

**BYLAWS OF THE CALIFORNIA CHILD CARE COORDINATORS’  
ASSOCIATION**

**Adopted July 16, 2001  
Amended February 6, 2002  
Amended March 2, 2005  
Amended January 28, 2009  
Amended January 20, 2010  
Amended October 17, 2012  
Amended February 4, 2013**

**ARTICLE I NAME AND TAX STATUS**

- Section 1. NAME. This organization shall be known as California Child Care Coordinators’ Association. References in these Bylaws to “Association” shall mean the California Child Care Coordinators’ Association.
- Section 2. TAX STATUS. The Association is registered with the Internal Revenue Service as a 501(c)(4) non-profit organization. 501(c)(4) exemptions are given to civic leagues and other organizations operated exclusively for the promotion of social welfare, or local associations of employees the membership of which is limited to a designated company or persons in a particular municipality or neighborhood and the net earnings of which are devoted exclusively to charitable, educational, or recreational purposes. Characteristics that set these organizations apart from 501(c)(3) organizations include an unlimited ability to lobby for legislation and the ability to participate in political campaigns and elections.

**ARTICLE II PURPOSE**

- Section 1. GENERAL AND SPECIFIC PURPOSE. The general purpose of this Association shall be to promote, support, and improve the coordination of local efforts to provide child care services for children in California. More specifically, the purposes of this Association are to:
- A. Support the work of its membership.
  - B. Act as a forum for the sharing of knowledge and information among the members of the Association.
  - C. Provide leadership and resources in identifying and addressing key issues.
  - D. Act as a voice for communicating these issues to the Association, the respective counties, the California Department of Education, the Legislature, related organizations, and the public.
  - E. Identify training and technical support needs of the membership.
  - F. Promote the professional development, education and training of the membership of the Association.
  - G. Identify opportunities for joint projects and collaborative efforts.
  - H. Assist Local Child Care Planning Councils to meet state mandates.
  - I. Undertake other activities in furtherance of the general purpose of the Association.

### **ARTICLE III MEMBERSHIP**

- Section 1. MEMBER. A Member shall be a child care coordinator representing a City, a County, a Federal Entity, or a Local Planning Council who:
- A. Has opted to participate in the Association.
  - B. Has paid the membership fee described in Article VII of these Bylaws.

Members have full rights to participate fully in all business of the Association, including the right to vote and to hold office. Each Member may cast one vote.

- Section 2. ADMISSION TO MEMBERSHIP. Application for membership in the Association shall be made to the Treasurer. Membership shall commence after:
- A. Receipt of the appropriate application and membership fee.
  - B. Certification by the Treasurer that the membership requirements have been met.
  - C. Approval by the Executive Committee.

- Section 3. TERMINATION OF MEMBERSHIP. Any member may resign at any time by giving written notice to the Treasurer. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Membership may also terminate upon notification by the Treasurer that the membership requirements have not been met.

- Section 4. TRANSFER OF MEMBERSHIP. Membership may be transferred to a new job holder who is eligible as defined in Section 1 by any Member holding a Membership during the course of the fiscal year (July 1 through June 30).

### **ARTICLE IV OFFICERS**

- Section 1. OFFICERS. The officers of the Association shall consist of two Co-Chairs, a Co-Chair Elect, a Secretary, and a Treasurer. The Association may also have, at the discretion of the Association, such other officers as may be elected or appointed in accordance with the provisions of this Article. Holding any office shall not preclude any member from participating fully in all business of the Association, including the right to vote.

- Section 2. CO-CHAIRS OF THE ASSOCIATION. The Co-Chairs of the Association shall preside at all meetings and shall exercise and perform such other powers and duties as may be assigned by the Association or prescribed by the Bylaws. The Secretary or Treasurer shall chair in the absence of the Co-Chairs and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Co-Chairs. The term of the Co-chairs shall be two years.

