

**General Information:**

1. Policies and Procedures may be amended monthly at a regularly scheduled Board of Directors Meeting of A Caregiver Network with a unanimous vote of the Board of Directors in attendance.
2. All amendments shall be recorded in the minutes.
3. Should any issue arise in which these policies and procedures do not address that issue and it is likely the issue could arise again in the future, an amendment will be made to these policies and procedures.
4. Each page of the Policies and Procedures will contain the last amendment date.
5. Amendments to the Policies and Procedures will be placed in writing and distributed as follows:
  - a. Each board of director shall receive a complete amended copy. The membership will receive notifications via Constant Contact.
  - b. The entire Policies and Procedures shall be available for viewing by computer online.

**Membership Types and Benefits**

1. Individual Electronic Memberships: cost: \$40.00 per Family Childcare Home or Advocate.
  1. Member shall receive all communications online. There will be Constant Contact and Newsletters, and emails. Renewals are also done by email contact.
2. Group Memberships:
  1. Large Center Membership:
    - a. Cost: \$100 per childcare facility
    - b. Benefits: 10 individual membership cards
    - c. Online newsletter
    - d. 10 staff members may attend regular member meetings at no cost. Additional staff may
    - e. Attend for a fee of \$10 per person per workshop.
    - f. Additional Members: Cost \$15.00 per person, Benefits: Full benefits with online newsletter & no free ads
  2. Small Center Membership:
    - a. Cost: \$70 per childcare facility
    - b. Benefits: 5 individual membership cards
    - c. Online newsletter
    - d. 5 staff members may attend regular member meetings at no cost. Additional staff may attend
    - e. for a fee of \$10 per person per workshop.

- f. Additional Members: Cost: \$15.00 per person, Benefits: Full benefits with online newsletter & no free ads

**Membership Benefits:**

1. One vote on any issue presented for vote to the general membership.
2. Three business-card-sized ads for a side business per year in the regular membership newsletter providing space available.
3. Discounts on all workshops sponsored by A Caregiver Network.
4. Continuing education credit toward child care license upon completion of all creditable workshops.
5. Serve on any committee.
6. Serve as an elected officer on the A Caregiver Network Board of Directors.
7. Listing with the A Caregiver Network childcare referral system (when available).

**Membership Information:**

1. All memberships in A Caregiver Network are not transferable or refundable.

**Fees:**

The membership annual fees charged by A Caregiver Network may be modified annually by ballot in conjunction with the member elections. Membership with the Colorado association of Family Child Care (CAFCC) is optional: however, please note that CAFCC's membership runs from July through June. A Caregiver Network's membership year runs for a period of 12 months from the date a member join.

1. Individual Membership - \$40 every twelve (12) months.
2. Large Center Membership - \$100 every twelve (12) months.
3. Small Center Membership - \$70 every twelve (12) months.
4. If a membership lapses due to nonpayment of fees, benefits will cease as of the 15th day of the following month. \*For example: if a member joins October 5 - they would need to renew by November 1 of the following year of their membership benefits would cease as of November 15<sup>th</sup>.
5. A \$35.00 service charge will be collected for all returned checks.

**Meetings:**

1. Networking Meetings: A maximum of ten meetings a year will be held for the purpose of networking, education, support and socialization. All A Caregiver Network business will be held briefly prior to the workshop.
2. 2. Accreditable Workshops- A half-day workshops will be offered to members at a discounted fee each calendar year if current events allow. May be combined with other entities if approved by the Board.

**Business to be Conducted:**

1. All business matters will be conducted immediately prior to the Networking Meetings.

2. All members have the right to vote in all matters regarding the business activities of A Caregiver Network.
3. Business will be postponed if a quorum of officers is not present at a Board of Directors Meeting.
4. A quorum will consist of 51% of the total number of elected officers currently in office.
  - b. The President will count as a voting member only in the case of a tie.
5. Committee meetings may be called when deemed necessary by the committee chairperson. Committees shall be subject to the following:
  - a. Committees will report to the Board of their activities at the Board Meetings.
  - b. Committees shall keep a roster of its members and submit it and update to each Board of Directors.
  - c. Committees shall record minutes and submit them to a Board member.

