

*KAECE POLICY MANUAL*

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**POLICY MANUAL**

(Revised & Approved Jan 2007, Revised Oct 2009)

**I. History – Founding of KAECE**

KAECE is the result of the blending of two organizations in 1995-1996. The two parent organizations were the Kentucky Early Childhood Association (KECA) and the Kentucky Association for the Education of Young Children (KAEYC).

In 1993, KECA became an affiliate of the Southern Early Childhood Association (SECA) which was founded in 1948. In 1994, KECA merged with KAEYC to become KAECE and became an affiliate of the National Association for the Education of Young Children (NAEYC), which was founded in 1926.

KAECE is founded on the highest standards and principles of both parent organizations and the importance of meeting the needs of our expanding profession and the children and families we serve.

The KAECE logo was designed by Alan Howie.

**II. Membership**

**A. General Provisions**

1. KAECE membership is open to all early childhood professionals who work with and care for young children and who provide education and resources for these individuals.
2. All KAECE members are also members of the regional Southern Early Childhood Association (SECA) and the National Association for the Education of Young Children (NAEYC) and are entitled to all of the privileges of membership in these organizations.
3. KAECE members can elect to become members of Local Chapters, as detailed in the CHAPTERS section of this manual.

**B. KAECE Membership Categories**

1. Regular: Regular members receive official KAECE, SECA and NAEYC publications, reduced registration fees for KAECE, SECA, NAEYC and local institutes/conferences, and opportunities to participate in additional benefits and services provided through affiliation with these organizations.
2. Comprehensive: In addition to the Regular membership benefits, Comprehensive members also receive additional NAEYC publications throughout the membership year.
3. Student: Student memberships are available at a reduced rate to currently enrolled students with the same benefits as Regular members.

**C. Membership Information and Dues**

1. The membership year is twelve (12) months from the date the organization is joined.
2. KAECE's annual membership dues are determined by the Board.
3. Membership applications and fees are processed through NAEYC.
4. Membership benefits for each year commence after the membership application has been processed.

**D. Member Benefits**

1. Publications

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2. Position statements on early childhood issues
3. Membership in the Southern Early Childhood Association (SECA)
4. Membership in the National Association for the Education of Young Children (NAEYC)
5. Membership in KAECE and your Local KAECE Chapter
6. Reduced registration fees to Conferences and Institutes
7. Annual KAECE Institute
8. NAEYC and SECA Annual Conferences
9. Local Chapter Institutes and Workshops
10. NAEYC National Institute for Professional Development
11. NAEYC and SECA Sponsored Events
12. Financial Services
13. Insurance for centers and individual members (can be applied for through NAEYC and SECA)
14. Credit cards at competitive rates
15. Division for Development Grants
16. Special Services
17. Annual Leadership Conference
18. Week of the Young Child Celebration
19. Public Policy Alerts
20. Toll-free numbers and websites for Member Services
  - a) KAECE, 866-514-7265, [www.kaece.org](http://www.kaece.org)
  - b) NAEYC, 800-424-2460, [www.naeyc.org](http://www.naeyc.org)
  - c) SECA, 800-305-7322, [www.southernearlychildhood.org](http://www.southernearlychildhood.org)
21. Awards, Scholarships and Recognition
  - a) KAECE Outstanding Teacher Award
  - b) KAECE Child Care Provider Award
  - c) KAECE Student Scholarship
  - d) KAECE Outstanding Administrator Award
  - e) KAECE Family Involvement Award
  - f) KAECE Corporate/Business Award
  - g) KAECE Legislative/Policy Award
  - h) KAECE Marian B. Hamilton Award
  - i) KAECE Early Childhood Recognition Award

### III. **Financial Management**

- A. **Objectives:** These Financial Management procedures are intended to create a practical and comprehensive approach to internal controls and to provide guidelines for consistency in financial transactions and proper internal controls to safeguard the KAECE assets. To this end, all funds raised and dispersed in the name of the Association are to be managed solely for the benefit of the Association while assuring that the tax exempt status of the Association is not endangered.
- B. **Definitions:** The following terms and definitions apply to this manual.
  1. "Association" means Kentucky Association for Early Childhood Education, Inc. (KAECE).
  2. "State Office" means the physical office location of the Business Manager.
  3. "Board" means the governing authority as defined by the Association's Bylaws.

