

CHAOS

Children Are Our Specialty Rock County Child Care Association

The following will serve as by-laws of the group:

Article 1: Name of Organization

The name of the organization shall be Children Are Our Specialty (CHAOS).

The address of the group shall be P.O. Box 2141, Janesville, Wisconsin 53547-2141. Post office box keys shall be given to the President and the Vice-President.

Article 2: Purpose of Organization

To provide child care providers, families and community in the following ways:

- Promote quality child care.
- Raise level of professionalism in the field of child care in our community.
- Provide continuing education related to the field of child care.
- Provide networking and mentoring opportunities for all providers.
- Foster public awareness on issues pertaining to child care.

Article 3: Membership

Membership is open to all individuals. This includes, but is not limited to, Family Child Care Providers, Group Center Staff, Resource and Referral Agencies, State and County Agencies and community based groups.

Membership is from January 1 – December 31. New members are accepted throughout the year.

Membership fees will be \$18.00 per year and included with the membership application.

Annual dues shall be \$18.00, payable to CHAOS no later than January 1st of each year.

Any person who has not renewed their membership dues by January 1st will be dropped from the membership list, after notification by mail from the membership chairperson.

Dues are to be determined by the Executive Board and by vote within the organization.

All Honorary Members must be appointed by the Executive Board members.

Article 4: The Board

The Executive Board shall consist of the elected officers and handle the day to day business of the organization.

The Board (consisting of Officers, Committee Chairs and other representatives) shall have approval over all Executive Board recommendations.

Regular meetings of the Executive Board shall be held every 30-180 days.

Regular meetings of the Board shall be held every 30-180 days.

A quorum for conducting the business of the Executive Board shall not be less than 2 members of the board and power to vote.

Article 5: Officers and Committee Chairs

There shall be the following elected officers;

- President
- Vice-President
- Secretary

Executive Board Members must be Regulated Providers, and have been a member of CHAOS "in good standing," for at least one year.

There shall be the following appointed officer, by the Executive Board;

- Treasurer

There shall be the following standing committee chair positions and are filled solely on a volunteer basis;

- Membership
- Newsletter Editor
- Nominating
- Outreach
- Planning
- Scholarship
- Heartbeat of Child Care Conference
- Parade of Homes
- Provider Appreciation

Any officer who does not comply with the assigned responsibilities may be relieved of office by a Majority vote of the Executive Board. Appointment of a replacement shall be made by the President, with the approval of the board.

The heads of committees shall be filled on a volunteer basis only, and can be filled by any current CHAOS member, in good standing.

Article 6: Duties of Officers

The President shall:

Be prepared to represent the CHAOS organization both visually in your appearance and verbally. People will attribute your remarks as representing the entire organization. Choose your words carefully.

Have a working knowledge of the organization and its politics. Expect to be asked various questions concerning CHAOS and child care issues, both locally and regionally. Be educated in the quality of child care issues.

Be responsible for the overall successful functioning of CHAOS and fulfilling the goals of the general membership and its board members.

Promote open communication between board members and the general membership. Keep ideas flowing and resources available.

Delegate authority to assist in performing CHAOS functions.

Identify the right member for a particular job and enlist their help.

Follow up to ensure tasks are completed correctly and in a timely manner.

Act as a mediator for any concerns or complaints that come from the general membership or board members.

Arrange and schedule all board meetings.

Arrange and schedule all general membership meetings, or enlist the help of others to complete this task.

Communicate in a positive manner with the general membership and all other outside organizations, in contact with CHAOS.

Conduct all meetings according to the written agenda.

Edit newsletter, within 24 hours, before sending it back to the Editor for printing and disbursement.

Proof read CHAOS correspondence to the general membership.

Promote high quality child care.

Complete signature cards for all CHAOS bank accounts.

Attend at least 75% of all general membership and board meetings. Arrange for the Vice-President to be in attendance for any meeting you are unable to attend.

Keep a file of all paperwork and computer files available to train successor.

The Vice President shall:

Act as a support person to the President, acting as a sound board. Participate in discussions.

Act as a support person for the board and general membership whenever possible.

Assume all the responsibilities of the President if she/he is unable to perform them.

Attend at least 75% of all CHAOS meetings. Arrange for the President to be in attendance for any meeting you are unavailable for.

Sign correspondence such as legal documents, grants, etc., when necessary.

Make public statements when asked to do so.

Assist the President in overseeing committees.

Perform annual audit of all CHAOS bank accounts, with the assistance of the Secretary, by August 1st of each year.

Keep a file of all paperwork and computer files available to train successor.

