



*Macomb County Association for
the Education of Young Children
Board Member Handbook*



Revised July 25, 2010



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Macomb County Association for the Education of Young Children

Mission Statement

The mission of Macomb Association for the Education of Young Children is to improve the quality of services available to young children birth through age 8, and their families, through advocacy and by enhancing the growth and professional development of early childhood professionals.

Vision Statement

The vision of the Macomb County Association for the Education of Young Children is one of quality and professionalism. Macomb County AEYC is one of the 425 Affiliate Groups of the National Association for the Education of Young Children (NAEYC), a well respected non-profit organization representing over 100,000 educators, policy makers, researchers and practitioners. Through activities and collaboration with allied organizations, Macomb County AEYC seeks to address common goals and inspire others to work towards high quality programs and to advocate for young children and their families. Professional development is supported by conferences, workshops, Month of the Young Child activities for families, materials and membership services.

Macomb AEYC was co-founded in 1984 by Macomb Community College students and their instructor, Kathy Kalmar at Macomb Community College, Center Campus. As a professional organization, Macomb AEYC encourages the membership of all persons interested in promoting the health, safety and well being of young children without the regard to race, color, sex or national origin.

Macomb County Association for the Education of Young Children Bylaws

Article I, Name

The name of the organization shall be Macomb County Association for the Education of Young Children, hereinafter also referred to as Macomb AEYC.

Article II, Purpose

1. To serve and to act on behalf of the needs, rights and well-being of all young children in Macomb County and their families, with special emphasis on developmental and educational services and resources.
2. To foster the growth and development of the membership in their work with and on behalf of young children.

Article III, Membership

1. Anyone interested in promoting the purposes of this association may become a member upon payment of annual dues.
2. All members of Macomb AEYC are also members of the Michigan Association for the Education of Young Children (MiAEYC) and the National Association for the Education of Young Children (NAEYC), and are entitled to the privileges of membership in accord with the membership categories of those respective associations.
3. The categories of membership shall be Comprehensive affiliate, Regular Affiliate and Student Affiliate.
4. All members, upon payment of annual dues, shall become eligible for all rights, benefits and responsibilities of membership as set forth in the bylaws and policies of the association.

Article IV, Governing Board

1. The Administrative Body shall be called the Governing Board.
2. The Governing Board shall have supervision, control and direction of the affairs of the association, shall determine its policies or changes therein within the limits of the bylaws, 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 agents as it may consider necessary.
3. The Governing Board shall consist of the elected officers and the chairpersons of standing committees.
4. There shall be at least three meetings of the Governing board during the membership year.
5. A simple majority of the Governing Board shall constitute a quorum for the transaction of business.

Article V, Officers

1. The Officers of Macomb AEYC shall be:
 - A. President
 - B. Vice President
 - C. Secretary

D. Treasurer

2. The duties of the officers shall be such as are usually performed by these offices. Specific qualifications and duties are defined in the Macomb AEYC Governing Board Handbook.
3. The officers shall be elected at an annual meeting and shall hold office for two years or until their successors are elected or appointed. Voting for President and Treasurer will take place on even years and Vice President and Secretary on odd years.
4. The terms of office shall be two years. All terms of office shall begin on May 1 of the year elected and extend to April 30 of the following year.
5. Vacancies among the officers shall be filled by the appointment of the Governing Board and shall extend until the end of the term of the office being filled.

Article VI, Budget

1. The Governing Board shall be empowered to establish, monitor and change the association budget, in accordance with the association bylaws and policies.
2. The Governing Board shall establish the association budget annually.
3. The Governing Board shall establish all dues and fees in accordance with the association bylaws.

Article VII, Nominations and Elections

1. Annually, one meeting preceding the beginning of the membership year, the Election Committee shall request suggestions for nominations from the membership.
2. The nominating committee shall prepare a voting ballot of officers and at-large Governing Board members in accordance with association bylaws and policies, and shall notify the membership of the composition of the voting ballot at that time.
3. Elections shall be determined by a majority of the members voting.
4. Elections shall be accomplished by March 30th of the election year at a membership meeting as determined by the Governing Board in accordance with association bylaws and policies. Election results shall be published in the first issue of the newsletter following accomplishment of the election.

Article VIII, Committees

Macomb AEYC shall be represented in MiAEYC by one voting delegate. Those delegates shall be the President and one at-large member of the Governing Board. The President may authorize substitutions of the appointed delegates if they cannot attend a scheduled MiAEYC meeting.

Article IX, The Michigan Affiliate Representative

The Michigan Affiliate Representative shall be appointed by the Governing Board.

Article X, Fiscal Year

The fiscal year shall be October 1 until September 30.

Article XI, Meetings

There shall be an annual meeting of the association in the Spring, the date time and place to be determined by the President.

Article XII, Quorum

A majority of the membership present shall constitute a quorum at any meeting of the association.

Article XIII, Dissolution

This Corporation shall remain in existence until dissolved by vote or written consent of 50% or more of the Governing Board.

This Corporation is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code.

No part of the net earnings of the Corporation shall inure to the benefit or, or be distributable to, its members, trustees, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or (b) by a Corporation , contributions of which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XIV, Parliamentary Authority

Robert’s Rules of Order, Newly Revised shall be the parliamentary authority of the association.

Article XV, Amendments

These bylaws may be amended, repealed or altered, in whole or in part by (a) a majority vote at any meeting of the association; provided, that a copy of any amendment proposal for consideration shall be mailed to the membership at least thirty (30) days prior to the date of the meeting; or (b) by approval of the members through mail vote in accordance with the provisions of Article VII.

