**Section 405.8 Responsibilities of the Governing Body**

a) The members of the governing body of the day care agency shall be legally responsible to the Department for maintaining the standards set forth in this Part. The members of the governing body shall be of reputable and responsible character as attested by the three personal references required by Section 405.4(c)(4).

b) The governing body shall:

1) establish written by-laws;

2) assure that the day care agency operates at all times with an administrator who, by written notice, is made known to the Department;

3) hold at least two meetings annually;

4) keep written records or minutes of all Board meetings reflecting official actions of the Board;

5) notify the Department, in writing, of any major changes in the corporate structure, or a change in the administrator of the day care agency, including articles of incorporation and bylaws, board membership, officers, or other changes in services provided by the agency;

6) establish written policies of the day care agency which shall be made available to all board members and employees, including services to be provided by the agency, admissions, personnel policies, fiscal operations, care of children, and other policies as needed to direct the agency.

7) provide and maintain permanent offices for the administrative program and supportive services. These day care offices shall be staffed during regular hours, equipped with telephones, open to the public and shall have a permanent mailing address;

8) maintain and keep all records and documents required by this part in the State of Illinois where they shall be readily available for licensing review;

9) obtain fidelity bonding for fiscally responsible officers and employees against breach of fiduciary duty or the loss of monies, securities, or other property which the agency may sustain through any fraudulent or dishonest act, or acts, committed by an officer or employee acting alone or in collusion with others. These employees must be bonded regardless of whether the employee is elected or appointed or whether the employee is compensated by salary; and

10) assure that all agency employees and volunteers, if applicable, working directly with children are of reputable character through compliance with Section 405.12.