

**GOLD CREEK CHILD CARE, INC.
BYLAWS**

Article I.

Name and Organization

Section 1. The name of this organization shall be Gold Creek Child Care, Inc. (GCCC).

Section 2. The organization shall be a nonprofit corporation organized within the provision of Section 501 (c)(3) of the Internal Revenue Code and as defined in the Alaska Nonprofit Corporation Act (AS 10.20).

Section 3. GCCC is not to be construed as a federal agency, department, bureau, or any other government office.

Article II.

Location

Section 1. The principle office of this corporation is located at 709 W. 9th St. Room 131, Juneau, AK. The post office address of its principle office is PO Box 22010, Juneau AK 99802.

Article III.

Purposes

Section 1. The purposes of the organization shall be:

- A. To provide high quality developmentally appropriate childcare services in the Gold Creek Child Development Center.
- B. To promote an understanding of child development and quality child care with the families we serve, federal government employees, and the community.
- C. To engage in a partnership with families to bridge the values of the family with those of the Center for the benefit of the children.
- D. To work with the General Services Administration (GSA) to provide a more “family friendly work environment” by providing on-site child care for federal employees.

Article IV.

Membership and Voting

Section 1. Membership in GCCC shall be automatic for, and limited to:

- A. All parents/guardians of children enrolled in the Gold Creek Child Development Center.
- B. Juneau federal employees and members of the community who serve on the GCCC board.

Section 2. Each member shall be allowed one vote on matters submitted to a vote of the total membership.

Article V.
Board of Directors

Section 1. The Board of Directors shall serve as the over-all policy-making body of the organization and shall transact business and make decisions for the Corporation consistent with the Articles of Incorporation and Bylaws.

Section 2. There shall be a Board of Directors with at least seven members, four of whom must be parents of children enrolled in the Center and three of whom must be part of a family that includes a federally designated child (i.e., representing a family in which one member is a federal employee.) Of the three federal representatives, one shall be the GCCC Board representative to the Juneau Federal Executive Association (JFEA) and one shall act as the liaison to GSA. In addition, one member of the Board shall belong to the National Association for the Education of Young Children (NAEYC). Board members who have a child enrolled at the center must be current on tuition in order to remain on the board. Once a member becomes more than 60 days past due on any portion of their tuition, their board membership will be terminated.

Section 3. The term of service for Board members shall be two calendar years. To the extent possible, terms shall be staggered to ensure continuity.

Section 4. A member of the Board may serve a maximum of two consecutive terms of service and may not run for re-election for one year after serving two consecutive terms, unless a majority of the Board votes to waive this requirement.

Section 5. The initial Board of Directors set forth in the Articles of Incorporation shall serve as the first Board of Directors of GCCC.

Section 6. The Board shall have all powers necessary to carry out the purpose of the Corporation as delineated in its Articles of Incorporation. The Board of Directors' powers and responsibilities include, but are not limited to, the following:

- A. Administer the business and affairs of the Corporation;
- B. Establish child-care policies and procedures;
- C. Hire and evaluate the Center Director; serve as employer for all staff;
- D. Develop and monitor annual budgets; approve schedules for tuition, wages and benefits;
- E. Establish a tuition assistance program;
- F. Engage in fund-raising activities;
- G. Serve as a review board for parent and staff grievances;
- H. Serve as the liaison between GSA and Center staff.

Section 7. The Board of Directors may establish committees as it deems necessary to support the operation of the Corporation's programs and to seek active involvement of the membership. At least one member from the Board shall serve on each committee; other committee members may be general members or any interested person in the community.

Section 8. A quorum consists of a simple majority of voting board members. Each Board member shall have one vote.

Section 9. For any action taken by the Board, a reconsideration vote may be requested by a Board member; the reconsideration vote will be taken at the next regularly scheduled Board meeting.

Section 10. The membership can overturn an action taken by the Board by petitioning the Board and securing a two-thirds ballot vote of the voting membership to overturn the action.

Article VI.

Elections, Vacancies and Removal of Board of Director Members

Section 1. New Board members shall be elected by ballot by plurality vote of the voting membership prior to the end of each calendar year.

Section 2. Any vacancy occurring on the Board of Directors shall be filled through appointment by the remaining directors. A person appointed to the Board under this section shall serve for the remainder of the vacated term.

