

# JEFFERSON COUNTY CHILD CARE ASSOCIATION

## REVISED BYLAWS — Revised and Adopted June 2021

### ARTICLE I

#### OFFICES AND NAME OF THE ORGANIZATION

The name of the organization shall be the Jefferson County Child Care Association (JCCCA). The principal offices of the association shall be located in the county of Jefferson, State of Colorado. Offices and their locations will be determined by the Executive Board.

### ARTICLE II

#### MISSION STATEMENT

Jefferson County Child Care Association is a professional non-profit organization that supports, enhances and promotes licensed family home child care providers in Jefferson County, Colorado. We advocate for quality care and early education by assisting providers in their efforts and providing valuable training and resources.

#### PURPOSE

The Jefferson County Child Care Association (hereinafter known as the Association) is organized for the promotion of social welfare including for such purposes:

1. To offer a support system for licensed providers in Jefferson County.
2. To enhance and promote professionalism among child care providers.
3. To act as a liaison between providers and associated or interested parties, including the Department of Human Services.
4. To further educate providers in all areas of childcare and to offer a complete resource of the continuing education available.
5. To have a voice in family child care rules and regulations at both the county and state levels.
6. To affect pertinent legislation at both state and national levels.
7. To provide referrals to parents seeking licensed family home child care in Jefferson and surrounding counties.

#### ANTI-DISCRIMINATION STATEMENT

1. The Association shall ensure the right of all members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the area they represent.
2. The Association shall ensure the right of all members to appropriate and effective services without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

### ARTICLE III

#### MEMBERSHIP AND FEES

##### SECTION 1. TYPES OF MEMBERSHIP

###### A. VOTING MEMBERSHIP

Voting membership is available to all persons holding a valid family childcare license from the State of Colorado, upon payment of annual fees. These fees are for a one-year subscription to the JCCCA Newsletter and for monthly general membership training sessions presented at the monthly association meetings. Voting members shall be entitled to:

1. One vote on any issue presented for vote to the voting membership.
2. Share equally with other voting members all services developed and offered by the Association, as established annually.
3. Serve on committees.
4. Run for and hold office on the Executive Board.
5. Consideration for the appointment on the Executive Committee
6. Free admission to all monthly general membership association meetings/training sessions.

###### B. ADVOCATE MEMBERSHIP

An advocate membership is available to any individual or organization that is an advocate of licensed family child care, an advocate for children in general and is interested in supporting the Association and its membership, upon application and payment of the annual fees. Advocate memberships will be reviewed by the Board of Directors upon application and may be approved or disallowed as provided for in Article IV, Section 4, Subsection C, or for failure to follow the Association by-laws. Advocate membership applications will be reviewed annually by the newly elected and appointed Board of Directors at the beginning of each new fiscal year.

Advocate membership benefits shall be limited to:

1. Free admission to all general membership meetings.
2. General membership meeting benefits.
3. Inclusion on the association mailing list to receive any Association publications.

4. Participation in any educational opportunity the Association may sponsor, under the same terms as offered to the voting membership.

Responsibilities of the advocate members will be the same as those listed in Article of III Section 4. Advocate members may not use their membership or the Association to endorse or promote themselves as individuals, organizations, associations, or agencies, without full knowledge and prior approval of the Association Board of Directors.

### **C. LIFETIME MEMBERSHIP**

A Lifetime membership may be awarded to those persons who have contributed either to the Association, the field of child care or the general benefit of children, to the extent that the Board of Directors deems sufficient to merit this status. The Lifetime member shall not be assessed annual fees and will retain this status and its benefits indefinitely, until the time that the member expresses a loss of interest or a majority of the Board of Directors finds reason to revoke the honor by a vote.

Lifetime membership benefits shall equal those of an Advocate membership as stated in Article III, Section I, Subsection B.

