

# MEDICINE HAT & DISTRICT CHILD CARE ASSOCIATION

## BYLAWS

### **A. Name**

The name of this organization shall be the Medicine Hat & District Child Care Association. Whenever the word “Association” is used in these Bylaws, it shall signify the legal organization of this Association as herein established.

### **B. Fiscal Policies**

The fiscal year of the Association shall be April 1 to March 31.

### **C. Membership**

**1.** Membership of the Association shall consist of caregivers from any of the agencies listed below:

- Licensed Child Care Centre
- Licensed Group Family Child Care Centre
- Contracted Family Day Home Agency
- Licensed School Age Program

**2.** Membership of the Association shall also include professionals or para-professionals working with or for children ages newborn to twelve years of age.

**3.** Paid Members and Associate Members are entitled to voting privileges, attending meetings, receiving all relevant information, being eligible to hold an executive position, making and seconding motions at meetings, reviewing books at anytime, being aware of all correspondence and receiving minutes for all meetings and sitting on any special committees.

**4.** Membership fees in the Association are \$100.00 per fiscal year, per program. Members with super licenses covering more than one program must pay a membership fee per program. The membership fee amount will be reviewed on a yearly basis at the Annual General Meeting ensuring a full quorum vote on any increase or decrease.

**5.** No refunds of membership fees will be given if an agency is sold. The new operator must then in turn apply for their own membership.

**6.** A member may withdraw their affiliation with the Association at anytime, however no membership fee refund will be issued.

7. Agencies must be in good standing with the Southeast Alberta Child and Family Services Authority and must maintain their good standing while a member of the Association. If an agency's license or contract with the Authority is revoked, the member could be expelled from the association. Expulsion will only occur if the majority of the membership votes in favour of such action.

8. Each new member will be given a copy of the Association's bylaws which they will be required to read, sign as verification and then return.

9. The Association bylaws will be reviewed on an annual basis.

#### **D. Meetings**

1. Meetings will be held a minimum of ten times per year and will be held on the second Tuesday of the month at 7:00 p.m. Notification by e-mail, telephone or letter will be extended to all members in regard to any scheduled meeting, including general monthly meetings, special meetings and Annual Meetings. Notification for general monthly meetings is given one (1) month in advance. Meeting agendas shall be provided at least one (1) day in advance.

2. Special meetings may be held at any time when called for by the Chairperson or a majority of the members. Notification for special meetings will be given one (1) week in advance via e-mail, telephone, or letter.

3. **Quorum** will be achieved with one third (1/3) of membership in attendance at general and special meetings. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date. Interim decisions can be reached without quorum but must be ratified at the next meeting with a quorum present. Proxy votes are permissible.

4. At general and special meetings, **voting privileges** are granted to each paid Member or Associate Member – one vote permitted per member or license. Votes will be cast by show of hands. Members must be in attendance to cast their vote and send someone else to vote for them (proxy).

5. A member's eligibility for funding, which may be made available through the Association, will be contingent on:

- the membership deadline of April 31
- the prior fiscal year's attendance requirements having been met. Members will be required to attend a minimum of 30% of all regular meetings each fiscal year (April to March).

6. A staff member or a volunteer from the MHDCCA membership will take minutes at each monthly meeting. The Chair of the MHDCCA will be responsible for signing and keeping a copy of these minutes for the Association.
7. A staff member or a volunteer from the MHDCCA executive will take the minutes at each executive meeting. The Chair of the MHDCCA will be responsible for signing and keeping a copy of these minutes for the Association.
8. The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer and officers having charge of same.

**E. Executive**

1. This association will not have director positions.

The Executive will be considered the officers of the association.

Executive positions shall be:   Chairperson  
  Vice Chairperson  
  Past Chairperson  
  Secretary - Treasurer

2. To hold an executive position the individual must be a paid member and must have attended at least four (4) meetings out of the past six (6).
3. Executive positions will be elected by nomination at the Annual Meeting.
4. Executive Responsibilities

The executive shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society.

**Chairperson:**

- Coordinate calls and information for the Association
- Manage public relations for the Association
- Participate as an ex-officio member on all Committees
- Coordinate regular monthly Association meetings
- Preside at all Association meetings
- Coordinate the annual general meeting
- Assist the executive with the coordination of the Association

- Manage the affairs of the Association
- Assist in preparing correspondence

**Vice Chairperson:**

- Assist Chairperson in the above duties as required
- Perform Chairperson duties in absence of Chairperson

**Past Chairperson:**

- Assist Chairperson with his/her responsibilities
- Provide guidance and support to Chairperson especially while he/she is learning the position.

**Secretary-Treasurer:**

- File and maintain all pertinent information
- Assist with preparation and receipt of correspondence
- Keep accounting records for the Association
- Work with MHDCCA Staff to collect membership fees
- Receive and deposit all monies paid to the Association
- Give a financial statement at all meetings
- Work with MHDCCA Staff to complete a yearly statement of all financial records

5. **Terms of office** shall be one year with the option to allow your name to stand for consecutive year(s). The term of office will coincide with the Association's fiscal year of April 1 to March 31. In the event of a vacancy (termination) of any executive position, a temporary replacement would be appointed by the membership until the next general meeting at which time the position would be filled through the normal election process. The Vice Chairperson will assume the responsibilities of the Chairperson in the event of a vacancy, until the next annual general meeting
6. **Meeting attendance** – An individual on the executive must attend a minimum of 80% of the pre-meetings and regular membership meetings.
7. **Dismissal of an Executive Position** -- An individual on the executive may be removed from office on an affirmative vote of two-thirds (2/3) of the membership present at any general meeting, provided written notice of intent to expel was given in writing in the notice to call the meeting.
8. The Executive will not be paid positions. An honorarium may be given if funding allows and the majority of members vote in favour.

**F. Committees**

The members may appoint standing and ad hoc committees as needed.

## **G. Conflict of Interest**

Any member of the Association who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the membership, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Association to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

## **H. Auditing**

The books, accounts and records of the Association shall be audited annually by members of the Association elected for that purpose at the Annual General Meeting or by a duly qualified accountant. Such auditor shall submit a complete and proper statement of the standing of the books for the previous year which will be presented at the Annual General Meeting of the Association.

## **I. Borrowing Powers**

For the purpose of carrying out its objectives, the Association may borrow, raise or secure the payment of money in such manner as it sees fit, and in particular by issue of debenture, but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without sanction of a special resolution of the Association.

## **J. Amendments**

In the future, the bylaws can only be changed by a **special resolution** of the members.

“Special resolution” means:

(i) a resolution passed

(A) at a general meeting of which not less than 21 days’ notice specifying the intention to propose the resolution has been duly given, and

(B) by the vote of not less than 75% of those members who, if entitled to do so, vote in person or by proxy,

(ii) a resolution proposed and passed as a special resolution at a general meeting of which less than 21 days’ notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or

(iii) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

A quorum must be present and members must be provided a copy of the proposed amendment(s) at least one week prior to said meeting. A minimum of 75% (3/4) of the Association members present at any meeting must vote in favour of the special resolution being passed.

Revised May 2011