Section 3. At any meeting of the Board of Directors, any director may be removed from the Board with cause if that member of the Board fails to attend three consecutive monthly Board meetings or four consecutive bi-monthly Board meetings. Such removal of a Board member is subject to approval by a majority of the members of the Board.

Article VII.

Officers of the Board

Section 1. The officers of the organization shall consist of a President, Vice President, Secretary and Treasurer. Officers shall be elected by the Board annually at the first Board meeting of the calendar year. Terms of office shall be one year; a member may be elected to the same office for four consecutive years.

Section 2. The duties of the President shall be to coordinate the activities of GCCC, Inc., set the agenda for and preside over all meetings of the Board and membership, represent the Board to outside entities, and sign and/or approve all official correspondence of the Board. He/she shall be the principal liaison with the Director of the Center.

Section 3. The Vice President shall assist the President, assume all official duties of the President in his/her absence, and serve as the coordinator of committees established by the Board.

Section 4. The Secretary shall keep the minutes and records of the meetings of the Board and membership; post copies of the minutes in the Center; notify the Board and membership of meetings; arrange for locations of Board meetings; keep all official documents and correspondence relating to the Corporation; and assist the President in documenting the voting record of the Board.

Section 5. The Treasurer shall be responsible for overseeing the fiscal management of the Corporation; filing all financial reports required for the Corporation; providing monthly financial reports and an annual budget to the Board; and serving as the Board's liaison to the accounting firm (if applicable).

Article VIII.

Meetings

Section 1. GCCC will hold an annual membership meeting during each calendar year.

Section 2. The Board shall meet on a regular basis, a minimum of nine times per year. Board meetings will be open to the Center Director, staff, the membership, and committee members who may not be members of GCCC.

Section 3. Special meetings of the Board or membership may be called by the president or any three Board Members for the purpose of transacting specific business.

Section 4. Meetings of the Board, or parts of the meetings, may be closed to the membership, staff, and committee members for the purpose of resolving confidential personnel issues and/or specific parent complaints.

Section 5. Electronic mail or teleconference capabilities may be used to conduct business of the Board.

Article IX.

Operation Provisions

Section 1. A general fund shall be established for GCCC; revenues shall be deposited in a timely manner in the bank the Board selects.

Section 2. The fiscal year of GCCC will run from October 1 through September 30.

Section 3. The annual budget for the GCCC's next fiscal year shall be submitted by the Treasurer, in conjunction with the Center Director, to the Board no later than August 15 of any given year. The Board shall approve and adopt a budget of the Corporation each year.

Section 4. An annual financial report shall be prepared by the Treasurer, presented to the Board, and made available to the membership within 90 days of the end of the fiscal year.

Section 5. A Tuition Assistance fund shall be established within the general fund and maintained by the Board using revenue from fund-raising activities.

Section 6. Any expenditure other than those budgeted in specific line items must be approved by the Board according to established procedures.

Section 7. Check-signing authority will be determined by the Board.

Article X.

Non-Discrimination Policy

Section 1. This Corporation shall not discriminate against prospective families, children enrolled, employees, parents or Board members on the basis of race, creed, color, national origin, religion, sex, age, marital status, sexual orientation, ethnicity, or disability.

Article XI.

Amendments

Section 1. Any member can propose an amendment to these Bylaws. The Bylaws may be amended by a two-thirds vote of the membership voting by ballot. Exact wording of the proposed change in bylaws shall be provided to the membership at least ten days prior to the counting of the ballots.

Article XII.

Personal Liability of Board Members

Section 1. Gold Creek Child Care, Inc., to the extent legally permissible under Alaska State Statute, Sec. 09.17.050, indemnifies each of its directors against all liabilities and expenses incurred as a result of a person(s) trying to recover tort damages for actions or omissions of the Board.

Adopted by the members of Gold Creek Child Care, Inc. on the 7th day of October, 2020.

Signed by the board of directors:



Colleen Brody, President

Jordan Hall, Vice President

Lacey Jergins, Secretary

Jason Tapley, Treasurer

Roger Bunton, Member

Rebecca Bellmore, Member

Ryan Bellmore, Member

Jennifer Lapsley, Member
