

EAST KING COUNTY FAMILY CHILD CARE ASSOCIATION
STANDING RULES

East King County Family Child Care Association (EKCFCCA) is a chapter under
Washington State Family Child Care Association (WSFCCA)
(Revised October, 2009)

1. General meetings shall be held a minimum of four (4) times yearly.
2. The amount of the dues shall be \$75.00 for a Full Membership. The amount shall be \$40.00 for an Associate Membership. The dues for Full Membership or Associate Membership joining after April 1 shall remain the same of \$75.00.
3. There shall be no smoking during any meeting. We shall take a ten (10) minute break for those who wish to smoke, if agreed upon by a majority vote.
4. All cell phones and/or pagers will be turned off or on silent ring.
5. No children under the age of twelve (12) will attend meetings.
6. A list of addresses, phone numbers and e-mail addresses of current child care providers, association members and associate members will be maintained by the association and used only for association business. This list will not be given to anyone else or used for any personal business.
7. Newsletters will be published quarterly and go out to all members.
8. The Treasurer and the President shall review the treasury books no less than twice a year. Every two years an audit shall be done by a committee of three (3) members not to include the treasurer.
9. Expense reimbursements for the Executive Board.
 - 9(a). Eligibility: The following officers and members of the Board of Directors shall be eligible for reimbursement for expenses related to any and all meetings, activities, and other events pursuant to the duties of their office, as directed by the Board of Directors: President, Vice President, Secretary, Treasurer, Area Representative and any other appointed offices.
 - 9 (b). Transportation: Mileage, when an executive board member uses a private vehicle the officer will be reimbursed for mileage, at the current rate given by the IRS road mile. Public Transit Travel by train, plane or bus will be reimbursed per actual rate of expenditure for second class or tourist rates. Travel by such methods must have prior approval of the executive board.

9(c). Food reimbursement for lunch, eligible members when attending General or Board of Director meetings will be the average of current State of Washington per diem for state employees. In addition, any board member traveling in excess of 100 miles to the meeting site will be reimbursed for dinner, at the average per diem for employees of the State of Washington. Breakfast will be paid at the average per diem for the State of Washington if it is necessary to be gone overnight. Reimbursement for food while traveling. Again, such reimbursements must be approved in advance by the Executive Board of Directors.

9(d). Lodging. Any executive board member who is traveling more than 100 miles while attending approved association business, will be reimbursed for one night lodging. Due to extenuating circumstances and with approval from the Board of Directors, more than one night can be reimbursed.

10. Committee Chairperson shall be eligible for reimbursement for expenses related to the duties of their chair or position, at the same rate as the board.

10(a). Other expenses. Miscellaneous costs such as postage, telephoning, printing, etc. shall be reimbursed by the association upon receipt of proof of the expenditure. All expenses must be approved by the Executive Board, in advance, and must not exceed \$50.00 without Executive Board approval.

11. The Board of Directors shall appoint a committee to award scholarships to be used toward the expenses of conferences, classes, workshops and any other events it shall deem appropriate.

11(a). Eligible events. The Board of Directors shall determine those events for which scholarships shall be made available.

11(b). Scholarship limits. The board of Directors shall determine a total amount for scholarships for any specific event and shall also determine the maximum amount that may be paid to the individual qualified applicants for scholarships. The total scholarship amount voted shall then be divided equally among all qualified applicants, to the individual maximum established.

11(c). Eligibility. Current members of the association prior to the beginning date of a scholarship event and who attended such event shall be eligible for a share in the scholarship fund. The scholarship committee shall determine the eligibility of applicants who have applied by the specified deadline and shall direct the treasurer to issue appropriate checks in an appropriate time.

11(d). The scholarship committee shall place a notice in the association newsletter giving notice of the scholarship availability and specifying eligibility.

Board of Directors of the East King County Family Child Care Association consists of the following positions:

President, Vice President, Past President, Secretary Treasurer, and Area Representative to the State Association.

The President may appoint members to chair positions as needed. The appointment must be approved by a majority of the board.