Responsibilities for Officers of the

Macomb County Association for the Education of Young Children

President “The Fearless Leader”

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Conduct meetings.
2. Oversee all business of the organization
3. Direct the functions of the Executive Governing Board
4. Proofread “The Ledger”
5. Appoint chairpersons for committees
6. Be in contact with all committee chairs
7. Conduct Year End Member Needs Assessment
8. Consult past president, advisor and others who can offer support and guidance
9. Check Macomb AEYC post office box
10. Consult with affiliate representative regarding content of Macomb AEYC report.
11. Recruit members for nominating committee
12. Develop and nurture leadership in members
13. Secure a room for meetings

Vice President “The Person who is a heartbeat away from the Presidency”

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Conduct Macomb AEYC business in the absence of the president
2. Sit on the Executive Governing Board
3. Oversee all committee work
4. Communicate results of committee works to the President and Board Members
5. Prepare membership information for Macomb AEYC in conjunction with Membership Chairperson
6. Attend student chapters’ meetings
7. Assist in developing Speakers Roster and contacting speakers
8. Network with various committees as designated by the President
9. Keep by-laws current

Secretary “The recorder of History”

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Record the minutes of all meetings
2. Submit copies of the minutes to the President
3. Place copies of the minutes in Macomb AEYC affiliate binder
4. Give copies of the minutes to Macomb AEYC affiliate representative
5. Handle all correspondence for the organization with approval of the President
6. Assist in developing Month of the Young Child ads, flyers, etc.
7. Assist with all mailings
8. Provide copies of the agenda for all meetings
9. Assist in developing the agenda with the President
10. Take notes at conferences and other committee meetings
11. Sit on the Executive Governing Board
12. Network with Macomb County early childhood organizations
13. Co-write “The Ledger” and submit in a timely manner to the President to review then submit to be posted online at Macomb AEYC website.

14. Update and maintain Macomb AEYC Resource File

Treasurer “The person who holds the purse strings”

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Maintain accurate records regarding all of Macomb AEYC finances
2. Pay approved expenses incurred by Board members on behalf of Macomb AEYC
3. Deposit membership dues
4. Create and maintain a written financial report
5. Sit on the Executive Governing Board
6. Conduct all financial business on behalf of Macomb AEYC
7. Develop a budget
8. Check Macomb AEYC post office box
9. Confer with President regarding all of the above

Responsibilities of Committee Chairpersons for
Macomb Association for the Education of Young Children

Accreditation Chairperson

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Obtain and distribute current accreditation information to Governing Board and Members through meetings and “The Ledger”
2. Serve as a resource for members who are seeking accreditation for their center
3. Maintain an up-to-date list of NAEYC accredited centers in Macomb County

Affiliate Representative

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Serve as a liaison between MiAEYC and NAEYC
2. Report information from Macomb AEYC to MiAEYC

3. Report information from MiAEYC to Macomb AEYC
4. Write Macomb AEYC report and submits typed reports, by deadline given, to MiAEYC
5. Attend MiAEYC Executive Board Meetings in Lansing
6. Attend MiAEYC Executive Board Retreat representing Macomb AEYC's concerns
7. Sit on Macomb AEYC Executive Governing Board
8. Complete all affiliation reports and send to MiAEYC

Membership Chairperson

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Process membership application forms
2. Review online membership status
3. Maintain roster of members
4. Update mailing labels
5. Recruit new members
6. Supervise and work membership table at conferences and meetings
7. Organize membership challenges
8. Keep, and use, Macomb AEYC, MiAEYC, and NAEYC recruitment materials
9. Prepare membership information for publication in journals, newsletters, etc.
10. Maintain demographic report of the area served
11. Develop and maintain an up to date marketing and recruitment plan

Month of the Young Child Chairperson

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Develop, organize and coordinate Month of the Young Child (MOYC) events and activities
2. Secure organizations, agencies, services, entertainment, etc, connected with MOYC events
3. Develop flyers and organize publicity for all MOYC events
4. Arrange distribution of publicity for all MOYC events
5. Consult Governing Board regarding events
6. Obtain materials from MiAEYC pertaining to MOYC
7. Submit proposed budget to the Executive Governing Board

Public Policy Chairperson

Term of Office: Two Years

Tasks and Responsibilities include, but are not limited to:

1. Liaison between Macomb AEYC and the MiAEYC and NAEYC Public Policy Committees
2. Communicate pertinent data on legislation and advocacy to Governing Board, and Macomb AEYC Members.
3. Recommend action as needed
4. Guide Macomb AEYC to appropriate political action and response
5. Facilitate Macomb AEYC's responses
6. Read and report on all public policy data sent via MiAEYC and NAEYC
7. Advocate for young children, their teachers and their families

ROBERT'S RULES OF ORDER

HOW IS A MOTION MADE?

1. **RECOGNITION.** Get the chairperson's permission to speak by saying "Mr. or Madam Chairperson"
2. **MAKE THE MOTION.** Offer your recommendation to the rest of the members by saying "I move we set priorities before allocating parent activity Monies."
3. **IT MUST BE SECONDED.** Another member must approve your motion before all of the members can consider it. To support your idea, another member should say "I second the motion" Your motion cannot be discussed until it is seconded."
4. **CLEARLY STATE THE MOTION.** The chairperson puts the motion in words that everybody can understand and then states it loud enough for everyone to hear: "It has been moved that..."
5. **DISCUSSION.** The chairperson invites members who are for and against the motion to discuss it. Start the discussion by asking the person who made the suggestion to support it. A chairperson cannot offer an opinion on a motion, unless he or she leaves the "chair" by having another officer temporary take the chair. The discussion ends when the chairperson prepares the members for voting by restating the motion.
6. **VOTING.** Can be done by voice, written ballot or a show of hands.
7. **THE RESULT.** The chairperson announces whether or not the motion has been approved by reporting the outcome.