

# **COLORS**

Children's Organization Linking Opportunities, Resources, and Support

in Cumberland County

[www.cumberlandcolors.com](http://www.cumberlandcolors.com)

## **BYLAWS**

### **ARTICLE I. ORGANIZATION NAME**

The name of this organization shall be COLORS: Children's Organization Linking Opportunities, Resources, and Support in Cumberland County.

**APPROVED 5-3-2018**

**REVISED: 04.01.2010**

**REVISED: 09.05.2013**

## **ARTICLE II.            PURPOSE OF ORGANIZATION**

The mission of COLORS is to support visible, functional, and seamless early intervention services for children birth to five.

The vision of COLORS is for an informed community to experience seamless access to early intervention services in Cumberland County.

**REVISED: 07.06.2006**  
**REVISED: 09.05.2013**  
**REVISED: 05.07.2015**

## **ARTICLE III. REPRESENTATION**

**Section 1.** Representation may include, but is not limited to:

- Parent, foster parent, grandparent, or legal guardian of a child with a disability (child preferably less than 12 years of age) ,
- A local resident who is interested in the needs of children,
- An individual who represents an agency or organization that provides services to young children, or
- An individual who represents a unique program/function within an agency or organization that provides services to young children. Therefore, a single agency may have multiple representatives as members of COLORS.

**Section 2.** Interested individuals may visit [www.cumberlandcolors.com](http://www.cumberlandcolors.com) or attend meetings on the first Thursday of every month, except July, @ 8:30 @ CDSA.

**Section 3.** Active agency representatives are expected to:

- Participate in COLORS activities, which may include local service fairs, community awareness activities and committees, etc.
- Attend 9 out of 11 monthly scheduled meetings August through June. Agency representatives may designate a representative to attend on their behalf. If an agency representative is no longer able to attend COLORS meetings please inform the representation secretary and let them know if there is a designee/replacement.

**Section 4.** Family representatives are encouraged, as their schedule permits, to:

- Attend COLORS meetings, and speak up and offer suggestions about COLORS issues, discussions, and activities, and
- Serve as a resource, liaison, and representative for families of children with special needs by sharing personal testimonies, insights, struggles, challenges, etc.

**Section 5.** Each representative present, or his/her designee, has one vote regardless of agency participation.

**Section 6.** COLORS welcomes community involvement and all meetings are open to the public.

**Section 7.** A representative may withdraw representation at any time by verbal or written notice to the Representation Secretary. The resigning representative may recruit a new representative to replace him or herself.

**Section 8.** A representative who misses meetings may be contacted by the Representation Secretary to encourage the representative to resume attendance or to send a designee or replacement representative.

**EFFECTIVE: 09.05.2002**

**REVISED: 09.05.2013**

**REVISED: 04.05.2018**

## **ARTICLE IV.        OFFICERS**

**Section 1.** The Officers of COLORS are:

- Chairperson
- Vice-Chairperson
- Recording Secretary
- Representation Secretary
- Treasurer
- Chairperson Elect
- Vice Chairperson Elect
- Recording Secretary Elect
- Representation Secretary Elect
- Treasurer Elect

**Section 2.** The term of office for all Officers is one year.

**Section 3.**

- A. The Nominations and Elections Committee accepts nominations for Officers-Elects from the COLORS active representation annually at the May meeting. Elections are held during the June meeting. Newly elected Officers-Elects assume responsibilities at the August meeting.

**Section 4.**

- A. In the event of a resignation of an Officer within the first three (3) quarters of the fiscal year, then a new election will be held for the vacated position. The Chairperson shall notify the membership of the resignation at the next regularly scheduled meeting, and the Nominations and Elections Committee will accept nominations for the vacated position. Elections for the vacated position will be held at the next regularly scheduled meeting. The term of office for this newly elected officer shall be from the date of election through the June meeting.
- B. In the event of a resignation of an Officer within the first three quarters of the fiscal year, the Officer-Elect will assume the office for the remainder of the year as well as the subsequent year. The Officer-Elect position will remain vacant until the next regular election.

