



MULTI - AGE
CHILDCARE
Association of BC

Multi Age Child Care Association of BC
CONSTITUTION and BYLAWS

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Multi Age Child Care Association of BC

Email: multiagechildcareassociationbc@gmail.com

Website: maccabc.ca

TABLE OF CONTENTS

TABLE OF CONTENTS

SECTION 1 - NAME OF ORGANIZATION

SECTION 2 - PURPOSE OF ORGANIZATION

SECTION 3 - OBJECTIVES OF ORGANIZATION

SECTION 4 - DISSOLUTION

SECTION 5 - MEMBERSHIP IN A MACCABC

SECTION 6 - MEETINGS

6.1. Procedure

6.2. Quorum

6.3. Voting

SECTION 7 - ELECTION OF EXECUTIVE OFFICERS

7.1. Nominations:

7.2. Election Procedure

7.3. Term of Office

7.4. Executive Vacancy and Resignations

SECTION 8 - EXECUTIVE

8.1. Executive Officers

8.2. Roles and Responsibilities of Officers

8.3. Additional Members

SECTION 9 - COMMITTEES

SECTION 10 - FINANCES

SECTION 11 - CODE OF CONDUCT

SECTION 12 - CONSTITUTIONAL AMENDMENTS

SECTION 13 - DEFINITIONS AND INTERPRETATIONS

Constitution

Section 1 - Name of Organization

1. The name of the organization shall be **the** Multi Age Child Care Association of British Columbia. Here in after noted as the MACCABC.

Section 2 - Purpose of Organization

2. The purpose of MACCABC is work with government and other partners to develop, facilitate and recognize quality Early Childhood Education lead childcare in small multi age group settings.

Section 3 - Objectives of Organization

3. The objectives of the organization will be:
 - 3.1. To cooperate with agencies involved in the delivery of education, support, resources, referrals, and information related to all quality child care options and programs; and
 - 3.1.1. to raise the profile of multi age child care in the province of British Columbia;
 - 3.1.2. to advocate inclusion of Licensee's own children in the program and receive Child Care Operating Funding (CCOF) and Child Care Fee Reduction Initiative (CCFRI);
 - 3.1.3. to encourage other agencies and organizations to support the efforts and programs of the Association;
 - 3.1.4. to liaise with government, parents and other child care organizations;

- 3.1.5. to encourage the development of educational resources for present and prospective early childhood educators;
 - 3.1.6. to advocate and educate on behalf of children, families and their communities by providing resources and materials which will promote quality ECE lead child care;
 - 3.1.7. to assist in the development of training materials and the accessibility of training opportunities for all quality ECE providers in British Columbia and on a national perspective; and
 - 3.1.8. to provide a means of contact for every multi age child care provider in British Columbia in order to alleviate the feelings of isolation and encourage professionalism.
- 3.2. To promote cooperation between the MACCABC and the government in providing quality care for children.
 - 3.3. To assist parent/guardian(s) in accessing supports as needed and to advocate on behalf of parent/guardian(s) and children in our care.
 - 3.4. To enter into funding agreements, collaborations, partnerships, and contracts to support the purpose of the society.

Section 4 - Dissolution

- 4. In accordance with the **Societies Act**,
 - 4.1. In the event of the need to dissolve the Society a special committee will be formed by the Board to bring about an orderly dissolution of the Society
 - 4.2. Upon winding up or dissolution of the Society, the assets which remain after the payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to a charitable organization or organizations in British Columbia having a similar charitable purpose
 - 4.3. If effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organization; provided that such organization is a charitable trust recognized by the Registrar of Societies as being qualified under the provisions of the Act.
 - 4.4. This provision shall be unalterable.

