

AMENDED AND RESTATED BYLAWS

Early Learning Coalition of Florida's Gateway (ELCFG), Inc.



Revised: March 9, 2022 Nominating and Bylaws Committee

Approved:

EARLY LEARNING COALITON OF FLORIDA’S GATEWAY, INC.

BYLAWS

ARTICLE I

ORGANIZATION

Section 1.1 Identity/Name. The name of this organization shall be “EARLY LEARNING COALITON OF FLORIDA’S GATEWAY, INC”., hereinafter referred to as the Coalition. These are the Bylaws of “Early Learning Coalition of Florida’s Gateway (ELCFG), Inc”., a Florida not-for-profit corporation organized under the laws of the State of Florida.

Section 1.2 Office Location. The Coalition may have offices within the Columbia, Hamilton, Lafayette, Suwannee and Union Counties as the members may determine necessary to fulfill the mission of the organization.

Section 1.3 Mission. The Coalition is committed to supporting parents and quality early learning programs that lead to children’s educational success.

Section 1.4 Government in the Sunshine. The Coalition is committed to ensuring that the deliberations of its business are conducted openly, and the actions of the Board are taken openly in accordance with the Government in the Sunshine Law, Florida Statute Chapter 286. Accordingly, in the event of a conflict between a provision of these Bylaws and a section of the Government in the Sunshine Law, the Government in the Sunshine Law shall prevail.

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ARTICLE II

PURPOSE

Section 2.1. Purpose of the Coalition.

The Coalition recognizes the primacy of parents as their children's first teachers and the importance of children entering the education system ready to learn, and seeks to assist parents by providing opportunities for the at-risk birth-to-kindergarten population to enhance their chances for educational success by participating in quality school readiness programs that can better prepare them for school. The Coalition shall also exist for purposes of implementing, coordinating, and administering the services in Columbia, Hamilton, Lafayette, Suwannee, and Union counties as enacted by the Florida legislature set forth in the School Readiness Program, Florida Statute 1002.89, and the Voluntary Prekindergarten Program, created under Chapter 1002.79, F.S. and in Chapter 617.0202, F. S., Chapter 1002.75 Chapter 1002.84 F.S., during the Legislative session. It shall be the purpose of the Coalition to diligently and efficiently carry-out the intent of the enabling legislation as may be amended from time to time.

Section 2.2 Responsibilities of the Coalition. The Coalition shall develop and oversee a plan for implementing the School Readiness and Voluntary Prekindergarten programs that meet the requirements of applicable Florida Statutes, and the performance standards and outcome measures established by the State. The Coalition Plan shall include its goals and values. In fulfilling these responsibilities, the Coalition will exercise authorities not otherwise reserved by statute or other rule of law. The plan shall be reviewed and revised, as deemed appropriate.

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ARTICLE III
MANAGEMENT

Section 3.1 Management of Meetings. Coalition staff will post notice of all coalition board and committee meetings in the manner prescribed in section 286.011, F.S. The Chair shall determine the agenda and the order of business at all coalition board meetings but shall at a minimum, include a designated time for public comment.

Section 3.2. Meetings. Regular meetings of the Board, Standing Committees, Ad Hoc Committees and Special Committees shall be held at a time and place to be decided and scheduled by the Coalition. The Annual Meeting of the members of the Coalition shall be held no later than the fourth quarter of each fiscal year and may be combined with a Board meeting.

Section 3.3. Time of Meetings. Meeting times of the Coalition shall be determined in an annual calendar as determined by the membership.

Section 3.4 Special Meetings. The Chair may call special meetings of the Coalition. In their absence, the Vice-Chair may call special meetings and in the absence of both the Chair and Vice-Chair, the Secretary or Treasurer may call special meetings. The Chair may call a special meeting or emergency meeting at their discretion. Advance notice will be given, but not less than twenty-four (24) hours. Notice of special or emergency meetings shall be provided in a form and manner considered to be the most effective. Minutes of all Coalition Board and

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Committee meetings shall be recorded (audio or written) and filed for future recordkeeping purposes.

Section 3.5. Place. Meetings of members of this coalition must be held within the boundaries of Columbia, Hamilton, Lafayette, Suwannee, or Union Counties, Florida.