**Elections/Nominations Committee:**

The Vice President will chair the Nomination Committee and shall have the following responsibilities:

1. Attain at least two other members who are not running for an elected office to volunteer on the Nominations Committee.
2. President and Vice President nominees must have served at least a 1 year term on the board prior to election on the board.
3. Prepare a list of nominees.
4. Ensure that all nominees are members of A Caregiver Network and are in good standing.
5. Inform each nominee of their nomination, detailed job description, a copy of A Caregiver Network's By-laws, Policies & Procedures, and any other pertinent information.
6. Solicit and edit all biographies and submit them to the newsletter editor for publishing prior to August 1<sup>st</sup>.
7. The Nominations Committee shall determine how the election shall take place each given year and submit it to the Board of Directors and the membership by July 31st of each year. Issues to be determined should include the following:
8. Determine whether ballots will be done electronically, by mail or in person with date(s), times and locations of the election process.
9. Which individuals will conduct following duties: distribute ballots, distribute job descriptions and other information to nominees, keep possession of completed ballots, tally votes, notify nominees and announce election results.
10. Write-in candidates will be allowed to run for all offices and will be regulated under all the guidelines as the nominated candidates.
11. Members shall be permitted one (1) vote for each office and/or issue.

12. All voting must be cast on official ballots.
13. Election results shall be determined by the total votes counted for each office.
14. The Candidate that receives the most votes will be declared the winner.
15. Election tallies will be placed on a voided ballot attached to a sealed manila envelope containing all official ballots and signed by each person who counted the votes.
16. In the case of a tie, a run-off election will be held and reported in the newsletter.

**Elected Offices and Volunteer Positions:**

1. Board of Directors
  - a. The Board of Directors shall be elected by the membership.
  - b. The offices of the Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Membership Secretary, Newsletter Editor, Referral Coordinator, Two State Representative, Professional Development Coordinator and Training Coordinator.
  - c. Elected officer terms shall be a period of two years.
2. Elections will be held During even numbered years for the following positions: President, Treasurer, Newsletter Editor, State Representative #1, and Professional Development Coordinator.
3. Odd numbered years elections will be held for the positions of Vice President, Secretary, Membership Secretary, State Representative #2, Referral Coordinator and Training Coordinator.
4. Guidelines for Officers and other Volunteers
  - a. Members shall hold no more than a total of two elected or volunteer positions at one time.
  - b. Appointed officers shall remain in office for the remainder of the respective term.
  - c. Removal from office:
    1. Officers may be removed from office by a two-thirds (2/3) majority vote by the membership by ballot at a regularly scheduled networking meeting for the following reasons:
      - a. Unfulfilled job responsibilities as stated in the Job Description and Policies.
      - b. Continues indiscretions regarding other members outside of meetings

**Referral System:**

1. All Child Care referrals by A Caregiver Network volunteers will be given out on a random basis.
2. A Caregiver Network and its volunteers can not recommend any child care provider.

3. Parents seeking a licensed child care facility may access provider information with their computer online.
4. All childcare referrals by A Caregiver Network must hold a valid child care license issued by the State of Colorado, Department of Human Services, Division of Child Care.

**Newsletter:**

1. 1. A Caregiver Network will create a newsletter to be shared electronically and attached into a Constant Contact every other month for the benefit of its members.
2. 2. Articles for publication may come from the Board of Directors, other newspaper or magazines, internet searches, and A Caregiver Network volunteers or members.
3. 3. Articles submitted for the newsletter should include the sender's name and phone number, the author's name, and if applicable, any organization names. Articles from newsletters or magazines must also include the name of the publication, date of publication, and the author's name. When other publication's articles are submitted, they must either be paraphrased or with a letter of permission to reprint the article.
4. 4. A Caregiver Network's Newsletter Editor reserves the right to refuse any submission.
5. 5. Any feelings or opinions on subjects relating to child care or A Caregiver Network may be expressed, however; no direct attacks or insults made towards any member or support agency will be accepted.

**Treasury:**

1. The fiscal year of Caregiver network shall run from July 1 through June 30th. The budget and distribution of funds shall adhere to the following:
  - a. The Treasurer shall prepare a budget to be presented and approved by the Board of Directors at the June Board meeting as long as current events allow.
  - b. No Officer or member may sign a check for themselves or for members of their family.
  - c. Funds will be distributed according to the line item in the approved budget. No second signature for pre-approved line items will be required.
  - d. Expenses not allotted in the budget must be approved by the Board of Directors vote prior to expenditure.
  - e. An expense voucher, available from the treasurer must accompany all bills submitted for payment. The Treasurer must approve each voucher.
  - f. Two elected officers, in addition to the Treasurer, will be authorized to sign checks on behalf of A Caregiver Network.
  - g. The Treasurer will ensure that the checkbook is available to the President during any extended absence of a week or more.