

## Baby-sitting Co-Operative Bylaws

The purpose of the CO-OP is to enable parents to have quality childcare without concern for their children's welfare and without financial restriction. The members of the co-op exchange hours instead of money. The parents should not feel as though they are imposing on the sitter. Nor should the prospective sitter feel any obligation.

### General Rules

1. Meetings are held the first Friday of each month at 10:00 a.m. in the home of the coop member who has volunteered to sponsor the meeting.
2. The parent who is leaving the children is referred to as the "gadder". The one giving care is the "sitter". The gadder takes the child or children to the sitter's home at the agreed upon time, leaving any specific instructions that include as a minimum the name of a person to contact in case of emergency.
3. Coop members who use the coop at night or on weekends should be willing to sit on weekends or at night. Members who ask for sitters to come into their homes should be able to reciprocate on similar terms.
4. Departing coop members will dispense with accumulation hours by either giving them away or selling them for \$1.00 per hour. The coop has the first option to buy hours.
5. With reasonable exception, members will agree any other coop member may care for their children.
6. All motions to amend the by-laws will be published in the monthly newsletter the month prior to voting.

### Membership

New members must be formally recommended to the coop president by two currently active members and attend the coop meeting for the month of enrollment. Dues must be paid prior to coop use.

Membership dues are \$3.00 per year. Dues are paid in Sept. and pro-rated on a quarterly basis. The Time Secretary is responsible for collecting dues. The dues will be used to pay for postcards or copy services or supplies for bookkeeping.

Members with an overdue account (dues) may not use the coop until the account is paid. After 30 days overdue members may be replaced by a qualified waiting list applicant. Disqualified members must then receive two recommendations to rejoin or to be on the waiting list.

To recommend a family:

1. Know **both** parents.
2. Physically visit inside the person's home. This is not an "inspection," but you should feel at ease with family's standards especially of health, safety, discipline, etc.
3. Know ALL children of potential member's family. They should be children YOU are willing to tend and have with your child(ren).
4. Feel comfortable with the way potential members will work with children.

Waiting List:

After membership limit of 25 families has been reached, additional prospective members names will be placed on a waiting list by the President. The President will contact eligible applicants and extend an invitation to the coop meeting for the purpose of joining. Potential members MAY NOT attend coop meetings until formal written recommendations (2) are submitted and the President notifies applicant of a coop opening.

## Officers

1. President will be elected August and January. Nominations for the office of President will be made during the meeting preceding the election and candidates will be published in the newsletter the month prior to election.
2. The President will interpret the by laws, advise the Time Secretary and arrange monthly meetings.
3. The President will preside over the monthly meetings or appoint someone in her absence. She will explain the by laws to incoming members and introduce new members at meetings.
4. The President will keep the formal recommendation forms on potential members. When an opening exists she will invite qualified applicants to attend a coop meeting. She will invite qualifying applicants in the order in which recommendations.
5. The President will write and publish a newsletter, as she deems necessary to inform members of current business or new member information. When a newsletter is produced it will also include the member's account of hours for the end of the month.

## Time Secretary

1. The Time Secretary assumes the voluntary duties for a period to two months.
2. The Time Secretary must be present at the meetings at which they are chosen and each meeting until she has turned over the books to another.
3. The Time Secretary keeps a cumulative record of hours spent and earned by each member. She calls potential sitters to arrange for jobs and instructs the sitter accepting jobs to call the gadder to finalize arrangements.
4. The hours are kept like a check register with "deposits" made for sitting and "withdrawals" made for gadders. Because the Time Secretary calls those most in debt for jobs the members using the most hours will be offered the most jobs and vice versa.  
If prospective sitters does not want to accept a job offer from the Time Secretary, please decline without any explanations so she call continue calls quickly.
5. The Time Secretary is responsible fore replenishing the coop's supplies to keeping receipts of expenditures.
6. Time Secretary collects and records alludes and payments. She will notify members ONE TIME if their dues account is overdue.
7. The Time Secretary will receive .5 hours per month from each member for her services regardless of the activity or inactivity of the members account.
8. Members departing the coop must notify the Time Secretary prior to the closing of the time books for the last active month.
9. The Time Secretary will close the time books on Thursday the week before that last Friday of the month. Time Secretary will report each member's hour balance by postcard or newsletter.
10. At the close of each Time Secretary's term, the time and the financial records shall be audited by the President and the outgoing and incoming Time Secretaries. It is the responsibly of the outgoing Time Secretary to bring the accounts into balance prior to the audit.. Then they are transferred to the next Time Secretary.