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4. "Executive Committee" means the elected officers and Business Manager as defined by the Association's Bylaws.
  5. "Officer" means any duly elected officer as defined by the Association's Bylaws.
  6. "Member" means a member of the Association as defined by the Association's Bylaws.
  7. "Line Item" means a specific line with corresponding amount in the Association's budget.
  8. "Fiscal Year" means from January 1st through December 31st of each calendar year.
  9. "Cash" means cash or cash equivalents including coins and currency, checks, electronic payments, credit card payments, money orders, or wire transfers.
- C. Management and Control: The Business Manager, in consultation with the Treasurer, shall have the primary responsibility for management and control of the Association's accounts, deposits and disbursements.
1. Association Accounts: All income of the Association shall be deposited into and all expenses shall be paid by checks or electronic payments drawn against the bank accounts of the Association.
  2. Types of Accounts: The Association shall maintain the following accounts which shall be accessible online:
    - a) An operating checking account which may, but is not required to be interest bearing;
    - b) A money market, savings account, or certificates of deposit which shall be interest bearing.Additional interest bearing accounts may be established for specific purposes such as a Reserve Fund.
  3. Location of Accounts: - All bank accounts of the Association shall be held at FDIC insured institutions with branch offices throughout Kentucky. The Board or Executive Committee shall approve all such financial institutions.
  4. Name of Accounts: - All accounts of the Association shall identify the Kentucky Association for Early Childhood Education and /or KAECE as the owner of such accounts.
  5. Signatures: - The Business Manager and Treasurer shall be signatories on all Association accounts. No other person shall under any circumstances have signatory authority over any Association account without prior approval of the Executive Committee or Board.
- D. Accounting Method & Financial Records
1. The Association will use the Cash Method of accounting.
  2. The Association's financial records shall be maintained using financial software such as Quicken or Microsoft Money to track business finances and generate business reports and budgets. The financial software will be used with the bank's online services for pay bills, make transfers, and download account transactions.
- E. Budgeting:
1. Each year the Business Manager and Treasurer shall meet at least one month before year-end to prepare the proposed budget for the following calendar year. This process shall utilize the last two years financial statements and budgets, and input from the Board members

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on the current directions of programs and sources of funds. The proposed budget shall be submitted to the Board for discussion and approval at the January meeting.

2. To ensure timely completion of the budget preparation process the following calendar provides guidance:

<b>Date</b>	<b>Responsibility</b>	<b>Procedure</b>
November 15	Business Manager	Prepare a draft budget for review by the Treasurer.
December 15	Executive Committee	Review budget proposal, contact individual Board members (if necessary) for clarification and finalize recommended budget for Board review.
January 10	Business Manager & Treasurer	Distribute proposed budget recommendations to the Board for comment via email.
January Board Meeting	Board	Discuss and approve the budget
January 31	Business Manager & Treasurer	Implement Approved Budget in the accounting system

3. In the event that the budget is not approved by the Board before the end of the fiscal year, the same budget as approved in the prior fiscal year shall become the budget for the new fiscal year until a new or revised budget is approved by the Board.

**F. Financial Reporting**

1. The Business Manager will prepare financial statements for every regularly scheduled meeting of the Executive Committee and Board. The financial statements shall include a Profit & Loss Statement for the current quarter and year-to-date, a Statement of Account Balances for each quarter of the current year, and a Budget Statement showing actual revenues and expenses compared to budgeted revenues and expenses for each quarter of the current year.
2. Additional reports will be provided upon request of the Executive Committee or the Board.

**G. Safeguarding Assets and Physical Controls:** The Treasurer and the Business Manager are responsible on behalf of the Board for the security of all of the Association’s assets including bank deposits, fax machine and office supplies. To assure the physical security of assets, the following procedures shall be

1. Credit/debit cards, endorsement stamps, blank checks, deposits, important corporate papers, signature cards, back up computer disks, etc. will be kept in a locked file cabinet or other secure storage space. Access to this file cabinet shall be by keys in the possession of the Treasurer or the Business Manager depending on the location of the document or file.

