

**The mission of RIAEYC is to support professionals in their work by promoting quality education and the healthy development of children birth through eight.**

## **Bylaws**

**For the Rhode Island Association for the Education of Young Children**  
Affiliated with the National Association for the Education of Young Children

### **Article I: Name.**

The name of this organization shall be The Rhode Island Association for the Education of Young Children hereafter also referred to as RIAEYC.

### **Article II: Purpose.**

The purposes of RIAEYC shall be:

#### **Section 2.1.**

- (a) To serve and act on behalf of the needs, rights, and well-being of all young children in Rhode Island, and their families, with special emphasis on the care and education of the young children and those educational services and professional resources associated with early care and education.
- (b) To foster growth and development of the membership in their work with and on behalf of young children and their families.
- (c) To provide leadership to support excellence in the pursuit of RIAEYC goals.

### **Article III: Membership.**

**Section 3.1. Eligibility.** Anyone interested in promoting the purpose of this organization may become a member upon payment of annual dues.

**Section 3.2. Levels of Membership.** All members of RIAEYC are also members of the National Association for the Education of Young Children (hereafter referred to as NAEYC), and are entitled to the privileges of membership in accord with the membership categories of those respective associations.

**Section 3.3. Classes of Members.** The categories are determined by NAEYC.

**Section 3.4. Rights of Members.** 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 each level of RIAEYC.

**Section 3.5. Dues.** Membership dues shall be determined by the Governing Board. Any member who fails to remit his or her dues for the current membership year within three (3) months of its expiration shall no longer be considered an active member.

**Section 3.6. Membership Year.** The membership term shall commence the day the member joins NAEYC/RIAEYC and will be valid for a period of one year, three years, or lifetime as determined

by the membership category. NAEYC Lifetime membership is no longer offered to new members, as of 2018.

**Section 3.7. Meetings.**

- (a) There shall be a minimum of one membership meeting, in the fall at the Rhode Island Early Childhood. The purpose of said meeting may be the election of the officers and/or other such matters as may be brought before the meeting. The membership shall be informed of the date and place of the meeting no later than four (4) weeks prior to the meeting date.
- (b) The President or his or her delegate and one half of the Governing Board are required for a valid transaction of business as meetings of RIAEYC

**Article IV: Administering Body.**

**Section 4.1. Name.** The administering body shall be called the Governing Board.

**Section 4.2. Powers and Duties.** The Governing Board shall have supervision, control, and direction of the affairs RIAEYC, 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 policies for the conduction 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.

**Section 4.3. Composition.**

- (a) The Governing Board shall consist of the officers, elected by the local membership of the association, and members at large. Total size of the Board shall not be less than 10 nor exceed 20 persons.
- (b) No person shall serve on the Board unless that person is a member of the Association.
- (c) The RIAEYC Director shall serve as an ex-officio member of the Governing Board.

**Section 4.4. Meeting.**

- (a) There shall be at least four (4) meetings of the Governing Board during the membership year. Special meetings of the Board may be called by the President or at least five (5) Board members.
- (b) Notice of any meeting of the Board shall be deemed to be duly given to a Board member if (1) faxed, mailed, or emailed to the Board member at least four (4) days before the day on which such a meeting is to be held, or (2) is delivered to him or her personally or orally, by telephone or otherwise, not later than the day before the day on which such meeting is to be held. Each such notice shall state the time and place of the meeting and the purposes thereof.
- (c) Governing Board meetings may include non-members, as appropriate. The Governing Board will determine the level of involvement of non-members prior to the meeting and plan accordingly.

**Section 4.5. Quorum and Voting.** A simple majority of the Board shall constitute a quorum for the transaction of business.

**Section 4.6. 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 may be removed, with or without cause, by mailed or electronic 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 month) vote to remove the officer or at any regular meeting where voting members are in 25% attendance. No officer or Board member shall be removed at a meeting of the members entitled to vote, unless written notice of such meeting is delivered to all members entitled to vote, and the notice explains the purpose of the meeting is to vote upon removal of one or more Board members named in the notice.
- (c) A Board member shall be removed, with or without cause, by the Governing Board. No Board member may be removed at a meeting unless written notice of such a meeting is delivered to all Board members entitled to vote and the notice explains the intent to vote upon removal of a Board member named in the notice.

**Section 4.7. Executive Committee.** The Executive shall consist of the President, Vice President, Secretary, and the Treasurer and President Elect. The Executive Committee shall have the authority to act on behalf of the Governing Board on pressing matters.