Section 3.6 Notice. A notice of each meeting of the Coalition shall be sent via electronic mail to each member at their address, as the case might be, as such appears on the records of the coalition at the time any such notice is electronically mailed. The notice shall also be placed on the Coalition's website. An agenda shall be made available before the scheduled meeting.

Section 3.7 Voting. Each member, except ex-officio, non-voting members, shall be entitled to one vote upon each motion or issue placed before a meeting for decision or resolution by the vote of the Coalition, unless a conflict of interest has been identified as provided by law that would preclude the member from voting. A member may not appoint a designee to act in his or her place except as otherwise provided by law. All members may meet and fully exercise their rights and responsibilities as Coalition members. Board meetings may be conducted face-to-face, via teleconferencing, videoconferencing, hybrid option or by other virtual communications methods necessary to conduct coalition business, voting. Each Board member of an Early Learning coalition is subject to Florida Statutes. 112.313, 112.3135 and 112.3143. For purposes of F. S. 112.3143 (3)(a), each voting member is a local public officer who must abstain from voting when a voting conflict exists.

Section 3.8 Quorum. A majority fifty plus one (51%) of the membership of the Coalition, except the Ex-officio, non-voting members, constitutes a quorum required to conduct the business of the Coalition.

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Section 3.9 Conduct of Meetings, and Robert's Rule of Order

Members of the Coalition must adhere to the public meetings and records law as it relates to board member communications and board/committee meetings (s. 286.011(1), (2) and (6), F.S. All meetings shall be conducted in accordance with the parliamentary procedures as outlined in Robert's Rules of Order. **Robert's Rules of Order**, as amended, shall be the parliamentary authority for all matters or procedures not specifically covered in the Bylaws.

ARTICLE IV

MEMBERSHIP

Membership Function, Number of Members, Membership Composition and Term Limits

Section 4.1 Function. The business of the Coalition shall be managed, and its corporate powers exercised by the members of the Coalition in accordance with applicable law.

It is the responsibility of members of the Board of Directors and Coalition Staff to adhere to the **Separation of Duties: Board Governance Operational Policy adopted in 2012. Governance Process**

The purpose of the Board, on behalf of the communities of Columbia, Hamilton, Lafayette, Suwannee, and Union counties, is to ensure that the Early Learning Coalition of Florida's Gateway, Inc., which serves these counties achieves appropriate results for eligible children and their families at an appropriate cost.

The Board will govern with an emphasis on:
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- Outward vision rather than internal preoccupation
- Encouragement of diversity of viewpoints
- Strategic leadership more than administrative detail
- Clear distinction of Board and Executive Director roles
- Collective rather than individual decisions
- Future rather than past or present
- Proactivity rather than reactivity
- Ensure effective organizational planning

Accordingly,

A. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body rather than substitute individual judgments for the Board's values or mission.

B. The Board will direct, control, and inspire the organization through effective policy and planning and measurement of performance outcomes.

The Role of the Board of Directors

“Early Learning Coalition of Florida’s Gateway, Inc.” is governed by its Board of Directors, which is responsible for the oversight of the organization. As a member of the Board, members must agree to abide by the expectations outlined in the by-laws, board member ethics and standards of conduct, legal duties, and exercise prudence with fiduciary responsibility.

The Roles of the Executive Director and Staff

The Executive Committee hires, fires and evaluates the Executive Director, who reports directly to the Board of Directors. All staff report to the Executive Director, or their Department Director, as outlined in the approved organizational chart. The Board’s sole official connection to the operational organization, its achievements, and conduct will be through the Executive Director. The Executive Director has complete oversight of the coalition personnel regarding daily operations (e.g., hiring, firing, and evaluation of all staff and directing staff in the assignment and performance of duties) and functions of the coalition. Board members

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should direct all inquiries through the Executive Director to request utilizing coalition staff for purposes of conducting coalition business.

Section 4.2 Number of Members. Section 1002.83, F.S. requires Florida's Division of Early Learning to adopt standards establishing the minimum and maximum number of members that may be appointed to an Early Learning Coalition. Each coalition must be comprised of at least 15 members but not more than 30 members or as mandated in legislation.