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2. Bank deposits shall be made at least weekly.
3. Assets and potential liabilities shall be adequately insured to avoid losses.
4. Adequate computer security measures such as firewalls, anti-virus programs, and passwords that restrict access to financial software shall be implemented. Software backups shall be performed at regular intervals.
5. No such fixed asset in excess of \$500 may be purchased or approved for purchase unless it is within the budget approved by the Board or has been approved by the Board through a budget amendment or resolution.

### H. Cash Receipts

1. Processing of Checks and Cash: The following procedures shall be followed:
  - a) All checks and payments shall be mailed to the State Office as the official address of the Association.
  - b) A listing of cash/checks received shall be recorded in the financial software and on a deposit slip.
  - c) Deposits shall be taken to the bank as soon as possible.
2. Endorsement of Checks: All checks received that are payable to the Association shall immediately be restrictively endorsed using a rubber stamp that includes the following information "For Deposit Only", the name of the Association, the bank name, and the bank account number.
3. Timeliness of Bank Deposits: The Business Manager shall make bank deposits on at least a weekly basis unless the total amount received for deposit is greater than \$500 in which case deposits shall be made daily.

### I. Purchasing Policies and Procedures

1. Authorizations and Purchasing Limits: The Business Manager and all officers of the Association shall have the authority to initiate purchases on behalf of the Association within the guidelines described below.
  - a) The Business Manager, Treasurer or any officer of the Association is authorized to initiate any purchase transactions for supplies and services and/or enter into any contract on behalf of the Association that are included in the Association's approved budget.
  - b) The Executive Committee or Board must authorize any purchase transactions or contracts which would exceed the a specific budget line-item by more than \$500.
  - c) The Board must authorized any purchase in excess of \$5000 if such purchase would exceed the specific budget line-item or if such transaction or contract is not included in the current approved budget.
  - d) Authorizations of the Executive Committee or the Board for such purchases or contracts described in (b) or (c) above must be included the official minutes of the Executive Committee or Board, as the case may be.
  - e) Any purchases made by an officer other than those listed above shall require prior written approval from the Business Manager or Treasurer. Such written approval may be obtained by email with a copy of the email or other written approval or authorization attached to the purchase receipt.

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2. Unauthorized Expenditures: Unauthorized expenditures are those expenditures which:
    - a) Are not contained within the annually approved budget or an approved budget amendment;
    - b) Are not specifically approved by the Executive Committee and/or the Board as indicated in their official minutes;
    - c) Are not expended in the interest of the Association's purpose and objectives;
    - d) Are submitted without an approving signature or documentation as specified in the section entitled "Authorizations and Purchase Limits"; and/or
    - e) Are submitted without original receipts and/or supporting documentation.
  3. Procurement Guidelines
    - a) An original written receipt must be obtained for all purchases and signed by the purchaser and/or person authorized to make the purchase.
    - b) Goods received should be inspected to verify quantity, compare description and quantity to receipt or packing slip, and should be examined for physical damage. Signature on the receipt and/or packing slip shall be acceptable documentation that goods were received in good condition.
    - c) Purchaser should always take advantage of the tax exempt status of the Association when making purchases.
- J. Vendor Invoices: The following are general policies for vendor invoices:
1. The vendor invoice should be supported by the signature or initials of the Business Manager, the Treasurer, or another officer authorized to approve the purchase in accordance with the procedures for "Authorizations and Purchasing Limits" prior to processing for payment.
  2. Any individual providing any service that is compensated by the Association must provide name, address, and Social Security Number or EIN to the KAECE State Office for the purpose of the Association filing IRS Form 1099. Payment will not be authorized until all such information is received.
- K. Expense Reports and Reimbursements: Reimbursements for travel expenses or other approved costs will be made only upon the receipt of a properly completed expense reimbursement form. All required receipts must be attached, and a brief description of the business purpose of the expense, trip, or meeting must be noted on the form. Expense reports will be processed for payment within three weeks of receipt by the Business Manager. Expenses older than three months will not be reimbursed without approval of the Executive Committee or Board.
1. Mileage Reimbursement
    - a) When approved as a part of the annual budget, KAECE reimburses members of the Board for travel to and from regular Board meetings in an amount to be determined by the Board. This reimbursement shall not apply to travel to and from the KAECE Institute.
    - b) Persons traveling from the same area are encouraged to travel together by auto with reimbursement paid only to the person driving. Board members may choose to use air travel, however the reimbursement rate for air travel will be the same as if by automobile as outlined above.
    - c) All reimbursement requests must be submitted on the approved KAECE form. The request must be submitted to the Business Manager no later than one month following the completion of the travel for which the reim-

