

**IV. BY-LAWS**

**KENTUCKY ASSOCIATION FOR EARLY CHILDHOOD EDUCATION**

(Approved Oct 2006, Revised Nov 2008 and Oct 2009)

**Article I NAME**

The name of this organization shall be Kentucky Association for Early Childhood Education (also referred to as KAECE or the Association).

**Article II PURPOSE**

Section 2.1 Vision Kentucky Association for Early Childhood Education serves and supports early care and education professionals on behalf of young children and their families.

Section 2.2 Mission Kentucky Association for Early Childhood Education provides opportunities for professional development and networking with early care and education professionals across the Commonwealth.

Section 2.3 Values Through our commitment to professional development and networking, Kentucky Association for Early Childhood Education values:

- Young children and their families,
- Early care and education professionals, and
- Initiatives and programs that promote healthy growth, development and education.

KAECE is open to all early childhood professionals who work with and care for young children and who provide education and resources for these individuals.

**Article III MEMBERSHIP AND ANNUAL MEETING**

Section 3.1 Eligibility Anyone interested in promoting the Purpose of KAECE may become a member upon payment of annual dues.

Section 3.2 Levels of Membership All members of KAECE are also members of the Southern Early Childhood Association (SECA) and the National Association for the Education of Young Children (NAEYC) and are entitled to the privileges of those respective associations.

Section 3.3 Categories of Membership The categories of membership in KAECE shall be Regular, Comprehensive, and Student.

Section 3.4 Rights of Members All members, upon payment of annual dues, are eligible for all rights, benefits and responsibilities of membership as set forth in the respective bylaws of KAECE, SECA and NAEYC.

Section 3.5 Dues Membership dues shall be determined by the Board. Any member who fails to remit his or her dues for the current membership year shall no longer be considered an active member.

Section 3.6 Membership Year The membership year shall be the twelve (12) month period from the date the organization is joined.

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Section 3.7 Annual Meeting

- (a) Date and Location The Annual Meeting of the members of KAECE shall be held as part of the Annual Institute unless otherwise determined by the Board. In the event of an alternate meeting, the Board shall give notice to the members of the time and location no later than four (4) weeks prior to the meeting.
- (b) Quorum A quorum shall be the gathered members in attendance.
- (c) Proxy A KAECE member may cast a vote at the annual meeting by way of written proxy.

**Article IV ADMINISTERING BODY**

Section 4.1 Name The administering body shall be called the Board.

Section 4.2 Powers and Duties Within the limits of the By-Laws, the Board shall direct the affairs of the Association, determine its policies, promote its purposes, manage its funds and appoint agents as deemed necessary.

Section 4.3 Composition

- (a) The Board shall consist of the Elected Officers, Chapter Presidents, appointed positions, and an ex-officio Business Manager.
- (b) Membership on the Board shall be limited to KAECE members.

Section 4.4 Meetings

- (a) There shall be at least four (4) meetings of the Board per calendar year.
- (b) On notice to the Board, special meetings of the Board may be called by the President or at least five (5) Board Members.

Section 4.5 Quorum and Voting

- (a) The members present at a Board meeting shall constitute a quorum provided at least five (5) Board members are present.
- (b) Actions taken by the Board shall be approved by a majority vote where a quorum is present.

Section 4.6 Vacancies Vacancies on the Board shall be filled by the President with Executive Committee approval. Each person chosen to fill a Board vacancy shall hold office until the expiration of the term of the vacant position.

**Article V OFFICERS AND ELECTIONS**

Section 5.1 Officers The Officers of the Association shall be President, President-Elect, Past President, Recording Secretary, Corresponding Secretary, Treasurer, NAEYC Representative, SECA Representative, Vice President for Membership, Vice President for Public Policy, Vice President for Program, and Vice President for Communications.

