ARIZONA EARLY CHILDHOOD FUNDERS COLLABORATIVE

OPERATING GUIDELINES
Adopted May 10, 2017

ARTICLE I
DEFINITIONS

Section 1.01. The Arizona Early Childhood Funders Collaborative (AzECFC) is hereafter referred to as the “Collaborative.” The Collaborative’s mission statement is:

The Arizona Early Childhood Funders Collaborative is dedicated to exchanging and linking ideas, knowledge, research and resources by focusing statewide attention on a seamless continuum of quality early childhood services that strengthen Arizona’s young children, families and communities within the context of their cultures, values and beliefs. This will be done in part by engaging government, businesses, organizations and philanthropic partners from within and outside of Arizona to bring additional knowledge and resources to our efforts.

Section 1.02 “Member” shall mean a non-governmental foundation or other funding entity that participates in and funds the activities of the Collaborative and agrees to the Core Values and principles outlined in these Operating Guidelines. A Member may be an individual, an organization or some other funding entity.

Section 1.03 “Funding Agent” shall mean the entity selected by the Collaborative to hold funds and disperse them on instruction from the Collaborative as a whole; or from a subset of members of the Collaborative who are collaborating on a specific project; or the Collaborative’s duly designated agent. The initial Funding Agent for the Collaborative is the Arizona Community Foundation.

Section 1.04 “Steering Committee” shall mean the persons who may be designated by the Members to provide leadership and guidance of the Collaborative in making recommendations to the Members.

ARTICLE II
NAME AND FORM OF COLLABORATIVE

Section 2.01 The Arizona Early Childhood Funders Collaborative is not intended to create a separate legal entity.

ARTICLE III
PURPOSE
The Purpose of the Collaborative is to support:

- Efforts that engage and strengthen families with young children
- Communities working toward goals that enable children and families to thrive
- Organizations and programs that demonstrate best practices in serving young children and families with measurable and sustainable outcomes, including strengthening the early childhood workforce
- Policy, governance and statewide funding opportunities that fortify Arizona’s children, families and communities
- Further promotion and growth of philanthropic investment for early childhood in Arizona

ARTICLE IV
MEMBERSHIP

Section 4.01 A Member may be allowed to join the Group by a majority vote of the current Group members. Other than consultation, a member shall not be a direct service provider.

Section 4.02 Charter Members include: the Arizona Community Foundation, First Things First, Helios Education Foundation and Vitalyst Health Foundation.

ARTICLE V
ADMINISTRATION

LEADERSHIP

Section 5.01 The Collaborative may designate positions of leadership within itself, including Chair, Co-Chair, Secretary and/or Treasurer.

STEERING COMMITTEE

Section 5.02 The Collaborative may have a Steering Committee composed of representatives from a minimum of four of its members. Membership on the Steering Committee will be based on interest and a commitment to serve and requires confirmation from a majority of the full Collaborative membership. The Collaborative membership will review and confirm membership of the Steering Committee annually.

Section 5.03 The Steering Committee may designate positions of leadership within itself including Chair, Co-Chair, Secretary and/or Treasurer.

Section 5.04 The Steering Committee provides leadership of the Collaborative and submits recommendations to the members of the Collaborative.

SUBGROUPS

Section 5.05 Subgroups interested in collaborating on specific activities or issues may be formed at any time.

COLLABORATIVE ACTIONS
Section 5.06 Regardless of how many representatives of member entities are involved in the work of the Collaborative, each member entity has only one vote when decisions are made requiring a vote of members.

Section 5.07 Any decision that results in a statement or policy position of the Collaborative will either have the unanimous consent of representatives of Members allowed to vote for such action or must include a statement to the effect of, “we the undersigned members of the Arizona Early Childhood Funders Collaborative, …” Decisions may be made by the Collaborative via meetings, electronic communications or other acceptable means. Actions of the Collaborative, such as determining certain activities or policy priorities, will be made by consensus or a majority vote of members.

Section 5.08 Decisions to disperse funds provided by Collaborative members must be approved by representatives of Members that provided those funds unless otherwise agreed to by contributing Members at the time funds are provided to the Funding Agent.

OTHER ADMINISTRATION

Section 5.09 The Collaborative may hire a Collaborative coordinator provided that funds exist to compensate the coordinator. The coordinator may also serve as a representative of a member entity but may not vote as a representative of that entity on matters concerning the coordinator’s compensation, hiring or other circumstance involving the coordinator.

COLLABORATIVE DUES

Section 5.10 The Collaborative may vote to institute an annual dues structure for voting members or may solicit additional contributions from members for the undertaking of the Collaborative’s activities. A vote to institute mandatory dues requires a three-quarters vote of approval of the entire membership.

MEETINGS

Section 5.11 Meetings of the Collaborative may be called or scheduled by the Chair or through prior meetings of the Collaborative. Meetings may be held in person, via electronic communications or a combination of both. Meetings are not considered public and members should seek approval of other members when inviting guests. To carry out the purposes of the Collaborative, it will often be advantageous to invite guests from early childhood programs, government agencies, special interest groups and others.

Section 5.12 At meetings of the Collaborative, a majority of the members will constitute a quorum. Decisions proposed at meetings will be conveyed to the entire membership for seeking agreement or consensus except where specifically noted otherwise in these Guidelines.

Section 5.13 Meetings of the AzECFC are considered “safe spaces” for the discussion of issues impacting early childhood in Arizona or the actions and activities of the
Collaborative and may not be used by Members to solicit funds for Members. The Funding Agent may submit requests for funding for the administration of the Collaborative.

Section 5.14 Notes or minutes from meetings of the Collaborative shall be distributed to all Members as soon as possible after the meeting and before the following meeting of the Collaborative.

ARTICLE VI
CORE VALUES

Members agree to adhere to these core values:

- Focus on collaboration maintaining direct and honest dialogue
- Respect equity with regard to race/ethnicity, culture and language in the distribution of resources
- Promote promising practices, evidence-based or rigorous research-informed and accountable efforts
- Honor locally designed approaches
- Value the changing needs of the field by engaging in on-going shared learning
- Respond to the evolving culture of Arizona families by advocating for a greater investment in effective programs for children and families

ARTICLE VII
AMENDMENTS TO THE OPERATING GUIDELINES

These Operating Guidelines may be altered, amended or repealed and new Operating Guidelines may be adopted (i) by a three-quarters vote of the full membership present at any regular meeting or at any special meeting, provided that at least five business days written notice of an intention to alter, amend or repeal these Operating Guidelines or to adopt new Operating Guidelines at such meeting has been received by the entire membership, or (ii) at any time upon the unanimous consent of the membership.