- Section 3. SECRETARY OF THE ASSOCIATION. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Association may order, a book of minutes of all meetings of the Association and its committees, with the time and place of holding, and the proceedings thereof. The Secretary shall keep, or cause to be kept, a copy of the Association's Bylaws, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Association and any committees thereof required by these Bylaws. The term of the Secretary shall be two years.

- Section 4. TREASURER OF THE ASSOCIATION. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association. The books of account shall at all times be open to inspection by any Association member. The Treasurer shall deposit or cause to be deposited all moneys and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Association. The Treasurer shall disburse or cause to be disbursed the funds of the Association as may be ordered by the Association, shall render to the Association whenever they request it, an account of all transactions and of the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by Co-Chairs of the Association. The Treasurer shall keep, or cause to be kept, a roster of the members of the Association. The term of the Treasurer shall be two years.
- Section 5. CO-CHAIR ELECT OF THE ASSOCIATION. The co-chair elect shall be elected at the Annual Meeting held no later than October 31<sup>st</sup> of each year to take office on July 1 of the following calendar year and shall serve on the Executive Committee.
- Section 6. PAST CHAIR OF THE ASSOCIATION. The immediate past Co-Chair of the Association shall serve as Chair of the Nominating Committee and shall exercise and perform such other powers and duties as may be assigned by the Association or prescribed by the Bylaws.
- Section 7. RESIGNATION. Any officer may resign at any time by giving written notice to the Co-Chair or the Secretary or the Treasurer. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- Section 8. VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election to such office. Such vacancies shall be filled as they occur and not on an annual basis.
- Section 9. FEES AND COMPENSATION. Officers may receive such reimbursement for expenses as may be fixed or determined by the Association. Officers shall not be compensated for their services.

## **ARTICLE V COMMITTEES**

Section 1. GENERAL. The Association may create one (1) or more committees, and delegate to such bodies any of the authority of the Association so long as such authority is in accordance with applicable law and these Bylaws, except with respect to:

- A. Amendment or repeal of Bylaws or the adoption of new Bylaws.
- B. Appointment of other committees of the Association or the members thereof.
- C. Amendment or repeal of any resolution of the Association that by its express terms is not so amendable or repealable.
- D. Approval of any self-dealing transaction.
- E. Approval of financial reports, annual audits, and any transaction that involves more than ten percent (10%) of the assets, whether fixed, real or executory, of the Association.

Any such committee may be created, and the members thereof selected, by the Co-Chairs, or by the membership, and any such committee may be designated by such name as the Co-Chairs or membership shall specify. The Co-Chairs shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. In the absence of any such prescription, any such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Co-Chairs, or such committee shall otherwise provide, the regular and special meetings and other actions of any committee, shall be governed by the provisions of this Article applicable to meetings and actions of the Association.

Each committee shall keep regular minutes of its proceedings, which shall be filed with the Secretary of the Association. All actions by any committee shall be reported to the Association at the next meeting thereof, and insofar as rights of third parties shall not be affected thereby, may be subject to revision and alteration by the Association.

Section 2. EXECUTIVE COMMITTEE. The Executive Committee is composed of the Association Co-Chairs, the Co-Chair-Elect, the Secretary, the Treasurer, the immediate past Chair, and Committee Chairs. At the discretion of the Co-chairs, any Past Co-Chair may be appointed to the Executive Committee. The Association Co-Chairs shall serve as the Committee Chairs. The Executive Committee may act for the Association on any matter not specifically enumerated in Article V, Section 1, above. The Executive Committee meetings shall be held at such frequency, time and place as the Association Co-Chairs shall determinate so long as all meetings are called, noticed and conducted with adequate advance notice to allow each officer an opportunity to attend.

## **ARTICLE VI ELECTIONS**

Section 1. ELECTION AND TERM OF OFFICERS. The officers of the Association shall be elected at the annual Association meeting held no later than October 31 of the calendar year. The officers of the Association shall be elected by a majority vote of the Association members in attendance and shall serve the term designated in Article IV of these Bylaws.