**Section 5.**

- A. In the event of a resignation by the Chairperson, the Vice-Chairperson shall immediately assume the Chairperson's position and duties and will hold this position for the remainder of the former Chairperson's term. When the Vice-Chairperson assumes the duties of the Chairperson, an

election for Vice-Chairperson will then be needed as outlined in Article IV, Section 4 above.

- B.** In the event of a resignation by the Chairperson, the Vice-Chairperson shall immediately assume the Chairperson position and hold this position for the remainder of the term. The Vice-Chairperson-Elect will assume the Vice-Chairperson office for the remainder of the year as well as the subsequent year. The Vice-Chairperson-Elect position will remain vacant until the next regular election.

**Section 6.** In the event of a resignation of an Office-Elect position within the first two quarters of the fiscal year, the Chairperson shall notify the membership of the resignation at the next regularly scheduled meeting and the Nominations and Elections Committee will accept nominations for the vacated position. Elections for the vacated position will be held at the next regularly scheduled meeting. The term of office shall be from the date of the election through the June meeting. In the event of a resignation of an Office-Elect within the last two quarters of the fiscal year, the Chairperson shall notify the members of the resignation at the next regularly scheduled meeting and a new election will be held for the vacated position at the June meeting.

**Section 7.** The duties of the officers are as follows:

A. Chairperson

- Meets with the Vice-Chairperson on a regular basis.
- Designates additional responsibilities to officers as needed.
- Receives and disseminates all North Carolina Interagency Coordinating Council (NC-ICC) information and serves as the local contact person for the NC-ICC. The Chairperson is required to notify the NC-ICC Coordinator (919-707-5532, beearlync@dhhs.nc.gov) in August of his/her contact information (i.e., name, phone number, address, fax, email).
- Calls emergency or “called” meetings as needed. Notifies the Representation Secretary of an emergency or “called” meeting.
- Maintains Committee representation rosters and updates them annually.
- Recognizes guests at meetings.
- Keeps meetings organized and focused.
- Maintains notebook of COLORS documents for the year in which he/she serves as Chairperson and submits all documents to Cumberland County Schools Early-In Preschool Program representative at the end of each fiscal year or upon resignation. This includes: updated representative roster (provided by the Representation Secretary); minutes; committee reports; grant proposals; correspondence; treasurer’s reports; other reports, etc.

- Initiates discussion of annual goals for the next fiscal year at the last yearly meeting.
- Serves as a consultant in the year following his/her term as Chairperson.

#### B. Vice-Chairperson

- Meets with Chairperson on a regular basis.
- Assists the Chairperson as needed.
- Assumes all responsibilities and duties of the Chairperson in his/her absence and/or resignation.

#### C. Recording Secretary

- Establishes meeting agendas and brings copies to each meeting.
- Records, types and copies minutes.
- Distributes minutes from previous month.
- Makes corrections to the minutes as directed by the membership.
- Ensures that the Chairperson and Representation Secretary have a copy of all minutes for the current year, including necessary corrections.
- Maintains attendance log.

#### D. Representation Secretary

- Maintains and Updates Representative Statement of Intent forms.
- Maintains current representation roster and provides a copy of this roster to the representation annually.
- Maintains an email distribution list for use in notifying the representatives of an emergency, “called”, cancelled or rescheduled meeting.
- Notifies the representatives of an emergency or “called” meeting via email when directed to do so by the Chairperson.
- Posts COLORS approved minutes to COLORS website.

#### E. Treasurer

- Coordinates account business with Cumberland County Mental Health Auxiliary, Inc.

- Provides up-to-date and accurate financial reports at each COLORS meeting.
- Processes deposits and requisitions at the request of the Chairperson.

