Nuestros Ninos Babysitting Co-op Bylaws
Updated 1/2013

Purpose

The Nuestros Ninos Babysitting Co-op is intended to provide its members with mutual childcare and to form supportive relationships with other co-op families. It can be used during the day, in the evenings, overnight, and on weekends. Its successful operation depends on the active use by all of its members.

Membership

Membership will be limited to residents of Albuquerque who live within 5 miles of the corner of Carlisle Blvd and Central Ave.

Membership shall not exceed fifteen families. Members who participate in the coop for a period of greater than 6 months and then move outside of the 5 mile boundary may maintain involvement in the co-op if they so choose. They will not be included in the fifteen family maximum.

Annual dues are $20.00/yr and are to be paid upon joining the co-op. Thereafter, dues will be payable on an annual basis at the beginning of each year. The only exception to this is new members joining in October, November or December. Dues are waived until January of the following year. Dues are to cover administrative costs, supplies, and other expenses (i.e. party costs) associated with the co-op.

Procedure to gain membership:

1. New members must be sponsored by an active member who has been in the co-op for at least 6 months. If there is an opening, the candidate is provided with a copy of the by-laws. Upon reviewing & acknowledging the bylaws, a prospective member may join.

2. The sponsor should help the new member understand the rules and feel comfortable with the workings of the co-op.

3. Upon joining the co-op, a prospective member must pay $20.00 annual dues and complete required paperwork.

Nonparticipating Members

Co-op families are encouraged to use the co-op a minimum of once per month. If families are on the waiting list and other member families have not used the co-op for babysitting services for two months, the co-op coordinator will ask the member family if they would like to continue. If after another month the family still does not use the co-op, the space
occupied by that family will be given to a waiting family unless there are extenuating circumstances, or there are no families waiting to join.

Resigning from the Co-op

It is requested that a family who intends to leave the co-op give 30 days notice and work off any negative points accumulated. If you have a negative point balance and wish to resign without working off your points, you must find one or more members who will agree to sell you the requisite number of plus points, at the rate of $2 per point. This transaction should be sent to the monthly Secretary just as if a sit had taken place. When plus points have to be redistributed they are credited one by one to the remaining members, beginning with the member with the most negative points, if the resigning member does not designate a current member to receive them.

Organization

Co-op Coordinator
The office of co-op coordinator will be filled by a volunteer from within the co-op. The term of the co-op coordinator shall be one year. The co-op coordinator may continue for another term(s) if there are no other interested parties, and/or if a majority of co-op members approve an additional term(s).

Responsibilities:
Handle the entrance and exit procedures for members.

Keep membership roster up-to-date

Maintain waiting list.

Reconcile points/ledgers at end-of-month. Complete end-of-month worksheet. Report points and number of sits exchanged each month.

Oversee the operation of the co-op, including but not limited to the enforcement of the bylaws and facilitating resolution of conflicts.

The co-op coordinator will earn one half point from each member per month, rounding down to a whole number. (i.e. if 15 member families in the co-op, the coordinator will earn 7 points/month, and the co-op activities coordinator will earn 8 points – see below)

The co-op coordinator will act as Treasurer. She/he will be responsible for collecting dues and monies owed for negative balances when applicable as well as disbursing funds as needed. In addition, the co-op coordinator must publish a monthly accounting of the beginning and ending balances, as well as listing all income and expenses for the month. Receipts need to be kept on file for any expenses incurred. Accountability of funds will
take place at the end of the outgoing co-op coordinator’s term by the incoming co-op coordinator.

**Activities Coordinator**

The office of co-op activities coordinator will be filled by a volunteer from within the co-op. The term of the co-op activities coordinator shall be one year. The co-op activities coordinator may continue for another term(s) if there are no other interested parties, and/or if a majority of co-op members approve an additional term(s).

**Responsibilities:**
Schedule events for co-op membership. These events may include park dates, parties, and other special events. The co-op activities coordinator will arrange a time and place for gatherings and be present or appoint another person to be present at all get-togethers.