Bylaws

Section 5 - Membership

5. Membership:

- 5.1. The Members of the Society are the applicants for incorporation and those persons who subsequently become members in accordance with the Bylaws and who, in either case, have not ceased to be Members.
- 5.2. A person may apply to the Directors for membership in the society and on acceptance and payment of annual dues, becomes a Member
- 5.3. An application for membership must be in writing and in a form approved by the Board, include the full name, address, e-mail address, and telephone number of the applicant, the name and number of (one of) the licensed child care programs that the applicant owns or is a shareholder of and the total number of licensed child care spaces the applicant owns or is a shareholder of.
- 5.4. The Board may in its sole discretion approve, postpone, or refuse an application for membership.
- 5.5. Every Member must uphold the constitution and comply with these Bylaws.
- 5.6. The amount of the first annual membership dues must be determined by the Directors and after that the annual membership dues must be determined at the annual general meeting of the society.
- 5.7. A person ceases to be a member of the society: a) by delivering his or her resignation in writing to the secretary of the Society or by mailing or delivering to the Address of the Society b) on his or her death c) on being expelled d) on having been a member not in good standing for 12 consecutive months.
- 5.8. A Member may be expelled by a special resolution of the members passed at a general meeting. The notice of a special resolution for expulsion must be accompanied by a brief statement of the reason or reasons for the proposed expulsion. A Member who is the subject of a proposed special resolution for

expulsion must be given an opportunity to be heard at the general meeting before the resolution is put to a vote.

- 5.9. A Member becomes a member not in good standing on: failing to pay annual membership dues by the date set by the Board, failing to pay a debt due and owing to the Society, or being suspended pursuant to bylaw 2.8.
- 5.10. The Board may discipline, suspend or expel a member for conduct detrimental to the Society. A member who is the subject of a resolution of the Board to discipline, suspend or expel must be given reasonable notice of the meeting at which the resolution will be considered, and an opportunity to be heard at the meeting of the Board before the resolution is voted upon.
- 5.11. A membership is not transferable.
- 5.12. A membership must be renewed annually, by or before a date set by the Board.
- 5.13. The Society must send a membership renewal notice to each member a reasonable time before the date on which membership must be renewed.
- 5.14. Except where determined by the Act or the bylaws, the privileges and responsibilities of members of each category must be determined by resolution of the Board.
- 5.15. All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing as long as the debt remains unpaid.
- 5.16. The Society must on request provide a member a copy of the current constitution and bylaws, without charge.
- 5.17. The types of membership available are:
Full Member - A member with full voting rights, and currently owns or is a shareholder in a child care facility

Executive Member - A full member, who sits on the Board of Directors

Retired Member - A member who has previously held a full membership, but no longer wants to retain voting rights or is no longer eligible to retain voting rights or full membership, due to no longer owning a child care facility.

Non-voting Member - A non-voting member may be permitted to join the association, in recognition of their support, advisory ability, or history of involvement with MACCABC. A non-voting member may not hold voting privileges.

Section 6 - Meetings

6. Meetings will conform to the following guidelines:
 - 6.1. General meetings must be held at the time and place, in accordance with the Act and the bylaws, that the Board determines.
 - 6.2. An AGM must be held at least once in every calendar year.
 - 6.3. Members must be given at least fourteen (14) days and no more than sixty (60) days written notice before a meeting is held.
 - 6.4. Absentee voting is allowed for members at the AGM only; Absentee votes must be received in writing 7 days prior to the AGM
 - 6.5. Proxy voting is allowed for members at the AGM only. A completed proxy vote form must be submitted prior to the start of the AGM.
 - 6.6. A member who is not in good standing cannot hold voting privileges at any meeting.
 - 6.7. Every general meeting, other than an AGM, is a special general meeting. 1) The Board may, when it thinks fit ,convene a special general meeting. 2) The members may requisition a general meeting pursuant to section 75 of the Act.
 - 6.8. Notice of a general meeting must specify the place, day and hour of the meeting, and in the case of special business, the general nature of that business.