Section 4.3 Membership Composition. The Governor shall appoint the Board Chair and two other members who must each meet the same qualifications as private sector business members appointed by the coalition. Members of the Coalition Board are mandated by Florida Statute as noted in Section, 4.4. A member who no longer represents his/her constituency shall notify the Board Chair in writing and their seat shall remain vacant until the organization or group they represent identifies a new representative. As a multi-county Coalition, ELC of Florida's Gateway membership shall be comprised of individuals from the counties of Columbia, Hamilton, Lafayette, Suwannee, and Union.

Section 4.4 Required Members

- ***Private Sector Business Members (Including Appointed Members):***

The Coalition will have more than 1/3 of its members from the private business sector, including members appointed by the Governor defined in Chapter 1002.83(4) and 1002.83(5), Florida Statutes.

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- **Mandated Representative Board Members:**
 - The Governor shall appoint the Board Chair and two additional Gubernatorial Board members, who shall meet the same qualifications as private sector business members.
 - A Department of Children and Families Regional Administrator or designee
 - A District Superintendent of Schools or designee from each of the five School Districts, one of whom shall have voting privileges and able to make decisions on behalf of the districts. Privileges shall rotate among the five Board Districts annually.
 - A Regional Workforce Board Executive Director or permanent designee.
 - A County Health Department Director or designee. Privileges shall rotate among the representatives annually.
 - A Children’s Services Council or Juvenile Welfare Board Chair, or Executive Director from each county, if applicable.
 - A Department of Children and Families Child Care Regulation representative or an Agency Head of a local licensing agency as defined in s.402.302, where applicable.
 - A President of a Florida College System Institution or designee.
 - An Appointee selected by a local Board of County Commissioners.

- A Head Start director.
- A Representative of private, for-profit child care providers, including private for-profit family child care homes.
- A Representative of faith-based child care providers.
- A Representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act.
- A Central agency administrator, where applicable.

If members of the board are found to be non-participating according to the early learning coalition bylaws, the early learning coalition may request an alternate designee who meets the same qualifications or membership requirements of the non-participating member. The Coalition may appoint additional members who must be private sector business members., either for profit or nonprofit, who do not have, and none of whose relatives as defined in s. 112.3143 has, a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program created under part V of this chapter or the school readiness program.

Section 4.5 Term. A member’s term shall begin the first day of the month following when the membership is ratified by the board. The terms shall be staggered and shall be of a uniform length that does not exceed four (4) years per term.

Section 4.6 Term Limits. Appointed Members may initially serve a maximum of two consecutive terms; however, Coalition Board Membership may vote to retain Appointed Members longer than two consecutive terms. An Appointed Member elected to fill a vacant officer position of one year or less will be eligible to serve two additional consecutive terms in

that office. An Appointed Private Sector member may re-apply after two additional consecutive terms after a leave of absence, a minimum of 30 days, due to historical challenges to fill positions in the rural, multi county service area. A Representative member, who has counterpart(s) in another county served by the Coalition, may be asked to rotate membership, and voting privileges with counterpart(s).

Section 4.7 Removal of a Member for Cause. Except as otherwise provided by law, a Coalition Board Member may be removed from office before the expiration of his or her term for cause upon the affirmative vote of two-thirds ($2/3$) of the members of the Coalition, except ex-officio, non-voting members, at a properly called meeting. For purposes hereof, a cause shall be defined as:

- a. Conviction of a crime involving moral turpitude or dishonesty.
- b. An intentional and flagrant violation of Coalition rules, policies, or procedures.
- c. Any conduct which $2/3$ of the Coalition, except the ex-officio, non-voting members, determines to be significantly detrimental to clients, programs, or activities of the Coalition.

Before any final vote is taken by the Coalition on the question of removal or not of a Coalition member, such member shall first be advised in writing of the alleged cause for which his or her removal is sought no later than fifteen (15) days prior to the Coalition meeting, at which such final action is taken. At such meeting, the Coalition member sought to be removed shall be afforded the opportunity to be heard.

Section 4.8. Disputes Among Members. Disputes among and between members of the Coalition regarding formal actions taken by the Coalition shall be directed to a resolution

committee, consisting of the Executive Committee plus one other member selected by the disputing party, who is not the disputing party. If the determination by majority vote of the resolution committee is disputed, the dispute shall be directed to the Coalition as a whole, which shall make the final determination by majority vote.