### **SECTION 2. RESIGNATION**

Any member may resign by filing a written resignation with the secretary. The resigning member will not be relieved of assessments of accrued charges, if any, and no fees will be refunded.

### **SECTION 3. TRANSFER OF MEMBERSHIP**

Membership in the Association is not transferable or assignable.

### **SECTION 4. RESPONSIBILITY OF MEMBERSHIP**

Members will be responsible for the promotion and good work of the Association. All members are encouraged to follow the current National Association of the Education of Young Children (NAEYC) code of ethical conduct in their business and practices. No member shall make statements, endorsements or represent opinions, which are not current Association policy, as representing the Association, without prior Executive Board approval. An individual member may be expelled from membership if they tend to injure the good work of the Association, disturb its well-being, or hamper its work (i.e. knowingly slandering the reputation of the Association).

Exclusion process:

- A. File a written grievance with the Board of Directors (see Grievances, Article XII).
- B. Notify, in writing, the member in question that a grievance has been filed.
- C. Presentation of grievance and rebuttal at a promptly scheduled Grievance Committee meeting.
- D. Placement for a motion of expulsion must be voted on by secret ballot, which must carry, by a 2/3-majority vote.

### **SECTION 5. AMOUNT OF FEES**

Non-member training fees for monthly meetings will be established for the upcoming year at the annual meeting for the voting membership and the advocate membership by vote of those voting members present.

### **SECTION 6. PAYMENT OF FEES**

Fees will be paid on an annual basis. The membership year runs from July 1 through June 30. Fees may be paid anytime during the year; however, membership renewal date is July 1. Those that were not a member the prior year or renew after June 30<sup>th</sup> will be considered a new member. New members wishing to join JCCCA, before the beginning of the new membership year, can purchase the fifteen-month membership or the eighteen-month membership for an additional fee.

## **ARTICLE IV**

### **BOARD OF DIRECTORS**

#### **SECTION 1. OFFICE AND TERMS**

- A. The officers of the Association, including the Executive Board and the Executive Committee shall constitute the Board of Directors.
- B. The elected officers of the Executive Board shall be the President, Vice President, Second Vice President/Parliamentarian, Secretary and Treasurer.
- C. The appointed officers of the Executive Committee shall be the Referral Chairperson, Newsletter Editor, Publishing Coordinator, Program/Education Coordinator, Public Relations, Web Coordinator, Legislative Coordinator, Membership Coordinator/Processor, Ways and Means Coordinator, Benefits Coordinator, Hospitality Coordinator, Vendor Coordinator, two (2) State Representatives and two (2) Alternate State Representatives.
- D. Elected officers shall serve a term of two years with the President, 2<sup>nd</sup> Vice President and Treasurer alternating years with the Vice President and Secretary. There is no limit to the number of terms an elected office may serve, consecutively, or not, provided all requirements continue to be met. The two-year terms of President, 2<sup>nd</sup> Vice President and Secretary shall begin in the fiscal year of 1996. The two-year term of the Vice President shall begin in the fiscal year of 1997. A Vice presidential term of one year shall be elected for the fiscal year of 1996 in order to implement alternating terms described above.
- E. Appointed officers shall serve from the time of their appointment to the end of the fiscal year with the exception of the Referral Chairperson and the Membership Coordinator/ Processor, who shall serve for two (2) years. There is no limit to the number of terms an Executive Committee member may be appointed to, provided all requirements continue to be met.

- F. Elected officers shall not hold more than one elected office at a time.
- G. Appointed officers may hold more than one position if necessary.
- H. More than one voting member may be appointed to any one position if necessary.
- I. Members interested in an appointed office of the Executive Committee shall submit a letter of intent for the desired position. A letter of resignation shall be submitted when an appointed officer resigns from that position.
- J. Members nominated for an elected position must submit a letter of intent to the election committee. If an elected officer resigns before the end of the term, a letter of resignation will be required. If the position is vacated a letter of resignation is required.
- K. Votes taken by the Board of Directors and at the annual business meeting can be conducted by electronic vote if needed.

