

## NAECTE STATE AFFILIATE HANDBOOK

### WHAT IS A STATE AFFILIATE OF NAECTE?

Individual members in any state can officially organize a state affiliate group by meeting the NAECTE organizational requirements and securing formal approval by the NAECTE Governing Board. The NAECTE Chair for the Affiliates functions as the liaison between state organizations and NAECTE.

State affiliates are independent, not-for-profit organizations that maintain their own dues structure, financial, organizational, and membership records. They maintain a close relationship with the national organization which provides support in various ways. All members of state affiliates are expected to be members of the national organization. State affiliate officers are required to be members of NAECTE.

The name of a recognized affiliate should have a state abbreviation followed by "AECTE" in the title (eg, NYAECTE, NJAECTE, etc.). Affiliates should indicate in any official printed material about the group or recruiting activities that it is independent from, but affiliated with NAECTE. The affiliate cannot speak for the national organization, but should freely identify itself as a supporting organization of NAECTE.

Affiliates are encouraged to (a) meet regularly, (b) plan and conduct activities on behalf of early childhood teacher education, (c) engage in advocacy activities. States are encouraged to prepare position statements and/or publications that advocate for sound practices in early childhood teacher education. A publication produced by an affiliate group should clearly state that it is an affiliate publication. If a publication is to be produced as an NAECTE publication, it must be submitted to the NAECTE Publications Committee for review and receive NAECTE Board approval prior to publication.

### ACTIVE STATUS

State affiliates maintain official recognition as affiliates by submitting an NAECTE State Affiliate Annual Report (Appendix A) and an NAECTE State Affiliate Officer Roster (Appendix B)

### PROCESS FOR ORGANIZING (or Re-organizing) A STATE AFFILIATE

1. A core group of early childhood teacher educators assume responsibility for guiding the evolution of the group until approval of Bylaws (Appendix C) can be used as a template) and the first election of officers. This usually takes at least six months.
2. Notify NAECTE Affiliate Chair of their intent to organize or re-activate.
3. Decide how to communicate with potential members.
4. Identify organizational and advocacy issues of interest.
5. Plan for regular meetings.
6. An IRS EIN# is required to establish a bank account (Form SS-4).

### Suggested Start-Up Activities

1. Attend state and local early childhood meetings and talk to individuals or make announcements about the formation of the group and its plans.
2. Work on special activities such as advocacy efforts.
3. Create plan for communicating by phone or email between meetings.
4. Establish a timeline for regular meetings.

### Suggested Strategies for Nurturing Your State Affiliate Group

1. Clarify a focus for the Affiliate's activities.
2. Develop a state affiliate newsletter and/or website .
3. Develop an email distribution list of members (addresses in NAECTE directory).
4. Develop linkages with other groups.
5. Use the annual NAECTE meeting to plan events and strategies and to network

### PROCEDURE FOR RECOGNITION AS AN NAECTE STATE AFFILIATE

The proposed affiliate petitions the Governing Board by submitting the Application for NAECTE State Affiliate Status (Appendix D) with the following attachments:

1. Copy of the affiliate By-laws
2. Roster and contact information for officers

### NAECTE SUPPORT OF AFFILIATES

NAECTE supports affiliates through activities coordinated by the Affiliate Chair including:

1. Information on how to start, nurture, maintain and/or re-organize an affiliate group.
2. Getting additional support specifically from the affiliate chair to include an action plan session that supports specific tasks to ensure the health and vitality of the affiliate.
2. Contact information for other affiliate groups.
3. Networking opportunities for state affiliates at annual meeting.
4. Space for affiliate representatives to distribute membership forms and collect dues at the annual meeting.
5. Information about state affiliates on NAECTE website and links to state affiliate websites if requested.

### Expectations of affiliates

1. Support the principles and mission of NAECTE at the state level.
2. Encourage state affiliate members to join NAECTE and provide NAECTE membership forms to all prospective and current members.
3. Maintain regular communication with the Affiliate Chair and their Regional Representative.

Appendix A



NAECTE STATE AFFILIATE ANNUAL REPORT

DUE DATE: December 31

SUBMIT TO: Affiliate Chair

AFFILIATE NAME:

NAME OF PERSON FILING REPORT:

EMAIL OR PHONE # FOR PERSON FILING REPORT:

DATE OF REPORT:

The following information will assist us in mentoring and recognizing accomplishments of our affiliates.

1. List current officers.
2. Describe projects or activities your group sponsored or participated in during the past year.
2. Describe any policy/advocacy activities your affiliate participated in or initiated.
3. What support from NAECTE would be helpful for your affiliate?

## Appendix B



## NAECTE STATE AFFILIATE OFFICER ROSTER

DUE DATE: December 31

SUBMIT TO: Affiliate Chair

AFFILIATE NAME:

Office	President	President-Elect	Vice President	Secretary	Treasurer
Name					
Term expires					
Mailing address					
Email address					
Phone					

## Appendix C

## 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 and are in good financial standing as verified by the national office.

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. Also, a final report should accompany the dissolution to include all financial documents closing any accounts, etc.



Appendix D



Application for NAECTE State Affiliate Status

This application should be completed and submitted electronically to:

**NAECTE Affiliate Chair**

Proposed Affiliate Name (State + "Association of Early Childhood Teacher Educators"):

Proposed Acronym (e.g., NJAECTE, NYAECTE, KAECTE, etc.)

Name and contact information of person submitting application:

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Application \_\_\_\_\_

Please attach the following documents:

1. Copy of proposed association By-Laws
2. NAECTE State Affiliate Officer Roster