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- bursement is requested.
2. Hotel Reimbursement: KAECE shall pay hotel rooms up to \$50.00 for Board Members who travel more than 100 miles (one way) to a Board Meeting. Sharing a room with another Board Member is encouraged. This provision does not apply to the KAECE Institute.
  3. Committee Meeting Mileage & Hotel Reimbursement: Committee Meeting travel is allowed at the same rate as Board Meeting travel at the discretion of the Executive Committee.
  4. Special Rules Pertaining to Air Travel: The following additional rules apply to air travel:
    - a) Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in additional costs that would offset the transportation savings, or offer accommodations not reasonably adequate for the traveler's medical needs.
    - b) First class air travel shall not be reimbursed unless there is a documented medical reason, and such use must be documented.
    - c) Memberships in airline flight clubs are not reimbursable.
    - d) Cost of flight insurance is not reimbursable.
    - e) Cost of upgrade certificates is not reimbursable.
    - f) Cost of canceling and rebooking flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).
    - g) Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., KAECE will not reimburse for the personal legs of a trip).
    - h) KAECE does not reimburse a Board member for separate travel costs (air fare, etc.) associated with his/her spouse or partner.
- L. Credit/Debit Cards: The Business Manager may be issued a corporate credit/debit card provided that the card shall be used exclusively for Association-related business purposes. The cardholder shall take reasonable precautions to protect the card from loss or theft by storing it in a secure location. Credit card charges not properly documented will be deemed personal and inappropriately charged back to the cardholder. The cardholders shall report the loss or theft of an Association credit card immediately by notifying the credit card company or bank as well as the Treasurer.
- M. Cash Disbursement Policies
1. Check or Electronic Payments: All vendor and expense reimbursement checks or electronic payments shall be produced in accordance with the following guidelines:
    - a) Expenditures must be supported in conformity with purchasing, travel, and business expense policies described above.
    - b) Timing of disbursements should generally be made to take advantage of all early-payment discounts.
    - c) Generally, all vendors shall be paid within thirty days of submitting a proper invoice upon delivery of the requested goods or services.
    - d) All supporting documentation is attached to vendor invoice or expense reports.
    - e) All vendor invoices shall have one authorization except for regular monthly

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or quarterly invoices or expenses of a recurring nature such as rent, utilities, telephone, internet services, leases, insurance payments, etc. which may be approved and authorized by the Business Manager.

- f) Authorizations shall include at a minimum one of the following: the signature of an approved authorizing individual; a copy of written approval (i.e. email confirmation of approval shall be acceptable); and/or references to the source and date of the Association minutes indicating approval by the Executive Committee and/or Board.
  - g) Checks shall be utilized in numerical order and unused checks shall be stored in a locked file.
  - h) Checks shall never be made payable to "bearer" or "cash."
  - i) Checks shall never be signed prior to being prepared.
  - j) Upon the preparation of a check, vendor invoices and other supporting documentation shall immediately be marked in ink "Paid" with the date of the transaction in order to prevent subsequent reuse.
2. Check Signing or Electronic Payment Authorization: Given the size of the Association and the locations of the State Office and the officers, it would not be practical or efficient to have two signatures on every check. Furthermore, the use of electronic payments which require no signature but simply password authorization will be used as the primary form of payment. Use of electronic payments will reduce mailing and preparation time and costs and at the same time provide enhanced bank reconciliation. Therefore, KAECE shall require only one signature or electronic bank authorization for payment. For most transactions, the Business Manager shall sign checks or authorize electronic payments. However, the Business Manager and Treasurer shall be signatories on all accounts and therefore may sign checks or authorize payments as needed.
3. Voided Checks and Stop Payments
- a) Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliations.
  - b) Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instruction and written authorization to the bank by the Business Manager. Written documentation shall be maintained as a record of the stop payment and any related bank fees.
- N. Bank Reconciliations: The following procedures will be utilized for all bank reconciliations:
- 1. Each month, the original bank checking account statement will be mailed from the bank directly to the State Office.
  - 2. The Business Manager shall open the statement and review its contents for unusual, unexplained or unauthorized items which shall be reported immediately to the Bank and to the Treasurer and President.
  - 3. Using the financial software, the Business Manager shall print monthly report of the final reconciliation, together with a detailed monthly report of all account transactions. These reports shall be sent to the Treasurer each month.

