

**NEW JERSEY ASSOCIATION FOR THE  
EDUCATION OF YOUNG CHILDREN  
NJAEYC**

**BY-LAWS**

Revised March 2009

## **ARTICLE I – NAME**

**Section 1.1** The name of the organization shall be the New Jersey Association for the Education of Young Children (NJAEYC), hereafter referred to as the Association.

**Section 1.2** The Executive Committee of the governing board shall be considered the principal officers of the Association and hereafter referred to as the Officers.

**Section 1.3** The principal governing body of the Association shall be called the Governing Board, hereafter referred to as the Board.

## **ARTICLE II – PURPOSES**

**Section 2.1** The purposes of the Association shall be to serve the professional growth of the membership in their work on behalf of the needs, rights, and well-being of young children and families in New Jersey. Additionally, the Association puts a strong emphasis on advocating on behalf of all young children and their families in New Jersey.

**Section 2.2** The Association shall support the purposes of the National Association of the Education of Young Children (NAEYC), be committed to coordinating activities and to providing services for communication among affiliates of the state and allied professional associations, as well as be aware of and advocate for all legislation pertaining to the welfare of children which will insure excellence in early childhood education.

## **ARTICLE III – LOCAL AFFILIATES**

**Section 3.1** The Association shall be comprised of local affiliates of the state approved by the Board. The continuation as a local affiliate is contingent upon the completion and maintenance of eligibility criteria set forth by NAEYC and the Association.

**Section 3.2** The Board may approve additional affiliates upon completion of the defined process as required by NAEYC.

## **ARTICLE IV – MEMBERSHIP**

**Section 4.1 - Eligibility** Anyone interested in supporting and promoting the purposes of the Association may become a member upon payment of annual dues.

**Section 4.2 - Levels of Membership** All Association members are members of NAEYC, NJAEYC, and their chosen local affiliate(s) of NJAEYC and are entitled to the privileges of membership.

**Section 4.3 - Categories of Members** The categories of membership shall be Comprehensive, Regular and Student.

**Section 4.4 - Dues** The board shall determine the state portion of membership dues; NAEYC and local affiliates determine their portions. Any member who fails to pay his or her dues for the current membership year within a reasonable time of its start shall automatically become a lapsed member, forfeiting all membership privileges. A member will be reinstated upon payment of current dues.

**Section 4.5 - Annual Meeting**

- (a) An annual meeting of the Association shall be held at such place as the Board may determine.
- (b) The membership shall be informed of the date and place of the meeting no later than four (4) weeks prior to the meeting.

**ARTICLE V – GOVERNING BODY**

**Section 5.1 - Powers and Duties** The Board shall supervise and direct the affairs of the Association, shall determine its policies or changes therein within the limits of the by-laws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such committees or agents as it may consider necessary.

**Section 5.2 - Composition**

- (a) The Board shall consist of President or Co-Presidents, President-elect and/or Past President, Vice President(s), Secretary, Treasurer, Committee Chairs, Local Affiliate Presidents or their representatives, affiliate council representatives (if not already a member of the Board) and three (3) Members-At-Large, each representing one of the sections of the state as follows:

North	Bergen-Passaic Northwest Sussex Essex-Hudson
Central:	Raritan Valley Central Kenyon Shore
South:	Atlantic Bay Southern

- (b) No person shall serve on the Board unless that person is a member of the Association.
- (c) Elected Board members shall be elected on a rotational basis to take office no later than the end of June, as designated in these by-laws. or until their successors are elected, unless the Board member is removed or resigns before his or her term is completed.
- (d) No officer shall serve more than two (2) consecutive terms in the same position with the exception of the Treasurer and Secretary

#### **Section 5.4 - Board Meetings**

- (a) There shall be a minimum of one meeting of the Board during the membership year. Special meetings of the Board may be called by written request of the President or at least five (5) Board members.
- (b) Notice of any meeting of the Board shall be deemed to be duly given if mailed or faxed to the Board member at least seven (7) days prior to the meeting date, or is provided two days before the date by telephone or other means of electronic communication. Each notice shall state the time, place and general purpose of the meeting.

#### **Section 5.5 - Quorum and Voting**

- (a) A simple majority of the Board shall constitute a quorum for the transaction of business.
- (b) Any action required to be taken at a meeting of the Board may be taken without a meeting, if proper notice of the proposed action is given in writing, by telephone or other means of electronic communication to all board members. Thereafter, a response regarding the action shall be communicated by all the board members entitled to vote on the subject in writing, by telephone or other means of electronic communication.
- (c) Each member of the board shall have one vote.

#### **Section 5.6 - Resignation or Removal**

- (a) An officer or board member may resign at any time. The resignation shall be made in writing and shall take effect at the time specified therein. The acceptance of a resignation shall not be necessary to make it effective.
- (b) An officer or board member may be removed, with or without cause, by mailed ballot in which members representing twenty-five percent (25%) of the total number of members (based on membership figures as of the end of the immediately preceding membership year), or at any regular meeting of the majority of the voting members, voting either in person, or by proxy, or as otherwise permitted by law. No officer or board member shall be removed at a meeting of members entitled to vote, unless written notice of such meeting is delivered to all members entitled to vote, and the notice shall explain that the purpose of the meeting is to vote upon the removal of one or more officers or board members who are named in the notice.