- 6.9. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate the proceedings at that meeting.
- 6.10. Notice of a general meeting must be given to: a) every member shown on the register of members on the day notice is given, and b) the auditor, if any. No other person is entitled to receive a notice of general meeting.
- 6.11. A notice may be given to a member either personally, by mail, by e-mail or by other electronic means to the member at the member's address or e-mail address, as shown in the register of members.
- 6.12. A notice sent by mail from the Society's office is deemed to have been received two days after being mailed.
- 6.13. A notice sent by e-mail or other electronic means is deemed to have been received 24 hours after being sent.
- 6.14. A member must promptly and in writing notify the Society of any change in the member's name, address, e-mail address, or telephone number.
- 6.15. The members may, by special resolution, remove a director before the expiration of the director's term of office, and may elect a successor to complete the term of office.
- 6.16. The Board may remove a director by a resolution of which 75% of the directors then in office are in favour.
- 6.17. The Board may appoint a member who is qualified under bylaw 6.5 to fill a vacancy that arises on the Board, for the balance of that director's term.
- 6.18. A director must not be remunerated for being or acting as a director, but may be reimbursed for all expenses reasonably and necessarily incurred while engaged in the affairs of the Society.

6.2 A director must comply with the provisions of the Act with regard to disclosure and to conflicts of interest.

6.2.2. A minimum of three (3) Executives must be in attendance.

6.3. Voting

6.3.1. A simple majority (50% plus one) shall decide upon questions arising at any meeting.

6.3.2. On all matters, votes shall be cast personally. No proxy.

6.3.3. Voting shall be done by a show of hands with the exception of the election of the Executive membership, which shall be done by secret ballot.

6.3.4. All voting shall be conducted under the guidelines in *Section 6.3*.

6.3.5. All voting for Executive Officers will follow the guidelines in *Section 7*.

Section 7 - Election of Executive Officers

7. Election of Executive Officers will conform to the following guidelines and be from a slate of officers from the voting members for each year:

7.1. Nominations:

7.1.1. The Executive members will include but not to be limited to, Chair, Co-Chair, Secretary, Treasurer. Any additional roles will be added by Bylaw amendment with proper notice.

7.1.2. A Nomination Committee will be formed at the May Monthly meeting. The position of President is not a member of nomination committee.

- 7.1.3. A call for Nominations shall commence during the May Monthly meeting. Notice of nominations shall be communicated to all families a minimum of 14 days prior to the general meeting.

7.2. Election Procedure

- 7.2.1. Elections shall be conducted by the Nominations Committee. Guidelines will be determined by MACCABC. .
- 7.2.2. Voting for Executive Officers will be by secret ballot.
- 7.2.3. Voting members of MACCABC may cast one vote for each Executive Officer.
- 7.2.4. The Nominations Committee will announce the Executive election results at the Annual General Meeting. Upon the conclusion of this meeting all ballots will be destroyed.

7.3. Term of Office

- 7.3.1. The term of office for Executive positions shall commence on the 1st of May of each year and shall be for one year.
- 7.3.2. All elected and appointed members of the Executive shall resign at the end of the term.
- 7.3.3. No person may hold more than one elected executive position at any one time.
- 7.3.4. No person shall hold the same Executive position for more than three (3) consecutive terms.
- 7.3.5. The following are grounds for termination of any Executive Member:
 - 7.3.5.1. Absent from three (3) consecutive meetings without notification.
 - 7.3.5.2. Failure to observe the Constitution and Bylaws, purposes and policies of MACCABC

7.3.5.3. Failure to abide by the MACCABC Code of Conduct.

7.4. Executive Vacancy and Resignations

7.4.1. In the event of a resignation or sudden vacancy on the Executive during the year, or if any office is not filled at the time of election, the Executive may appoint a member to fill the vacancy for the remainder of the term.

7.4.2. In the event of a resignation or sudden vacancy during the year in the office of the MACCABC Executive Representative, the executive may fill the office by election.

7.4.2.1. Elections to fill a vacancy in the office the MACCABC Executive Representative shall be conducted in accordance with *Section 7*.

7.4.2.2. For elections conducted under *Section 7.4.2*, all references to the “Annual General Meeting” in *Section 7* shall be deemed to mean the “Monthly Executive meeting” at which elections for Representative shall take place and for which due notice has been give”.

7.4.2.3. The executive shall ensure that an election to fill a vacancy in the office shall be conducted at the earliest possible date and no more than 45 days after the office is vacated.

Section 8 - Executive

8. The affairs of the Council shall be managed between General Meetings by the Executive.

8.1. Executive Officers

Elected officers should include the following:

- Chair
- Co-Chair
- Secretary
- Treasurer

8.2. Roles and Responsibilities of Officers

8.2.1.1. The elected Executive shall consult with, take direction from and represent all parents/families of the school. The Executive shall work as a team to ensure MACCABC purposes are achieved.

