

The Custer County Kids Council Bylaws

ARTICLE I - NAME MISSION & PURPOSE

Name: The collaboration shall be called the Custer County Kids Council (CCKC).

Mission Statement: The mission of the Custer County Kids Council is to provide a caring collaborative system of affordable, quality services for all children prenatal to age 8 and their families.

Purpose: The purpose of the Custer County Kids Council is to respond to local needs and conditions to increase and sustain the quality, accessibility, capacity, and affordability of early childhood services for children and their families.

The Council will accomplish its purpose by establishing an effective governance system and structure, high standards of program quality and professional competence, and financial sustainability. The early childhood system developed by the Council will:

- Include multiple stakeholders, institutions, and levels of service delivery
- Be based on research and best practices
- Provide measurement of impact and results
- Provide a collaborative approach to early childhood health programs in Custer County

ARTICLE II - COUNCIL FUNCTIONS

The Custer County Kids Council serves as the coordinating council for the development of a comprehensive early childhood system in Custer County and is recognized by the State of Colorado Department of Education and the Department of Human Services.

ARTICLE III - COUNCIL MEMBERSHIP

SECTION 1 - MEMBERS

The Council shall have a membership composed of parent members, member organizations with designated representatives, and community members who meet Council membership requirements.

All Council members have a signed Memorandum of Understanding for a two-year term with the Council on behalf of the organization he or she represents and agree to fully participate in the collaborative work of the Early Childhood Council. There are no term limits.

The Council will consist of a minimum of ten (10) members that meet the requirements as defined by the office of Early Childhood Development for the State of Colorado.

SECTION 2 - POWERS AND DUTIES OF THE MEMBERS

The Custer County Kids Council may adopt rules and regulations, advise and govern as specified under Article II. Such powers shall include but not be limited to the appointment and removal of the officers of the Council specified herein.

Custer County Kids Council

April 4, 2017; rev. May 10, 2018; rev. October 14, 2019; rev. November 12, 2020

SECTION 3 - COUNCIL SUPPORTERS

A Council supporter is defined as an organizational representative or an individual who is committed to working cooperatively with Council members to achieve the mission, purpose, and functions of the Council, and who abides by the Council's operating principles, but who has not fulfilled the obligations of the Council's Memorandum of Understanding (MOU) and/or has not signed the Council's MOU. A Council supporter may attend and participate in Council meetings and work groups. A Council supporter is not eligible to vote at Council meetings.

SECTION 4 - COMPENSATION

Custer County Kids Council members will not be compensated by the Council for serving as a Council member or supporter. Council supporters will not be compensated by the Council for participating in Council meetings or on Council committees. A Council coordinator will be compensated as funds are available, and for tasks outlined in the Coordinator Job Description.

ARTICLE IV MEETINGS

SECTION 1 - REGULAR MEETINGS

All meetings are open to the public. Regular Council meetings shall be held monthly. Meetings will be held for the purpose of strategic planning and implementation of the strategic plan, committee work, and the transaction of any business as may properly come before the Council. A quorum must be present at Council meetings to vote on financial issues and any contractual obligations to be undertaken by the Council.

The coordinator and the chair will create an agenda that will be emailed to Council members at least 48 hours prior to the next Council meeting. The agenda can be amended by the Council at the start of a meeting with a majority vote of a quorum present. Draft meeting minutes will be e-mailed to members within fifteen (15) days following each meeting. If a member does not have email, the member may pick up a meeting packet at a location designated by the chairperson.

SECTION 2 - SPECIAL MEETINGS

Special meetings of the Council may be called by or at the direction of the Steering Committee of the Council.

SECTION 3 - EXECUTIVE SESSION

Executive Sessions will be called and held by the Council Steering Committee when personnel, legal, or real property matters need to be discussed.

ARTICLE V COUNCIL COMMITTEES

Council committees are work groups that shall be created or dissolved by the Council as deemed necessary to carry on the mission, purpose, goals, objectives and work plan of the Council. Committees may establish subcommittees and task forces as needed and make action and policy

Custer County Kids Council

April 4, 2017; rev. May 10, 2018; rev. October 14, 2019; rev. November 12, 2020

recommendations to the Council. Any committee may meet in person, electronically, or by conference call to conduct business. Committee's shall report on progress of their work task to the full Council at a regularly scheduled meeting as determined by the chair.

