

BYLAWS OF



Northern Interior Alaska Association
for the Education of Young Children

AFFILIATE FOR THE NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

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 niaaeyc.

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 birth-eight (8) 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.

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 NAEYC Governing Board and shall include NAEYC's categories of membership and fees for each category. NAEYC is the central dues collecting agency. NAEYC sends the affiliate dues portion bimonthly to the affiliate. All niaaeyc 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 meeting 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 National Association for the Education of Young Children.

Section 4.2 Board Composition. The governing body shall consist of a president, president elect, president emeritus, 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 niaaeyc 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 board member 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 board 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 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 shall 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- Officers

Section 6.1 Officers and Suggested Duties.

- a. President-** The president chairs the niaaeyc board and general membership meetings, coordinates and helps establish the associations' direction, appoints committee chairperson and any other position required to conduct business, oversees grant coordination and mentors 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 board members are 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 niaaeyc as a community liaison with the city, borough, and state legislature. The president shall serve as the niaaeyc affiliate representative and participate in teleconferences on behalf of the niaaeyc board. The president will provide reports to the niaaeyc board on the work being done by Alaska affiliates. The president will maintain a cumulative file to pass on the incoming President. The president shall serve for two (2) years following a two (2) year term as president elect.
- b. President Elect-** The president elect assists the president and in the absence or incapacity of the president, performs the duties of the president. The president elect will serve as the chair to one major committee. The president elect will keep a written and pictorial record of significant activities for the year. The president elect in conjunction with the president submit a written report at the general membership meeting. The president elect serves as the niaaeyc accreditation chair. The president elect shall perform such other duties as may be directed by the

president and after two (2) years term becomes the president. The president elect will maintain a cumulative file to pass on the incoming president elect.

- c. **President Emeritus-** The president emeritus assists the president and serves as the niaaeyc public policy chair and niaaeyc representative to the Alaska public policy committee, keeping the local board informed of current public policy issues. The president emeritus will be informed and engaged in public policy activities, including coalition efforts, at the local and state level and through NAEYC at the federal level. The president emeritus will review requests for endorsements and position statements and make recommendations to the board. The president emeritus will annually develop the public policy priorities for issues related to children birth to eight (8) years old. the president emeritus will draft responses to calls for action. The president emeritus provides public policy information/trainings at conference, email releases and other member communications. The president emeritus will provide technical assistance and training on advocacy and public policy when requested. The president emeritus will serve for two (2) year term following presidency.
- d. **Correspondence Secretary-** The secretary shall keep and maintain such records and files as may be required in the conduct of the association's 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 1st in even years.
- e. **Treasurer-** The treasurer shall work with the administrative assistant. The treasurer will have charge and custody of all receipts, funds and securities of the association and shall secure them in the name of niaaeyc 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 niaaeyc books shall be audited annually by a committee or agency designated by the president. The treasurer maintains a file of work for this position. The file shall be cumulative. Orientation of the treasurer and the 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 1st in odd years.

- f. 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. The membership chair maintains a file of work of this position. The file shall be cumulative. Orientation of the membership chair 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 1st in even years.
- g. Members At Large-** Members at large 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 members at large responsibility to assure that various segments of the membership are adequately represented and considered by the board in its conduct of niaaeyc business and to cast their votes accordingly. Members At-Large 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. Members at large are responsible for assisting and serving as committee chairs to carry out the work of the association and provide annual events. There may be up to six members at large serving on the board and they serve a two-year term starting on January 1st with staggered terms.
- h. Parent Representative-** The 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. The parent representative 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. There will be one parent representative which will serve a two (2) year term elected in odd number years.
- i. Student Representative-** The 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. The student representative is responsible for helping recruit fellow ECE students. There will be one student representative which will serve a one (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 1st and shall consist of no fewer than three (3) members.

Section 7.2 Nominating Committee Composition. The nominating committee shall consist of one (1) member of the governing board who will serve as the committee chair and at least two (2) 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 (1) 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 niaaeyc'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 niaayec conference. Individuals whose membership is in good standing on October 1st of the election year are eligible to vote by a single ballot at the conference or mailed ballot postmarked 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 niaaeyc website, email and/or on all social media forums.

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 No person shall on the grounds of race, creed, color, national origin, sex, sexual orientation or marital status or the presence of any sensory, mental or physical handicap, unlawfully be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activities performed pursuant to the organization.

Section 11.2 niaaeyc is an equal opportunity employer.

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 the Northern Interior Alaska Association for the Education of Young Children (niaaeyc) to one or more nonprofit organizations classified by the Internal Revenue Service as tax exempt under section 501©(3) of the Internal Revenue Code.