The Secretary shall:

General Membership and Board Meeting Minutes

Be prepared to either tape record or take notes at every general membership meeting and board meeting. Record minutes in a clear and concise manner. Motions are recorded verbatim and the results of voting are noted exactly. The wording of motions should be read back to those present before taking a vote. Provide the President with a written or e-mailed copy of the meeting minutes within 7 days from meeting.

Arrange for a board member to carry out your duties at any meeting which you are unable to attend.

Distribute copies of the general membership meeting minutes at the following month's meeting. Distribute copies prior to start of meeting.

Distribute copies of the board meeting minutes at the following board meeting. Distribute copies prior to the start of the meeting.

Reread the board meeting minutes and general membership meeting minutes, take note as to any subject that was discussed and needs to be addressed further. E-Mail to call in notes to the

President, within 7 days of the next scheduled meeting. This will assist the President with the agenda.

By-Laws

Maintain a current copy of the CHAOS By-Laws and have it available at each general membership and board meeting for reference. Provide copies to any person who requests them.

Elections

Work with the Nominating Chairperson and committee members to ensure any election process is carried out properly, within the correct time span and according to the CHAOS By-Laws. The Secretary has the ultimate responsibility to ensure all information on the ballot is correct.

Correspondence

Seek permission from the President or Vice-President before any correspondence goes out to the general membership or any other organization or business. All correspondence should be labeled with a current return address and the CHAOS logo.

Record Keeping

Maintain a file to include current copies of the following items; CHAOS By-Laws, CHAOS Articles of Association, CHAOS inventory list, general membership meeting minutes and board meeting minutes. Keep all computer files on a disk/CD and have available for training purposes.

Audit

Assist the Vice-President in conducting an annual audit of the CHAOS bank accounts by August 1st of each year.

Be available and prepared to train your successor.

The Treasurer shall:

Review all payment requests for accuracy, obtain approval for reimbursement from committee chairperson or President if needed and pay all invoices promptly.

Deposit all checks, cash and money orders promptly. Please pass on any new membership information to the Membership Chairperson, within 3 days from receipt of dues.

Balance CHAOS checking, savings and money market accounts monthly.

Prepare a written monthly Treasurer's report for each general membership meeting. Be prepared to give an account of all deposits and withdrawals, with details as to why.

Maintain a file of all reports for a minimum of 3 years. Have available for any member of CHAOS to view upon request and be available for yearly audit.

Maintain accurate and up to date records to include;

Account ledger with all financial transactions and account balance.

Check stubs. Each stub should contain information regarding the payment or purchase. Checks may be signed by the Treasurer or President. Signature cards must be on file with the current bank facilitated by CHAOS at the time. Signature cards must be kept up to date and only include those persons authorized to sign on the accounts.

Contact Vice-President and Secretary for annual audit of all accounts prior to August 1st of each year.

Have computer available to you and have knowledge of accounting software.

Assist the Scholarship Chairperson with determining scholarship amounts, based on the CHAOS budget. Help Chairperson distribute checks to all scholarship award winners, to cover the cost of said training.

Keep all paperwork and computer files updated and available for the training of your successor.

The Membership Chairperson shall:

Create, maintain and distribute CHAOS new membership packet, to include the following items; Welcome letter, membership card, monthly trainings, CHAOS membership list, Executive Board members and list of duties/responsibilities, CHAOS By-Laws, CHAOS Articles of Association.

Update CHAOS membership cards, and distribute them to all new or renewing members by Jan 1, or upon joining/renewing membership.

Keep CHAOS membership brochure updated and available at all general membership meetings and any special function that CHAOS attends.

Be prepared to arrive at least 15 minutes prior to the start of each meeting. Set up membership table with the following items; Membership Log, current CHAOS brochure, any extra copies of the newsletter, agenda, and any handouts.

Greet each person coming into the general membership meeting and ask them to add their name to the CHAOS sign-in book.

Provide a verbal report at each general membership meeting to announce any new CHAOS members since the last meeting.

Be available to any one who may have questions or concerns regarding the CHAOS membership.

Initiate new member recruitment and retention.

Maintain an up to date membership list to include the following information (when provided to you); member's first and last name, business name, complete mailing address, phone number, email address and birthday. Distribute membership list once a year, in May, to all current members. Membership list may be distributed at the May general membership meeting or mailed out.

Forward all new member information to the following people; President, Treasurer (with payment), Newsletter Editor and Outreach Chairperson.

Maintain CHAOS membership sign-in book. Ensure that the book is at all general membership meetings. Arrange for a CHAOS board member to carry out your duties if you are unable to attend a meeting.

