

Approved Bylaws – Approved August 2012

**NATIONAL ASSOCIATION OF EARLY CHILDHOOD SPECIALISTS IN STATE  
DEPARTMENTS OF EDUCATION  
BY-LAWS**

**ARTICLE I - NAME**

The name of this organization shall be the National Association of Early Childhood Specialists in State Departments of Education-- hereafter referred to as the Association. The Association is organized as a not-for-profit corporation under the laws of the State of Delaware to provide support to Association members.

**ARTICLE II – PURPOSES**

The purposes of the Association shall be:

- To reflect a focus on programs and services provided by the respective states to advance the life success of young children birth through age eight in education and care settings of all types;
- To provide professional development for members of the Association;
- To provide opportunities for communication, coordination and sharing among Association members;
- To strengthen the current leadership and foster new leadership within NAECS-SDE Association members.
- To provide leadership, advocacy and support for policies and legislation that positively affects the education, health, and welfare of young children and their families;
- To promote the quality and effectiveness of early childhood programs and practices through research, analysis, and implementation strategies; and
- To promote communication and coordination between the Association and other agencies and professional organizations serving young children and their families.

### ARTICLE III – MEMBERSHIP AND DUES

**Full membership** in the Association shall be open to those persons with major responsibility for programs in early childhood education serving in state departments of education or other state early childhood education and early learning agencies in the United States, its territories, and the District of Columbia.

**Associate membership** shall be open only to retired or former full members. Any early childhood specialist previously holding full membership in the Association is eligible for Associate Membership after leaving state agency employment.

**Affiliate membership** shall be open to related professionals who hold a current state-focused position in— a national not-for-profit organization related to the purpose of the Association.

Any Full Member who leaves state agency service during a membership year is immediately eligible to become an Associate Member and retain such status for as long as they wish to retain membership in the Association. The Association will publish—post and distribute to the membership—a directory of the association members, including contact information and professional data.

The membership year is January 1 to December 31 and dues are payable during the first quarter of every year. Members failing to pay dues during the first quarter will be removed from the roster and listserv on April 1. First time members may pay a full-year's dues at anytime during the year and have such dues applicable to the remainder of the current year.

## **ARTICLE IV – RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF MEMBERS**

### **Section 1: Full Members:**

- Maintain membership in good standing, including the timely payment of dues.
- When possible, attend and participate in meetings of the Association.
- Are prepared to cast votes on business of the Association requiring a vote of the membership.
- Abstain from voting on any matter that would provide direct financial benefit to the member, otherwise constitute a conflict of interest, or give the appearance of a conflict of interest;
- May run for an Executive office.
- Are prepared to participate through service as a member, chair or co-chair of a standing or ad hoc committee appointed by the Executive Committee.

### **Section 2: Associate and Affiliate members:**

- Maintain membership in good standing, including the timely payment of dues.
- May attend and participate in meetings of the membership, but may not cast a vote on matters of the Association that are decided by a vote.
- Are not eligible to serve on the Executive Committee.
- Associate members may serve as a member of a standing or ad hoc committee appointed by the Executive Committee, but are not eligible to serve as the chair or co-chair (this includes Full members who have become Associate members within a membership year).

### **Section 3: Privileges and expectations of all members:**

- Participate in telephone, electronic, and written communication related to the work of the Association.
- Review information on the activities of the Association and provide feedback to the Association, Executive Committee, and Governing Board.
- Become familiar with documents posted on the Association website and produced by the Association in order to appropriately represent the position of the Association
- Inform the Association office of any change in membership status in a timely manner.

## ARTICLE V - OFFICERS

### Section 1: Officers of the Association

The officers of the Association shall be President, Immediate Past President, Vice President, Secretary, and Treasurer. The officers shall constitute the Executive Committee. If the Association employs an Executive Director that individual will serve as an ex officio (non-voting) member of the Executive Committee. The Executive Committee shall perform such duties as directed by the members of the Association. The Executive Committee shall propose policies and procedures for the organization which shall be approved by a majority of the voting members.