SECTION 1 - STEERING COMMITTEE

The Steering Committee is a standing committee of the Council and is composed of three to five (3-5) members:

- Three standing members will be from the Council officers (chair, vice chair, secretary/treasurer and Council coordinator).
- Additional CCKC members shall be elected to the Steering Committee, as needed, to complete the slots.

Steering Committee composition and goals:

- Reflect the diverse skills, expertise, experience and commitment needed to accomplish Council early childhood system building strategic goals, priorities, and plans
- Are committed to reducing barriers to comprehensive early childhood system building in Custer County
- Recognize and support the Council as the collaborative vehicle for implementing a comprehensive early childhood system in Custer County
- Work through the Council to establish a comprehensive early childhood system by achieving Council priority goals, strategies, and work plans
- Promote a positive public image of the Council and its accomplishments to individuals, agencies, and the general public

Steering Committee Roles and Responsibilities:

- Monitor opportunities and challenges in early childhood system integration, and present them, as appropriate, to the Council for review and action
- Monitor the progress of the Council's Strategic Plan
- Ensure all legal requirements and contracts entered into by the Council are met
- Act on behalf of the Council between regularly scheduled Council meetings as needed
- Oversee the work of the coordinator

ARTICLE VI - OFFICERS AND DUTIES

The Council will elect a chair, vice chair, treasurer and secretary and two non-standing members to the Steering committee by a majority of voting members.

Chairperson

Roles and responsibilities:

1. Promotes and enhances the mission, vision, goals, and objectives of the Council
2. Presides over monthly Council meetings

Custer County Kids Council

April 4, 2017; rev. May 10, 2018; rev. October 14, 2019; rev. November 12, 2020

3. Is a member of the Steering Committee
4. Works with the coordinator to establish monthly Council meeting agendas
5. Maintains regular communication with the coordinator on Council issues and work progress.

Vice Chairperson

Roles and responsibilities:

1. Promotes and enhances the mission, vision, goals, and objectives of the Council
2. Such duties as the Council or chairperson may delegate to him/her from time to time.
3. Is a member of the Steering Committee
4. If the chair is absent or unable to act, the duties and powers of the office shall be performed and exercised by the vice chairperson.

Secretary/Treasurer

1. Promotes and enhances the mission, vision, goals, and objectives of the Council
2. Takes minutes at regularly scheduled meetings and provides a draft to the chair for distribution
3. Supports new officers as they learn about their individual duties Treasurer
4. Is a member of the Steering Committee
5. Executes on behalf of the Council all contracts, deeds, and conveyances, and other instruments that may be required or authorized by the Council for the proper and necessary transaction of the business of the Council
6. Reviews invoices over \$500 with the coordinator and provides approval of invoices to be submitted for payment
7. Works collaboratively with the chair, coordinator and Custer County fiscal agent to monitor income and expenses on a quarterly basis
8. Reviews financial reports with the Council coordinator and distributes them to the chair and Steering Committee at least bi-annually for distribution to the Council

The Custer County Government functions as the main fiscal agent for the CCKC, and produces monthly reports reflecting the financial status and actions of the CCKC. Considering this expertise, the CCKC has combined the secretary and treasurer roles.

ARTICLE I-- COUNCIL COORDINATOR

The coordinator is a paid position. The coordinator reports to the Steering Committee. The job description for the coordinator is created and updated by the Steering Committee. Coordinator roles and responsibilities:

1. Promotes and enhances the mission, vision, goals, and objectives of the Council
2. Oversees the day-to-day operations of the Council

Custer County Kids Council

April 4, 2017; rev. May 10, 2018; rev. October 14, 2019; rev. November 12, 2020

3. Focuses on early childhood capacity building, including planning and presentations to organizations
4. Works with the chair and treasurer to oversee and manage the Council budget
5. Establishes and maintains partnerships with community and state organizations, and represents the Council at related events
6. Coordinates the creation and updating of early childhood community assessments, strategic plans, and work plans
7. Works with the chair and Council members to establish meeting agendas
8. Coordinates and documents Council activities
9. Attends state meetings as needed to ensure that local systems building work is coordinated with state efforts
10. Researches and shares information on topics related to Council operations and projects
11. Coordinates all aspects of the work of the Council, including but not limited to developing and implementing the strategic plan, and meeting all contractual agreements with funders
12. Is a member of the Steering Committee
13. Oversees the work of paid Council consultants and those contracting with the Council to provide services
14. Provides meeting notifications and maintains attendance records and the voting eligibility of members
15. Recruits and orients new Council members
16. Researches funding and grant opportunities for the Council and collaborative agencies