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4. If necessary, the Business Manager, President, or Treasurer may view electronic copies of deposits or cancelled checks provided by the financial institution or through internet access to bank's web site.
  5. The Treasurer may request additional detailed reports of all deposits and expenditures from the Business Manager if needed.
- O. Annual Review: Each January, the Business Manager shall prepare an annual report for the Board which shall include a Profit & Loss Statement for the prior year, a Statement of Account Balances for the prior year, and a Budget Statement showing actual revenues and expenses compared to budgeted revenues and expenses for the prior year. Due to KAECE's limited size and financial resources, an annual audit is not economically feasible. On vote of the Board, the Treasurer may conduct a review or audit of all books and records of the Association, or may secure the services of a qualified outside firm or individual to conduct such review.
- P. Record Retention Policy: KAECE shall retain all important financial and legal records for a period of five (5) years, after which all such records shall be destroyed.
- Q. Amendments to Financial Management Policies: These financial policies may be amended by a majority vote at any regular or special meeting of the Board.

### IV. Business Practices

- A. SECA and NAEYC Conferences
1. KAECE shall pay the transportation, lodging and meals of the President and President-Elect or substitute officers with a maximum amount to be designated in the budget as funds permit.
  2. KAECE shall pay the travel expenses for the NAEYC Representative to attend the NAEYC Affiliate Council meetings twice year as funds permit.
  3. When the Leadership Conference includes training for other Board Members, the KAECE Board may authorize their attendance and approve expenditures.
  4. The maximum amount for expenditures is to be designated in the budget as funds permit.

### V. Board Structure

- A. Officers: The Officers of the Association shall be President, President-Elect, Past President, Recording Secretary, Corresponding Secretary, Treasurer, NAEYC Representative, NAEYC Representative-Elect, SECA Representative, SECA Representative-Elect, Vice President for Membership, Vice President for Public Policy, and Vice President for Programs.
- B. Executive Committee: The Executive Committee shall consist of the Elected Officers and the Business Manager.
- C. Appointed Board Positions: The President may appoint members to the following positions for a term of two years (with the option of reappointment):
1. Awards
  2. Chapter Liaison
  3. Institute
  4. Publications Editor
  5. Ways and Means

D. Representative Board Offices:

1. Cabinet for Health and Family Services
2. Head Start
3. KDE Division of Early Childhood Development
4. Local Chapter Presidents
5. Student Chapter Presidents

VI. Committees

- A. Governance Committee: (chaired by the KAECE President) shall be responsible for the areas of public policy, affiliations, business, governance, personnel, development and finance.
- B. Programs Committee: (co-chaired by the Vice Presidents for Programs and Membership) shall be responsible for the areas of ways and means, Institute, membership, communications, organizational development, Week of the Young Child, nominations, awards, publications, and programs and services.
  1. Nominating Committee:
    - a) The Vice-President for Membership shall serve as Chair of the Nominating Committee and shall convene the Committee at the Spring Board Meeting. The committee is composed of Chapter Presidents or their appointed representatives, and the President-Elect or Past-President.
    - b) The Vice-President for Membership shall send a copy of the job description and a Biographical Information Sheet (Attachment IV) to all potential nominees for office.
    - c) The Committee shall attempt to present a slate of two persons for nomination for each office to be filled for the coming year with consideration given to diversity and the geographic locations of persons selected.
    - d) The Committee shall present the slate of nominees to the Board at the Summer Board Meeting for approval.
    - e) Candidate information shall be communicated to the membership at least 30 days in advance of the election.
    - f) Ballots shall be tallied by the Committee at the Annual Meeting and the results shall be communicated to the President.
- C. Ad Hoc Committees: Ad Hoc Committees may be appointed as necessary.