The co-op activities coordinator will earn one half point from each member per month, rounding up to a whole number. (i.e. if 15 member families in the co-op, the activities coordinator will earn 8 points/month, and the co-op coordinator will earn 7 points)

**Secretary**

The office of the Secretary will be filled by a volunteer on a rotational basis from the membership list. The Secretary changes at the first of the month. If no one volunteers to be Secretary, then the co-op coordinator will offer the book to the family with the lowest points. If that family declines, the family with the next lowest points will be offered the book, and so on.

If at the end of the month, no one requests to be secretary, the current secretary can continue for one (1) additional month. The maximum number of consecutive months as Secretary is two (2). If at any time, someone else requests to be the Secretary for an upcoming month, their request will be honored, whether or not they have low points. Secretary duty is open to all families regardless of points. The book should be returned to the co-op coordinator at the end of each month to be reconciled.

**Responsibilities:**

Maintain records of all completed sits.

Reconcile ledgers for all members. Add one (1) point to the Secretary’s ledger and one (1) point to the co-op coordinator’s ledger at the end of each month.

The Secretary will earn one (1) point from each member for each month served.
Yahoo Group
There is a Yahoo group set up for our co-op. It is a private group for members only that will facilitate easy communication within the group. It is important that all members join so that they don’t miss out on important communications intended for the entire membership. Members will need to set up a free Yahoo account in order to access the email group. All members will be sent an “invitation” to join the Yahoo group and will receive an email (at their usual email address) whenever someone posts to the group. Please talk to the co-op coordinator if you have any difficulty accessing the group.

The Point System

Each new member family begins with ten (10) points. Families gain points by babysitting and lose points by using a babysitter. Sitting earns or loses four (4) points per hour for one child of any age, with additional children from the same family adding two (2) points per hour. Time is rounded to the nearest quarter hour. (Example: 2 hours of babysitting for one child = 8 points; 2 hours, two children = 12 points, 2 hours for three children = 16 points).

Families should not be in debt by more than 50 points, but may accumulate as many points as they wish with the understanding that these points are not negotiable for money from the co-op (although in certain circumstances, they may be sold to a resigning member – see membership section).

The number of points earned should be agreed upon by both parties at the end of the sit.

The co-op bank is a reserve of positive points intended to be used for the administration of the co-op and for the support of co-op members. The co-op coordinator has discretion in the use of points from the bank for these purposes.

Point Chart

| Each ½ hour of babysitting, for one child | 2 points |
| Picking up a child by sitter | 2 points |
| Delivering a child by sitter | 2 points |
| 2nd child, or more, per hour | 2 points each child/hr |
| Sitting in another’s home, per sit | 2 points |
| Overnight | Regular points until midnight and after 7am |
| Overnight sits, from midnight to 7am* | 2 points/hr |
| Evening sits, after midnight | 2 points/hr |
| Non-co-op child(ren) per sit (if sitter travels, points are not doubled for travel) | Treat like 2 co-op families in 1 location |
*2 points/hr, regardless of number of children

Deducted from each member

<table>
<thead>
<tr>
<th>Member</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>1 point/month</td>
</tr>
<tr>
<td>Co-op coordinator</td>
<td>1 point/month</td>
</tr>
</tbody>
</table>

Deducted from the co-op bank

<table>
<thead>
<tr>
<th>Member</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>New members</td>
<td>10 points</td>
</tr>
<tr>
<td>New baby</td>
<td>8 points</td>
</tr>
</tbody>
</table>

Reporting points

The sitter shall call in or email the points to the Secretary within one (1) week of completing the sit.

Each member should keep a personal record of hours used and keep a membership list up-to-date based on the information provided by the Secretary each month.

Consolation Points

If a sit is forgotten by either sitter or sittee, consolation points equal to the full value of the contracted sit are deducted from the member who forgot the sit, and credited to the other member (even if someone else was found to take the sit).

Meetings

Any member may review the bylaws and make recommendations for change to be voted on by the general membership for their approval either on the Yahoo group or at any gathering/meeting where a quorum is present. A majority of the members will constitute a voting quorum.

