

## **By-Laws**

### **Associate Degree Early Childhood Teacher Educators: *ACCESS to Shared Knowledge and Practices***

- 1) Name: The name of the Corporation shall be Associate Degree Early Childhood Teacher Educators – ACCESS to Shared Knowledge and Practice (the organization is commonly known as ACCESS).
- 2) Purpose and Mission:
  - a) The general purpose of the organization shall be:
    - i) To advocate for the associate degree program in the preparation of early childhood professionals and the instructors who teach those professionals;
    - ii) To communicate, cooperate and assist in any liaison, affiliation, or other kind of cooperative activities with other groups having compatible purposes.
  - b) The organization is founded on the belief that learning is a lifelong process and that associate degree programs are an important link in early childhood professional preparation. The members of ACCESS support the vision that quality care and educational services should be available to all children and their families.
  - c) The mission is to:
    - i) Foster cooperation and coordination among professionals at all post-secondary institutions with a common interest in instruction and learning in early childhood.
    - ii) Promote the acquisition of a core body of knowledge at the associate degree level.
    - iii) Serve as active participants in an interrelated continuum of professional growth and education for children and families.
    - iv) Work with practitioners to ensure the availability of quality early care and education for children and families.
    - v) Provide a professional network for sharing knowledge and support among early childhood educators at associate degree granting institutions.
    - vi) Address issues and concerns of members and promote the professional growth and education of early childhood practitioners.
    - vii) Collaborate with national organizations concerned with the study and education of young children.
    - viii) Promote and advocate for quality in early childhood care and education.
  - d) Notwithstanding any other provisions of these articles, the association is chartered exclusively for charitable and educational purposes, as defined in Section 501 (c) (3) of the Internal Revenue Code of 1986, as it may be amended and shall not carry out any activities not permitted to be carried out by a corporation exempt from federal income tax under Section 501 (c) (3).
  - e) No substantial part of the activities of the association shall be devoted to carrying on propaganda or otherwise attempting to influence legislation and the association shall not participate in or intervene in (including the publishing or distributing of statements) any potential campaign on behalf of any candidate for public office.

## Membership

- f) Membership shall be open to associate degree program personnel with assignment in early childhood/child development, personnel involved in laboratory schools/campus child care connected to associate degree programs, and other interested individuals with teaching training responsibilities or interests.
  - g) A person shall become a member by submitting an application, and upon payment of annual dues. Membership shall be on a year to year basis.
  - h) Membership dues shall be determined by the Executive Committee.
  - i) Each member shall have one vote in any matter which is submitted to the membership, including the election of directors. There shall be no cumulative voting.
  - j) The membership year shall be the calendar year.
  - k) An annual meeting of the membership shall be held at a date and time established by the Board of Directors.
  - l) Additional membership meetings may be held, if deemed necessary by the Executive Committee.
  - m) A quorum for the transaction of business at any meeting of the membership shall consist of all members actually attending the meeting who are eligible to vote.
- 3) Board of Directors
- a) The Board of Directors shall consist of the Executive Committee, State Affiliate Representatives and the Committee Chairs.
  - b) The members of the Executive Committee shall be subject to election by the general membership pursuant to the procedures set forth in Section 6 below. State affiliate representatives, after being appointed by their state affiliate board, shall be appointed by the President for a two (2) year term. Committee chairs shall also be appointed by the President for a two (2) year term. All appointments shall be subject to the approval of the Executive Committee.
- 4) Meetings of the Board of Directors
- a) An annual meeting of the Board of Directors shall be held at a place and time to be determined by the Executive Committee.
  - b) Additional meetings will be held monthly or bi-monthly by conference call.
  - c) A quorum shall consist of a simple majority of the Board of Directors.
- 5) Election and Responsibilities of Executive Committee
- a) The Executive Committee shall consist of the President, President-Elect or Past-President (alternating years), five Vice Presidents, Secretary, and Treasurer, who shall be elected by the membership as set forth below.
  - b) The election of the Executive Committee shall be conducted by ballot, emailed to each member by October 20th of each year, with the results announced not later than November 1st.

