

GAEYC BOARD AND POLICY MANUAL



***STATE AFFILIATE
OF THE
NATIONAL ASSOCIATION FOR THE EDUCATION
OF
YOUNG CHILDREN***

GAEYC BOARD AND POLICY MANUAL

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CHAPTER 1
THE BOARD OF DIRECTORS, OFFICERS,
AND THE EXECUTIVE COMMITTEE

CHAPTER 1- SECTION 1
THE BOARD OF DIRECTORS
AND THE EXECUTIVE COMMITTEE

(Bold indicates officers and members of the Executive Committee.)

President

President-elect or Immediate Past President

Vice President for Administration and Organizational Development

Chairpersons of GAEYC Committees under leadership of Vice President for Administration and Organizational Development:

- Constitution and Bylaws (Ad Hoc)
- Nominations and Board Development
- Resource Development
- Membership

Vice President for Program and Professional Development

Chairpersons of GAEYC Committees under leadership of Vice President for Program and Professional Development:

- Professional Development
- Conference
- Quality Improvements and Accreditation

Vice President for Public Policy and Community Awareness

Chairpersons of GAEYC Committees under leadership of Vice President for Public Policy and Community Awareness:

- Public Policy
- Publicity and Public Relations
- Strengthening Families (ad hoc)
- Technology

Secretary

Treasurer

- Finance Sub-Committee

SECA Representative

Member-at-Large District Representatives

Committee Chairpersons

FIRST STEPS FOR GAEYC BOARD MEMBERS

Officers

1. Review the Executive Committee Responsibilities.
2. Review the responsibilities under your position.
3. Complete your “Yearly Plan of Action” and submit to the President by June.

Vice-Presidents

1. Review the committees and their responsibilities under your position as a Vice President.
2. Work with Board Nominations Chair in identifying and/or recruiting a Chair for vacant positions by February 1st.
3. Follow-up with each of your current Committee Chairs on their recruitment of committee members and progress with their completed “Yearly Plan of Action.”
4. Submit to the Board of Directors each Committee’s Plan of Action by June.

District Representatives

1. Review the responsibilities under your position.
2. Complete your “Yearly Plan of Action” for the district and submit to the President by June.

Committee Chairs

1. Review the responsibilities of your committee.
2. Begin to identify and recruit members for your committee, as needed, by February 15th. Obtain interest list from GAEYC. Committee membership is one way to involve individuals who have not served on the board, but have the potential for leadership in the organization.
3. Develop a “Yearly Plan of Action” to include goals, timelines and, if needed, a budget for your committee.
4. Submit to and review with your Vice President by June.

We move forward step by step as we set reasonable plans for which we have the time to accomplish.

**CHAPTER 1 - SECTION 2
BOARD OF DIRECTORS
POSITION DESCRIPTIONS**

**MEMBERS OF THE BOARD OF DIRECTORS
GENERAL RESPONSIBILITIES AND DUTIES**

Terms of Office:

President:

Five years beginning in January (unless elected to fill an unexpired term)

Officers:

Three years beginning in January (unless elected to fill an unexpired term)

District Representatives:

Four years beginning in January (unless elected to fill an unexpired term.)

Committee Chairs:

Three years beginning in January (unless elected to fill an unexpired term or an ad hoc committee).

Specific Qualifications:

- Commitment, time, and leadership skills to serve effectively in the specific position
- Broad knowledge and awareness of issues facing the field
- Ability to conceptualize the appropriate role of GAEYC
- Strong communication and interpersonal skills with ability to objectively consider various perspectives to guide major policy decisions of GAEYC
- Ability to work cooperatively and collaboratively with the early care and education community and allied agencies
- Ability to interact positively with diverse groups of people
- Ability to be a public spokesperson on behalf of GAEYC and its principles
- Expertise in special areas needed by GAEYC, including knowledge of governance, group functioning, management, knowledge and/or experience in other AYC groups or activities and related professional roles

Principal Functions:

- Establish goals consistent with the purpose, vision, and mission of GAEYC;
- Determine policies, procedures and regulations for the conduct of GAEYC;
- Raise funds to finance the organization and its programs; and
- Monitor organizational performance.