**Article V: Officers.**

**Section 5.1. Principal Officers.** The principal officers of RIAEYC shall be:

- President
- President-Elect
- Vice President
- Secretary
- Treasurer

**Section 5.2. Election of Principal Officers: Term of Office.** The members in accordance with the policies set forth by the Board shall elect the principal officers of the Association annually, on a rotating basis. The terms of the President, President-Elect, Vice President, Secretary, and Treasurer shall be three (3) years and four (4) months (or until the officer's successor has been elected and qualified) beginning on July 1 of the year elected and extending to October 31 of the final year in office. Said term creates duplication of offices for a period in accordance with Association policies. The newly elected officers shall act with the authority of the office; outgoing officers will serve, during that period, in an advisory capacity. Officers may not succeed themselves in any office more than once, except when the first term is by appointment to fill an unexpected vacancy in the office.

**Section 5.3. Duties.** The duties of the officers shall be such as are usually performed by these officers. Specific qualifications and duties are defined in the job descriptions attached to these bylaws.

**Section 5.4. Vacancies.** Vacancies among the officers shall be filled by appointment or election by the Governing Board and shall extend until the end of the term of the office being filled.

**Article VI: Nominations and Elections.**

**Section 6.1. Nominating Committee.** The Nominations Chair will convene a Committee when appropriate in accordance with RIAEYC policies.

**Section 6.2. Nominating Committee Duties.**

- (a) The Nominating Committee shall request suggestions for nominations for RIAEYC officers 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 in accordance with RIAEYC bylaws and policies, and shall notify the membership of the composition of the slate no later than two (2) weeks prior to the date that the slate is presented for voting.
- (c) The Nominating Committee is also charged with the responsibility for soliciting Governing Board candidates from the membership, and for presenting potential candidates for screening and election by the Governing Board.

**Section 6.3. Candidates by Petition.** Nominations of additional candidates may be made by petition of ten (10) active RIAEYC members or by a majority vote by the membership at a meeting called for the purpose of voting.

**Section 6.4. Elections.**

- (a) Elections shall be accomplished by June 1 of each year by mail or electronic vote or by a vote at a membership meeting as determined by the Governing Board in accordance with RIAEYC bylaws and policies. Election results shall be distributed to membership following the completion of the election.
- (b) Elections shall be determined by a majority vote of the members voting.

**Article VII: Committees.**

- a) The President, with the approval of the Governing Board, shall appoint as many standing and special committees as are determined necessary to fulfill the purpose of the RIAEYC. Supervision of the committees may be delegated to another appropriate individual.
- b) Committee work will be guided by the Governing Board, strategic plan, member needs and other materials from NAEYC.
- c) Committee will develop and adhere to a set of policies and procedures. Committee policies require formal approval from the Governing Board. Policies will be reviewed regularly.
- d) Committee will report at each Governing Board meeting. An annual report will be submitted on or before June 1 which will include committee goals, members, and proposed budget based on the work of RIAEYC.

**Article VIII: Fiscal Management.**

**Section 8.1. Fiscal Year.** The fiscal year shall be from July 1 through June 30 or such other 12-month period as the Governing Board may designate.

**Section 8.2. Association Budget.** The Governing Board shall be empowered to establish, monitor, and change the RIAEYC budget in accordance with Association bylaws and policies.

Annually, at its first meeting of the fiscal year, the Governing Board shall establish the Association budget in accordance with its annual goals.

**Section 8.3. Financial Reports.** The Governing Board will examine a financial report prepared by the Treasurer at least annually and adjust operation accordingly. The Board will periodically require production and examination of a professionally prepared financial report.

**Section 8.4. Fiscal Responsibility.** All officers, Board members, and committees acting on behalf of the Association shall follow the financial policies and procedures of RIAEYC with a commitment to disbursing allocated funds within the budgeted amounts. Any committee or individual with authority to disburse RIAEYC funds shall be responsible for clear and accurate reporting to the Treasurer and the Board regarding specific use of funds.

## **Article IX: Parliamentary Authority.**

*Roberts Rules of Order, Newly Revised* shall be the parliamentary authority of RIAEYC.

## **Article X: Amendments.**

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

## **Article XI: Dissolution.**

The Rhode Island Association for the Education of Young Children may be dissolved at a membership meeting called for that purpose by a majority vote of the Governing Board. Upon dissolution of the organization, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Governing Board.