



Centreville-Chantilly Child Care Connection



By-Laws (2013)

Name: The name of the association shall be Centreville-Chantilly Child Care Connection (C5). C5 shall be a non-profit and/or not for profit organization.

Mission:

- Support to providers
- Provide parent connections
- Advocacy
- Keeping providers informed
- Training/education
- Community outreach
- Networking
- Promoting quality child care
- Promoting personal and professional growth

Membership Requirements:

- Annual dues paid within 30 days of the due date. Due date being June 1.
- All members are required to attend one (1) meeting per quarter or lose their status for the following quarter.
- All persons must attend one meeting and pay dues before getting referrals.
- All members should be as active as possible with C5.

Child Care Licensing:

- All members must belong to a child care licensing system (A.K.A monitoring system). This is to protect C5 as much as possible.
- Members must submit a copy of their current license to be “in good standing.”
- In the event any member wishes to be removed from the association, written notification to the President or Vice President is required. There will be no refund or prorates.

Dues:

- Effective June 20, 2013, dues will be \$50.00 per year. Members joining between January 1 and May 31 will be prorated at \$25.00.
- Membership dues are subject to change upon membership vote.

Dues will be used for:

- Alliance membership participation.
- Newsletters, guest speakers, advertisements.
- The Executive Board has the authority to disburse up to \$100.00 of the membership’s money, for C5 business. Expenditures in excess of \$100.00 must be approved by the membership at large in accordance with the working regulations.



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Fiscal Year:

- The fiscal year of this association shall commence on June 1 and end on May 31.

Meetings/Voting:

- Passage of any motion shall require a majority of two-thirds vote of members present.
- Amendment of by-laws requires a two-thirds vote of members present and in good standing within 14 days written notice given prior to scheduled meeting. "In good standing" means annual dues are up to date at time of the vote at least half of the yearly meetings have been attended. Wherever member/membership are mentioned, "In good standing" is to be understood.
- Proxy votes to the president prior to start of the meeting will be accepted.

Officers: Officers of C5 shall consist of an Executive Board. Members of the Board shall be: President, Vice President, Secretary, and Treasurer.

- In order to run for an office you must be a member in good standing for at least 6 months and dues are current.
- Nominations will take place at April meeting. The officers shall be elected at large from the members in good standing of C5. The officers shall be chosen by two-thirds majority vote at the May meeting by secret Ballot. Officers will be introduced at the June meeting. Officers will take over their duties in July. Board members will be elected for a two-year term.
- In the event of any officer is unable to serve a full term of office an emergency elections shall be held at the next meeting.
- Removal of Officer: Any officer may be removed for cause after initially being notified in writing and then confronted the complainant accompanied by a witness. If the witness feels the complaint is justified, this must be confirmed by the board and then brought before membership for a two-thirds majority vote. This voting process should take place at the next scheduled meeting.
- It shall be the duty of the executive board of C5 to carry out the program and policies of C5. The executive board as a whole shall have the authority to interpret the by-laws and standing rules.

Duties of Executive Board Officers:

- **President:** The president shall preside at the meetings of the members and the executive Board, and to perform such duties usually inherent in such office.
- **Vice-President:** The vice-president shall plan and distribute the Provider Information Packet. The vice-president shall also act for the president in her absence and assist her as needed.



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- **Secretary:** The secretary shall keep all records of the association and take minutes at all meetings. She will also be responsible for acknowledging any noteworthy occasion (i.e. illness, new birth, etc.). She will notify members of all meetings when necessary.
- **Treasurer:** The treasurer shall keep a regular accounting of all the books and will submit them with all the records and books to the board when required to do so. She will also keep an up-to-date contract book, maintain a membership file, notify members of dues payment dates and shall keep a record of delinquent members. An audit of the books shall be done by two (2) members at the close of each fiscal year.

Committees:

- **Newsletter Chairperson:** Gathers material and information pertinent to child care to be compiled into a quarterly newsletter and dispersed at meetings and through email.
- **Hospitality Chairperson:** Shall plan group activities for C5, and will be responsible for hospitality (snack at the meetings). She may get other members to bring the snack.