**REVISED: 03.02.2006**  
**REVISED: 04.01.2010**  
**REVISED: 09.05.2013**  
**REVISED: 04.05.2018**



## **ARTICLE V. MEETINGS**

- Section 1.** Meetings are held monthly for approximately 1 1/2 hours at a designated site.
- Section 2.** The Chairperson may cancel a meeting at his/her discretion. The Chairperson may elect to reschedule the meeting at another time in the month. The Representation Secretary makes notification of the canceled meeting or a rescheduled meeting via email.
- Section 3.** The Chairperson at his/her discretion convenes emergency or “called” meetings by notifying the Representation Secretary. The Representation Secretary makes notification of the emergency or “called” meeting via email.
- Section 4.** Each representative is allowed one vote, regardless of agency affiliation. A vote is determined by a majority of representatives present.
- Section 5.** An orientation meeting for new representatives is held quarterly at a designated time and site.
- Section 6.** The Chairperson solicits input for the next meeting’s agenda at the end of each meeting. News or additional items should be sent to the Recording Secretary as soon as possible to be added to the next regularly scheduled meeting’s agenda. At the discretion of the Chairperson, and if time permits, items may be added to the agenda at the beginning of each meeting.
- Section 7.** The Recording Secretary shall distribute minutes from previous month.
- Section 8.** Meeting schedule is posted on the COLORS website.
- Section 9.** Visitors do not have voting power at COLORS meetings.
- Section 10.** Committees meet as determined by the Chairperson of the committee.

**EFFECTIVE: 08.01.2002**  
**REVISED: 04.01.2010**  
**REVISED: 09.05.2013**  
**REVISED: 04.05.2018**

## ARTICLE VI.

## COMMITTEES

**Section 1.** Standing Committees of COLORS are:

- Bylaws/Orientation
- Child Find, Public Awareness and Child Find
- Family Involvement
- Nominations and Elections

**Section 2.** Standing committees meet at the discretion of the designated committee chairperson and report to the COLORS representation monthly or as needed.

**Section 3.** Tasks of the standing committees are as follows:

### Bylaws/Orientation Committee

- Provide orientation for new members as needed.
- Provide COLORS information to new representatives @www.cumberlandcolors.com
- Review Bylaws as needed.
- Present recommendations to the membership for discussion and for vote at the next regularly scheduled meeting.
- Provide updated copies of the Bylaws to members.

### Public Awareness and Child Find Committee

- Notify the community through COLORS website of all scheduled meetings.
- Review community needs assessment to recommend Child Find initiatives to the COLORS membership.
- Plan and coordinate community public awareness activities
- Solicit and recruit volunteers from COLORS representatives to implement community public awareness activities.

### Family Involvement

- Recruit family members to join COLORS
- Advocate for services a family member needs in order to participate on COLORS, such as family stipends, sitter services, etc.
- Develop an action plan to recruit and retain family representation in COLORS
- Identify Parent Education opportunities for dissemination on COLORS website.

### Nominations and Elections Committee

- Develop and present a slate of nominees for Officers and Officer- Elects at the May meeting.
- Prepare a ballot for vote by the membership at the June meeting, including nominations submitted from the floor at the May meeting and the nominees submitted by the committee in May.

**REVISED: 03.02.2006**  
**REVISED: 04.01.2010**  
**REVISED: 09.05.2013**  
**REVISED: 04.05.2018**

**ARTICLE VII. (Reserve ARTICLE space for future use.)**

## **ARTICLE VIII. BOOKS, RECORDS, AND MINUTES**

- Section 1.** The Chairperson maintains COLORS documents for current fiscal year to include: updated representation roster (provided by the Representation Secretary); minutes; committee reports; grant proposals; correspondence; treasurer's report; etc. At the end of the fiscal year, documents are given to Cumberland County Schools Early-In Preschool Program for maintenance of historical records.
- Section 2.** The Recording Secretary records, types, copies and distributes minutes of each meeting, and makes corrections as indicated by the representation. Corrected minutes are given to Chairperson; maintains attendance log.
- Section 3.** The Representation Secretary maintains the Representative Statement of Intent forms; the current representation roster; and an email distribution list.
- Section 4.** The Treasurer maintains copies of requisitions and receipts as well as accurate financial reports.
- Section 5.** Historical information regarding COLORS, including past minutes, reports, correspondence, etc., is maintained at Cumberland County Schools Early-In Preschool Program.