### Section 2: Qualifications of Officers

Full members of the Association regularly employed and having leadership responsibilities for early childhood education as defined in Article III shall be eligible to be elected for the offices of President, Vice President, Secretary, and Treasurer.

### Section 3: Duties of Officers

- **President:** The President shall be the principal executive officer of the Association and shall, in general, supervise the business and affairs of the Association. The President shall preside at meetings and shall have such other powers and duties as the members shall vote. The President shall represent the Association as its official spokesperson.
- **Vice President:** The Vice President shall perform the offices of President when the latter cannot preside or cannot fulfill his/her term. The Vice President shall be program chairman of the annual meeting and shall have such other duties as may be prescribed by vote of the membership.
- **Secretary:** The Secretary shall keep accurate records of all meetings of the Executive Committee, Governing Board, and Association and shall provide the membership with written accounts of the meetings. The Secretary shall keep accurate records of all meetings in which a member of the Association either by responsibility of office or by designation of the President represents the Association at hearings, etc.
- **Treasurer:** The Treasurer shall be responsible for the treasury, give an annual report of the finances of the Association, file any necessary and pertinent financial reports, and keep an accurate list of the membership.
- **Immediate Past President:** The Immediate Past President shall serve as Chairperson of the Public Policy Committee and provide continuity to the Association during transitions.

#### **Section 4: Term of Office**

Officers shall be elected for a period of two years, and may serve no more than two consecutive terms. President and Vice President will be elected on the even- numbered year. Secretary and Treasurer will be elected on the odd-numbered year.

#### **Section 5: Vacancies**

Should a vacancy occur for any reason in the office of treasurer or secretary, the vacancy shall be filled by appointment of the Executive Committee within 30 days, to fill the term until the next regular election. In the case of a vacancy in the President, the Vice President shall succeed the President within 30 days. In the event the Vice President is unable to fill this responsibility the vacancy shall be filled by appointment of the Executive Committee within 30 days to fill the term until the next regular election.

#### **Section 6: Removal of Officers**

Any officer may be removed for cause during his or her term by a majority vote of full members present at an annual meeting, or by written ballots if no annual meeting is planned.

### **ARTICLE VI - ELECTION OF OFFICERS**

#### **Section 1: Leadership Development Committee**

The Executive Committee shall appoint a Leadership Development Committee consisting of a member of the Executive Committee as Chairperson and three additional members in so far as possible from different regions of the United States. The Committee shall seek suggestions from the membership and the Association website. The Executive Committee shall review the qualifications of nominees and approve the slate of officers. A professional vita of the nominee shall accompany the ballot for all nominees.

#### **Section 2: Elections**

Officers shall be elected at the annual business meeting by a majority vote of the full members present and shall include absentee and electronic ballots received by any member of the Executive Committee prior to the annual business meeting.

#### **Section 3: Term of Office**

All newly elected officers shall assume their responsibilities on the first day of the month immediately following the Annual Meeting.

## **ARTICLE VII - GOVERNING BOARD**

Leadership of the Association shall include the Executive Committee and Governing Board. The Executive Committee shall be comprised of the elected Executive officers. The Governing Board shall be comprised of the elected officers of the Executive Committee and the chairs and co-chairs of the standing committees. Officers, chairs, and co-chairs of Committees must be full members of the Association. The Executive Committee and Governing Board may meet in person, by phone, or electronically between annual meetings as appropriate for the task to conduct the business of the Association.

## **ARTICLE VIII MEETINGS**

### **Section 1: Annual Meeting**

The annual meeting of the Association shall be held at such a place and time as may be determined by the Executive Committee. Other meetings of the membership may be called by the Executive Committee.

### **Section 2: Agenda and Communications**

Position papers from the members, committee reports, and suggested agenda items must be submitted to the President at least one week in advance of the annual meeting in order that such items may take their appropriate sequence on the agenda of the annual meeting. The President may release communications with the approval of the Executive Committee.

## **ARTICLE IX- Budget**

### **Section 1: Employees**

The Executive Committee shall have the authority to employ or contract such personnel as may be necessary to carry out the purposes of the organization. Such personnel may be contracted to implement, manage and support the programs and activities of the Association and Executive Committee in accordance with policies, plans and approved budget, assist in the analysis and development of policy, and assist in distribution of information as assigned. An Executive Director may be employed to carry out the purposes of the organization.

