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TANAINA CHILD DEVELOPMENT CENTER, INC.

BY-LAWS

**Tanaina Child Development
Center**

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By-Laws

Article I. NAME

The name of this organization shall be Tanaina Child Development Center, Inc.

Article II. PURPOSE

The objective of the organization shall be:

- a) To provide quality child care services for children who qualify under criteria adopted by the Board of Directors, with the rate for the care of the child not to exceed the cost to the organization for the care of that child and to maintain the long-term viability of the organization.
- b) To collaborate with the UAA College of Education to provide training for staff and university students, and to serve as an observation laboratory for the university.

Article III. MISSION

Tanaina fosters the individual potential of each child by offering opportunities for children to make new friends, learn from new experiences, and explore new places. To do this, we strive to be a model of excellence in childcare for students, parents, and the community by offering a quality child development program.

Article IV. ROLE OF THE BOARD OF DIRECTORS

The Board of Directors shall:

- a) Consist of a volunteer group of individuals who possess a desire to assist Tanaina Child Development Center in its mission;
- b) Accept fiduciary responsibility for the governance and financial stability of organization;
- c) Establish policy and procedure in adherence with local child care licensing authority;
- d) Provide for the supervision and guidance of paid staff who implement program services in accordance with established policy and procedure.

Article V. MEMBERSHIP ON THE BOARD OF DIRECTORS

A prospective member shall become a member upon application, interview, and selection by the Board.

The number of members on the Board shall be no more than eleven. One seat shall be reserved for a faculty member from the UAA College of Education.

- a) One seat shall be reserved for a representative from the Union of Students at UAA.

The term of each member shall be one year coinciding with the annual elections in September. Members will assume responsibilities in October.

Members will be limited to three (3) consecutive terms.

The Executive Committee positions are referenced in Article VI.

Executive Committee positions shall have a term and responsibilities as established by Board

Resolution.

Any member may resign by filing a written resignation with the secretary.

Any member missing three consecutive regular Board meetings without good cause shall be removed from the Board as determined by Board action.

Any vacancy on the Board may be filled by the Board for the remainder of the term

Article VI. **EXECUTIVE COMMITTEE ON THE BOARD OF DIRECTORS**

The Executive Committee shall comprise the leadership of the Board and provide for direct supervision of the executive director (paid staff).

The term and position responsibilities shall be established through Board resolution.

Article VII. **BOARD AND EXECUTIVE COMMITTEE ELECTIONS**

The Board President-Elect shall submit applications for Members and Executive Committee positions to the Board for election.

Elections shall be scheduled during October or as needed to fill vacancies. Seats filled to complete the duration of an early vacated position shall serve the remainder of the vacated term.

Elections shall be conducted during a Regular or Special Meeting.

A simple majority of the quorum present shall determine a successful election.

Newly elected Executive Committee members shall assume position responsibilities at the time designated by the Board.

Article VIII. **REGULAR MEETING**

The Board shall meet on a schedule and routine set by resolution.

The Board may provide by resolution the time and place of additional meetings without other notice than such resolution.

A simple majority of the Board members shall constitute a quorum.

The agenda and meeting minutes shall be kept at a place determined by resolution of the Board. Access to the agenda shall be open to any person having interest in the business of the Board, though the Board may by resolution limit the time allotment granted. The agenda will be delivered to the membership two days prior to the regular meeting.

Article IX. **SPECIAL MEETINGS**

Notice of any special meeting of the Board of Directors shall be given at least two days beforehand by telephone, email, or mail. Contact is documented in the Special Meeting minutes.

A simple majority of the Board members shall constitute a quorum.

THE ROLE OF THE TANAINA BOARD OF DIRECTORS

The Tanaina Board of Directors has the ultimate responsibility to ensure that Tanaina Child Development Center achieves each of its goals. The Board does this by:

1. Setting policy.
2. Overseeing and assisting the Director in carrying out policy.
3. Acting as a sounding board for the staff and parents, and adjusting policy as needed
4. Establishing and overseeing the Tanaina Child Development Center budget.

**RESPONSIBILITIES AND COMMITMENT
OF
TANAINA BOARD MEMBERS**

The Board of Directors has the following responsibilities:

1. To establish, revise and assist the Director in implementing policy.
2. To review and make recommendations on any matters regarding personnel policy and administration brought before it by Director or other officials of the Board, or initiated by other employees, parents or other in the community.
3. To review cases of dismissal, when appealed by such employees, in accordance with the grievance procedures.
4. To review any grievance of employees when appealed by such employees in accordance with pertinent provisions of the policies.
5. To hire and evaluate the performance of the Director of Tanaina Child Development Center.

The time commitment required of Board members is significant. It includes attendance and participation at

1. Monthly Board Meetings
2. Board committees between monthly meeting dates.
3. "Meeting and Eating" sessions.
4. Special meetings called by the Board President.

New members of the Board will be required to observe for two hours at Tanaina during the first month of their appointment.

Financial Support

The board of directors is charged with making applications for financial support to public and private funders. Many funders require that the board of directors demonstrate 100% of its members financially contribute to the organization. To this end, each board member is expected to financially contribute to Tanaina Child Development Center at a level that is personally meaningful. The contribution is expected to occur, at a minimum, on an annual basis. The "ball park" for contributions is set at \$25- annual. All contributions will be kept confidential and receipts will be issued for tax purposes.

**ETHICAL GUIDELINES
FOR
TANAINA BOARD MEMBERS**

1. It is the responsibility of the Board to establish policy and assist the Director in implementing this policy. Day-to-day operation of the center is the duty of the Director and his/her staff. The Board should involve itself in operations only at the request of the Director, a member of the staff, or when policy is not being followed.
2. Board members have the additionally responsibility of conducting themselves in a manner that is in the best interest of TCDC as a whole before any personal considerations.
3. Board members are expected to withdraw from an issue if there is any conflict between their role as a parent and their role as a Board member.
4. If a Board member violates these guidelines, the Board member may be dismissed from the Board upon a majority vote of the entire Board.

**STANDING COMMITTEES
OF THE
TANAINA BOARD OF DIRECTORS**

The Standing Committees are:

Policy and Procedure Committee

Reviews and recommends policy amendments/additions to the Board. This is to include Personnel Policies and General Policies.

Finance Committee

Reviews monthly income statements and balance sheets. Reconciles accounts as required. Helps plan and review annual budget.

**APPLICATION FOR MEMBERSHIP
TANAINA CHILD DEVELOPMENT CENTER
BOARD OF DIRECTORS**

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

I. List or describe your strengths, interests, and educational background that can benefit Tanaina.

II. Personal reasons and goals for serving on the Tanaina Board of Directors.

III. I have read and am familiar with the Parent Handbook and Policies and Procedures manual for Tanaina Child Development Center.

IV. Other Boards, clubs, committees currently or historically involved with:

Signature: _____ Date: _____