Section 2. QUALIFICATIONS FOR OFFICERS. All candidates for officer positions shall have served a minimum of three (3) years as a Member of the Association before being elected to office.

- Section 2. NOMINATING COMMITTEE. The Nominating Committee shall be chaired by the Immediate past Co-Chair and shall include at least two additional members appointed by the Co-Chairs. In the event that there is no Immediate past Chair, Co-Chairs shall appoint a temporary chair. The Committee shall nominate and circulate to members a list of one or more candidates for each office at least ten (10) days prior to the election. In nominating candidates for the various officer positions, the Nominating Committee shall consider candidates' qualifications, ability and willingness to serve and shall endeavor to reflect the diversity of interests and of geography represented by the membership of the Association.
- Section 3. AT-LARGE NOMINATIONS. At the time of the election, any member of the Association may make nominations for any office.
- Section 4. VOTING. The election will be conducted by the Nominating Committee at such time and place as determined in accordance with these Bylaws. The Nominating Committee will tabulate the votes and will announce the results.

## **ARTICLE VII MEETING**

- Section 1. MEETINGS OF THE ASSOCIATION. All annual, regular or special meetings of the Association shall be called, noticed, held and conducted in accordance with these Bylaws.
- Section 2. PLACE OF MEETINGS. Meetings of the Association shall be held at any place within or without the State of California, which may be designated by the notice of meeting.
- Section 3. ANNUAL MEETINGS. The Association shall hold an annual meeting for purpose of election of officers and the transaction of other business.
- Section 4. REGULAR MEETINGS. Regular meetings of the Association shall be held at such frequency, time and place as the Executive Committee shall determine.
- Section 5. SPECIAL MEETINGS. Special meetings of the Association for any purpose or purposes may be called at any time by the Co-Chairs and/or the Executive Committee of the Association so long as all meetings are properly noticed.
- Section 6. MEETING BY ELECTRONIC COMMUNICATION. Notwithstanding anything contained in this Article, and if so authorized by the Executive Committee, any meeting of the Members may be held by any means of electronic communication (including teleconference, e-mail, or video conference) by which all persons entitled to participate in the meeting are able to participate fully in the discussions and voting of the meeting.
- Section 7. QUORUM. Fifty percent plus one (50% + 1) of the Association members in attendance, whether physically or by electronic means, and having the right to vote constitute a quorum of the Association for the transaction of business. Every act or decision done or made by a majority of the Association present at a meeting duly held at which a quorum is present shall be regarded as the act of the Association.

- Section 8. PROXIES Voting by proxy shall not be permitted.
- Section 9. VOTING BY MAIL OR E-MAIL Any vote of the Members may be conducted by mail or e-mail if so authorized by the Executive Committee. A majority for purposes of voting by mail or email shall be composed of a simple majority of those members participating in the vote.
- Section 10. DECISION-MAKING. The intent of the Association is to reach decisions by consensus. The presiding officer(s) may, however, call for a vote on any matter before the Association in accordance with these Bylaws.

#### **ARTICLE VIII MEMBERSHIP DUES**

- Section 1. MEMBERSHIP FEES. Each participating member will be assessed an annual membership fee, at an amount to be annually reviewed and recommended by the Executive Committee and approved by the membership.

#### **ARTICLE IX AMENDMENT OF BYLAWS**

- Section 1. AMENDMENTS. These Bylaws may be amended or repealed by the approval of two-thirds (2/3) of the members of the Association or by a majority of those members present at the annual meeting.

#### **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting Secretary of California Child Care Coordinators' Association and that the above Bylaws, consisting of six (6) pages, are the Bylaws of the Association as adopted by the Association on October 17, 2012.

Executed on February 4, 2013 at Woodland, California.

Shelly Mascari, Secretary