



## ACCESS State Affiliate Guidelines

Thank you for your interest in promoting the mission of ACCESS in your state. ACCESS supports and promotes early childhood preparation in associate degree programs and desires to connect faculty in those programs. Some states have a long tradition of faculty collaboration while others may see the value in such a network and desire a structure and facilitation for such a network. The ACCESS State Affiliate program is designed for those purposes. The purpose of the ACCESS state affiliate structure is to help build state networks of ACCESS members, promote the mission of ACCESS, build state and national leadership, and to connect state networks with national ACCESS. In order to apply for affiliate status, state networks must have at least 10 current members, elect state officers, have a conduit for receiving funding and sponsor state activities. All state ACCESS affiliate officers must be national ACCESS members.

### Benefits of ACCESS State Affiliates:

1. President or designee holds a voting seat on the national ACCESS Governing Board. This gives your state a representation in decision-making, conference planning, and input and dissemination of the latest best practices in associate degree early childhood programs.
2. The Board meets in a pre-conference session at the 2 NAEYC Conferences and each board member (including Affiliate President or designee) receives a small stipend to assist in early arrival travel expenses.
3. The Board holds regular conference calls between Board Meetings to update Board members on events, plans, issues, and news. This is an opportunity for your Affiliate President or designee to keep informed, to share news, issues and concerns from your state and vote on ACCESS business.
4. A rebate of \$10 for each national ACCESS member from an Affiliate state is returned to the state affiliate to support your state efforts.
5. Board members, including state representatives, serve on ACCESS committees and are qualified for nomination for elected national board positions from their demonstrated leadership on the board.

### Submit Application for State Affiliate status to ACCESS State Affiliate Liaison:

- A. Names of at least 10 current ACCESS members in the state (ACCESS Membership Chair can inform or verify your state members.)
- B. Names and contact information for at least 3 current state officers, including state President and Treasurer.
- C. State Constitution and bylaws modeled after ACCESS' with mission and purpose correlating with ACCESS' with "ACCESS" or "a state affiliate of ACCESS" in its formal name.
- D. Description of current state activities such as a schedule of state meetings, sample meeting agenda, sample publications if any.

### Timeline:

- May 15 Submission - Submit application to ACCESS Affiliate Liaison for approval from national ACCESS Executive Committee by May 15. Applications will be reviewed at the June board meeting. Recognition will go into effect by Sept 1 of that year with President added to the Board for the November Meeting. Rebates issued at the close of that year.
- Nov 1 Submission - Submit application to ACCESS Affiliate Liaison for approval from national ACCESS Executive Committee by Nov 1. Applications will be reviewed at the Nov board meeting. Recognition will go into effect by Jan 1 of the following year with Affiliate President or designee added to the Board on Jan 1st. Rebates issued for the following year.

### Affiliate Responsibilities:

- The Affiliate promotes the purposes and activities of ACCESS in the state in a collaborative body.
- The Affiliate must maintain a membership of at least 10 National ACCESS members.
- The Affiliate will provide representation on the Governing Board for at least one of the semi-annual meetings (President or designee with written proxy)
- The President (or designee) will participate in regularly scheduled Conference calls.
- The Affiliate must provide a written annual report to the ACCESS Governing Board Meeting at the Professional Development Conference, including the current officer list and contact information.

### ACCESS Responsibilities to Affiliates:

- Inform President of ACCESS meetings and conference calls.
- Refund \$10 per member from national ACCESS
- Support State Affiliates through Affiliate Liaison
- Inform Affiliate President by September 1 if ACCESS members from that state do not number 10 by Dec 1, rebates will be suspended for that year.

### CHECKLIST OF REQUIRED ITEMS:

- Names of at least 10 current ACCESS members in the state
- Names and contact information for at least 3 current state officers, including state President and Treasurer
- State Constitution and bylaws modeled after ACCESS' with mission and purpose correlating with ACCESS' with "ACCESS" or "a state affiliate of ACCESS" in its formal name.
- Description of current state activities such as a schedule of state meetings, sample meeting agenda, sample publications if any.

Send Completed Application to the State Affiliate Liaison:

Prof Nancy Gabriel  
9 Henry Beach Dr.  
Camillus, NY 13031

### ACCESS Board Calendar

January	Board Conference Call (tba)
February	Board Conference Call (tba)
March	Board Conference Call (tba)
April	Board Conference Call (tba)
May	May 15 - New State Affiliate Applications Due Board Conference Call (tba)
June	ACCESS Board Meeting prior to PDI New State Affiliate Applications Reviewed/ Accepted * Annual Affiliate Reports (written) to President
July	Membership Rebates to State Affiliates Board Conference Call (tba)
Aug	Board Conference Call (tba)
September	*New Affiliate Presidents accepted to Board Board Conference Call (tba)
October	Oct 15 - New State Affiliate Applications Due Board Conference Call (tba)
November	ACCESS Board Meeting prior to POI New State Affiliate Applications Reviewed/ Accepted** Board Conference Call (tba)
December	Remainder of Membership Rebates to State Affiliates* Board Conference Call (tba)
January	**New Affiliate Presidents accepted to Board