## Time Accounting

1. The gadder will inform the Time Secretary of the approximate hours of departure and return when phoning for a sitter.
2. The Time Secretary will call he prospective sitter and ensure that estimated hours are convenient. Jobs will be offered in order to the members who are negative in hours whenever possible.
3. The sitter calls the gadder to finalize arrangements and to let the gadder know which member has accepted the job.

4. When the gadder returns to the sitters' home the sitter should determine the hours that have elapsed. Time is rounded to the nearest 15 minutes (.25 hours). For example, 10:00 to 11:08 would be counted as 1.25 hours. The time starts at the beginning of the agreed upon time or at the actual time the gadder brings the children whichever is earlier. The time ends at the actual time the gadder returns for the children not the time anticipated at the booking of the appointment.
5. The time recorded for the sitter will begin at the time the appointment was the start even if the gadder brings the children late. As a courtesy the gadder should call the sitter when she sees that she will arrive more than 15 minutes late either to deliver or to pick up children.
6. After the number of sitting hours are determined, an adjustment for more than one child per family will be made according to the following schedule:
  - 1 child 1.0
  - 2 children 1.5
  - 3 children 2.0
  - 4 children 2.5
7. If a job is booked in advance through the Time Secretary as "OVERNIGHT", a special rate to 10 hours will be charged regardless of the number of children in the family. If the job was booked as "OVERNIGHT", a full 10 hours will be charged even when the children are picked up before 7 a.m. Regular family rates apply prior to 9 p.m. and after 7 a.m.

#### Rules for Gadders

The following is the maximum number of hours that any member family may be in debt on hours. She may not have any additional sitters under any circumstances after this limit is reached until she has reduced her account below the maximum.

#### Family Size Hours in Debt

1 child 20

2 children 30

3 or more children 40

1. All members are expected to arrange for sitters through the Time Secretary. She knows who is most in debt and needs jobs.
2. Gadders are expected to arrange for their own sitters when there is less than 24 hours notice. Members SHOULD still try to contact the Time Secretary first to find out which members are most in need to hours before making arrangements with members person to person.
3. Gadders must leave emergency contact information with the sitter.
4. If a Gadder cancels a job less than 24 hours prior to the scheduled job she is AUTOMATICALLY charged the single child rate for the hours booked. This penalty will not exceed 2 hours at the single child rate regardless of the number of children per family involved in the cancellation. This charge will be necessary regardless of the reason the cancellation and will be reported as such to the Time Secretary.

#### Rules for Sitters

1. Failure to comply with these may result in forfeiture of hours earned by the sitter.
2. The sitter may leave the house with the gadder's children ONLY with prior consent of the parents.
3. Husbands or older children may only be the sitter when this has been agreed upon in advance by the gadder.
4. The sitter and gadder should discuss all discipline problems, health or injuries as soon as possible.
5. A member who accepts a job but finds she must cancel is responsible for finding an alternate sitter and notifying the gadder as soon as possible

6. The sitter has the responsibility to report all hours earned to the Time Secretary as soon as possible after the job. This will ensure that the Time Secretary is offering jobs to the most in debt members. The Time Secretary is not required to call sitters if the hours are not reported.
7. The sitter who fails to be available at the booked time will be CHARGED for the job not to exceed to flat 2 hours.
8. Sitters may only accept additional jobs when they obtain prior consent from the first gadder who has booked with the sitter. Gadders are not required to grant this consent, in which case the sitter must decline the multiple job status of the sitter.

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