**Section 5.7 - Board Vacancies** The President shall fill vacancies on the Board by appointment. Each person appointed to fill a vacancy on the Board shall hold office until the next annual election of Board members, or, if so determined by the Board, until the expiration of the term of the vacant position. If the President resigns or is incapacitated and unable to perform his/her duties, the President-elect or one of the Vice-Presidents as per the Policy and Procedure manual shall hold office until the next annual election.

**Section 5.8 - Executive Committee** The Executive Committee is a committee of the board and shall be charged with carrying out the functions of the Board between meetings of the Board, and the actions of the Executive Committee shall be acts of the Board. The Executive Committee shall consist of the principal officers of NJAEYC. The Executive Committee shall meet at the call of the President or at the written request of three (3) members of the Executive Committee between meetings of the Board to consider and take action upon any business presented. Minutes of each meeting of the Executive Committee, including the Treasurer's report, shall be made available to the Board as soon as practicable after each meeting.

## **ARTICLE VI – PRINCIPAL OFFICERS**

**Section 6.1 - The Principal Officers of the Association serving on the Executive Committee** The principal officers of the Association shall be

- President or Co-Presidents
- President-Elect and/or Past President
- Vice President(s) of Affiliate Relations
- Vice President(s) of Organizational Development
- Vice President(s) of Professional Development
- Vice President(s) of Public Policy
- Secretary
- Treasurer

**Section 6.2 - Election of Principal Officers: Term of Office** The members, through a mailed ballot, shall elect the principal officers of the Association annually. The President - Elect shall serve one (1) year in that office, two (2) years as President, and as Past President until a new President is elected. The terms of the Vice Presidents shall be two years or until each officer's successor has been elected.

**Section 6.3 –Duties of Principal Officers** The duties and qualifications of the Officers are defined in the Association's Policies and Procedures Manual.

## **ARTICLE VII – NOMINATIONS AND ELECTIONS**

**Section 7.1- Nominations** Each year, the Governance committee shall be responsible for identifying a nominating team in accordance with the Association's bylaws and policies and procedures.

### **Section 7.2 - Nominating Committee Duties**

(a) The Nominating Committee shall request suggestions for nominations from the membership no later than eight (8) weeks prior to the date that the slate is presented for voting.

(b) The Nominating Committee shall prepare a slate of officers and members-at-large in accordance with the Association policies and procedures, and shall notify the membership of the slate no later than four (4) weeks prior to the date that the slate is presented for voting.

### **Section 7.3 – Elections**

(a) Elections shall be accomplished in the spring of each year by mailed ballot in accordance with the Association Bylaws and its Policies and Procedures Manual. Election results shall be published in the first issue of the Association newsletter following the completion of the election.

(b) Elections shall be determined by a majority of the members voting.

## **ARTICLE VIII – ORGANIZATIONAL LIAISONS**

**Section 8.1** Organizational Liaisons shall be representatives of professional organizations, institutions and agencies and shall be ex-officio, non-voting members of the Board.

**Section 8.2** Organizational Liaisons shall represent their agencies or organizations and report on issues and activities of relevance to the Association. They shall take back relevant information from the Association to their organizations. and provide expertise and information relative to the work of the Association.

**Section 8.3** Organizational Liaisons shall be invited to Board meetings a minimum of once a year and represent their agencies and organizations at the meetings of the Board.

**ARTICLE IX – COMMITTEES** The President, with the approval of the Board, shall appoint special committees as are determined necessary to fulfill the purpose of the Association. The powers, duties and qualifications for appointment to such committees are specified in the Association's Policies and Procedures Manual.

**ARTICLE X – FISCAL YEAR** The fiscal year shall be from January 1<sup>st</sup> through December 31<sup>st</sup> or any other consecutive 12-month period the Board may designate.

**ARTICLE XI – PARLIAMENTARY AUTHORITY** The most current edition of Robert's Rules of Order shall be the parliamentary authority of the Association.

**ARTICLE XII – AMENDMENTS** These by-laws may be amended, repealed or altered in whole or in part (1) by a majority vote of the membership at any meeting of the Association or (2) through a mail vote in accordance with the provisions of Article IV, Section 4.5b. Any amendment proposal for consideration shall be mailed to the members of the Governing Board at least thirty (30) days prior to the date of the vote.

**ARTICLE XIII – DISSOLUTION** The Association may be dissolved at a membership meeting called for this specific purpose by a majority vote of the Board. Upon dissolution of the Association, any remaining funds shall be distributed to one or more non-profit organizations that is consistent with the mission and goals of the Association and is classified by the Internal Revenue Service as tax-exempt under Section 501(c)3 of the Internal Revenue Code.

These By-laws have been reviewed, amended, and approved by the Governing Board on *March 5, 2009*.

Approved by the membership at the annual meeting on *May 21, 2009*.