Participate in all CHAOS functions when possible.

Recruit assistance when necessary.

Keep all paperwork and computer files current and available to train successor.

The Newsletter Editor shall:

Be prepared to put out a monthly newsletter for the following months; January, February, March, April, May, September, October, November and December.

Each monthly newsletter must contain detailed information on the following topics; monthly CHAOS trainings, brief summary of previous month's general membership meeting, acknowledgement of any door prize donations or snack/beverage donations, front page letter from any member of the Executive Board or the Editor, members birthdays and committee reports.

Each newsletter may contain the following information when available; area trainings, community events, certification and licensing information, brief summary of any event that CHAOS hosted or attended, any donation CHAOS gave, product recalls, interesting websites, arts and crafts, recipes and items for sale/give away/needed.

The October newsletter must have detailed information on the November elections, in reference to what positions are voted on and who is running.

Establish a deadline for all information to be reported to you. Be sure to communicate this deadline with all board members and make verbal announcement at each general membership meeting.

Send a draft of each newsletter to the President for proofreading at least 2 days prior to print date.

Arrange for newsletter to be printed no later than 3 days prior to the end of each month.

Mail or e-mail monthly newsletter no later than the first day of every month.

Purchase stamps, paper, inkjets, labels and other miscellaneous supplies to construct the newsletter. Remit all receipts to the Treasurer for reimbursement.

Maintain a hard copy and e-mail list and print labels if desired. Addresses may also be handwritten.

Recruit assistance when necessary.

Keep all paperwork and computer files updated and available for the training of your successor.

The Planning Chairperson shall:

Notify all area newspapers, radio stations and television (when available) of general membership meetings and special CHAOS functions.

Contact presenters for general membership meetings. Confirm presenter four weeks in advance and notify them of meeting location and time. Reconfirm with them on the Monday previous to the meeting.

Arrange the locations for the monthly meetings. Reserve and confirm location at least 30 days prior to the meeting. Be sure to contact the CHAOS President and the Newsletter Editor of location.

Contact The Registry to obtain continuing education barcodes for distribution at each general membership meeting.

Use the Membership Sign-In book to arrange for someone to bring a snack and beverage to each general membership meeting. If no one is available to donate snack/beverage, purchase said items before meeting. Remit receipts to the Treasurer for reimbursement.

Arrive at least 15 minutes prior to the start of the meeting, to help set up for social time and the presentation. Introduce each presenter in a polite and informed manner. Plan to stay after the meeting concludes to help with clean up.

Arrange for a board member to carry out your duties, whenever you are unable to attend a general membership meeting.

Recruit assistance when necessary.

Keep all necessary paperwork in your binder and be prepared and available to train successor when necessary.

The Nominating Chairperson shall:

Ensure the all nominated candidates meet the CHAOS eligibility requirements noted in the By-Laws.

Contact candidates to ensure they are capable and willing to serve in the desired position, if elected.

Committee members will not act independent of the Chairperson or other committee members. Individual members will be selected for nomination and voted on by the committee. The chairperson will then contact said person to discuss the responsibilities of serving in the desired position.

Have a clear understanding that the committee's function is to find the most qualified person to serve in each position, and not nominate someone based solely on friendship or favorites.

Have a clear understanding of how to prepare and give nomination reports to the general membership. Chairperson will design the ballots and reports to meet the needs of the CHAOS organization.

Chairperson will work closely with the Secretary to ensure all information appearing on the ballot is correct.

Chairperson will have a clear understanding of the nomination process.

After the Chairperson gives the committee report and the nomination for each office, the general membership is free to give a nomination from the floor.

A nomination does not need a second motion to be accepted.

The Chairperson will then repeat the nomination and ask for any further nominations.

The Chairperson 1st gives the full name of the nominee and then asks for any further nominations from the floor for that particular office. Repeat this process for each office.

The Chairperson will then take the vote after each office, until entire process is finished.

Elections shall be taken by written ballot. If there is only one nominee for an office, the general membership, by a 2/3's vote or unanimous consent, can waive the vote by ballot and take a vote by voice. However, members must be aware that by using the ballot process, they have the opportunity to write in a member without going through the nomination process. After completion of the ballot design, according to the Chairperson's wishes, it will be thoroughly explained to the general membership how to correctly mark on the ballot. A ballot must include the date of the vote.

The Outreach Chairperson shall:

Arrange for the general membership and board members to participate in CHAOS sponsored events.

Obtain pre-approval, from the President or Vice-President, before planning or committing to any event.

