

BYLAWS FOR THE  
OKLAHOMA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

**ARTICLE I: NAME**

The name of this organization shall be the Oklahoma Association for the Education of Young Children (OKAEYC).

**ARTICLE II: INCORPORATION**

This organization is incorporated under the not-for-profit corporation laws of the State of Oklahoma. It is intended that OKAEYC shall have and continue to have the status of an organization, which is exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986.

**ARTICLE III: PURPOSE**

The purpose of this organization is to serve and act on behalf of the needs, diversities, and rights of young children and their families. In order to achieve this purpose, the organization shall fulfill these functions:

- (a) Recognize the expertise and contribute to the professional growth of individuals working with and for young children.
- (b) Encourage the acquisition and implementation of knowledge, resources, and services for young children and early care and education professionals.
- (c) Provide support services for state chapters.
- (d) Inform the membership of public policy affecting young children.
- (e) Review and disseminate information on issues concerning children and families.
- (f) Work to improve the standards for the care and education of children, and thus to improve their quality of life.
- (g) Establish and maintain a point of contact for the early care and education profession.
- (h) Advocate for age-appropriate practice unique to children in schools, early care and education facilities and other services.

**ARTICLE IV: AFFILIATION**

OKAEYC shall be affiliated with the “Southern Early Childhood Association” (SECA), and the “National Association for the Education of Young Children” (NAEYC).

**ARTICLE V: MEMBERSHIP**

Section 1. **Eligibility.** Upon payment of such annual dues as prescribed by the Governing Board, membership shall be open to persons interested in young children and their families and in promoting the purposes of OKAEYC.

Section 2. **Rights of Members.** The Governing Board shall have the authority to prescribe

the membership policies of the organization. Members shall be entitled to the rights and benefits of membership; to attend business meetings and to gain a hearing; to vote for election of officers; to be eligible to hold office and for appointment to committees; and to receive publications and announcements of conferences.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

Section 1. **Executive Committee.** The Executive Committee of OKAEYC shall be formed of the:

President  
President-Elect  
Past President  
Vice-President-Chapters  
Vice-President-Membership  
Secretary  
Treasurer  
Treasurer-Elect

Section 2. **Duties.** The executive committee shall be responsible for the management and regulation of the affairs of OKAEYC between meetings of the Governing Board; to approve as indicated elsewhere in these by-laws actions of the President and Governing Board, and to receive and respond to the reports of OKAEYC's activities in accord with the OKAEYC bylaws. Specific duties are defined in the OKAEYC Policy Handbook.

## **ARTICLE VII: GOVERNING BOARD**

Section 1. **Governing Board Composition.** The Governing Board shall include the Executive Committee officers, Members-at-Large, SECA Representative, and appointed chairs of currently active standing committees. The Business Manager of OKAEYC shall serve as an *ex-officio* member of the Governing Board.

Section 2. **Duties.** The Governing Board shall supervise, control, and direct the affairs of OKAEYC, shall determine its policies or changes within the limits of the bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of OKAEYC funds.

Section 3. **Parliamentarian.** The President, immediately upon assuming office, shall appoint a parliamentarian.

## **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

Section 1. **Nomination Committee Appointment.** The Nomination Committee shall be chaired by the Past-President or President-Elect and consist of at least three (3)

members of OKAEYC, including the Vice-President - Chapters. Nomination Committee members shall be approved by the Governing Board.

Section 2. **Nomination Committee Duties.** Substantial effort shall be made to ensure representation from all ethnic, geographical, and professional groups within Oklahoma. The Nomination Committee shall follow the guidelines set forth in the OKAEYC Policy Handbook.

Section 3. **Elections.** Elections shall be determined by simple majority vote, completed by November 1 of each year, and conducted at a membership meeting, by mail or electronically as determined by the Governing Board and in accordance with current high performance standards, inclusive best practice, OKAEYC bylaws and policies. The process is otherwise defined in the OKAEYC Policy Handbook.

Section 4. **Election of Governing Board: Terms of Office.** The terms of office for Governing Board members are as follows:

(a) The President-Elect shall be elected for one (1) year as President-Elect, one year following as President, and one (1) year following as Past President.

(b) The Vice-Presidents and Secretary shall be elected for two (2) years.

