

BY-LAWS (TEMPLATE that may be used if desired)

(Insert State Name Here) ASSOCIATION FOR
EARLY CHILDHOOD TEACHER EDUCATORS

ARTICLE I

The name of this organization shall be (Name of State) Association of Early Childhood Educators (_AECTE).

ARTICLE II

The purposes of this organization shall be to:

- A. Promote the professional growth of its membership.
- B. Establish and support an early childhood communication network within (insert name of State) and provide a forum for consideration of issues and concerns of special interest to early childhood educators.
- C. Advocate for quality early childhood teacher preparation at the associate, baccalaureate, and graduate levels in (insert name of State).
- D. Facilitate the interchange of information and ideas among state training providers in the early childhood education community.
- E. Encourage research and dissemination of research related to child development, learning, and best practices in early childhood education.
- F. Provide professional development opportunities for early childhood teacher educators.
- G. Develop an advocacy agenda for improving the preparation of early childhood teachers and caregivers.

ARTICLE III - MEMBERSHIP AND DUES

Section A - Eligibility: Membership in (insert state _AECTE) shall be open to all persons subscribing to the purposes of the Association and engaged in the preparation or on-going professional development of early childhood educators.

Section B - Active Members: Membership in the Association shall become effective upon payment of dues for the membership year beginning (insert date) and ending (insert date).

Section C - Dues: Dues for annual membership shall be set by the Governing Board of Directors and approved by the membership.

ARTICLE IV - OFFICERS AND GOVERNING BOARD

Section A - Officers: The elected officers of the Association shall be: President-Elect, Vice President for Membership, Secretary, and Treasurer. Any member in good standing is eligible for election as an Association officer. *All elected officers MUST be current members of NAECTE.* The Governing Board of Directors shall consist of these officers, the current President, and Past-president. Every effort will be made to assure the Board represents both private and state institutions and all regions of the (insert state, Commonwealth, etc.). Standing Committees: These shall include Program Committee and Long-Range Planning Committee.

Section B - Term of Office: The terms of President, Vice President for Membership, Secretary, and Treasurer shall be two years. The term of President-Elect shall be one year, prior to assuming office of President, for two years more. The term of Past-President shall be one year, following expiration of term of office as President. Officer terms may be extended in the absence of an elected successor. No officer shall serve more than two successive terms in the same office.

Section C - Time of Assuming Office: Each officer shall assume the duties of the office on January 1, following fall elections. Elections shall be established on a rotating basis with the President-Elect and Secretary elected on alternating years from elections for Vice-President and Treasurer. The first election shall select a President, Vice President for Membership, and Treasurer, who shall serve two year initial terms, and the Secretary, whose initial term shall be one year. The following year, a President-Elect and Secretary will be elected to establish the regular rotation of the officers. The first Past-President will not assume office until the first term of President is completed.

Section D - Duties of Officers: Duties of the Officers shall be as follows:

President: Shall preside at all association and Governing Board meetings, serves as ex-officio member of all standing and ad hoc committees, exercises general leadership and supervision over the affairs of the Association, and serves as official representative of the Association.

President-Elect: Shall assume duties of the President at the expiration of the President's term or when and if the President is unable to perform the duties of the office. The President-Elect assists the President as Chair of the Long-range Planning Committee, in preparation for assuming the office of President. Works with Treasurer on annual budget.

Vice-President for Membership: Assumes responsibility for coordinating and sustaining membership recruitment and retention activities and fulfills such duties as are assigned by the President or Governing Board of Directors. The Vice-President chairs the Program Committee.

Secretary: Shall have charge of the permanent records of the Association, be responsible for its correspondence as directed by the President and/or Governing Board, and assumes responsibility for recording and disseminating minutes of the Governing Board and General Membership meetings. The Secretary assumes responsibility for all Association correspondence.

Treasurer: Prepares annual budget, maintains and files tax returns. Shall receive all monies of the Association, disburse all funds (upon vouchers certified by the President) for obligations incurred by the Association. The Treasurer maintains current and accurate membership records and sends out membership notices.

Past President: Shall serve as advisor to the Governing Board of Directors, assist with development of meeting programs and Association activities, and fulfill such duties as are assigned by the

President.

Section E: Interim Vacancies: The Governing Board of Directors shall have the power to fill vacancies in offices occurring during a term of office until the next regular election, with the exception of President, which is described in Article IV, Section A.

ARTICLE V - ELECTIONS

These procedures shall be followed after the first election, which shall be held on the date that the By-Laws are approved:

Section A - Time and Method of Nomination: The President will appoint a nominating committee in consultation with the Board, which will present a slate of nominations to the general membership and make requests from the floor at the spring meeting. Elections will be conducted at the fall meeting of the Association. Absentee ballots will be available for members who are unable to attend the meeting. If there is no fall meeting, ballots will be mailed to the general membership.

Section B - Time and Method of Election: The ballots shall be returned to the Secretary. The Secretary, with the assistance of at least two members of the Governing Board shall count the ballots.

Section C - Vote Necessary to Elect: A simple majority of those eligible to vote and whose ballots have been postmarked on or before the specified deadline date shall elect. Written notification of elected officers shall be made immediately to the members of the Governing Board of Directors.

ARTICLE VI - MEETINGS OF THE ASSOCIATION

Section A - Meeting: There shall be a minimum of two annual meetings per year, spring and fall, with time and place to be decided by the Governing Board.

Notice of such meeting shall be communicated to all Association members at least thirty days prior to the meeting. The President shall preside. Business at this meeting shall include, but not be limited to: Induction of any new officers, presentation of the Association's financial report, and a report on membership. Additional meetings, conferences, or workshops may be held at the discretion of the Governing Board.

Section B - Eligibility: Participation in the conduct of the Association business shall be limited to those whose annual dues are paid for the current year.

Section C - Quorum: A quorum shall consist of a majority of those present and eligible to participate in the conduct of Association business.

ARTICLE VII - DISSOLUTION

In the event of dissolution of this Association, any assets remaining after paying or making provision for the payment of all of the liabilities of the Association shall be turned over to NAECTE.