

## **BYLAWS**

### **NATIONAL ASSOCIATION OF EARLY CHILDHOOD TEACHER EDUCATORS NAECTE**

Revisions accepted May 2009

#### **Article I – Name**

The name of the organization shall be the National Association of Early Childhood Teacher Educators (NAECTE).

#### **Article II – Purpose**

The purpose of this association is to promote the professional growth of its membership, to discuss the educational issues that are specific to its membership, and to advocate for improvements in early childhood teacher education.

#### **Section A.**

To this end it shall:

Provide a forum for consideration of issues and concerns of special interest to educators or early childhood educators;

Provide a communication network for early childhood teacher educators.

In furthering its purposes the Organization shall:

1. Facilitate the interchange of information and ideas about research and practice among its members and among other persons concerned with young children through its journal, conference program, resolutions, position papers, and other publications.
2. Cooperate with national organizations concerned with the study and education of young children.

#### **Article III – Membership**

#### **Section A.**

Membership is open to persons subscribing to the purposes of the organization. There will be four types of Membership:

1. Paid: an individual who has paid annual dues to NAECTE
2. Complimentary: an individual who has been given a one-year complimentary membership in recognition of service to the association.
3. Student: an individual who is a graduate student in a teacher education program.
4. Retiree member: an individual who has retired from early childhood teacher education.

All types of members shall be entitled to rights and privileges of membership: to vote; to hold office; to attend and participate in business meetings; to present resolutions; to be eligible for appointment to committees; to receive NAECTE publications; to have access to Members Only areas of the NAECTE website; and to receive calls for proposals and announcements of conferences.

### **Section B.**

State or regional associations organized primarily to further the purposes of NAECTE may submit an application to become an affiliate of the association. The Affiliate Application is available by request from the organization's Affiliate Chair. The NAECTE Board will act on such requests at its next regularly scheduled meeting.

### **Section C.**

The membership year shall be from January 1 – December 31.

## **Article IV -- Governing Board**

### **Section A.**

The Governing Board shall consist of six elected officers who shall make up the Executive Committee: (President, President-Elect, Vice President for Conferences, Vice President for Membership, Secretary, Treasurer), an elected Affiliate Chair, and ten elected Regional Representatives representing the regional areas as defined by the U.S. Government.

### **Section B.**

The editor of the Journal and immediate Past President shall serve as ex-officio members of the Board.

### **Section C.**

Eligibility for Selection of Members of the Governing Board: Any person elected or appointed to the Governing Board must have been a member of the association for at least two years. The President-elect must have previously served on the association's Governing Board.

### **Section D.**

The duties of the elected officers and Regional Representatives shall be as follows:

**President:** Shall preside at meetings and administer the affairs of the organization, shall be the recognized representative of the organization when interacting with other professional and governmental organizations on behalf of the organization.

**President-Elect:** Shall assume the duties of the President when and if the President is unable to perform the duties of the office and shall assist the President in an advisory capacity. The President-Elect shall, in conjunction with the Treasurer and President, develop the budget for the next fiscal year. The President-Elect shall chair the Long Range Planning Committee and, alternating with the Past-President chair the Nominations Committee.

**Past President:** Shall alternate with the President-Elect to chair the Nominations Committee and provide continuity to the Board by undertaking such responsibilities as are assigned from time to time by the President or the Board. Shall send Conference Program(s), minutes and other relevant materials to the NAECTE Archives at the end of tenure as President.

**Vice President for Conferences:** Shall be responsible for making arrangements for Board meetings, conferences, and receptions sponsored by the Association and for developing the program for its conferences.

**Vice President for Membership:** Shall be responsible for keeping an updated membership roll and for coordinating other activities designed to maintain and increase membership as directed by the President and/or Governing Board. Shall be responsible for forwarding membership dues to the Treasurer at least monthly, supplying mailing labels to the publisher to distribute the Association's Journal, sending renewal notices, working with the Regional Representatives to build and sustain membership, responding to requests to rent the organization's mailing list, and for creating and distributing a membership directory.

**Secretary:** Shall be responsible for taking minutes of the Association and Governing Board meetings and distributing them to the Board in a timely fashion and for submitting minutes and other records of the Association to the archives at the end of his/her term of office.

**Treasurer:** Shall be authorized to receive, deposit and expend the Association's funds as described in the Association's approved budget. Shall be responsible for keeping the Association's financial records in order; for depositing checks at least monthly; for complying with applicable laws including reporting on non-profit status to IRS; and shall facilitate the required audit, providing the auditor with all requested records. Shall work with the President and President-Elect to develop a budget for the next fiscal year.

**Affiliate Chair:** Shall serve as the Affiliate-groups' liaison. Shall be responsible for maintaining a list of affiliate officers, and shall encourage states to form affiliate groups.

**Regional Representatives:** Shall serve as liaisons between the Board and members and Affiliates in their geographical area, and shall work with the Vice President for Membership to build and support membership.

**NAECTE Governing Board Vacancies:** If a Board member resigns, is no longer able to serve, or is elected to another Board position, a replacement will be appointed by the Executive Committee to fill the remainder of the term.

#### **Section E.**

The duties of the Governing Board will be: To propose policy changes, to oversee all operations of the organization, to recommend a course of action to its membership, and to prepare and approve the budget.

The Governing Board year shall commence with the close of the annual Association meeting and conclude at the close of the annual Association meeting the following year. The Governing Board then shall meet regularly and/or upon the call of the officers of the Association. When necessary, the Governing Board shall use electronic means to carry out the business at hand.

## **Section F.**

No individual Association member or member of the Governing Board may represent the organization in matters of policy or finance without the approval of a majority of the Governing Board.

