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Wee Care Academy Advisory Board Bylaws

Article 1. Purpose

The purpose of Wee Care Academy's (WCA) Advisory Board (AB) shall be to advise WCA's Board of Directors and WCA's Administration in Fundraising and Community Outreach & Involvement.

The mission at WCA is to provide excellent, reliable, high-quality child care and education to the children and families we serve.

The goals are to:

1. Provide an inclusive, safe, and healthy environment in which each child's social, physical, intellectual, and emotional development is enhanced.
2. Offer a developmentally appropriate curriculum rich with learning opportunities so that each child can fulfill his/her greatest potential.
3. Structure the learning situation in such a way that each child's creativity, enthusiasm, and excitement for learning is supported, encouraged and developed.
4. Continue to support diversity among our children, families and employees.
5. Encourage partnership with our parents to support the children in their growth towards becoming successful life-long learners.
6. Demonstrate the professionalism in our teachers and employees that reflects our high standards and expectations for ourselves and our organization.

Article 2. Membership

Membership

1. Eligibility for Membership
All AB applicants must submit and clear a criminal background check through the Department of Early Learning (DEL). Membership is open to WCA family members and outside community members 18 years and older.
2. Number of Members
The membership of the AB shall consist of no less than 3 and no more than 8 members. There shall be no more than one WCA family member over the number of outside community members at any time. If an outside community member's term is ending, then a new outside community member must replace them.
3. Term
Member terms are subject to the provisions relating to resignation and removal of a member. Members of the AB shall be appointed to one or two- year terms. The two-year term members shall be divided into two groups for the purpose of staggering terms of the members.
4. Outside Community Member Definition
An outside community member is an individual who does not have a family member currently enrolled at WCA. Once a WCA family member's child has left WCA, they would then be considered and outside community member.
5. Appointment
Membership to AB will be granted after completion of a membership application, cleared background check, and a majority vote of current members.
6. Member Orientation
Newly appointment members must attend orientation meetings given by WCA Administration.

7. Resignation or Removal
 - a) Any member may resign at any time from the AB upon written notice to WCA's Administration.
 - b) A member can have their membership terminated by majority vote of WCA's Administration.
8. Compensation

Members of the AB shall receive no compensation for their service as AB members but may receive reimbursement for approved expenditures incurred on the behalf of WCA. Prior written approval from WCA Administration is required in order for the expenditures to be reimbursed.
9. Limitation on Powers

The role of the AB shall be solely advisory in nature. In no event shall the AB have any authority to exercise any control over the daily management or operation of WCA, nor shall the AB or any member thereof have the right require or to seek a court or governmental agency to order WCA, WCA Board of Directors, or WCA employees to take or to refrain from taking any action with respect to programming, services, or policies. No member of the AB shall be deemed to the rights of a member of WCA's Board of Directors.
10. Committees

With consent of WCA Administration, the AB may appoint temporary committees. At least one member of AB must attend each committee meeting.

Officers

1. Appointment

WCA Administration shall appoint the first Chairperson, Vice-Chairperson, and Secretary. Their successor in office shall be elected by a majority vote of the AB, subject to the approval of WCA Administration. The terms of all officers shall be for one year and may be reappointed.
2. Duties
 - a) Chairperson. The Chairperson shall preside over all meetings of the AB.
 - b) Vice-Chairperson. The Vice-Chairperson shall preside over meetings of the AB in the absence of the Chairperson and shall exercise such other rights and duties as the Chairperson shall prescribe.
 - c) Secretary. Keep the minutes of the AB and send said minutes to WCA Administration within 7 days of the date of any meeting. Gather any minutes from committee meeting and forward to WCA Administration.
 - d) WCA Administration. At least one representative of WCA's Administration shall attend every AB meeting and may attend every committee meeting.

Article 3. Meetings

1. Regular meeting

The AB shall hold regular meetings on a monthly to quarterly basis depending on need, at a time and place designated by the Chairperson. The time and place of the next meeting will be decided during the current meeting.
2. Annual meeting

An annual meeting of the AB shall take place in the month of October, the specific date, time, and location of which will be designated by the Chairperson. At the annual meeting the AB shall elect officers, receive reports on the activities of WCA, and determine the direction of WCA for the coming year.
3. Notice of Meetings

Verbal notice of the next meeting shall be given during the current meeting. Written notice shall be given by email no less than two weeks prior to the meeting.
4. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.
5. Quorum

A quorum for a meeting shall be at least 3 members, not including WCA Administration.

6. Proxies

No member of the AB may act by proxy.

7. Failure to Attend

Failure to attend two successive regular AB meetings may be considered for removal of an AB member. Failure to attend four regular AB meetings may be considered for removal of an AB member

8. Child Care

Child care may be provided during regular, annual, and committee meetings if the meetings are during WCA's operating hours.

9. AB Committee meetings

a) Attendance and Eligibility. Committee meetings must have at least one AB member present. Committee meetings may consist of non-AB member volunteers, including WCA families and WCA employees. WCA Administration may be present at any committee meeting. Committee meetings are open at all WCA Family Members, over the age of 18, and WCA Employees.

b) AB Committee Meeting Requirements. A Committee Chairperson shall be designated by the AB. The meeting's note taker must be designated by the Committee Chairperson at the beginning of each committee meeting. Minutes of committee meetings must be submitted by the Committee Chairperson to the AB Secretary within 7 days of the meeting.

c) Notice of Committee Meetings. The date and time of the committee meeting shall be provided in writing to WCA Administration at least 2 week in advance.

d) Compensation. Committee meeting attendees shall receive no compensation for their service but may receive reimbursement for approved expenditures incurred on the behalf of WCA. Prior written approval from WCA Administration is required in order for the expenditures to be reimbursed.

Article 4. Amendments of Bylaws

Bylaws of the AB may be adopted, amended, or repealed only by WCA's Board of Directors. Recommendations for amendments in the Bylaws may be initiated by the AB.