

Northwest Arkansas Early Childhood Association Constitution

ARTICLE I. Name

The name of the organization shall be The Northwest Arkansas Early Childhood Association (NWAECA). The Northwest Arkansas Early Childhood Association shall be a local affiliate of the Arkansas Early Childhood Association (AECA).

ARTICLE II. Purpose

The purpose of this organization shall be to work on behalf of young children. A further purpose shall be to promote the sharing of ideas and facilitate an understanding of child development in the field of early childhood.

By-Laws

ARTICLE I. Membership

Membership shall be open to persons concerned about children birth through age eight. The membership year shall be one year from the date the membership dues are paid.

ARTICLE II. Meetings

Regular meetings of this organization shall be held eight times per year, as determined by the NWAECA Board. The first meeting of the year will be held in February. Monthly meetings will continue through May. Meetings will not be held over the summer months and will resume September through December. The program and business meeting shall follow the refreshments, visiting, and touring of the host site. In the case of inclement weather, which has caused the dismissal of public schools in the area, the meeting will be canceled.

Meeting places are to be rotated voluntarily with locations planned to cover Northwest Arkansas. The program committee shall prepare a meeting flier listing the dates, locations, and programs for the year. The meeting flier shall be distributed to members of the organization and posted on social media before the first scheduled meeting of the year. A hardcopy of the flier shall also be distributed at each meeting.

ARTICLE III. Dues

Dues shall be paid annually according to state requirements, which include local, state, and regional (SECA) dues. Dues are payable at any time during the year to the local NWAECA treasurer or the AECA office.

ARTICLE IV. Officers

The officers of this organization shall consist of a president, president-elect, secretary, treasurer, vice president of communications, and at least two members-at-large to represent Washington and Benton Counties. A third member-at-large position can be added to represent other counties within Northwest Arkansas based on need. The officers will serve as the executive board. The immediate past president will serve in an ex officio capacity on the board. The officers will meet before the program year and at any time as called by the president. A total of two-thirds members of the executive board must be present for a quorum to vote.

Section 1: The president will preside over the monthly board meetings, NWAECA events, and perform the duties of the office.

The president will be responsible for the duties included in their job description (see job description attached).

Section 2: The president-elect shall, in the absence of the president, perform the duties of that office. She/he shall serve as chair and form a program planning committee. The president-elect will be responsible for the duties included in their job description (see job description attached).

Section 3: The secretary shall keep a permanent record of the minutes of the organization. She/he shall distribute a rough draft of the minutes for each meeting to the executive board for approval. Once approved, she/he will distribute approved minutes to the membership. The secretary shall be the custodian of all official records and will be responsible for the duties included in their job description (see job description attached).

Section 4: The treasurer will collect membership dues and applications at all meetings. The treasurer shall keep a permanent record of all financial transactions. Funds shall and will be held in a checking account. The signatures of the president and treasurer will be on file at the bank; two signatures will be required for transactions over \$100. The bank statement will be opened, reviewed and initialed by the president and treasurer at each board meeting. The treasurer's report will be developed and shared with the membership at each meeting. The treasurer will be responsible for all duties included in their job description (see job description attached).

Section 5: The vice president of communications will publicize meetings and events of the organization. She/he shall keep a permanent attendance record of all NWAECA sponsored events. The vice president of communications will chair the publicity committee and be responsible for the duties included in their job description (see job description attached).

Section 6: The members-at-large will plan and coordinate county-specific events. The members-at-large shall chair the community-specific events committee. The members-at-large will also be responsible for the duties included in their job description (see job description attached).

ARTICLE V. Committees

Nominating Committee: The president ex-officio officer shall chair a Nominating Committee who will be responsible for identifying potential candidates for open positions on the board. Individuals for each office will be presented to the board for approval in October to be voted on in November.

Program Planning Committee: The president-elect shall form and chair a Program Planning Committee. The committee will be responsible for planning, coordinating, and

securing upcoming programs and host locations for the scheduled affiliate meetings. The executive board may serve as the program committee if deemed expedient by the president.

County-Specific Events Committee: A member at large shall chair a County-Specific Events Committee. The committee will be responsible for planning and coordinating special events. All events shall fulfill the purpose of this organization.

Publicity Committee: The vice president of communications shall chair a Publicity Committee. The committee will be responsible for publicizing the meetings of the organization through various media.

ARTICLE VI. Election of Officers

A slate of officers shall be presented by the nominating committee and shall be elected by a two-thirds vote of the members present in November. New officers will be announced in December and shall assume their duties in January, serving two years. A *vacancy* shall be filled by election at the next regular meeting or appointed by the president.

ARTICLE VII. Procedure

Robert's Rules of Order shall govern any procedure not herein specified. This version of the bylaws will supersede all preceding versions and their amendments.

ARTICLE VIII. Changes

These bylaws may be amended or repealed by a two-thirds vote of the members present at any regular or special meeting, provided that notice of any changes is given at the previous meeting.