

SAN DIEGO ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

VISION STATEMENT

The San Diego Association for the Education of Young Children is an inclusive professional organization committed to effective advocacy for children, families, and the communities that support them.

MISSION STATEMENT

The mission of the San Diego Association for the Education of Young Children is to provide a professional membership organization committed to promoting optimal life experiences for all children from birth to 8 years.

GOALS

The goals of the San Diego Association for the Education of Young Children are:

1. To raise awareness of how children develop and learn.
2. To collaborate with other organizations and institutions which are concerned with the education and well-being of young children.
3. To advocate for and support early childhood professionals and others who care for children and their families.

POLICIES AND PROCEDURES (Formerly called Standing Rules)

Nonprofit Status

SDAEYC shall operate as a tax exempt, non-profit corporation in the state of California and shall comply with all provisions of that state and 501 (c) 3 of the Internal Revenue Service Code. The Association's tax-exempt number shall be used only as authorized by the SDAEYC Board for Association business purposes.

Section 1

SDAEYC Board of Directors

The Board of Directors is comprised of both elected (the Executive Committee), and appointed members, Committee Chairs, and Liaisons. All members are expected to fulfill their duties as detailed in the respective job descriptions. The SDAEYC Board of Directors approves, distributes, and annually updates job descriptions for elected officers and committee chairs.

All elected and appointed members of the San Diego Association for the Education of Young Children (SDAEYC) Board, who play any role in the governance of the Association or any segments, have the duty to further the Association's interests and to protect any confidential information obtained while serving in a fiduciary role or any other role with the Association. This duty includes but is not limited to avoiding conflicts of interest and providing undivided allegiance to the Association's mission. This duty also precludes a volunteer from receiving any compensation for performing a service for the Association; however, volunteers may be reimbursed for allowable expenses per Board policy.

Individuals may not represent SDAEYC when speaking publicly unless the Board has given prior approval. Should permission be granted, he/she shall identify herself/himself as a Board member of the Association. The Board member shall state the position of the Board, shall speak to her/his area of expertise, and shall be familiar with the Association's Vision, Mission, and Goal statements.

- **Executive Committee**

The Executive Committee shall consist of the Officers of the Association – President, President-Elect or Past President, Secretary, VP of Membership, VP of Programs, Treasurer, and Member-at-Large.

Between Board meetings, the Executive Committee may take action that is consistent with the policy and purposes of the Association when a majority of the Executive Committee agrees that such action is necessary.

- **Committee Chairs**

Committee Chairs shall prepare an annual summary report and recommendations. The report shall be submitted to the President for further dissemination. Committee Chairs shall submit minutes of each meeting to the President and VP of Programs. The minutes will include who attended.

Attendance

Every SDAEYC Board member shall be apprised of the requirement to participate in a minimum of three (3) board meetings each year as well as two (2) of the following events: the annual membership meeting, the annual retreat and/or one SDAEYC conference. Upon accepting a board position each individual will sign a **Statement of Commitment** (co-signed by the President) to this effect and the statements will be kept on file with the Secretary.

A Board member who does not meet the required commitment and wishes to continue to serve, will be contacted by the President to discuss the circumstances regarding the missed meeting(s) or function(s). The Executive Committee will then determine if the Board member will retain her/his position. If not, a replacement will be appointed by the President to fill out the term.

Voting

All Board members have voting privileges for each position they hold. A committee with co-chairs has one (1) vote. They are responsible for input and decision-making at every General Board meeting.

Technical Assistance

The SDAEYC Board is authorized to seek technical assistance on legal, financial, and other matters. The need for such advice must be clearly documented. Consultation with experts shall be considered as a donation to the Association unless otherwise agreed upon in writing by both parties.

Section 2

Leadership

SDAEYC is a fully inclusive organization that seeks to identify individuals from a variety of backgrounds to hold leadership positions, with focused outreach to under-represented communities. Members and leaders of SDAEYC support and model NAEYC's Code of Ethical Conduct. The Code of Ethical Conduct shall be given to each new member.

The Executive Board of SDAEYC will ensure that outgoing officers provide mentoring for all incoming Officers, Board members and Committee Chairs to the organization's mission and structure and their responsibilities.

Grievance Procedure

Before initiating a formal grievance process every effort shall be made to resolve problems by means of direct communication, seeking guidance from appropriate sources within and/or outside the organization following Bylaws, Policies and Procedures. If necessary, an outside mediator will be contacted to help resolve the issue. (The State and National Association can assist with providing these resources.)