8.2.1.2. All officers are expected to attend all Executive, Monthly MACCABC meetings and Special Meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct.

8.2.1.3. If an Executive member is unable to attend, they should inform the Chair prior to the meeting.

8.2.1.4. Each Executive position shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

All executive positions shall be voting positions except that the Chair shall be entitled to vote only in the event of a tie.

8.2.2. Chair

8.2.2.1. shall convene and preside at all membership, special, and executive meetings

- 8.2.2.2. shall ensure that an agenda is prepared and distributed within two to five (2-5) days prior to the Monthly MACCABC Executive meeting
- 8.2.2.3. shall allow input from membership and may dispense with all formal voting procedures on MACCABC matters.
- 8.2.2.4. shall appoint committees where authorized to do so by the Executive or Membership
- 8.2.2.5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- 8.2.2.6. shall be a non-voting ex-officio member of all committees and they will not be a member of the Nominating Committee
- 8.2.2.7. shall be a signing officer
- 8.2.2.8. shall submit at the Annual General Meeting an Annual Report including a Financial Statement
- 8.2.2.9. shall be the official spokesperson for the organization
- 8.2.2.10. shall ensure representation to Ministry and Provincial meetings
- 8.2.2.11. may, in consultation with the Executive, or upon recommendation of the general membership appoint a representative to outside organizations for set purposes. Guidelines for such representation shall be established by the Executive
- 8.2.2.12. shall ensure the draft meeting minutes are prepared and distributed within fourteen (14) days after the Monthly Executive meeting.
- 8.2.2.13. Shall keep a correspondence binder updated and available.

8.2.3. Co-Chair

- 8.2.3.1. shall assume the responsibilities of the Chair in the Chair's absence
- 8.2.3.2. shall accept extra duties as required
- 8.2.3.3. may be a signing officer

8.2.4. Secretary

- 8.2.4.1. shall record the minutes of membership, special and executive meetings
- 8.2.4.2. shall issue and receive correspondence on behalf of the organization
- 8.2.4.3. shall prepare and distribute minutes within fourteen (14) days after the Monthly Executive meeting.
- 8.2.4.4. Shall keep an updated copy of the Constitution and Bylaws.
- 8.2.4.5. shall submit a copy of the amended Constitution and Bylaws to the Members website
- 8.2.4.6. may be a signing officer
- 8.2.4.7. shall safely keep all records of the MACCABC except financial records as under *Section 8.2.4.3*, for the duration that the Treasurer requires the use of such records

8.2.5. Treasurer

- 8.2.5.1. shall be responsible for and report on the accounts of the organization

- 8.2.5.2. shall be one of the signing officers of the Executive as per *Section 10.3*
- 8.2.5.3. shall maintain good record keeping of all financial activities of the MACCABC using acceptable accounting standards
- 8.2.5.4. will prepare and present printed copies of the financial report for each Monthly MACCABC Meeting
- 8.2.5.5. shall, with the assistance of the Executive and MACCABC members, draft a budget and tentative plan of expenditures as per *Section 10* to be presented at the Annual General Meeting
- 8.2.5.6. shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of his/her absence
- 8.2.5.7. shall prepare year-end Financial Statement and provide such to the president for submission to the membership as per *Section 8.2.2.8* at the Annual General Meeting.
- 8.2.5.8. filing year-end reporting as required – ie Gaming Grant

8.3. Additional Members

Titles and duties of additional executive officers (Member at Large), and non-executive officers (Committee members or representatives, Committee chairperson, etc.) may be added as determined by the needs of the organization.

Section 9 - Committees

- 9. Committees:

- 9.1. Committees shall be responsible to the Executive and members.
- 9.2. Committees (including the Nomination Committee and representation to outside committees) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish terms of reference for each Committee.
- 9.3. A Nominating Committee shall be appointed as per *Section 7*.
- 9.4. Members may be appointed to special committees by the Chair (after consultation with the Executive) as per *Section 8.2.2.4*.
- 9.5. School staff may be afforded representation on committees.

