



**BYLAWS OF NORTHERN INTERIOR ALASKA  
ASSOCIATION FOR THE  
EDUCATION OF YOUNG CHILDREN  
AFFILIATE OF ALASKA AEYC AND NATIONAL  
AEYC**

### **Article I-Name**

**Section 1.1** The name of this organization shall be NORTHERN INTERIOR ALASKA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN also referred to as NIA AEYC.

### **Article II-Purpose**

**Section 2.1** The purpose of the Northern Interior Alaska Association for the Education of Young Children is to serve and act on behalf of the needs and rights of all the children ages 0-12 years, with special emphasis on developmental and educational services and resources which foster the growth and development of the membership in their work with, and on behalf of, young children. The purpose also includes working with the community regarding the growth of young children in a positive manner.

### **Article III- Membership**

**Section 3.1 Membership Eligibility.** Anyone desirous of promoting the purpose of this organization may become a member upon payment of annual dues to NAEYC.

**Section 3.2 Levels of Membership.** Every member of the Northern Interior Alaska Association for the Education of Young Children shall be a member of the National Association for the Education of Young Children entitled to the benefits of membership in accordance with NAEYC's categories of membership.

**Section 3.3 Membership Dues.** Dues shall be determined by the Governing Board and shall include NAEYC's categories of membership and fees for each category. Dues shall be forwarded to NAEYC for each member annually, entitling each member to all membership benefits of NAEYC. All membership shall be in the name of individuals to be consistent with NAEYC policy.

**Section 3.4 General Membership Meetings.** There shall be no fewer than one general membership meetings annually. The setting of meeting dates and locations shall be the responsibility of the governing board. The governing board shall give thirty days notice for any general membership meeting to every member. All general membership meetings are open to the membership and 10% of the membership shall constitute a quorum for the transaction of business.

### **Article IV- Governing Body**

**Section 4.1 Name of the Governing Body.** The governing body shall be called the "board" and shall consist of the officers. Officers must be members in good standing with the NIA Association

for the Education of Young Children.

**Section 4.2 Board Composition.** The governing body shall consist of a president, president elect, president emeritus (who also is responsible for public policy chair), secretary, treasurer, membership chair, parent representative, student representative and up to six (6) at large members. The size of the governing board is subject to change at its discretion; however, the number shall not be less than 6 or more than 15.

**Section 4.3 Duties of the Board.** The board shall conduct the business of the organization in cooperation with the membership; define and make new policies and procedures for the organization; manage and administer the affairs and property of the organization; and submit the required annual affiliation data to NAEYC.

**Section 4.4 Board Meetings.** The board will hold meetings on a regular basis throughout the year with no fewer than four meetings a year. The board will determine the date, time and place of the meetings and give notice to the general membership at least 14 days in advance. Board meetings are open to the general membership. A simple majority of the governing board shall constitute a quorum for the purpose of business. Voting may also be done by mail, email or phone if the majority of the board responds. Special meetings of the board shall be called upon the request of the president, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least one week in advance.

**Section 4.5 Board Member Resignation.** A member of the board may resign at any time. The resignation shall be made in writing and shall be delivered to the board secretary. The resignation shall take effect at the time specified in the letter of resignation and does not require board approval.

**Section 4.6 Board Member Removal.** A member of the board may be removed by mailed ballot to every NIA AEYC member with a two-thirds (2/3) vote or at any regular or special meeting of the board, provided that a statement of the reason or reasons shall have been mailed to the officer proposed for removal, using registered mail, at least thirty (30) days before any final action is taken. This statement shall be accompanied by a notice of the date, time and place where, the board is to take action on the removal. The member proposed for removal shall be given an opportunity to be heard and the matter considered by the general membership and board at the time and place mentioned in the notice. All voting board members are required to attend all board meetings; in the event that three (3) absences occur, the board may request dismissal.

**Section 4.7 Board Vacancies.** If the president is unable to complete their term the president elect shall fill the office. If other officers are unable to complete their term the president can appoint an individual from the current membership to fill the vacant position for the remainder of the term.

## **Article V- Committees**

**Section 5.1 Standing Committees.** Standing committees may include, but are not limited, to the finance committee, membership committee, accreditation committee, and public policy committee. The standing committees will assist the board in completing the work of the association and report to the board during each board and general membership meeting.

**Section 5.2 Temporary or Task Force Committees.** The board may create temporary committees throughout the year as needed to assist with the planning and facilitation of special events and activities. The president will appoint a committee chair for each temporary or task force committee

and they shall report to the board and general membership at meetings. Once the committee or task force has completed the work they were assigned to complete they will disband.

