



*BYLAWS OF THE
Antelope Valley Day Care Association*

ARTICLE 1. OFFICES

SECTION 1. PRINCIPLE OFFICE:

The principle office the association for the transaction of its business is located in Los Angeles County, California.

SECTION 2. CHANGE OF ADDRESS:

The county of the association's principle office can be changed only by amendment of these Bylaws and not otherwise. The Board of Officers may, however, change the principle office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

 DATED

ARTICLE 2. PURPOSE

SECTION 1. OBJECTIVES AND PURPOSES

The primary objectives and purposes of this association shall be:

- (a) to promote and encourage quality day care homes and raise the image of family day care.*
- (b) to promote mutual aid and understanding between members of the association in the following areas:*
 - 1. Child development and behavior.*
 - 2. Curriculum resources and their implementations in the home.*
 - 3. Provider-Parent relationships.*
 - 4. State, Federal, County & City policies, regulations and resources that influence the welfare of children and the actions of providers.*
- (c) to communicate with the community apprising the association of community child care needs and articulating for the community the availability of the association's resources to answer those needs.*
- (d) to increase membership through the recruitment of licensed day care providers.*
- (e) to maintain a referral service for the benefit of the community.*

ARTICLE 3. MEMBERSHIP

SECTION 1. QUALIFICATIONS:

- (a) Any licensed provider may, upon payment of dues, become a voting member of the association.
- (b) Any member in good standing whose license is temporarily lapsed due to license expiration, moving, or other change shall continue their regular membership without referral privileges until license is re-issued or renewed.

SECTION 2. LIFETIME MEMBERSHIP:

- (a) Any provider having completed fifteen (15) consecutive years of membership in this association shall receive lifetime membership.
- (b) A lifetime member shall not pay dues assessed for regular membership.
- (c) A lifetime member shall have all the privileges of a regular member.

SECTION 3. DUES:

- (a) A licensed provider becoming a new member during the fiscal year shall remit full dues until January 31st and fifty percent (50%) of the yearly regular membership dues after that date to become a voting member until May 31st of that year.
- (b) Licensed providers renewing membership shall remit dues by the June meeting. Dues paid on or before the June meeting shall be discounted by 10%.
- (c) Each member shall pay an annual membership fee in an amount established by the members present at the general meeting.
- (d) A change in membership fees shall be approved by a majority vote of the membership and shall become effective on June 1st of the next fiscal year.

ARTICLE 4. OFFICERS

SECTION 1. ELECTED OFFICERS:

The officers shall constitute the Executive Board. The Executive Board shall have the power to transact such business as it deems advisable, but shall be accountable to the General Membership. A majority vote of the Executive Board shall be required on all transactions of the Board.

(a) Titles and Descriptions of Duties:

5. *The PRESIDENT shall:*

- (a) preside at meetings of the Association and Executive Board.*
- (b) be responsible to see that all association business is conducted in accordance with the Bylaws and decisions of the General Membership.*
- (c) in consultation with the Executive Board establish the agenda for each general meeting.*
- (d) appoint all committee chairpersons as needed.*

6. *The VICE PRESIDENT shall:*

- (a) act as aide to the President and in the absence of the President shall perform the duties of the President.*
- (b) provide a program for general meetings.*

7. *The SECRETARY shall:*

- (a) record the minutes of general membership meetings and Executive Board meetings.*
- (b) maintain an up-to-date list of voting members and communicate changes and additions to the membership.*

8. *The TREASURER shall:*

- (a) receive all dues and other funds of the Association and deposit them at the bank designated.*
- (b) keep financial records of all receipts and disbursements of the Association.*
- (c) inform the Secretary and Referral Director of members who have paid dues.*
- (d) all checks must be signed by two officers of the Association.*
- (e) present a proposed annual budget to the membership by the second general meeting of the year.*

9. *The REFERRAL DIRECTOR shall:*

- (a) refer to members calls received from the community in search of child care.*
- (b) keep a record of such referrals along with status of member openings.*
- (c) place ads in local newspaper or yellow pages as directed by the Board.*

6. *Term of Office:*

(a) *Officers shall serve terms of one year and shall be eligible for re-election.*

(b) *Election Procedure:*

1. *Each March the Board shall choose a Nominating Committee to poll the membership for candidates for each office.*
2. *The Committee shall present a list of nominees at the April general meeting and shall arrange for balloting at the May general meeting, announcing the results at the end of that meeting.*
3. *Officers shall commence official duties on June 1st of the next fiscal year.*

(c) *Additional Duties of Officers:*

Duties other than those specified in the bylaws may be assigned as necessary.

(d) *Resignation of Officers:*

Should any officer resign before her/her term is complete, election procedures listed in the Bylaws shall be followed.

ARTICLE 5. MEETINGS

SECTION 1. GENERAL MEMBERSHIP:

- (a) *General membership meetings shall be held on the second Thursday evening of each month, except as may be decided upon by a majority vote of the members or the Board.*
- (b) *A Quorum shall be defined as any number of members attending a scheduled general meeting.*

SECTION 2. EXECUTIVE BOARD:

- (a) *Board meetings shall be held as mutually agreeable to the Board.*

SECTION 3. PARLIMENTARY AUTHORITY:

- (a) *All meetings shall be conducted under these Bylaws or, where the Bylaws do not clearly apply, under the current edition of "Robert's Rules of Order".*

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ARTICLE 7. AMENDMENT TO BYLAWS

SECTION 1. AMENDMENTS:

- (a) Proposed amendments to these Bylaws must be presented to the membership in writing at a general meeting with the announcement that their adoption will be voted on at the next general meeting. Members not in attendance will be notified by mail of the proposed changes and the date of the meeting where voting will take place.*

ARTICLE 8. ADOPTION OF BYLAWS

- (a) These Bylaws shall be adopted upon approval of the majority of the members voting as a general meeting.*

These Bylaws were approved at the general meeting on _____

President

Vice- President

Treasurer

Secretary

Referral Director