Section 4.9. Absences. Absences from four (4) consecutive regularly scheduled meetings by a representative or appointed member may be considered as equivalent to resignation from the Coalition.

Section 4.10 Resignations. Except as otherwise provided by law, any member may resign by giving written notice to the Board Chair or Executive Director. Such resignation shall take effect at the time specified in the notice and the acceptance of such resignation shall not be necessary to make it effective.

Section 4.11 Compensation. Members shall not receive any compensation for their services.

Section 4.12 Vacancy. Vacancies on the Coalition Board shall be filled in accordance with applicable law in the specific area that the vacancy occurs or through the recommendation of members of the Board and approved by a majority vote. A vacancy for an unexpired term may be filled for a period of less than a year or remain vacant until vacancy is filled and the Coalition show due diligence to fill the position. When a vacancy occurs in an appointed position, the Coalition must advertise the vacancy.

Election of Child Care Provider Board Representatives. If a vacancy of a Child Care Provider Board Representative seat becomes vacant on the Coalition Board of Directors:

- The Executive Director/CFO or assigned Coalition Staff Designee will send notification to all currently contracted early learning providers regarding the vacancy.

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The notification will include information about the nominating application process, the specified timeline for submitting documentation and contact information for further information.

- Candidates with a nomination will be placed on a voting ballot and submitted to all currently contracted early learning providers for a vote. Votes by ballot may be submitted to the Coalition via mail, fax or via electronic source with tracking to ensure one vote per person/provider/facility.
- The Coalition will tally all votes received by the advertised due date and time. Any votes received after that time will not be counted in the final tally. The nominee with majority of votes submitted will be established as the incoming Provider Representative.
- In the event only one candidate is nominated for the election, the board has the authority to appoint a provider representative (Faith-Based or Private).
- In the event of a tie between two faith-based providers or two private child care providers, the Coalition will approve a four-year consecutive term for each with only one serving with voting power during each term.
- Written communication of the outcome of the vote will be provided to all currently contracted early learning providers.
- The Executive Director/CFO will notify the Nominating Committee Chair. The Committee Chair or Co-Chair will announce the outcome at the next scheduled meeting of the Board of Directors.

- The elected Child Care Provider Board Representative will take membership at the next scheduled meeting of the Board of Directors. Provider Representatives (private and faith-based) are elected to serve two four-year terms; and may serve additional terms ratified by the full board or until such time referred in **Section 4. 7** (Removal of a member for cause).

Section 4.13. Conflict of Interest of Members. Each member of the Coalition is subject to ss.112.313, 112.3135, and 112.3143 of the Florida Statutes. For purposes of s.112.3143(3)(a), each voting member is a local public officer who must abstain from voting when a voting conflict exists. Members of the Coalition Board will conduct themselves in an ethical and professional manner and are subject to sections 112.313, 112.3135 and 112.3143, F.S.

ARTICLE V

OFFICERS

Section 5.1. Officers. The Officers of the Coalition Board shall be the Board Chair, Vice-Chair, Secretary, Treasurer and a Member-at-Large. Except for the Chair, who shall be appointed by the Governor of the State of Florida, coalition board members shall elect Officers from among coalition membership as needed. Elected Officers shall serve a four-year term and are eligible for re-appointment. The Coalition, a rural multi-county coalition may impose a minimum lapse of 30 days for an elected officer to be re-appointed to serve more than two consecutive terms, and at maximum, six months.

Section 5.2. Chair. The Chair, appointed by the Governor, shall preside at Coalition Board and Executive Committee meetings. In his or her absence, the Board Chair may delegate a
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Board Officer. The Board Chair, or his/her designee, shall represent the Coalition Board in all official business with the Florida Department of Education (“the Funding Agency”) and perform other duties as assigned by the Coalition Board. The Board Chair has the responsibility to lead the Coalition Board in effectively and efficiently accomplishing its vision and mission, and the requirements of Part V and Part VI, Chapter 1002, F.S. The Board Chair shall be a member of all committees and shall perform other duties pertaining to the office as required.

Section 5.3. Vice-Chair. The Vice-Chair has the responsibility to support the Chair in leading the Coalition Board. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of that officer and shall assume such other duties and responsibilities as may be assigned by the Board Chair.