Informal Gatherings

Play dates at area parks or other local attractions will be planned at least once a month to encourage families to get to know one another. Announcements for get-togethers will be posted on the Yahoo group email list.

Sitting Rules

General Rules

Members will make their own arrangements for babysitting. Members may, of course, call any member that they choose, but are encouraged to call members with negative
points when possible. The Secretary will maintain a current list of all member’s point status.

Typically daytime sits occur in the sitter’s home, and evening sits occur in the sittee's home, although any arrangements may be made which are agreeable to both parties. Any changes must be agreed to with the other parent (e.g., taking the child out in a car, etc.). If it is necessary to cancel a sitter, call him/her directly.

If your children are with a sitter during a meal, it is up to both parties to decide if the meal is to be provided by the sitter or the sittee.

You may accept sits from more than one family at one time, provided that all families involved are informed of the arrangements in advance and are agreeable to it. Each family is responsible for paying full points to the sitter. Travel points should not be doubled.

If families providing or receiving babysitting services must cancel a previously arranged sit, and 24 hours notice is not provided, families can decide among themselves if points should be exchanged given the circumstances of the cancellation.

The points of the original contract should be charged regardless of late delivery or early pick-up. If the sit exceeds the contracted time, points are charged in accordance with the change. (It is important to be respectful and notify the sitter if you will unavoidably be later than planned.) If the hours of the sit are changed within 24 hours of the start of the sit, the original points should be charged unless more points are involved.

Examples:

<table>
<thead>
<tr>
<th>Contracted sit: 9am-1pm for one child</th>
<th>16 points (4 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>At 8 am, calls to change time to 10am-1pm</td>
<td>16 points (4 hours)</td>
</tr>
<tr>
<td>Delivers child at 9:20 am, collects at 1:20 pm</td>
<td>18 points (4.5 hours)</td>
</tr>
<tr>
<td>Delivers child at 9:20 am, collects at 1 pm</td>
<td>16 points (4 hours)</td>
</tr>
</tbody>
</table>

**Health and Safety**

When you leave your child, also leave the phone number where you can be reached. If you cannot be reached by phone, or if you will be some distance away, you should leave contact information for another responsible adult in the event of an emergency, as well as your doctor's name and phone number.

Illness of any kind, including exposure to infectious/contagious disease, must be made known to the other member involved in a sit, before it takes place. The members may then discuss whether or not the sit is to go ahead. Members should not hesitate to refuse to take children with colds. Allergies should be made known.
Children will not be taken out and away from the home without parent's permission. When a parent's consent is given, all children must be restrained in a seat belt/car seat when traveling in a vehicle.

The parent’s of the co-op have agreed that there will be no corporal punishment used while babysitting - either toward the visiting child or to the sitting family’s own children.

Any out-of-the-ordinary occurrences that take place during a sit should be reported to parents. Any smoking must take place outside of the home. Any firearms must be locked away.

Members who have complaints may direct them to the co-op coordinator. Complaints received should be discussed and acted on by the co-op coordinator in a timely fashion. All complaints and actions taken should be documented and dated. All actions should have a clear follow-up plan, and all follow-up should be documented and dated, with parties involved signing off.

As a last resort, or in extreme circumstances such as danger to children, the co-op coordinator may remove a family from the co-op.

All members are encouraged to receive infant CPR and safety certification.

All co-op members are required to carry homeowner’s insurance or renter’s insurance with a minimum of $100,000 liability coverage.

Childcare shall be provided in a safe environment. The sitter’s home shall be reasonably child proofed.

No medication of any kind shall be given to any child/ren without authorization from the parent.

Children must be supervised at all times.

Reasonable and sensible behavior rules should be observed.
Parent(s) names

Home address

Phone numbers: home, cell, work, other

Child/ren name(s) & DOB

Parent & Child/ren’s primary language(s)

Will both parents participate in the co-op?

Availability for sitting (daytime, evening, overnight)

Does co-op member(s) work full time?

Are you CPR certified?

What are you looking for in a babysitting co-op?

Questions/concerns?