**EFFECTIVE: 01.09.2003**  
**REVISED: 03.02.2006**  
**REVISED: 04.01.2010**  
**REVISED: 09.05.2013**  
**REVISED: 04.05.2018**

## **ARTICLE IX.        AMENDMENTS**

**Section 1.** The Bylaws Committee reviews Bylaws as needed.

**Section 2.** Recommendations for revisions to the Bylaws are presented to the representatives for discussion and/or modification at a regularly scheduled meeting and the representatives will vote on the recommended revisions.

**EFFECTIVE:        03.06.2003**  
**REVISED:         04.01.2010**  
**REVISED:         09.05.2013**  
**REVISED:         04.05.2018**

## **ARTICLE X. PARLIMENTARY AUTHORITY**

**Section 1.** COLORS will use *Robert's Rule of Order Revised* to guide procedures not discussed in the Bylaws.

**Section 2.** Representatives are strongly encouraged to resolve disputes themselves. However, if representatives are unable to resolve a dispute, any of the parties involved in the dispute may request the COLORS representation to resolve the dispute.

**Section 3.** If a representative requests the COLORS representation to resolve a dispute, the recommendation(s) made by the representation are final.

**Section 4.** Whenever possible, COLORS business will be discussed and resolved when the representatives reach a consensus. The Chairperson, at his/her discretion, may limit the amount of time an issue may be discussed. If the representation has not achieved consensus within the specified time frame, the Chairperson can call for a vote. A majority vote of the representation present at the meeting carries the vote.

**EFFECTIVE: 03.06.2003**

**REVISED: 04.01.2010**

**REVISED: 09.05.2013**

**REVISED: 04.05.2018**

## **ARTICLE XI. FINANCIAL PROCEDURES**

**Section 1** The COLORS account must be held by an agency/organization with a 501-C3 status.

**Section 2.** The Treasurer shall be responsible for deposit or dispersion of all COLORS' funds. Funds received by any COLORS representative on behalf of COLORS must be given to the Treasurer within 10 business days of receipt.

**Section 3.** The representation must approve all dispersion of COLORS funds in *advance of the expenditure* before the Treasurer submits a check requisition form for processing.

**Section 4.** The process for representatives to receive reimbursement from COLORS funds is as follows:

A. Representative

1. Completes a "COLORS Requisition Form Cumberland County Mental Health Auxiliary" (See Form XI.4.)
2. Presents request to COLORS representation for *prior approval*.
3. Obtains signature of COLORS chairperson or designee and the Treasurer.
4. Furnishes receipt(s) or other documentation of the expenditure to the Treasurer within 10 business days.

B. Treasurer:

1. Submits the request and receipts or other documentation to the agency/organization holding the COLORS account within 10 business days.
2. Retains a copy of the information submitted.

C. Agency/organization holding the COLORS account issues check.

**Section 5.** In order to receive stipend the volunteer family representative submits a completed "COLORS Family Representative Stipend/Honorarium Request" form (X1. 5) for each activity. See COLORS Policy and Procedures for Stipends for Family Representatives (Appendix 1).



**Section 6. The COLORS account holder is:**  
**Cumberland County Mental Health Auxiliary, Inc.**  
**P.O. Box 53363, Fayetteville, NC 28305**  
**P (910) 222-6154**  
**F (910) 222-6151**  
**Attn: Johanna Roundtree or Christina Ramirez**  
**auxiliary@co.cumberland.nc.us**

**EFFECTIVE: 10.03.2002**  
**REVISED: 07.06.2006**  
**REVISED: 04.01.2010**  
**REVISED: 09.05.2013**  
**REVISED: 12-05-2013**  
**REVISED: 04-05-2018**