Section 5.4. Secretary. The Secretary shall supervise the recording of minutes of all meetings, shall supervise the maintenance of general records of the Coalition, and shall assume other duties as may be assigned by the Board Chair.

Section 5.5. Treasurer. The Treasurer shall serve as Chair of the Finance Committee and in collaboration with members of the Finance Committee shall review all Coalition fiscal operations and financial records, shall review accounts of receipts and disbursements, shall supervise the preparation of fiscal reports, and shall present such reports at coalition board meetings along with the Finance Director/Chief Finance Officer or delegated Finance/Compliance Team designee. The Treasurer has the responsibility of ensuring Coalition financial accountability and compliance in collaboration with members of the Finance Committee, Board Officers and entire Membership.

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Section 5.6. Officer Vacancies. A vacancy in any Principal Officer position shall be filled by a member of the Board of Directors to serve the unexpired term.

Section 5.7. Removal of Officers/Members. Except as otherwise provided by law, officers/members of the Coalition may be removed from office for neglect of duty, misconduct, malfeasance of office, or four (4) consecutive absences within a fiscal year. The Officer/Member in question must be informed in writing of the cause for removal and afforded an opportunity to a hearing by the Coalition, at its next regular or special meeting, if so requested.

ARTICLE VI

COMMITTEES

Standing Committees:

Section 6.1 Executive Committee. The Executive Committee shall be comprised of the four elected officers of the Coalition plus a fifth member who shall be chosen by the Board Chair. The Executive Committee shall have all the authority of the Coalition between meetings but cannot modify any action taken by the full board. All members of the Executive Committee may meet and fully exercise their rights and responsibilities as Executive Committee members by means of face-to-face meetings, teleconferencing or videoconferencing. The Executive Committee has the full authority of the board to act on its behalf, including hiring the Executive Director.

The Executive Committee shall meet as needed at the request of the Executive Director/Chief Executive Officer of the Coalition. The Executive Committee shall be responsible for overseeing board policies and ensuring good governance practices.

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Section 6.2. Finance Committee. The Finance Committee shall be a standing committee and is responsible for providing oversight of the Coalition's financial operations and for reviewing compliance with Coalition fiscal policies, procedures and applicable laws and regulations. The Finance Committee shall be responsible for ensuring that the Coalition has established accounting, purchasing, and other financial procedures which provide adequate internal controls, delineate a separation of duties, and carry out oversight responsibilities, financial planning and strategic overview of finances. The Finance Committee shall present a report to the full board on the activities of the Committee and their recommendations regarding acceptance of reports, approval of agenda items or ratification of purchases made in accordance with the Purchasing Guidelines.

The Finance Committee shall be comprised of at least three (3) members of the Board of Directors appointed by the Board Chair. The Board Chair may appoint more members as needed. The Finance Committee may periodically meet with Executive Committee members to strategically plan and oversee the financial operations of the Coalition. Meeting with Executive Committee and Finance Committee members will be referred to as Executive/Finance Committee (Finance Committee) All such meetings will be advertised in advance.

Section 6.3. Quality Committee. The Quality Committee is responsible for addressing the issues and concerns of both School Readiness and Voluntary Prekindergarten (VPK) early care and education providers in Columbia, Suwannee, Hamilton, Lafayette, and Union counties. This committee shall be responsible for evaluating and disseminating information concerning the Coalition's services, programs and policies impacting providers of early care and education.

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This committee shall review, analyze, formulate, and recommend relevant policies, procedures and training requirements for participation in the Coalition's programs. The Quality Committee shall review, analyze, and disseminate information concerning child health and development, professional associations, the availability of technical assistance, coaching, training opportunities, grants, stipends, provider incentives and other provider resources and enhancements. The Quality Committee shall collect and analyze data, information, and comments from providers in support of its mission and to implement and improve child-teacher outcomes.

Section 6.4. Nominations and Bylaws Committee. The Nominations and Bylaws Committee shall be a standing committee with member(s) appointed by the Board Chair, as needed. The Committee will report board appointments, vacancies and recommendations for nominations. The Nominations and Bylaws Committee implement revisions and updates to the coalition bylaws as presented by coalition staff.

