor at a meeting~~,~~ prior notification must be given to president to be put on the agenda.

**3.9** Nominations are accepted through April, for Executive Board positions. Voting will take place in May. New Executive Board will be elected then announced and will hold their positions as of June 1st for the designated terms.

**Article IV: EXECUTIVE BOARD:**

**4.1** The Executive Board must be legal or legally unlicensed Family Child Care Providers who are a full member of SBCCA. An Executive Board member holds an **Office** ofPresident, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Historian, Librarian or Representative.

**4.2** The Executive Board shall have the full management, direction and control of the affairs of this Association and shall have the authority to delegate the powers and duties to an officer of the Association.

**4.3** The membership shall elect **a President, Vice-President, Treasurer, Recording Secretary, Historian, Librarian,** and a **Liaison**, and such officers as deemed necessary. The seats of the President, Vice-President, and Treasurer will be a 2 year term by a professionally licensed family child care provider who is a full member of the Stearns-Benton Child Care Association, legal or legally non licensed Family Child Care Provider. The remaining seats on the board will be elected annually and will be held by any professionally licensed family child care provider, legal or legally non licensed child care provider, who is a full member of the Stearns-Benton Child Care Association. Any member elected to an office must be a full member of the Association before holding office. Term of office is June 1 to May 31.

**4.4** Executive Board shall have the authority to alter, accept, or reject any actions by individual Executive Board members and working committees, and shall be empowered to direct any officer in the execution of his/her duty.

**4.5** A quorum at any Executive Board meetings shall consist of at least 50% of the combined total of Board members.

**4.6** A member of the Executive Board may be dismissed for cause only on the grounds of clear nonfeasance in office. For such dismissal, a 2/3 majority vote at a general meeting is required, but only after the member is given notice specifying the cause, in writing. A member of the Executive Board may not have more than two unexcused absences in a year.

 **PRESIDENT:** The President has a two year term to be generally responsible for carrying out the objectives and purposes of the Association

 **Duties of the President:**

* Run the general and board meetings, and direct and advise the executive board
* Ask for approval of minutes at meetings, of prior month meeting
* Call special meetings of the executive board whenever she/he deems it necessary or upon of written request of an executive board member, as follows in the By-laws.
* Appoint committee chairpersons by and with the approval of the Executive Board
* Responsible to renew the SBCCA name with the State of MN, every year before December 31.
* To be a signer on the Association checkbook
* Responsible to change the SBCCA email password when elected. Using the email address in best practice by answering the emails with intentions of members, and not to be used for personal use. President is the one to use the SBCCA email how she feels fit, and to do SBCCA business through SBCCA email.

 **VICE –PRESIDENT Duties:**

* The Vice-President shall perform the duties of the President in the event of her/his absence, resignation or inability to perform his/her duties
* ~~and~~ shall assist the President in carrying out her/his duties
* coordinate trainings of the monthly meetings
* Be in charge of the Treasurer’s Report in the absence of the Treasurer
* perform such additional duties as may be assigned to her/him by resolutions of the Executive Board.

**TREASURER Duties:**

* The treasurer shall have charge of the funds of the Association, shall make reports to the Executive Board at each of their regular meetings,
* report to theExecutive Board upon the expiration of her/his term
* Treasurer shall collect all dues and keep record of current membership.
* Notify members when membership dues are to be paid for the following year.
* Pay payments that are due
* Prepare tax documents

**RECORDING SECRETARY Duties:**

* Record and document each board and general meetings
* Send minutes to members in a timely matter

**HISTORIAN Duties:**

* Take pictures and post to website and store in history books
* Attend to all correspondence of the Association members
* Pass out Birthday card to members during the meetings, and send out for those members that didn’t attend.
* Buying plants or flowers to those hospitalized or the death in the members family

**LIBRARIAN Duties:**

* The Librarian shall have all materials in the Lending Library
* Bring the materials to each monthly meeting
* Keep records of all material in the lending library, and purchase new materials as directed by the budgeted amount, approved by the President and Executive Board.

**Liaison Duties:**

* Reports on all state legislative activities

**PAST PRESIDENT:**

* The Past President shall function in an advisory position to the President and the Executive Board.

**4.7 TERMINATION OF AN EXECUTIVE BOARD MEMBER:** No Executive Board Member can hold office for more than one term without being re-elected. Length of term for President, Vice President and Treasurer shall be two years. All other offices shall be one year.