In the event that these efforts are unsuccessful the Grievance process will be activated by the mailing of a Letter of Grievance to the Executive Board of Directors. In the event that a member of the Executive Board is a party to the grievance, he/she shall be excluded from the process. When such a letter is received, the Executive Board will acknowledge it in writing within ten (10) working days.

The Executive Board will appoint an investigating committee of at least three (3) Board members. Respecting the confidentiality of the involved parties, they will investigate the grievance, allowing all parties involved to present their account, and make written recommendations to the Board. This committee will be selected for their known integrity and good judgment. The President or Past President will serve as an ex-officio member of the committee as a resource only.

The committee should conduct a thorough and confidential investigation. Fairness would require interviews with involved parties, although there is no requirement that anyone appear before them. Information obtained in strict confidentiality may help the committee reach its conclusions, but may not be reported in a larger arena.

The report of the investigative committee should contain their written recommendations for action regarding the grievance and measures needed to avoid such situations in the future. Each member of the committee should sign and date it.

The Board will consider each of the committee's recommendations and then cast an individual vote. Any parties who do not maintain confidentiality and engage in conversations related to the grievance outside of the committee meetings or Board meetings shall abstain from voting.

The parties involved in the grievance shall be expected to follow the recommendations of the Board vote. In the event of a tie vote, the President shall be asked to vote, as per the Association Bylaws. If the President is involved in the grievance, an outside, unbiased mediator will be asked to cast a vote to break the tie. Any party that feels the results of the vote have been unreasonable or prejudiced shall have a right to an appeal within one

calendar month of the Board vote. In this event, the grievance shall be brought to the attention of the State Association for resolution.

Nominations and Elections

The Nomination Committee shall be composed of three (3) to five (5) members of the Association, and a neutral community representative. The committee will be chaired by the Nomination Chair and may include members-at-large, Board members, Past Presidents and non-returning Executive Committee Officers.

The Nomination Committee shall submit a slate of Officers to the General Board at the January Board meeting of each year.

The election of Officers shall take place by ballots, distributed to the membership in the spring of each year. To assure fair, accurate, confidential tabulation, at least two (2) people will count ballots, and two (2) independent counts will be done. Only original ballots are acceptable. Neither photocopied nor faxed ballots are valid, and ballots with more votes than allowed will be voided.

Candidates elected to the open position shall be determined by a majority of ballots received from the membership. They will then be notified by the nominating committee of the results. The results of the election will be announced in the May-June newsletter, on the website, Membership Meeting, and General Board Meeting.

If a vacancy should occur in one of the offices, the President shall appoint a replacement, subject to the approval of the Board. Should the office of President become vacant, the President-Elect shall fill the vacancy. If the office of President-Elect should become vacant, the Nomination Chair will form a committee to begin the search for a candidate. The nomination will be presented to the General Board for approval.

Section 3

Meetings

The General Board shall meet at least six (6) times each year. Meetings are held in order to conduct the business of the Association. They are held at a regular time and place and are open to the membership, except when the Board goes into an executive session.

There shall be a minimum of one (1) membership meeting each year. The annual meeting shall be for the purpose of delivering the President's state of the Association Report.

A quorum at business meetings of the Association shall consist of those members who attend the meeting. A quorum for the transaction of business at the General Board meeting shall be a simple majority of the elected Officers and Committee Chairs. A committee with co-chairs has one vote.

- **Agenda**

The President shall distribute the agenda one week prior to each upcoming General Board meeting. All agenda items to be included on the upcoming agenda shall be submitted to the President.

When Board members submit items for the agenda after the deadline, these items will be accepted for discussion only and/or referred to an appropriate committee for action or

recommendation. Exceptions shall be made for time-sensitive materials and with the approval of the General Board members present.

- **Board Minutes**

Board minutes are prepared within one week of the General Board meeting, and then are distributed to the Board. The minutes are approved at the following Board meeting. The minutes are kept in a master file for historical purposes and as legal records for the non-profit organization. The minutes will be kept in storage and a set will be submitted to the archives.

Section 4

Advocacy

The General Board shall only engage in advocacy activities allowed by federal and state regulations for 501 (c) 3 Organizations. Each Board member shall receive these guidelines.