## **Article VI- Board Members**

### **Section 6.1 Board Members and Duties.**

**President-** Chair NIA AEYC board and general membership meetings, coordinate and help establish the associations' direction, appoint committee chairperson and any other position required to conduct business, oversee grant coordination and mentor the president elect. The president shall, in the unavailability or incapacity of the treasurer, sign checks and withdrawal authorizations. The president shall have general and active management of the business affairs and property of the association, and he/she shall be responsible that all orders and resolutions of the association are carried into effect. The president shall ensure that all officer and chair is informed of the duties and responsibilities of their job. The President shall serve as an ex-officio of all committees. With board approval they shall appoint persons to fill all vacancies, which may occur within appointed committees. The president represents NIA AEYC as a community liaison with the city, borough, and state legislature. The President shall serve as the NIA AEYC affiliate representative and will attend the Alaska AEYC board meetings and participate in teleconferences on behalf of the NIA AEYC board. The President will provide reports to the NIA AEYC board on the work being done by Alaska affiliates and the state board. The President will report to the state board on actions being taken by NIA AEYC and report on special issues and/or concerns expressed within the interior and northern region of Alaska. The President will act as a liaison between NIA AEYC and Alaska AEYC. Maintain a cumulative file to pass on the incoming President.

The president shall serve for one year following a one year term as president elect.

**President Elect-** Assists the president and in the absence or incapacity of the president, performs the duties of the president. Serve as the chair to one major committee. Keep a written and pictorial record of significant activities for the year. In conjunction with the President submit a written report at the Annual Business meeting. Serves as the NIA AEYC accreditation chair and NIA AEYC representative to the Alaska AEYC accreditation committee. The president elect shall perform such other duties as may be directed by the president and after one year term becomes the president. Maintain a cumulative file to pass on the incoming President Elect.

**President Emeritus-** Assists the president and serves as the NIA AEYC public policy chair and NIA AEYC representative to the Alaska AEYC public policy committee, keeping the local board informed of current public policy issues. Be informed and engaged in public policy activities, including coalition efforts, at the local and state level and through NAEYC at the federal level. Review requests for endorsements and position statements and make recommendations to the board. Develop annually the public policy priorities for issues related to children 0-8 years old. Drafting responses to calls for action. Provide public policy information/trainings at conference, email releases and other member communications. Provide technical assistance and training on advocacy and public policy when requested. Serve as president emeritus for one year term following presidency.

**Correspondence Secretary-** The secretary shall keep and maintain such records and files as

may be required in the conduct of the associations business. The secretary shall act as the official custodian of the association bylaws, charter and all current and past records, including the official file copies of past financial records. The secretary shall record the minutes of all board and general membership meetings, including actions taken by vote or direction of the president. The secretary shall assist the president and the board with the correspondence of the association and shall give notice of all board and general membership business meetings as requested by the president. The correspondence secretary serves a two year term starting January 1<sup>st</sup> in even years.

**Treasurer-** The treasurer shall have charge and custody of all receipts, funds and securities of the association and shall secure them in the name of NIA AEYC in such depositories as may be designated by the board. The treasurer shall sign all checks and withdrawal authorizations on behalf of the association, and the same shall be honored with a second authorized signature. The treasurer shall keep accurate and current accounts in books belonging to the association; collect membership dues as required; and shall render to the board, as required, an account of all of the transactions as treasurer and report monthly on the financial condition of the association. The NIA AEYC books shall be audited annually by a committee or agency designated by the president. The treasurer serves as the NIA AEYC finance committee chair. Maintain a file of work of this position. The file shall be cumulative. Orientation and passing on of the file shall take place at the orientation prior to the first board meeting following elections. The treasurer serves a two year term starting January 1<sup>st</sup> in odd years.

**Co-Treasurer-** The co-treasurer shall assist the treasurer with the following duties: shall have charge and custody of all receipts, funds and securities of the association and shall secure them in the name of NIA AEYC in such depositories as may be designated by the board. The treasurer shall sign all checks and withdrawal authorizations on behalf of the association, and the same shall be honored with a second authorized signature. The treasurer shall keep accurate and current accounts in books belonging to the association; collect membership dues as required; and shall render to the board, as required, an account of all of the transactions as treasurer and report monthly on the financial condition of the association. The NIA AEYC books shall be audited annually by a committee or agency designated by the president. The treasurer serves on the Northern Interior Alaska AEYC finance committee. The co-treasurer serves a two year term starting January 1<sup>st</sup> in even years.

**Membership Chair-** The membership chair will become familiar with all materials pertaining to functions and procedural responsibilities regarding membership regulations, methods of reporting annual dues, payment schedules, and maintaining membership lists. The membership chair guides the local membership committee in developing a plan of action for recruitment opportunities and a membership drive. The membership chair will work with other committees to help stimulate and sustain the interest of present members and to increase membership throughout the year. Will sit on the Alaska AEYC membership committee. Maintain a file of work of this position. The file shall be cumulative. Orientation and passing on of the file shall take place at the orientation prior to the first board meeting following elections. The membership chair serves a two year term starting January 1<sup>st</sup> in odd years.

**At-Large Members-** At-Large Members shall actively participate in discussion, debate and

vote on all issues and proposals before the board, and shall gather input from association members on an ongoing basis. It will be the At-Large Members responsibility to assure that various segments of the membership are adequately represented and considered by the board in its conduct of NIA AEYC business and to cast their votes accordingly. At-Large Members attend all board and general membership meetings giving advice and supporting the governing board by exercising sound professional judgment on all matters presented to the association. Responsible for assisting with the website, facebook page, serving as committee chairs to carry out the work of the association and provide annual events. There may be up to six At-Large Members serving on the board and they serve a two year term starting on January 1<sup>st</sup> with staggered terms.