**SECTION 2. DUTIES OF THE OFFICERS**

**A. PRESIDENT**

The office of the President shall include the following duties:

1. Serve as chairperson of the Executive Board/Committee initiate and /or respond to external communications with the approval of the Executive Board/Committee.
2. Initiate and /or respond to external communications with the approval of the Executive Board/Committee.
3. Initiate and /or respond to internal communication within the Association.
4. Maintain a file of all correspondences, which will be open to all Executive Board/Committee members.
5. Assist the Secretary in the preparation of meeting agendas and preside at all general membership and board meetings.
6. Appoint committee chairperson to handle pertinent childcare matters.
7. Maintain communication with the Executive Board/Committee.
8. Coordinate workshops and conferences.
9. Appoint voting member to serve as Executive Committee officers with the consensus of the other Board of Directors.
10. Shall notify the general membership of openings on the appointed offices of the Executive Committee.
11. Have one vote on any issue presented for vote at any board meeting in which the vote has ended in a tie.
12. Agree to abide by current board code of conduct agreement.

**B. VICE PRESIDENT**

The office of the Vice President shall include the following duties:

1. Assume the duties of the President in the temporary absence of the President.
2. Serve as chairperson for the Election Committee.
3. Serve as Alternate State Representative if/as necessary
4. Have one vote on any issue presented for vote at any board meeting.
5. Agree to abide by current board code of conduct agreement.

**C. 2<sup>nd</sup> VICE PRESIDENT/PARLIAMENTARIAN**

The office of the 2<sup>nd</sup> Vice President/Parliamentarian shall include the following duties:

1. Shall act as Parliamentarian and should be available for consultation for Executive Board meetings, Regular Board meetings, General Membership meetings and Committee meetings in this capacity.
2. Shall act as Vice President due to the absence of the Vice President or the Vice president acting as President per Vice President’s job description.
3. Shall facilitate the successful completion of the assigned duties of other Board Members and Committee Chairs as deemed necessary by the Executive Board and/or requested by individual Board Members or Committee Chair.
4. Shall hold any office temporarily with the exception of the Presidency, if vacancy cannot be filled by appointment of the Board of Directors and/or until a special election can be held to replace an elected member.
5. Have one vote on any issue presented for vote at any board Meeting.
6. Agree to abide by current board code of conduct agreement.

**D. SECRETARY**

The office of Secretary shall include the following duties:

1. Record the minutes of monthly meetings.
2. Handle correspondence; prepare the minutes of the previous month’s meeting and/or other pertinent material.
3. Maintaining records of all Association business except that handled by the Treasurer and President.
4. Have one vote on any issue presented for vote at any board meeting.
5. Agree to abide by current board code of conduct agreement.

#### **E. TREASURER**

The office of Treasurer shall include the following duties:

1. Accept the account for all finances of the Association except for those designated for another person by the Board of Directors.
2. Handle all dispositions of funds except those designated to another person by the Board of Directors.
3. File the Association's taxes at the end of the fiscal year as determined.
4. Have one vote on any issue presented for vote at any board meeting.
5. Agree to abide by current board code of conduct agreement.

#### **F. BENEFITS COORDINATOR**

The office of the Benefits Coordinator shall include the following duties:

1. Compile information on benefits available to members such as insurance, discount products or services.
2. Inform membership of available benefits through the newsletter and/or meetings
3. Actively seek out new benefits for the membership, subject to board approval.
4. Pursue and coordinate resource information from all pertinent sources for the benefit of the membership.
5. Have one vote on any issue presented for vote at any board meeting.
6. Agree to abide by current board code of conduct agreement.