VII. Qualifications and Responsibilities Of Board Members

- A. Officers and Committee Chairpersons shall:
  1. Be members of KAECE.
  2. Attend the KAECE Institute and assist as needed.
  3. Comply with the KAECE By-Laws and Policy Manual.
  4. Prepare KAECE Board Reports (Attachment III) for KAECE Board Meetings and provide copies for all Board members.
  5. Ensure smooth transitions for incoming individuals in their respective offices.
- B. Board Attendance Policy: Membership on the KAECE Board shall be terminated without notice or recourse in the event a Board Member is absent:

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1. From two consecutive Board meetings without advance notification to the President, or
2. From three consecutive Board meetings.

**VIII. Installation Of Officers:** The installation of incoming KAECE officers shall occur at the Annual Meeting. The current President shall conduct the installation. The following is the guideline for the presentation and installation of the new officers.

*At this time, it is my pleasure to install the newly-elected officers of the Kentucky Association for Early Childhood Education. They have generously accepted the responsibility we have placed on them. However, the entire responsibility does not rest on them alone, because we are all called upon to assist them in their work and to respond willingly to their needs.*

*The new officers are:.....*

*Will each of you raise your right hand and repeat after me:*

*I solemnly affirm that I accept the responsibilities of the office to which I have been elected ... and I will, to the best of my ability... perform the duties pertaining thereto.*

*(President to the new officers) I wish you great success in the coming years of your service.*

*(President to the audience): Will you join me in showing your appreciation?*

## **IX. Local Chapters**

- A. Chapters shall meet a minimum of two times each year. It is also suggested that Chapters offer members free training credit for attendance at local workshops to boost membership.
- B. KAECE members are also members in their local KAECE chapter. The member is affiliated with the chapter according to county as outlined below.
  1. Audubon Region: Union, Henderson, Daviess, Hancock, Webster, Hopkins, McLean, Ohio, Muhlenberg, Christian and Todd
  2. Big Sandy Region: Magoffin, Johnson, Martin, Floyd and Pike
  3. Bluegrass Region: Shelby, Franklin, Bourbon, Scott, Harrison, Nicholas, Spencer, Anderson, Woodford, Fayette, Clark, Montgomery, Washington, Mercer, Boyle, Jessamine, Garrard and Madison
  4. Lake Cumberland Region: Casey, Lincoln, Rockcastle, Laurel, Pulaski, Russell, Clinton, Wayne and McCreary
  5. Lincoln Trail Region: Breckenridge, Meade, Grayson, Hardin, Hart, Larue, Nelson, Marion, Taylor and Green
  6. Louisville Region: Oldham, Jefferson and Bullitt
  7. Morehead Region: Mason, Lewis, Fleming, Rowan, Bath, Menifee, Morgan, Powell, Estill, Wolfe and Lee
  8. Northeast Kentucky Region: Greenup, Carter, Boyd, Elliot and Law-

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9. Northern Kentucky Region: Boone, Kenton, Campbell, Trimble, Carroll, Gallatin, Pendleton, Bracken, Robertson, Henry, Owen and Grant
  10. South Central Kentucky Region: Butler, Edmonson, Logan, Warren, Simpson, Allen, Barren, Metcalfe, Adair, Cumberland and Monroe
  11. Southeastern Kentucky Region: Jackson, Owsley, Breathitt, Clay, Leslie, Perry, Knott, Whitley, Knox, Bell, Harlan and Letcher
  12. Western Kentucky Region: Fulton, Hickman, Carlisle, Ballard, McCracken, Graves, Livingston, Crittenden, Marshall, Lyon, Caldwell, Trigg and Calloway
  13. Student Chapters: Associated with local colleges and universities.
- C. KAECE Chapter Liaison: The Chapter Liaison is appointed by the KAECE President and shall serve on the KAECE Board. This individual shall act as liaison between the KAECE Board and all Local Chapters.
- D. Chapter President Duties:
1. Prepare a KAECE Board Report (Attachment III) summarizing local chapter activities and submit to the Chapter Liaison, Recording Secretary, Newsletter Editor and Historian at each quarterly KAECE Board meeting.
  2. Notify the KAECE President and KAECE Newsletter Editor of planned Chapter meetings and events.
  3. Attend KAECE Board meetings or send a representative with voting privileges.
  4. Fulfill duties of KAECE Board membership.
  5. Complete a KAECE Chapter Report Form (Attachment I) and submit it to the Chapter Liaison each year at the Winter Board Meeting.
  6. Provide information as requested by the Chapter Liaison.
- E. Activation Of A New Chapter:
1. To seek activation as a new Local Chapter, the following requirements shall be met:
    - a) At least ten (10) KAECE members shall commit to forming an active Chapter.
    - b) Chapter members shall accept the responsibilities of Chapter Officers (President, Vice-President, Treasurer, Secretary, etc.).
    - c) The Chapter shall have adopted Local Chapter By-Laws.
  2. All of the above information shall be submitted to the Chapter Liaison who shall seek approval for activation at the next KAECE Board Meeting. Local Chapter status shall be granted upon approval by the KAECE Board.
  3. Upon activation, the following shall occur:
    - a) KAECE shall secure a Local Chapter number from NAEYC.
    - b) KAECE shall disburse Local Chapter membership dues to Local Chapter Presidents in accordance with the prevailing membership rates.