Recruitment and Outreach

SDAEYC is committed to building and maintaining a strong, diverse, and inclusive organization that enables our Association to achieve its mission on behalf of children, families, and professionals in early childhood education.

SDAEYC is committed to supporting membership diversity. The Vice President of Membership will develop an outreach plan to reduce or eliminate barriers and identify effective recruitment strategies.

Finances

The Fiscal Year shall be from 1st of July to the 30th of June each year. Fiscal responsibility for all San Diego Association for the Education of Young Children Programs lies with the San Diego Association for the Education of Young Children.

Insurance coverage for various facilities where the Association may hold events, workshops or conferences is covered by a blanket policy through The National Association for the Education of Young Children. See NAEYC'S requirements. In addition, SDAEYC carries a Non-Profit Organization Practices Liability Insurance Policy that insures Officers and Board Members.

- **Fund Balance**

The Association shall maintain a checking account balance above the amount stipulated by the bank before monthly charges are assessed. A reserve savings account shall be maintained in the bank for larger yearly expenses such as the Annual Conference, Insurance, and annual audits/reviews, etc. The Treasurer is responsible for transferring funds between these accounts as necessary.

The Association also maintains an Investment Brokerage Account, (which has a revenue producing bond and mutual funds to be used to fund Awards & Grants). At the end of each fiscal year, any significant surplus from the year's budget that is not anticipated to be immediately needed in the new year should be transferred to the brokerage account. If, during any year, the Treasurer determines that impending expenses will reduce the combined savings and checking balances to an amount less than the bank's monthly charge minimum, authorization must be sought from the Executive Committee to transfer funds from the brokerage account.

- **Budget**

The SDAEYC Board/Finance Committee will practice Zero-Based Budgeting wherein expenditures in excess of project income will not be approved, unless cash carryover is available beyond the emergency and special projects reserves. The provisional projects are funded only if income exceeds projections. All subsequent requests to the standing budget will need to be approved by the General Board.

Budgets for SDAEYC shall be prepared for a one-year period and be approved by the General Board. NAEYC mandates that the operating budget include monies for Accreditation, Public Policy, and Nominations and Elections committees.

All Budget Proposals for workshops will include a description of how the particular workshop will benefit the Association and its members (included on Budget Proposal worksheets).

A contingency fund of \$500.00 shall be established in each annual budget, providing there is ample income to do so. The fund shall provide for unanticipated increase in the planned budget. If a project's expenses during the year exceed the budgeted amount by less than \$50.00, the Treasurer may use funds from the contingency fund. Larger unanticipated expenses should be referred to the Finance Committee.

Once approved no changes shall be made to items or figures. Any deviations to the budget shall be written in the General Board meeting minutes.

- **Income**

Membership dues are processed through NAEYC, which distributes monies to SDAEYC if the monies in the account are over one hundred (100) dollars. NAEYC money distribution will include a report, dues payments and activity statement. Charges for the following NAEYC services include Membership Processing, Welcome Postcards, and Mailing Labels.

All income received from SDAEYC activities, conferences and workshops shall be turned in to the Treasurer within ten (10) days of the event.

When a check is returned by the bank for insufficient funds, the payer must pay any bank charges plus the amount of the check. The payer may attend SDAEYC events but using only cash or a money order until the debt is paid.

Donations by members and non-members with receipts for items and service shall receive a letter of "thanks" for their tax purposes from the Treasurer. The donations shall be listed as designated or undesignated income.

- **Expenditures**

The President, Treasurer, Past President and/or any other person designated by the President will be authorized to sign checks for the Association. Each check will have two (2) signatures. The Treasurer will perform all financial transactions on behalf of the Association. The minutes authorizing signatures on the account along with current signature card will be submitted to the financial institution.

Opportunity Drawing dates and monies must be reported to The State Attorney General. See the forms to file & due dates on the "Organization Filing Requirements" from CAEYC.

SDAEYC checks issued are valid for one hundred twenty (120) days from the date issued. Before the final 120 days lapse an arrangement will be made with the payee or a stop payment will be put on the check. Any person paid over \$600.00 for services rendered to SDAEYC must have a W-1099 Form filed with the State & Federal government for the calendar. Two (2) separate signatures are required on the Expense Form if the check is issued for more than \$100.00.

Board Members are reimbursed for postage, copying and other expenses incurred in the process of transacting SDAEYC business with proper documentation (two separate signatures on reimbursement form; original receipts of letter of intent). For reimbursement payment, requests must be given to the Treasurer by the next General Board meeting or not more than 60 days after the initial expense.