Section 6.5. Community Awareness and Outreach Committee (CAOC). The Community Awareness and Outreach Committee shall convene as a standing committee, and members are appointed by the Board Chair, as needed. The CAOC Committee will plan for Marketing and Community Outreach recommendations for review and consideration to the Coalition Board.

Section 6.6 Other Standing Committees, Ad Hoc Committees, and Special Committees.

The Coalition may establish other standing committees, in addition to special committees as it deems appropriate to fulfill the Coalition's mission or needs. The Coalition may also establish special committees that are advisory or fact-finding committees. The Coalition may appoint Members and Non-members to its advisory or fact-finding committees. Fact-finding and

advisory committees shall not be standing committees, cannot exercise Coalition authority and shall be limited to purposes of advising the Board of Directors.

Section 6.7. Ad Hoc and Special Committees. Such committees shall operate for limited time periods to complete specific projects as assigned by the Coalition. A Coalition member shall Chair Ad Hoc Committees; and other Ad Hoc Committee members may be selected from Coalition Board Membership or non-Coalition members.

- The Appeals Hearing Review Committee will convene as an Ad Hoc Committee for the sole purpose of reviewing complaints and appeals initiated by parents/guardians, and providers. All decisions made by the Appeals Hearing Review Committee are final.

Section 6.8 Coalition Staff Assignments. The Executive Director/Chief Executive Officer and Coalition Executive Leadership Team shall ensure that adequate staff support is provided to each committee to coordinate with the Committee Chairs to review and complete minutes, to post meeting schedules, assist with data analysis and collection, prepare meeting agenda, and provide administrative support.

ARTICLE VII

BOOKS AND RECORDS

Section 7.1 Books and Records. All records will be kept and maintained in accordance with Coalition policy at the main office of the Coalition or Coalition's secured off-site storage. All public records will be subject to the inspection of any member of the Coalition or the public according to Section 119.01, F.S.

Section 7.2. State, Federal, and local matching funds provided to the early learning coalition may not be used directly or indirectly to pay for meals, food, or beverages for coalition

members, coalition employees, or subcontractor employees. Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in s. 112.061 and must comply with applicable Federal and State requirements.

Section 7.3. Executive Director/CEO Evaluation. The early learning coalition shall complete an annual evaluation of the Executive Director/CEO on forms adopted by the department, Division of Early Learning (DEL) /Department of Education (DOE) or as otherwise specified in statute or DEL rule. The annual evaluation must be submitted to the Division of Early Learning no later than August 30 of each year.

ARTICLE VIII

IMPLEMENTATION AND AMENDMENTS

Section 8.1 Implementation. These Bylaws shall become effective immediately upon adoption by majority vote of the Coalition Board. The Coalition Board's interpretation of the Bylaws shall be considered the correct interpretation when reached by majority vote.

Section 8.2 Amendments. These Bylaws may be amended solely by the affirmative vote of at least one vote more than 50% +1 of the entire membership of the Coalition, except the ex-officio, non-voting members, at any meeting duly and properly called. The Articles of Incorporation and Bylaws are a part of the coalition's plan and any amendments to them constitute an amendment to the plan.

ARTICLE IX

MISCELLANEOUS

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Section 9.1. Fiscal Year. The fiscal year of the Coalition shall begin July 1 and end on June 30.

Section 9.2. Annual Review of Bylaws. The Executive Director /CEO shall at least annually review these Bylaws and report thereon to the members each fiscal year.

Section 9.3. Single Independent Annual Fiscal Audit. The Coalition members shall be responsible for providing an annual certified audit of the Coalition's annual financial statements and any required compliance audits. Such audits shall be conducted by an independent firm of Certified Public Accountants (CPA) with demonstrated expertise in the area of publicly funded not-for-profit organizations.

DECLARATION OF CONFORMITY

I declare that the attached copy of the Bylaws of Early Learning Coalition of Florida's Gateway, Inc., a Florida not-for-profit corporation, is a complete and accurate copy of the amended document, effective as of March , 2022.

EARLY LEARNING COALITON OF FLORIDA'S GATEWAY, INC.

By: _____

Print Name: Connie Anderson

Title: Board Chair

Annual Board Meeting Tasks/Responsibilities

Approval of Annual Budget

Election of Officers

Determination of Committee Members/Committee Chair and Co-Chairs

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