**4.8 VACANCIES OF AN EXECUTIVE BOARD MEMBER:** To fill vacancies of an Executive Board Member as mentioned above, Nominating Committee will be appointed by the president and shall present their nominations to the Executive Board. Vacancies will be filled and voted upon at the general meeting or through appointment by the President.

**4.9** **Reimbursement of Expenses**: No part of the new earnings of the Association shall benefit, or distribute to its members, trustees, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

**ARTICLE VI: TRAININGS:**

**5.1** Trainings are included with full membership

**5.2** Non-members;

* $20.00 per regular trainings scheduled
* $30.00 key note speakers (special trainings)

**5.3** All trainings are DHS approved

**5.4** Trainings are not to be taped for members to be viewed at a later date.

**ARTICLE VII: COMMITTEES:**

**6.1** Each Association member will be encouraged to become a member of at least one committee.

**6.2** The President, or Executive Board acting as a whole, may delegate and assign authority to one or more committees.

**6.3** The committee must delegate a Chairperson and Secretary of that committee. The secretary must take notes of what goes on, at the committee meetings. The committee members will be responsible to submit written minutes of the committee meetings and the budget of expected expenses the week prior to the Executive Board meetings through the Vice-President.

**6.4** Only members of the Association shall be qualified to serve as a committee chairperson.

**6.5** The president of the Executive Board may sign up to be a committee member, but has no vote on issues, only recommendations.

**6.6** If the committee needs additional funds for any reason, they must bring it to the Executive Board to get approval.

**ARTICLE VIII: ELECTIONS:**

**7.1** Nominations are accepted through April, for Executive Board positions. Voting will take place in May. New Executive Board will be elected then announced and will hold their positions as of June 1st for the designated terms.

**7.2** A paper absentee ballot must be requested and sent by mail to be opened prior to voting night.

**7.3** Any vacancy occurring as a result of the early resignation of an office shall be filled by an appointment of the Executive Board, or by a special member election at a time, place and manner as determined by the Board. This shall not be considered a full term of office.

**7.4** A nominating committee will be appointed by the President. Any individual fully paid member may make nominations for elected positions.

**7.5** A nominee for any elected position must be a fully paid member of the Association at the time of nomination.

**ARTICLE IX: AMENDMENTS:**

**8.1** These by-laws may be amended by a majority vote of the members at any meeting. All amendments should be submitted in writing to all members at least ten (10) days before the meeting.

**ARTICLE X: ROBERTS RULE OF ORDER:**

**9.1** The Rules contained in “Roberts Rule of Order: Robert’s Rules of Order Newly Revised In Brief” shall govern this association in all applicable cases with the exception of cases where it is inconsistent with the By-Laws of this Association.

**ARTICLE XI: CONFLICT OF INTREST:**

**10.1** No Board Officer will use his or her position in such a manner that a conflict arises between the interest of the organization and his or her personal or family member’s interests. Each Board Officer has a duty to place the interest of the association foremost in any dealings with the organization.

**ARTICLE XII: LEGISLATIVE OR POLITICAL ACTIVITIES:**

**11.1** No substantial part of the activities of the Association shall be the carrying on the propaganda or otherwise attempting to influence any political campaign on behalf of any candidate for public office.

**ARTICLE XIII: OPERATIONAL LIMITATIONS:**

**12.1**  Notwithstanding any other provisions of the By-Laws, the Association Shall not carry on any other activities not permitted to be carried on: a) by a corporation exempt from Federal income tax under Section 501 of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law or by a corporation contributions to which are deductible under Section 170©(2) of the Internal Revenue Code of 1954, or the corresponding provisions of any future United States Internal Revenue Law.)

**ARTICLE IVX: DISSOLUTION CLAUSE:**

**13.1**  Upon the dissolution of the Association, the Executive Board shall, after paying or making

provisions for the payment of all of the liabilities of the Association Exclusively for the purposes of the Association in such manner, or to such Organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purpose as shall at the tie qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law), as the Executive Board shall determine. Any of such assets not so disposed of by the Circuit Court of the county in which the principal of the association is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE VX: RIGHT OF PARTICIPATION:**

**14.1** No person(s) shall be denied the service or facilities of this Association, or be excluded from membership and participation therein because of race, color, creed, sex, or religion and discrimination of any kind in this regard is expressly prohibited.

**CERTIFICATION**

**These revised bylaws were approved at the meeting of the Executive Board by a two-thirds majority vote on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

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