**Parent Representative-** shall actively participate in discussion, debate and vote on all issues and proposals before the board, and shall gather input from association members on an ongoing basis. Parent Representatives shall attend all board and general membership meetings giving advice and supporting the governing board by exercising sound professional judgment on all matters presented to the association. Responsible for assisting with the website, facebook page, serving as committee chairs to carry out the work of the association and provide annual events. There will be one Parent Representative which will serve a 2 year term elected in even number years.

**Student Representative-** shall actively participate in discussion, debate and vote on all issues and proposals before the board, and shall gather input from association members on an ongoing basis. Student Representatives shall attend all board and general membership meetings giving advice and supporting the governing board by exercising sound professional judgment on all matters presented to the association. Responsible for helping recruit fellow ECE students. Responsible for assisting with the website, facebook page, serving as committee chairs to carry out the work of the association and provide annual events. There will be one Student Representative which will serve a 1 year term elected every year.

## **Article VII-Nominations and Elections**

**Section 7.1 Nominating Committee Appointment.** The nominating committee shall be appointed by the president annually no later than May 1<sup>st</sup> and shall consist of no fewer than three members.

**Section 7.2 Nominating Committee Composition.** The nominating committee shall consist of one member of the governing board who will serve as the committee chair and at least two members from the general membership.

**Section 7.3 Nominating Committee Duties.** The nominating committee is charged with following the association's bylaws and policies and procedures for nominations and elections. The committee requests information and nominations from the general membership on individual members who have been identified as potential leaders, qualified to serve on the governing board. These requests should be made no later than eight (8) weeks prior to the slate being presented to the general membership for a vote.

**Section 7.4 Nominating Committee Slate.** The nominating committee will present a slate to the general membership with at least one candidate for each office or position no later than four (4) weeks prior to the election. The candidates must consent to the nomination and provide an

application for consideration to be presented to the general membership. The slate will be comprised of candidates who are committed to NIA AEYC's vision, mission, and values. The candidates must be capable of making informed decisions regarding the association's goals, policies and allocations of funds. Requests for write in candidates can be made to the nomination chair at the Conference or before the votes are to be considered.

**Section 7.5 Elections.** The final slate will be emailed out to the general membership two (2) weeks prior to the election date. The election shall take place at the general membership meeting held during the annual NIA AEYC conference. Individuals whose membership is in good standing on October 1<sup>st</sup> of the election year are eligible to vote by a single ballot at the conference or mailed ballot post marked no later than the date of the general membership meeting at which the election is being held.

**Section 7.6 Announcing Election Results.** The ballots are counted by the nominating committee and the majority of the voting membership shall determine the election. The nominating committee shall notify the candidates and the board of the election results no later than one week from the election. The general membership will be notified of the election results in the next issue of the NIA AEYC webpage, email and/or on the Facebook Page.

## **Article VIII-Budget**

**Section 8.1 Fiscal Year and Budget.** The fiscal year shall be January 1st through December 31st. Annually at its first meeting preceding the beginning of the fiscal year the finance committee shall present a proposed budget to be approved by the governing board. The governing board shall be empowered to establish, monitor and change the association budget in accordance with the association's bylaws and policies and procedures.

**Section 8.2 Grants and Contracts.** The governing board is responsible for the administration and fiscal responsibility of grants and contracts. The governing board must approve all grants and will follow the bylaws and policies and procedures for administration of grants and contracts. In reviewing grant proposals, greater weight shall be given to those benefiting the greater number of children. Reports and updates shall be given to the board and general membership periodically and a written report upon completion of the project which includes accountability of all funds spent.

## **Article IX-Parliamentary Authority**

**Section 9.1** The most current edition of *Robert's Rule of Order* shall be the parliamentary authority of the association.

## **Article X Amending Bylaws**

**Section 10.1** Amendments to the Bylaws may be proposed by any member and shall be approved by the governing board before being submitted to the entire membership. The bylaws may be amended, repealed or altered in whole at any time:

by a majority vote at a any meeting of the association; provided that a copy of the amended proposal for consideration and announcement of location, date and time of the meeting shall be mailed to the membership at least thirty (30) days prior to the scheduled meeting for the vote.

## **Article XI-Non-Discrimination**

**Section 11.1** Services and employment opportunities of the organization shall be extended without regard to race, creed, color, national origin, religion, sex, or any sensory, mental or physical handicap.

## **Article XII-Dissolution**

**Section 12.1** A recommendation for the dissolution of the organization, approved by at least 75% of the members of the governing board, shall be submitted to the membership for action. Such a recommendation is presented to the membership orally at a meeting called for that purpose; given the membership receive at least thirty (30) days notice of the meeting date. The recommendations must then be approved by a simple majority of voting members. In the event of dissolution, the governing board shall determine the disbursement of the funds of Fairbanks Association for the Education of Young Children to one or more nonprofit organizations classified by the Internal Revenue Service as tax exempt under section 501©(3) of the Internal Revenue Code.