#### **G. PROGRAM/EDUCATION COORDINATOR**

The office of Program/Education Coordinator shall include the following duties:

1. Arrange meeting places.
2. Inform the membership of educational opportunities as available.
3. Provide programs of interest to childcare providers at association meetings, conferences, and workshops.
4. Handle all correspondence pertaining to program planning and guest speakers.
5. Work with and provide information to the Public Relations Coordinator and the Newsletter Editor to allow ample time to notify membership of upcoming educational opportunities.
6. Have one vote on any issue presented for vote at any board meeting.
7. Agree to abide by current board code of conduct agreement.

#### **H. HOSPITALITY COORDINATOR**

The office of the Hospitality Coordinator shall include the following duties:

1. Coordinate refreshments for the general membership meetings.
2. Act as meeting hostess.
3. Have one vote on any issue presented for vote at any board meeting.
4. Agree to abide by current board code of conduct agreement.

#### **I. MEMBERSHIP COORDINATOR/PROCESSOR**

The office of the Membership Coordinator shall include the following duties:

1. Process membership applications into the computer.
2. Maintain complete and current membership files.
3. Maintain email list of all participating members.
4. Contact referral coordinator and referral providers to inform them of new members in their area and encourage contact.
5. Contact all new members and inform them of their area's referral provider's names and phone number and encourage contact.
6. Provide master list for board members.
7. Print labels for JCCCA mailings.
8. Facilitate networking among all Association members.
9. Contact newly licensed providers to encourage them to attend Association meetings and inform them of the benefits of the Association.
10. Have one vote on any issue presented for vote at any board meeting.
11. Agree to abide by current board code of conduct agreement.

#### **J. VENDOR COORDINATOR**

The office of the Vendor Coordinator shall include the following duties:

1. Coordinate vendor marketplace at general membership meetings.
2. Have one vote on any issue presented for vote at any board meeting.
3. Agree to abide by current board code of conduct agreement.

#### **K. NEWSLETTER EDITOR**

The office of Newsletter Editor shall include the following duties:

1. Pursue and coordinate information from all pertinent sources, including officers of the Association for the purpose of preparing a newsletter that will inform the general membership of current Association activities and child care related issues in a timely manner.
2. See that the newsletter published the month prior to the annual business meeting contains all required election information.
3. Have one vote on any issue presented for vote at any board meeting.
4. Agree to abide by current board code of conduct agreement.

#### **L. PUBLIC RELATIONS COORDINATOR**

The office of the Public Relations Coordinator shall include the following duties:

1. Research possibilities, initiate and maintain an active program for the purpose of publicizing important policies, special meetings and activities of the Association.
2. Establish and maintain a program to educate the public as to licensing.
3. Foster communication between news media and the Association and its members.
4. Handle all correspondence regarding publicity with the consent of the Board.
5. Respond to all media presentations of child care related issues in a timely manner after consulting with the Executive Board.
6. Have one vote on any issue presented for vote at any board meeting.
7. Agree to abide by current board code of conduct agreement.

#### **M. LEGISLATIVE COORDINATOR**

The office of legislative coordinator shall include the following duties:

1. Maintain records of legislative issues.
2. Pursue and coordinate support or non-support of legislative issues.
3. Keep the membership informed of legislative issues and changes.
4. Work with the Public Relations Coordinator and the Newsletter Editor to allow ample time to notify membership of upcoming legislative issues.
5. Have one vote on any issue presented for vote at any board meeting.
6. Agree to abide by current board code of conduct agreement.

#### **N. PUBLISHING COORDINATOR**

The office of the Publishing Coordinator shall include the following duties:

1. Pursue and coordinate all information from all pertinent sources for the purpose of communication including but not limited to preparing and sending the 'Provider Times' that will inform the general membership of important association and child care information in a timely manner.
2. Proofread the 'Open Door' newsletter before publication.
3. Maintain email list of all participating members.
4. Take correspondence to be mailed to the post office. For mailings containing election/absentee ballot and or election information.
5. Have one vote on any issue presented for vote at any board meeting.
6. Agree to abide by current board code of conduct agreement.