Mail out greeting cards, to all CHAOS members, for the following occasions; birthday, new baby, wedding, retirement, get well and sympathy.

Gift baskets may be given out for the following occasions; new baby and get well. All items within the gift basket must be 100% donated by local organizations and/or businesses.

Flower arrangements and/or monetary donations can be sent when there is a death in a member's immediate family (i.e. spouse, child, or parent). Pre-approval must be obtained from the President or Vice-President.

Assist with the planning and execution of all approved fund raiser events. Pre-approval must be obtained from the President or Vice-President.

Promote awareness, throughout the community, of the CHAOS organization and what it has to offer. The following resources may be used for this task; press releases on the radio, local newspapers and television.

All items, over \$50.00, must be pre-approved by the President or Vice-President.

A current and complete inventory list must be kept of all items obtained by this committee.

All paperwork and computer files must be current and available, for the training of a successor.

The Scholarship Chairperson shall:

Have current knowledge of all local, state and national conferences and seminars, when associated with quality child care.

Have scholarship applications available to the general membership.

Instruct members on application process.

Determine deadlines for scholarship applications.

Determine monetary amount for each available scholarship, based on the CHAOS annual budget, made available to you by the Treasurer.

Determine requirements for members who receive a scholarship award (i.e. article submission to the newsletter, presentation at a general membership meeting, volunteering at a CHAOS event). Be sure that all applicants are fully aware of the requirements and are willing to meet them. Follow up with winners to ensure requirements are being met.

Arrange for a non-member 2nd party to review and evaluate scholarship applications, when there are more applications than awards. The non-member will not have access to applicant's name, and will determine award winner(s) based solely on the application itself.

Work with the Treasurer on distribution of checks, to award winners, to cover the cost of attending said training.

Mail out a scholarship award approval letter to any member who will be receiving an award. Also, send out denial letters to those who were unable to receive an award. Letters must be mailed within 7 days of application deadline.

Distribute scholarship awards and checks at monthly membership meeting or by mail. Awards must be distributed 7 days prior to the training.

Obtain confirmation the award winners were in attendance of said training (i.e. obtain a copy of their certificate).

Send names of award winners and the details of the training they are attending to the newsletter Editor.

All paperwork and computer files must be current and available, for the training of a successor.

Article 6: Elections

Nominations for elected positions will be accepted, by the Committee Chairperson, throughout the membership year. Elections will be held annually in November. A written ballot will be created by the Chair and handed out to all members present at the November meeting. Ballots will be tallied by the Committee Chair, recounted and recorded by the Secretary. A majority vote may be taken by a show of hands, when there is only 1 person nominated for each elected position.

Article 7: Term of Office

Officers shall be elected for a term of 1 year, to serve from the time of installation in November, until the succeeding installation of officers the following November.

There shall be a meeting of the Executive Board, within 30 days of installation, to include the outgoing and incoming officers and committee chairs. All pertinent records, files and inventory shall be turned over to the new officers and committee chairs within 30 days of installation.

Article 8: Meetings

General CHAOS membership meetings will be held every 3rd Thursday of the month, from September through May. (Exceptions: No meeting held in December, and May meeting date is determined by Provider Appreciation Day Committee.)

Members will be notified of all meetings via the monthly newsletter or an announcement from the President at a meeting.

CHAOS will provide a minimum of 6 meetings per calendar year.

Committee meetings will be held at the discretion of the Committee Chair. It is the responsibility of the Chair to notify committee members of all scheduled meetings.

There must be a minimum of 2 Executive Board members present to hold an executive board meeting.

There must be at least 8 board members present to hold a regular board meeting, when a vote is needed.

Article 9: Discipline

All grievances must be reported to the President in writing.

All reported grievances will be investigated by the Executive Board members.

By a two-thirds vote of the membership or a three-fourths vote of the Executive Board, action may be taken in the following forms; reprimand, suspension, dismissal, revoked membership.

Article 10: Amendments

The By-Laws may be amended or revised, by the membership, with a two-thirds vote of the members present at a meeting designed for that purpose. Copies of the proposed amendments/revisions shall be given to all members at least 14 days prior to the meeting. The By-Laws shall be reviewed annually in November. Amendments and revisions may be accepted, without prior notice, with a majority vote of the entire registered membership.

Article 11: Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code, or shall be distributed to the federal government, or to any state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

By-laws accepted by majority rule on the 21st day of April, 2004.

Current President: Heidi M. Kudrna

Current Secretary: Phyllis K. Lindloff

Revised: 7/99, 2/02, 11/02, 5/03, 9/03, 4/04