## **Conflict of Interest**

Members of the National Association of Early Childhood Teacher Educators' Governing Board strive to maintain the highest ethical standards and represent a sense of fairness, civility, and personal integrity. Because the members of the NAECTE Governing Board and its committees serve the membership at large as well as the profession, they will avoid any conflict of interest, even the appearance of a conflict of interest.

The NAECTE Governing Board and Committee members maintain that no member shall participate in any discussion or vote on any matter in which he/she or his/her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Board member or committee member must announce his/her potential conflict, disqualify himself/herself, and be excused from the meeting until discussion is over on the matter involved. The President or Committee Chair is expected to make inquiry if such conflict appears to exist and the Board member or committee member has not made it known.

## **Section G. Journal Editor and Editorial Board**

The Editor of the Journal shall be nominated by the President for a term of 4 years and approved by the Governing Board. An editor may serve subsequent 4 year terms with the approval of the majority of the Governing Board. An Editorial Board shall be constituted by the Editor with the approval of the Governing Board. The charge of the Editorial Board shall be to propose and implement editorial policy with the approval of the Governing Board, solicit and review manuscripts, and see to the orderly and timely publication of the Journal. A minimum of two (2) members of the Editorial Board shall be present or former members of the Governing Board.

## **Article V– Meetings**

An annual meeting shall be held during the Association's regular fall meeting. Notice of the annual meeting shall be made to all NAECTE members by the President or the President's designee at least 30 days prior to the meeting.

This annual fall meeting shall be considered the regular meeting of the membership. Business of this meeting shall include induction of new officers, the presentation of the financial report of the Association and the budget approved by the Board for the next fiscal year, a report on NAECTE membership and activities during the past year, and such matters as the Governing Board shall deem necessary.

A simple majority of those present at any meeting shall constitute a quorum for the transaction of business.

Special meetings may be called by a majority of the Governing Board. A minimum of 60 days notice of such meetings shall be given by the President.

## **Article VI – Committees**

The President with the approval of the Governing Board shall appoint such committees as necessary to carry on the work of the Association.

## **Article VII – Finances**

**Section A.** Budget Preparation and Adoption. The fiscal period of the Association shall be January 1 – December 31. Prior to the expiration of one fiscal period, the Governing Board shall provide for an operating budget for the next fiscal period. When approved by the membership this budget shall govern financial commitments of the Association during the fiscal period concerned.

### **Section B.**

Dues shall be determined by the Governing Board.

**Section C.** All receipts and disbursements shall be made through bank accounts authorized by the Governing Board. A professional auditor selected by the Finance Committee shall be employed to perform an audit at the conclusion of each Treasurer’s term.

## **Article VIII -- Terms of Office**

### **Section A. Terms of Office and Term Limits**

Length of terms of officers and Board members. The term of most Governing Board officers shall be two (2) years or until the officer’s successor has been elected and qualified. The Past-President and President-Elect will each serve one-year terms. The President shall serve only one term in office. No other officer shall serve more than two successive terms in the same office.

### **Section B. Staggering of Terms**

Regional Representatives shall serve a two- year term, five members being elected each year.

### **Section C. Removal from Office**

An officer shall serve for the number of years designated by the office or until his/her successor has been appointed or elected.

### **Reasons for Removal from Office:**

1. Failing to attend meetings and not doing the designated work of that office.
2. Embezzling funds or other criminal activity.
3. Harming the good name of the organization and abusing the privilege of the office.

## **Article IX – Elections**

### **Section A. Time and Method of Nominating**

Requests for nominations for officers and Regional Representatives shall be made of the general membership at the annual meeting, posted on the NAECTE website, and shall be made to all Board members before the annual meeting. Nominations shall be sent to a Nominating Committee chaired alternately by the President-Elect and Past-President who shall appoint members in consultation with the Governing Board.

### **Section B. Nominating Committee: Duties**

The Nominating Committee shall insure that at least two names are proposed for each vacant office. The Committee shall oversee the preparation of the ballot, distribute the ballot to all members, count ballots, and notify the nominees and the Board of the election results at least three (3) months before the fall general meeting.

### **Section C. Time and Method of Election**

A ballot shall be distributed to the general membership at least five (5) months before the annual meeting with a request for its return within 30 days.

### **Section D. Vote Necessary to Elect**

Ballots shall be counted by at least two NAECTE members. A simple majority of those entitled to vote and whose ballots have been received on or before the specified deadline shall elect.

### **Article X – Parliamentary Authority**

Roberts Rules of Order (Revised) shall be the parliamentary authority governing this Association.

### **Article XI – Amendments to Bylaws**

#### **Section A.**

Amendments to these Bylaws may be initiated by the Governing Board, by a committee of members appointed by the President, or by fifty members or 1/10 of the membership (using the latest issue of the membership directory to derive the basic membership figure) whichever is the smallest number.

#### **Section B.**

A ballot on each amendment shall be distributed to the full membership with a request for a response within 30 days. A two-thirds majority of those voting shall be required for the adoption of an amendment to the Bylaws.

### **Article XII – Dissolution of the Association**

#### **Section A.**

A recommendation for the dissolution of the Association shall be adopted by three-fourths vote of the members of the Governing Board and be submitted in writing to the membership. The recommendation shall be approved by three-fourths of the members voting on the issue.

#### **Section B.**

In the event of dissolution, the residual assets of this Association shall be turned over, at the discretion of the Governing Board, to one or more organizations which themselves are exempt from federal income tax as organizations described in Section 501 (c) (3) of the Internal Revenue Code, or the federal, state or local government for exclusively public purpose.