#### **O. REFERRAL COORDINATOR**

The office of Referral Chairperson shall include the following duties:

1. Maintain a master membership list.
2. Keep referral providers updated at least monthly with new member information.
3. Recruit referral providers as needed and coordinate the approval of their appointment.
4. Handle complaints concerning referral providers and report such to the Board of Directors.
5. Host the Annual Referral Meeting.
6. Organize the "Annual Recognition Luncheon" for Referral Providers, Area Coordinators and Board Members.
7. Have one vote on any issue presented for vote at any board meeting.
8. Agree to abide by current board code of conduct agreement.

**P. CAFCC REPRESENTATIVES AND ALTERNATES**

The office of CAFCC (State) Representative and Alternate shall include the following duties:

1. Attend the Colorado Association of Family Child Care (CAFCC) meetings regularly representing Jefferson County on issues in the best interests of the Association’s members.
2. Report on CAFCC meetings at the general membership meetings.
3. Have one vote on any issue presented for vote at any board meeting.
4. Agree to abide by current board code of conduct agreement.

**Q. WAYS AND MEANS COORDINATOR**

The office of Ways and Means Coordinator shall include the following duties:

1. Assist individual officers in the Association as needed.
2. Coordinate ways and means projects as appointed by the Board of Directors.
3. Act as Chair of Fund-Raising Committee and coordinate all responsibilities thereof.
4. Have one vote on any issue presented for vote at any board meeting.
5. Agree to abide by current board code of conduct agreement.

**R. WEB COORDINATOR**

The office of Web Coordinator shall include the following duties:

1. Pursue and coordinate information from all pertinent sources for preparing and maintaining the association's webpage to inform members of Association business.
2. Have one vote on any issue presented for vote at any Board meeting.
3. Agree to abide by current board code of conduct agreement.

**SECTION 3. PAST OFFICERS**

At the change of officers annually, the duties of the outgoing Executive Board include:

- A. Assisting the newly elected officer in the interpretation of association Bylaws, standing rules, policies and procedures.
- B. Passing of any and all Association records and property to the incoming officers in a timely manner.
- C. Actively participating in the transition period as needed.
- D. Advisory responsibilities for the year following their term.

**SECTION 4. GENERAL POWERS**

The Board of Directors will manage the affairs of the Association. All decisions will be considered with the welfare and interests of the membership in mind. The Board shall be subject to the general purpose and orders of the Association, and none of its acts will conflict as previously stated, the Board shall be directly responsible to the general membership and accountable for their decisions and actions. The Board of Directors shall:

- A. Create and/or serve on committees as needed.
- B. Vote on matters of policy and create and /or change policies and procedures of the Association and its business.
- C. Approve or disallow special requests for membership.
- D. Approve or disallow any requests for funds from the Association’s treasury for disbursement. These requests will be allowed or disallowed according to the annually budgeted expenses approved by the Board of Directors. All decisions are available for viewing by the membership upon request.
- E. Represent the Association in person or in writing in Association related matters and business.
- F. Act in unforeseen emergencies if ample time to inform the membership is not available.

**SECTION 5. VACANCIES**

**A. EXECUTIVE COMMITTEE**

Vacancies in an office shall be filled by appointment of the President in accordance with Article IV, Section 2. Subsection A, Numeral 9

**B. EXECUTIVE BOARD**

Vacancies in an elected office shall temporarily be filled by appointment of the majority of the remaining Board of Directors. The vacancy shall officially be filled by special election in accordance with Article IV, Section 5.

**SECTION 6. ATTENDANCE AT MEETINGS**

All officers of the Executive Board/Committee are expected to attend monthly general membership meetings and board meetings. In the event that it is necessary to be absent from a meeting, it is the officer’s responsibility to see that reports are presented as required and that their duties are carried out by a substitute. Any officer with three unexplained absences will be considered to have lost interest and will be subject to removal from office by a 2/3 majority vote of the remaining Board of Directors.

