



Arkansas Early Childhood Association
(AECA)

Affiliate Handbook

Revised and Approved
October 2021

**Arkansas Early Childhood Association
(AECA)
Affiliate Handbook**

***ARTICLE VI. LOCAL AFFILIATES:** Any local group of AECA members organized primarily to further purposes compatible to those of the Association may become a local Affiliate upon completion of Affiliate application and approval by the Executive Board. July 2019*

Purpose: This Affiliate handbook is designed to serve as a guide for local Affiliates of AECA to strengthen their organization as it works to achieve its purposes and the purposes of AECA.

This handbook is for use by local Affiliate officers. It is intended that the handbook be passed along as new officers are elected.

AECA Mission

Develop

To further the development of the knowledge and understanding of young children and for the dissemination of such information.

Contribute

To contribute to the professional growth of persons working with and for young children.

Encourage

To encourage the provision of education, developmental resources, and services for young children.

Improve

To work to improve the standards for group care and education of children and improve the quality of life for them.

Provide

To provide support for AECA members in their work to meet objectives.

AECA Constitution

A copy of the AECA Constitution and By-Laws is included in this handbook

A copy of the local Affiliate constitution should be added to the Affiliates' local documents.

AECA Officers

A current listing of AECA officers may be found on the AECA website along with each Affiliate and their officers. A list of the current Directory of Board Officers will be sent to each Affiliate each year. If AECA officers change the Affiliate will receive an updated list of current Directory of Board Officers. <https://arkansasearlychildhood.org/board-members>

Arkansas AECA Affiliates

A current listing of AECA Affiliates and their officers may be found on the AECA website <https://arkansasearlychildhood.org/Affiliates>.

Benefits of Affiliation

AECA provides a structure through which local Affiliates and AECA can:

- Work together to promote high quality care and education for young children
- Provide opportunities for professional development of persons working with and for young children through events such as conferences and workshops
- Keep the membership informed in matters of professional concern. This may include the exchange of ideas and information about national, regional, state, and local events related to young children and their families
- Coordinate efforts to address public policy issues such as attending Board Meetings, Public Policy Committee meetings, or Advocacy groups
- Provide opportunities for leadership development for Affiliates and AECA officer positions
- Share ideas and solutions to organizational issues
- Network with other ECE professionals and Affiliates
- Share ideas for participation in local community service, service events, and outreach projects by providing information to the AECA VP of Communication, to place on the AECA website
- Provide opportunities to attend other Affiliates' meetings via virtually or face to face

Membership and Affiliation Policy

Membership in AECA is open to persons concerned with young children and their families. Provisions are made for both local Affiliates and individual membership where a member does not reside in an Affiliate area.

Any local group of AECA members organized primarily to further purposes compatible to those of the Association may become a local Affiliate by completion of Affiliate application and approval by the Executive Board. Every member of the Affiliate association must be a member of AECA and the Southern Early Childhood Association (SECA). However, Affiliate meetings

are open to all early childhood providers, even non-AECA members. Only AECA local Affiliate members will have voting rights when it comes to the decisions of the local Affiliates.

Affiliation Procedures

- A local association with a minimum of fifteen AECA members may achieve affiliation through the following procedures:
- Request from AECA a list of current AECA members in the geographic area of the proposed Affiliate
- The local association submits to the AECA Board a copy of its Constitution and By-Laws and an application for affiliation, including a list of Affiliate officers (guidance to be provided by AECA)
- The application is acted upon at the next meeting of the AECA Board.
- Upon completing Affiliate requirements and approval, the Affiliate will be notified of approval and will receive the annual \$500.00
- The local association will receive association recognition of affiliation at the next annual conference
- Affiliates will notify the AECA Director and the VP of Communications with the list of officers after each election

AECA Services to Local Affiliates and Members

AECA Services:

- Professional conferences and mini conferences
- Notifications and information through AECA website, Facebook, and other social media resources
- Visits to local association meetings/workshops by AECA Board representatives
- Consultation and guidance in matters of organization, conferences, and workshop development
- Development of publications, social media, posts, emails, or newsletters
- Provision for communication to local associations through representation by local Presidents on AECA Advisory Board
- Leadership in public policy issues

- Quarterly printout of Affiliate membership
- Automatic notification to persons whose membership is expiring via email
- Affiliates President will share AECA Board Meeting agenda updates

Membership Privileges

Affiliate members and individual members have the following privileges of membership:

- To receive notifications and SECA online publications
- To be informed of state advocacy efforts and pertinent state information for early childhood professionals.
- To receive notices of conferences and meetings
- To pay a reduced registration fee for the annual conference
- To attend the annual business meeting
- To cast a single vote in AECA elections and annual Business Meetings
- To petition the AECA Board
- To be eligible for appointment to committee membership
- To be eligible for election to office

Membership Year

The AECA/SECA membership year is comprised of twelve calendar months from the initial application in the organization. The initial application date will serve as the anniversary date for the individual Affiliate.

Maintaining Affiliation

To maintain affiliation with AECA, a local Affiliate must do the following:

- Maintain membership of fifteen AECA members
- Host a minimum of two meetings or events (*virtual or face-to-face*) per year by a platform of choice

- Maintain and submit the required records for accountability, Affiliate Report, meeting minutes, and attendance records to AECA twice a year
- Have the President or a designated representative attend a minimum of one AECA Executive Board Meeting
- Donate a minimum of one item for AECA Silent Auction at annual conference. The VP of Membership will contact each Affiliate President with the specific directions and form that is to be completed for the donation
- Affiliate officers are required to be available to volunteer for a conference responsibility
- The Executive Board will notify a local affiliate if the Affiliate is not maintaining these minimum standards. A one-year probationary period will be imposed to allow the Affiliate to work on deficiencies. The AECA Executive Board will assist the Affiliate in meeting standards in areas where deficiencies were identified. At the end of the probationary period, the AECA Executive Board will review progress made by the Affiliate to determine if minimum standards are being maintained
- Quarterly joint meetings will be held for Presidents of each Affiliate. The VP of Membership will contact each Affiliate President with meeting times

AECA FORMS

- AECA Officer Nominating Form
- AECA Outstanding Member Award Nominating Form
- SECA Scholarship Application
- Affiliate Annual Report Form
 - Local Treasurer
 - Local Officer Form
- Affiliate Quarterly Report Form
- AECA Membership Form
- Affiliate Application for Membership