- c) A simple majority of votes cast for each individual office shall be sufficient to elect the individual.
  - d) The term of office for each officer shall begin in January of each year. The terms of office are as follows:
    - President – 2-year term, begin as President Elect in even year, assume Presidency in odd year, serve as Past-President one year following (4 year commitment)
    - President-Elect – 1-year term, elected in odd years to begin in even year
    - Past-President – 1-year term, non-elected, begins in odd year
    - Secretary – 2-year term, elected in odd years to begin in even year
    - Treasurer – 2-year term, elected in even years to begin in odd year
    - VP of Collaborations – 2- year term, elected in an even year to begin in an odd year
    - VP of Communications – 2- year term, elected in odd year to begin in even year
    - VP for Professional Development – 2-year term, elected in even years to begin in odd year
    - VP for State Affiliates – 2-year term, elected in even year, to begin in odd
    - VP for Membership – 2-year term, elected in odd years to begin in even year
  - e) No officer shall be entitled to serve for more than two (2) consecutive terms in the same office. The President shall be entitled to serve only one (1) term as President.
  - f) A nominating committee, consisting of the Past-President or President-Elect (alternating years), and two (2) members appointed by the President and approved by the Executive Committee, shall issue a call for nominations (print or electronic) and shall nominate at least one (1) individual for each office of the Executive Committee. Geographic representation and diversity shall be considered in selecting candidates for office.
  - g) The Executive Committee shall present an annual report at the annual meeting, in the newsletter, or on the website of the organization. The Executive Committee shall approve the plan and work of committees and shall transact business in the intervals between annual meetings. The Executive Committee shall have full authority to act on behalf of the full Board of Directors and shall be invested with the powers of the Board of Directors with respect to actions taken at any duly called meeting of the Executive Committee.
- 6) Responsibilities of Officers – See Job Responsibilities for Board Members in Board Manual
- a) The President shall serve as chairperson for all meetings; shall arrange time and location for all board and membership meetings; shall serve as ex officio member of all committees, except the nominating committee; shall make appointments to fill interim vacancies; and shall authorize payment of all bills and expenses incurred for conducting the business of the organization.
  - b) The President-Elect or Past-President (alternate years) shall serve as chairperson at all meetings in the absence of the President, assist the President in representing ACCESS as needed, and be responsible for duties deemed necessary by the Board of Directors.
  - c) The Vice-President for Collaborations – communicates and coordinates with various related organizations that support our work or with which the organization partners, including networking and coordination for conference related social events.

- d) The Vice-President for Communications – coordinates and implements all communication including newsletter, website, Facebook, or other electronic modes of communication.
- e) The Vice-President for Membership shall coordinate membership recruitment and member benefits, including updating membership forms, providing organization membership and promotional materials at all conferences, and various other marketing or outreach activities.
- f) The Vice-President for Professional Development shall plan and develop all ongoing professional development activities, including conferences, conference sessions, book studies, SKIP committee activities, etc.
- g) The Vice-President for State affiliates – coordinates and provides communication among and between the state affiliate representatives and the board and membership. Recruit and promote state affiliate development and activities.
- h) The Secretary shall keep complete and accurate minutes of all meetings and shall serve as the corresponding secretary. The Secretary is responsible for archiving all documents and records of the organization.
- i) The Treasurer shall keep an accounting of members of the organization, receive and deposit all monies of the organization, make payment of the same, present semi-annual financial reports to the Executive Board, and shall annually prepare and present a proposed budget to the Governing Board for approval by the membership at the annual meeting.

#### 7) Committees

- a) Standing and ad hoc committees shall be convened by the Executive Committee or the Board of Directors.
- b) The chairperson of each standing or ad hoc committee shall be appointed by the President, with the approval of the Executive Committee.
- c) Committee appointments are for two (2) years.

#### 8) Amendments

- a) These By-Laws may be amended at any time, and from time to time, by the vote of the membership.
- b) Proposed amendments shall be submitted to and approved by the Executive Committee by simple majority vote. The Executive Committee shall submit proposed amendments to the membership at least two (2) weeks prior to the vote on amendments.
- c) These By-Laws may be amended in accord with the proposal, as submitted by the Executive Committee, upon the simple majority vote of the members.
- d) These By-Laws may be amended by the membership without the approval of the Executive Committee upon submission of such amendment by a petition approved by at least fifty one percent (51%) of the membership. Such By-Law amendment shall not be adopted unless approved by at least two-thirds (2/3) of the membership.