## **ARTICLE V**

### **BOARD OF DIRECTORS RESPONSIBILITIES SECTION**

1. The Board of Directors is expected to attend all general membership meetings and board meetings. A majority of the Board of Directors shall actively participate in the previously stated meeting to administer the business of the Association.

#### **SECTION 2.**

The Executive Board shall assure an audit of the Treasurer's records be completed at the end of the fiscal year (June of each year).

#### **SECTION 3.**

The Board of Directors shall accept letters of interest from up to three voting members, ideally not current Board Members to the Election Committee to serve under the Vice President, by the May general membership meeting.

## **ARTICLE VI**

### **ELECTIONS**

#### **SECTION 1. ELECTION COMMITTEE**

An Election Committee shall be appointed in accordance with Article V, Section 3. The Election Committee shall prepare a list of nominees containing at least two (2) candidates for each position, if possible. All nominees shall be voting members in good standing. The Election Committee shall be responsible for ensuring that complete election information is presented to the newsletter editor in ample time so that the information will reach the voting membership no later than ten (10) days prior to the election.

#### **SECTION 2. ELECTION OF OFFICERS**

All elected officers of the Executive Board are elected to two-year terms as described in Article IV, Section 1, and Subsection D. Elected officers shall reside in Jefferson County.

#### **SECTION 3. DETERMINATION OF OUTCOME**

The total votes counted for all elections shall include all votes received by mail on absentee ballots and all votes from the voting membership present at any election meeting. The one candidate in each office who has received the most votes will be declared the winner. A representative from the Election Committee shall announce the outcome at the June General Business meeting. Election results are available for review by any voting member in good standing, upon request. Tallied totals will not be announced aloud.

#### **SECTION 4. SPECIAL ELECTIONS**

A special election shall be held when a vacancy of an elected office arises during the fiscal year. Nominations from the floor will be accepted at the first general membership meeting following the vacancy. An absentee ballot will be included in the following newsletter and received by the voting membership ten days prior to the second meeting following the vacancy. The candidate with the most votes will take office immediately when the outcome is officially announced and will serve in office until the end of the fiscal year.

## **ARTICLE VII**

### **MEETINGS**

#### **SECTION 1. GENERAL MEMBERSHIP MEETINGS**

General Membership meetings shall be held at any time during the year, according to the needs of the Association as determined by the Board of Directors.

#### **SECTION 2. ANNUAL BUSINESS MEETING**

An annual business meeting shall be held as near to the end of the fiscal year as possible. The Board of Directors shall establish a date for the annual business meeting no later than January of each year. The Annual business meeting shall include the following:

- A. The establishment of the dollar amount of annual dues for the voting membership and the advocate membership.
- B. The exploration of goals and policies for the upcoming year.
- C. The finalization of any business necessary to end the fiscal year.

#### **SECTION 3. BOARD MEETINGS**

The Board of Directors shall meet at its discretion for the purpose of conducting Association business.

#### **SECTION 4. SPECIAL MEETINGS**

##### **A. COMMITTEE MEETINGS**

Standing committee or special meetings may be called as deemed necessary by the committee chairperson/s. A minimum of 48 hours' notice of a meeting is required for all committee members.

##### **B. SPECIAL GENERAL MEMBERSHIP MEETINGS**

A special meeting for the general membership may be called by the President, or by any three members of the Board of Directors, or by not less than 25 voting members of the Association. A notice of not less than 48 hours prior to the meeting is required and shall include the purpose of the meeting. No business shall be transacted except that stated as the purpose of the special meeting.

### **C. SPECIAL BOARD MEETINGS**

A special board meeting may be called for the Board of Directors by the President or by any three members of the Board of Directors. A notice of not less than 24 hours prior to the meeting is required and shall include the purpose of the meeting. No business shall be transacted except that stated as the purpose of the special meeting.