Section 10 - Finances

10. All Finances associated to the MACCABC shall conform to the following guidelines:
 - 10.1. A budget and tentative plan of expenditures should be drawn up by the Executive, in consultation with the MACCABC, and presented for approval at the Annual General Meeting. It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.
 - 10.2. All funds of the organization will be on deposit in a Chartered Bank or Credit Union, or any financial establishment registered under the Bank Act.
 - 10.3. The Executive shall name a minimum of three (3) signing officers for the MACCABC General Account and the MACCABC Gaming Account, two of whom will be the Chair and Treasurer, for banking and legal documents. Any two of the signatures will be required for these documents. For other extraordinary accounts, the executive may appoint signing officers.
 - 10.4. All monies spent above and beyond two hundred dollars (\$200.00) will be first presented to and voted on by the Executives, and then approved by a majority at Monthly MACCABC meeting.

- 10.4.1. All expenditures need to be pre-approved by the President and Treasurer (2 representatives). In one of their absence then the Vice President.
- 10.5 Any notice of motion which will allocate over \$500 of MACCABC funds not previously budgeted must be recorded in the meeting minutes and voted upon at the next monthly MACCABC Meeting.
- 10.6 A printed Treasurer's Report shall be available to all members at each Monthly MACCABC meeting. A year end Financial Statement and proposed yearly budget should be published and presented for acceptance during the Annual General meeting.
- 10.7 A need for financial review, if needed, will be determined by the membership at any General Meeting by simple majority of members and notice of such shall be waived. At the Annual General Meeting a financial review shall be considered by the membership

Section 11 - Code of Conduct

- 11.1 Notwithstanding the latitude of the act in this respect, ,the MACCABC is not a forum for the discussion of individual personnel, students, parents, or other individual members of the childcare community, but that effective mechanisms exist within the system for resolution of concerns about individuals. The Executive will offer support and guidance to those mechanisms to members with such individual concerns.
- 11.2 An Executive member who is approached by someone with a concern relating to an individual is in a privileged position and must treat such discussion as confidential, within the bounds of this Constitution.
- 11.3 A member who accepts a position as a Executive Member shall:
 - 11.3.1 Uphold the constitution and bylaws, policies and procedures of the MACCABC
 - 11.3.2 Perform her/his duties with honesty and integrity

- 11.3.3 Work to ensure that the well-being of members is the primary focus of all decisions
- 11.3.4 Respect the right of all individuals
- 11.3.5 Take direction from the members, ensuring that representation processes are in place
- 11.3.6 Encourage and support members with individual concerns to act on their own behalf and provide information on the process for taking forward concerns to Executive and to ministry officials
- 11.3.7 Work to ensure that issues are resolved through due process
- 11.3.8 Strive to be informed and only pass on information that is reliable and correct
- 11.3.9 Respect all confidential information
- 11.3.10 No Executive MACCABC member or their immediate family shall profit from any MACCABC sponsored event or fundraiser unless previously voted upon by the executive with a vote of 75% or greater in favor. Said MACCABC Executive can not participate in vote.

Section 12 - Constitutional Amendments

12. Constitutional Amendments:

- 12.1. Amendments to the Constitution and Bylaws of the MACCABC may be made at any Monthly Executive Meeting at which business is conducted, providing:
 - 12.1.1. A minimum of fourteen (14) days Written Notice of the meeting has been given to all members

12.1.2. The notice of the meeting included notice of the specific amendments proposed

12.2. A 51% majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

12.3. Amendment(s) to the Constitution and Bylaws should be submitted to the MACCABC Secretary in the form of a complete amended copy.

Section 13 - Definitions and Interpretations

In the Constitution and By-Laws of the MACCABC Bylaws and Constitution,

“notice” means a minimum of fourteen (14) days;

“MACCABC Executive” or **“Board”** means the executive members elected at the beginning of the operational year AGM;

“Member” means any person who has filled-out a membership form and had been approved by the executive to join the society MACCABC using guidelines set in *Section 5*

“Operational year” means the period beginning on May 1, and ending on the following May 30;