- **Financial Records**

Under the directions of the Treasurer, a proper set of accounting records is maintained in conjunction with the accountant. The Executive Committee reviews the financial activities of the Association and the Treasurer reports its findings to the Board.

A yearly audit or review of the financial records shall be performed by an outside CPA firm or by a committee appointed by the President. The audit or reviewed shall take place in July after the closing of the fiscal year and the reconciliation of the June bank statement. Thereafter the taxes will be done by the current retained CPA firm and a report given to the Board members.

- **NAEYC Affiliate Required Papers**

After June 30th Each Year, file a Year-end Financial Report, a copy of the CA State Registration/Renewal Fee Report, and a copy of the Association's one (1) year Budget.

- **Travel**

Travel by SDAEYC Board Members must be accomplished in the most cost-effective method available. Air Travel reservations should be made at least thirty (30) days prior to travel date, to ensure acquiring the lowest airfare available. If a Board Member uses her/his own travel, no advance reimbursement will be approved without authorization by the Board. Reimbursement will be made after travel is complete. When lodging is necessary, double occupancy is preferred. Reimbursements for travel expenses are determined by the current fiscal year budget.

For approval of meals, President, President-Elect, Public Policy and/or authorized substitute, per diem rates are according to the IRS schedule. This per diem meal allowance covers meals including tips and taxes but excludes alcoholic beverages, entertainment and expenses incurred for other persons. Receipts must be submitted.

Calendar of Events, and Activities

The Committee Chairs shall be responsible for submitting dates of any SDAEYC related events and activities to the Vice President of Programs prior to announcing the event or activity. The Vice President of Programs shall prepare a calendar for distribution to the Board and the general membership.

Events sponsored by SDAEYC are designed to be affordable and accessible to attract an inclusive group of participants. Registration scholarships are available for many of these events.

- **Week of the Young Child**

Every year SDAEYC shall carry out related activities to draw public attention to the value of high quality programs for young children and families.

Newsletter and Website

The newsletter and website will be the vehicles for announcing meetings, committee updates, educational ideas, special messages and features of interest to members.

- **Newsletter**

The Newsletter Chair shall be the Editor of the newsletter and shall ensure that six (6) newsletters are published and distributed to the membership each year.

The newsletter shall have the Board approved heading, and the Association's logo.

The Newsletter Chair shall ensure that at least two (2) other people proofread the newsletter prior to printing.

- **Website**

The Website Chair shall be the Editor of the Web Page and shall update the Website on a regular basis.

The Web Page shall have the Board approved heading, the Association's logo, quality print and clear copy.

The Web Page Chair shall ensure that at least two other people proofread Web Page information prior to posting.

Follow the following guidelines for website postings: Cite the author from any information source other than your own writing. Postings must be legal at all times. Names of people in articles and pictures (release form) may not be used without the permission (in writing) of the person referenced/depicted. Contact the President, Secretary, or Website Chair to obtain the appropriate release form.

If you feel the posting could in anyway be considered controversial/inflammatory then submit to the Website Chair for review. No postings of commercial ventures wrapped into an article. They need to pay to post and be "vetted" as an acceptable vendor.

Any posting needs to be minimally checked by a spelling/grammar checker on a word processing program. Preferably, a posting has been reviewed by a colleague for typos/language errors that may escape a word processing program's capability to identify as incorrect use of a word.

Postings need to be applicable to the site where it is posted. For example: a posting about PFA to a general information area may not be appropriate if it has political undertones. It would then need to be placed under Public Policy. If posting to another established board committee, the person submitting the posting must ask for permission from the chair to post to the committee page. If a member of the website committee sends you a document for approval before posting, you will have 1 week to look over, make corrections and reply. After the end of the week, the document will be posted as is if the committee does not have a response from you.

Postings will be removed when the event has expired, the information is no longer applicable, or the site has posted the same material for over 6 months.

Section 5

Record Storage

SDAAYC shall maintain a safe, secure place to store copies of bylaws, policies and procedures, the Association Action Plan, legal papers, and other vital documents.

Historical Records

The Historian Chair shall annually submit materials for the archives housed at San Diego State University. The materials may include minutes, financial reports, newsletters, and special event mailings. Throughout the year, the Historian, the Secretary, and the President will collect materials for the archives. The Historian shall receive two copies of the newsletter, retaining one for the archives.

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