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### F. Chapter Bylaws

1. A template for Local Chapter By-Laws is provided as Attachment II. This template is intended as a guide and may be altered by the Chapter's Board to best accommodate local needs.
2. Local Chapter By-Laws shall be submitted to the Chapter Liaison upon activation and when revisions are made.

- G. Insurance Coverage For Local Chapter Functions: Liability insurance coverage is provided for Local Chapter sponsored events through NAEYC's blanket coverage.

### X. Legislative Activities

- A. As a tax-exempt organization, KAECE must abide by and adhere to IRS guidelines as published by the U.S. Internal Revenue Service.
- B. KAECE shall follow NAEYC and SECA public policy guidelines.
- C. KAECE shall consider the work of NAEYC and SECA Public Policy and Resolutions Committees to determine the public policy positions KAECE will support.
- D. Upon majority vote of the Executive Committee, the Public Policy Chairperson has the authority to contact legislators, elected officials or candidates for public office to support or oppose legislation concerning early childhood issues.
- E. KAECE members may be appointed to attend Public Policy workshops at NAEYC and SECA Conferences.

### XI. Policy Manual Revisions

- A. The KAECE Policy Manual shall be reviewed annually prior to the Winter Board meeting by the Executive Committee which shall make revisions as needed.
- B. Revisions of the KAECE Policy Manual shall be presented to the Board for final approval.

### XII. Parliamentary Procedure

KAECE shall follow Roberts Rules of Order in all parliamentary matters.

### XIII. Collaborations

KAECE is committed to collaborating with individuals and groups who are concerned with appropriate early care and education of young children and promote the organization's mission.

### XIV. Publicity

All publicity for KAECE will be the responsibility of the Vice-President for Communications.

**XV. Display Board and Table Throw**

- A. The Vice-President for Communications shall maintain and schedule the use of the KAECE Display Board and Table Throw.
- B. Local Chapters and Board Members may request the Display Board and Table Throw for use at Local Chapter Meetings, local or regional conferences.
  - 1. Requests for use of the Display Board and Table Throw shall be made to the Vice-President for Communications at least two (2) weeks prior to the date of use to allow time for shipment.
  - 2. Care should be used with the Display Board and Table Throw which must be returned to the Vice-President for Communications within two (2) weeks of the date of use.

**XVI. KAECE Brochures**

- A. The KAECE Brochure is an effective method of communicating the vision and mission of KAECE.
- B. The Executive Committee shall annually review and revise the Brochure.
- C. The Vice-President for Communications should be contacted at least two (2) weeks prior to the needed date to allow time for mailing.

**XVII. Historical Data**

KAECE shall organize, preserve and store all pertinent information including:

- A. KAECE Institute Information
  - 1. Copy of program
  - 2. List of officers elected
  - 3. List of awards presented
  - 4. Notations of any important decisions or resolutions passed at the Annual Meeting
  - 5. Institute registration figures
  - 6. Records of all media coverage of the Institute
- B. Minutes of Board meetings, reports to the Board concerning legislative action, membership figures and other important information
- C. All documents officially created by or related to the organization including KAECE publications