## **Section 2: Dues**

The annual dues shall be determined by a majority vote of the full members present at the annual business meeting and approved by an affirmative vote of two-thirds of the full members. Such dues shall remain in force until amended at a subsequent meeting.

## **Section 3: Audit Committee**

At the time of the annual meeting, the President shall appoint an audit committee of at least two full members to review the past year's financial records.

## **Section 4: Compensation**

The Executive Committee shall not receive compensation for their services, but may be reimbursed for their expenses when acting on behalf of the Association including attendance at meetings of the Executive Committee.

## **Section 5: Checks, Drafts, and Deposits**

All checks, drafts or other order for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the Treasurer and/or another agent designated by the Executive Committee. All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies or other depositories as the Executive Committee may select.

## **ARTICLE X - AMENDMENTS**

These by-laws may be altered, amended, revised, or repealed in whole or in part by mail or electronic ballot or at any regular or special meeting provided that notice of the substance of any proposed change is set forth in a mailing or electronic communication and approved by an affirmative vote of two-thirds of the full members. Full members shall be notified of any potential amendments in mailing or electronic communication no less than 30 days prior to a scheduled vote.

## ARTICLE XI - COMMITTEES

### Section 1: Establishment of Committees

The Association shall utilize a committee structure to support the organization in conducting its business and achieving its goals. Committees shall be either Standing or Ad-Hoc in nature. The chairs and/or co-chairs of the Standing Committees shall be appointed by the Executive Committee. The chairs of the Standing Committees constitute the membership of the Governing Board along with the Executive Committee.

### Section 2: Duties of Committees

Committees will be developed to carry forward the work of the Association in accordance with its purposes and in response to calls for action related to advances in the field of early learning and early childhood education. The Governing Board provides guidance to the Standing Committees. All position papers, reports, etc. and requests for endorsing positions developed by other complementary organizations of the Association shall be consistent with the Association- and approved by the Executive Committee.

### Section 3: Standing Committees

Standing Committees shall be established for the following areas: Leadership Development, Membership Support, Communications, Program, and Public Policy. Standing Committees shall convene in person, by phone, or electronically between annual meetings to conduct the business of the committees as determined in the annual meeting.

- **Membership Support Committee:** The function of the Membership Support Committee is to encourage active membership representing all states and territories in the respective regions, to facilitate regional communication, and to provide professional development and induction activities for new members. The Treasurer shall be a member of this committee.
- **Communications Committee:** The function of the Communications Committee is to work with the President to assure effective mechanisms for organizational communication. The Committee shall advise and/or oversee the Association's electronic communication capabilities and protocols as well as traditional means of communication such as any newsletters or print communications. The Secretary shall be a member of this committee.
- **Program Committee:** The function of the Program Committee is to work with the Vice President and any Association employees to make arrangements for the annual meeting of the Association, including but not limited to site selection and program arrangements. The Vice President shall chair the Program Committee.
- **Public Policy Committee:** The function of the Public Policy Committee is to work with the Executive Committee and Association employees to address issues which are of interest and



relevance to the general membership and related to the purposes of the Association. Issues may be addressed by reviewing policies and position statements from other organizations for possible endorsement, developing position statements for the Association as recommended by the membership or Executive Committee, or other actions which would support an informed and active membership. The Immediate Past President will be a member of this committee.

**Leadership Development Committee:** See Article VI Section 1.

#### **Section 4: Ad-Hoc Committees**

Ad-Hoc committees shall be formed on an as-needed basis either by a majority-vote of the membership or Executive Committee appointment. Membership shall be determined at such time Ad-Hoc committees are formed.

### **ARTICLE XII - DISSOLUTION**

This Association shall remain in existence until dissolved by vote or written consent of 50% or more of the membership. Upon dissolution of this corporation, the assets of this Association—remaining after payment of all debts of the Association, are irrevocably dedicated to associations qualified for exemption from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code and whose purposes are comparable to the purposes of this Association.

Final 12.11