ARTICLE - VOTING

SECTION 1 - COUNCIL VOTING & ELIGIBILITY

All voting Council members have a signed Memorandum of Understanding with the Council and fulfill all its obligations. At all meetings of Council, members and supporters strive to make decisions by consensus.

An individual representing more than one organizational member shall only have a single vote. A single member organization may have multiple representatives as members, but only one vote is allowed per organization. A member will abstain from voting on any matter that would give the appearance of a conflict of interest.

The CCKC Members have assigned some decision-making authority to the Steering Committee. This authority covers items such as reviews of the strategic plan, collaborative grant development, etc. Changes to the CCKC by-laws, expenditures over \$500, approval of the annual budget and strategic plan and other important decisions require a vote of the Council Members.

SECTION 2 - VOTING FOR PRIORITIES, ACTIVITIES & WORK PLANS

The Council makes a distinction between voting on CCKC priorities, activities and work plans, and voting for CCKC Officers and Steering Committee members. When a designated CCKC voting member is unable to attend a Council meeting, they may delegate their voting rights associated with Council priorities, activities and work plans at that meeting to one other representative from their CCKC member organization. The delegation of voting rights is communicated to the CCKC Coordinator and the CCKC Chair in advance of the meeting where the voting takes place.

SECTION 3 - ELECTION OF OFFICERS & STEERING COMMITTEE MEMBERS

All Council officers are Council members and will be elected by Council members to serve a two-year term. Chair and vice-chair elections and terms will be alternating to provide consistency to the Council. There are no term limits. Newly elected officers and Steering Committee members begin their terms at the meeting following their election. If a Council officer does not participate in any Council activities for a period of three months, the Steering Committee may vote them off the Steering Committee.

Officers and Steering Committee members may be removed for cause by the vote of not less than two thirds of the voting members present at a valid meeting of the Council pursuant to notice and call. The officer shall be given full and fair opportunity to learn the asserted basis for the motion.

SECTION 4 - CANDIDATE NOMINATION PROCESS

Council members must be a member of the Council for at least one year before running for elected Council positions after the Council's third year of existence and there forward. A Council member seeking an elected Council position may self-nominate or be nominated by one or more Council members.

SECTION 6 - VACANCIES ABSENCES/ RESIGNATIONS

In the unfortunate circumstance that an officer is no longer able to fulfill their commitment, the Council requests that a letter of resignation be submitted to the Steering Committee at least 10 working days prior to the next scheduled Council meeting. When a Steering Committee vacancy occurs, the Council may hold a special election to fill the vacancy.

ARTICLE IX - FISCAL MANAGEMENT

The CCKC is not a 501c3 nonprofit organization; however, CCKC has an MOU with Wet Mountain Valley Community Foundation to operate under their 501c3 designation for the purpose of seeking grants. As of July 1, 2018, Custer County serves as the fiscal agent for CCKC. The Council coordinator and secretary/treasurer ensure that all funds are disbursed in accordance with laws governing its fiscal agent and report financial status and relative information quarterly to the fiscal agent. Council coordinator and secretary/treasurer oversee contractual agreements and obligations, and work cooperatively to prepare the necessary financial reports as required by law, any grantor, and for review by the Council and fiscal agent.

In the event of dissolution of the Council its assets shall be returned to the Council funder(s).

The Council may contract for services to advance systems building that are deemed necessary to advance the Council's mission, purpose, goals and objectives.

ARTICLE X- AMENDMENTS

The Council shall have the power to alter, amend or repeal the bylaws at any regular meeting of the Council or at any special meeting called for that purpose. The Steering Committee will conduct an annual review of the by-laws each January at its regularly scheduled monthly meeting.