#### **SECTION 5. QUORUM**

A minimum of 25 voting members shall constitute a quorum at any general membership meeting. A meeting of five board members shall constitute a quorum at any Board Meeting. If a quorum is not present at either aforementioned type of meeting, a majority of the members present may adjourn the meeting.

### **ARTICLE VIII COMMITTEES**

All committees, standing or special, shall be established as deemed necessary by the Board of Directors in order to meet the need the Association's goals and purposes. Each committee shall be aware of and shall follow Association policies and procedures.

### **ARTICLE IX DISBURSEMENTS, CONTRACTS AND COMPENSATIONS SECTION**

#### **SECTION 1. DISBURSEMENTS**

The Treasurer and one other officer will sign all checks from the general account, to be determined by the Board of Directors.

#### **SECTION 2. CONTRACTS**

The Board of Directors must approve any contract prior to the signing of that contract. The President will be the signer of the contract.

#### **SECTION 3. COMPENSATIONS**

No part of the net earnings of the Association shall be distributed for the personal benefit of any person. The Board of Directors shall be empowered to pay reasonable compensation for services rendered and make payments and distributions toward the furtherance of known Association purposes.

#### **SECTION 4. SCHOLARSHIPS & DONATIONS**

Scholarships: JCCCA may offer scholarships for training and membership fees. The Board will consider each applicant's request individually.

1. To be considered, a completed proposal needs to be submitted to the JCCCA Board. The Board will make the final decision at the next Board meeting.
2. Scholarships will only be considered once per year/member.
3. JCCCA Board reserves the right to refuse or suspend scholarships at any time.

Donations: All donations will be considered by the Executive Board and determined individually by a Board vote.

### **ARTICLE X PARLIAMENTARY AUTHORITY AND GOVERNING BODIES**

#### **SECTION 1. STANDING BYLAWS**

The Association shall establish, maintain, and abide by Standing Bylaws of the Jefferson County Child Care Association, which shall be reviewed annually by the Board of Directors. Revisions to the Standing Bylaws can be made at any time by a 2/3 vote of the Board of Directors or a simple majority vote of the voting membership present at a general membership meeting at the time of the vote.

#### **SECTION 2. POLICY AND PROCEDURE**

The Association shall establish, maintain and abide by a "Policy and Procedure" statement for any committee or operation that the voting membership and /or the Board of Directors deems necessary to have said statement for Policy and Procedures shall be reviewed annually and revised by the Board of Directors as necessary.

#### **SECTION 3. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of "Robert's Rules of Order – Newly Revised" shall govern the Association in all matters where the Board of Directors is unable to reach a decision of procedure in a democratic manner.

### **ARTICLE XI AMENDMENT OF BYLAWS**

#### **SECTIONS 1. BYLAW REVISION COMMITTEE**

A minimum of four (4) voting members shall serve on the bylaw revision committee. Proposed changes, deletions, and additions must be presented to the Board of Directors for approval prior to their publication for consideration by the voting membership.



**SECTION 2. VOTING**

The Association's bylaws may be amended at any time by absentee voting and a general membership meeting vote or by absentee voting alone. The voting membership shall be presented with this option at the general membership meeting prior to the presentation of the revisions where a simple majority of those voting members present shall decide the outcome.

**SECTION 3. ABSENTEE VOTING**

Absentee ballots shall be received by the voting membership at least ten (10) days prior to the meeting when the vote will take place and/or announced.

**SECTION 4. MOTIFICATION**

Voting members shall receive written notification as to the outcome of all bylaw revision voting.

**ARTICLE XII**

**GRIEVANCES**

A grievance may be filed with the Board of Directors according to "Grievance Policy and Procedure" (Article III, Section 4) for due consideration by any member in good standing. All grievances shall be reviewed and responded to by a temporary Grievance Committee appointed by the Board of Directors from its members.