Section 5.2 Elected Officers, Elections and Terms of Office

- (a) The members of the Association shall elect President-Elect (who shall succeed to the office of President upon expiration of the preceding President's term of office), Recording Secretary, Corresponding Secretary, Treasurer, NAEYC Representative-Elect, SECA

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- Representative-Elect, Vice President for Membership, Vice President for Public Policy, and Vice President for Programs.
- (b) An election shall be held annually by ballot. In even years, the Corresponding Secretary, Vice President for Programs, and the NAEYC Representative-Elect shall be elected. In odd years, the President-Elect, Recording Secretary, Vice President for Public Policy, Vice President for Membership and Treasurer shall be elected. The SECA Representative-Elect shall be elected every third year beginning in 2008.
- (c) The terms of office shall be:
- The President-Elect shall serve one (1) year, followed by two (2) years as President, and then one (1) additional year as Past-President.
  - The Vice Presidents, Treasurer, Recording Secretary and Corresponding Secretary shall serve two (2) years.
  - The NAEYC Representative-Elect shall serve one (1) year, followed by two (2) years as NAEYC Representative.
  - The SECA Representative-Elect shall serve one (1) year, followed by three (3) years as SECA Representative.
- (d) Officers shall take office on January 1 of the calendar year following election.
- (e) No officer shall serve more than two (2) consecutive terms.

Section 5.3 Duties. The duties of Officers are defined in KAECE Policy Manual.

### **Article VI NOMINATIONS AND ELECTIONS**

Section 6.1 Nominating Committee The Nominating Committee shall present a slate of candidates for Officers in accordance with the KAECE Policy Manual. The slate will be posted on the KAECE website ([www.KAECE.org](http://www.KAECE.org)) not later than thirty (30) days prior to the election.

Section 6.2 Additional Candidates for Officers Any KAECE member may nominate an additional candidate by submitting to the Vice President for Membership a petition in support of that candidate signed by at least ten (10) KAECE members. Such petition shall be submitted no less than sixty (60) days in advance of the election.

### Section 6.3 Elections.

- (a) Elections shall be conducted by a vote at the Annual Meeting. Voting is limited to KAECE members.
- (b) KAECE members may request an Absentee Ballot from the Vice President for Membership. An Absentee Ballot must be received by the Vice President for Membership not less than fourteen (14) days prior to the Annual Meeting.
- (c) Officers are elected by a majority of members voting.

### **Article VII COMMITTEES AND APPOINTED POSITIONS**

Section 7.1 Executive Committee The Executive Committee shall consist of the Elected Officers and the Business Manager.

Section 7.2 Standing Committees The powers and duties of the standing committees are specified in KAECE Policy Manual.

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Section 7.3 Other Committee Appointments The President, with the approval of the Executive Committee, shall appoint special committees as deemed necessary.

Section 7.4 Appointed Positions. The terms for appointed positions are set forth in the KAECE Policy Manual. Vacant appointed positions shall be filled in accordance with paragraph 4.6 hereof.

### **Article VIII NOTICE TO MEMBERS**

All required notice shall be given to KAECE members in such manner as the Board shall determine including U.S. Mail, email, fax or posting on the KAECE website ([www.KAECE.org](http://www.KAECE.org)).

### **Article IX FISCAL YEAR**

The fiscal year shall be from January 1 to December 31 or such other twelve consecutive month period as the Board may designate.

### **Article X PARLIAMENTARY AUTHORITY**

Except as otherwise specifically provided herein, *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority of the Association.

### **Article XI AMENDMENTS**

These By-Laws may be amended, repealed, or altered, in whole or in part, by a majority vote at any Annual Meeting of the Association provided that the newly-proposed By-Laws are posted on the KAECE website ([www.KAECE.org](http://www.KAECE.org)) at least thirty (30) days prior to the date of the meeting.

### **Article XII DISSOLUTION**

By majority vote of the KAECE Board, a special membership meeting may be called for the specific purpose of dissolving the Association. Dissolution shall become effective on a two-thirds (2/3) affirmative vote of the members present and voting at the special meeting. Upon dissolution of the Association, any remaining funds shall be distributed to one or more 501(c)(3) organizations selected by the Board.