(c) The Treasurer-Elect shall be elected for one (1) year as Treasurer-Elect and one year following as Treasurer.

(d) The SECA Representative be elected for three (3) years.

(e) Terms of office for the Members-at-Large are defined in the OKAEYC Policy Handbook.

Section 5. **Election of Governing Board: Succession.** A Governing Board member may immediately succeed him/herself in the same office one time, serving no more than two successive terms.

## ARTICLE IX: COMMITTEES

Section 1. **Committee Appointments.** The President, with the approval of the Executive Committee, shall, with the exception of the Nominating and Finance committees, appoint chairpersons of each standing committee as necessary to carry out the work of OKAEYC. The chairperson will select the members of his or her committee as set forth in the OKAEYC Policy Handbook.

Section 2. **Finance Committee Composition.** The Finance Committee consists of the President, President-Elect and Past-President, Vice-President-Membership, Treasurer and Treasurer-Elect and is chaired by the Treasurer. A majority of the

Finance Committee shall constitute a quorum. The Business Manager of OKAEYC shall serve as an *ex-officio* member of the Finance Committee.

Section 3. **Finance Committee Duties.** The Finance Committee makes recommendations to the Governing Board regarding the annual budget, conference budgets, and requests for additional funds. The Finance Committee is responsible for securing an annual review of the organization's financial status.

Section 4. **Awards.** The Awards Committee will make recommendations for awards as identified in the Policy Handbook.

Section 5. **Vacancies.** Other vacancies which may occur shall be filled by President's appointment with the approval of the Governing Board.

## ARTICLE X: FISCAL YEAR

The fiscal year shall be from January 1 through December 31.

## ARTICLE XI: MEETINGS

Section 1. **Board Meetings.** Governing Board meetings shall be held a minimum of four (4) times during the fiscal year.

Section 2. **Special Meetings.** Special meetings of the Governing Board may be called by written request of the President or at least five (5) Governing Board members.

Section 3. **Business Conducted by Mail, Electronic Mail, or Phone.** The Governing Board may conduct business by mail, electronically, or phone. A simple majority vote of the members of the Governing Board must be secured within a stipulated time period in order to effect action. A record of all actions shall be filed by the secretary with OKAEYC records.

Section 4. **Board Meeting Attendance.** Each Governing Board member will be expected to attend all Board meetings. More than fifty percent (50%) absences at a given time by an officer may be considered a vacancy and filled by appointment of the Governing Board.

Section 5. **Parliamentary Authority.** Business conducted at all membership meetings, Governing Board meetings, electronically, mail, or phone shall be governed by, and in accordance with Roberts Rules of Order and the OKAEYC by-laws, which shall take precedent in case of conflict.

Section 6. **Annual Meeting.** The annual meeting of the members of the OKAEYC shall be held at such time and place as determined by the Governing Board.

## ARTICLE XII: QUORUM

Fifty-one percent of the Governing Board shall constitute a quorum for the transaction of business.

## ARTICLE XIII: AMENDMENTS

- Section 1. **Proposed Amendments and/or Revisions.** Any proposed amendments and/or revisions of the bylaws must be submitted to and approved by the Governing Board.
- Section 2. **Amendments Approval.** Amendments and/or revisions must be approved by the membership of the organization after Governing Board approval. Amendments and/or revisions shall not become effective until submitted to and approved by the membership.
- Section 3. **Amendment Process.** Any such amendments and/or revisions may be submitted to the membership by electronic means, mail referendum, at any annual meeting, or at any special meeting called for such purpose, provided membership is given three (3) weeks notice of the meeting along with copies of proposed change(s). A two-thirds vote of those voting shall be necessary to make effective any such amendment and/or revision to these bylaws.

## ARTICLE XIV: DISSOLUTION

- Section 1: **Recommendation.** A recommendation for the dissolution of the Association shall be adopted by a three-fourths vote of the members of the Governing Board and be submitted in writing to the membership. The recommendation shall be approved by three-fourths of the members voting on the issue.
- Section 2: **Assets.** In the event of dissolution, the residual assets of this organization will be turned over to one or more organizations whose purpose is to promote quality in the early childhood field and which are themselves exempt from federal income tax as organizations described in Section 501(C)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any prior or future Internal Revenue Code, or the federal, state, or local government for exclusively public purposes.