Meeting Attendance:

- Regularly attend: Board Meetings (quarterly)
Standing Committee Meetings (monthly or as scheduled)
Ad hoc Committee Meetings (as appointed)
Special Events (as scheduled)
- Occasionally attend: GAEYC program events and events of other organizations
(as appropriate to represent GAEYC)

Powers of the Board of Directors:

1. Establish policies for administering the program and services which are in harmony with the purpose of GAEYC to protect the organization, its assets, and its resources.
2. Ensure that the bylaws, policies and position statements of GAEYC govern each Board member decisions, actions, and representations.
3. Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.
4. Ensure that the financial affairs of GAEYC are conducted on a responsible basis in accordance with established policies and sound financial and accounting practices.
5. Ensure that the property of GAEYC is maintained in a reasonable state of repair.

Responsibilities and Duties of a Member of the Board of Directors:

1. Active participation as a policy maker and planner is the most important part of this position, therefore:

Attend all Board meetings regularly and on time.
Become well informed in advance of the meeting regarding all agenda items.
Contribute knowledge and express points of view based on experience.
Consider other points of view, make constructive suggestions, and help the Board of Directors make group decisions that reflect the thinking of the total group.

2. Maintain current membership in NAEYC/GAEYC and Children's Champions.
3. Exhibit loyalty to the mission, goals and objectives of GAEYC.
4. Become familiar with GAEYC strategic plan, procedures, policies, bylaws, finance records, programs, and Board minutes for the current fiscal year.
5. Assume leadership responsibilities on the Board of Directors and complete tasks as requested whenever possible (such as committee chairperson, elected officer, letter writing campaigns, etc.)
6. Serve on at least one committee and participate actively in the work of that committee.
7. Become a financial supporter of GAEYC at an appropriate level.
8. Assume leadership in GAEYC fund raising efforts.
9. Represent GAEYC at community events with other organizations and with private individuals. Wear your name badge. At meeting introductions, as appropriate, mention

- that you serve on the GAEYC Board of Directors. Speak of GAEYC often, proudly and positively.
10. Be informed about GAEYC's programs, policies and services.
 11. Seek advisement from, cooperate, and communicate with internally formed GAEYC groups and individuals (i.e., task forces, ad hoc committees, past officers, advisory groups)
 12. Be informed about the needs of the community, society and GAEYC's constituents.
 13. Make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith, with the well being of GAEYC clearly in mind.
 14. Review GAEYC financial statements quarterly and the audit and IRS 990 annually.
 15. Avoid any and all conflicts of interest. Complete upon beginning your term of office the "Statement on Conflicts of Interest" (Appendix A) and the "GAEYC Confidentiality Agreement" (Appendix C) and annually, thereafter, the "Annual Declaration of Policy Regarding Conflicts of Interest" (Appendix B).
 16. All officers, committee chairpersons, and the district representatives will:
Formulate a written plan of work with specific goals and dates for the coming year. By June, present the plan on the "Yearly Plan of Work" form to the GAEYC President and appropriate Vice President.
 - a) Submit to the President, 4 weeks prior to scheduled meeting, written requests, with supporting information, for agenda time during the next meeting of the Board of Directors.
 - b) Submit to the President or appropriate Vice President (in the case of committee chairpersons), a written report of their activities no later than four weeks prior to each scheduled meeting of the Board of Directors and the annual meeting. If there are no activities the report should read "No Report".
 - c) Maintain a file of the work of their position during their term and be responsible for passing this file along with the Board Manual to the next incumbent in a timely manner. This file should be cumulative.
 17. The President is responsible to the Board of Directors; the Executive Committee is responsible to the President; the Committees are responsible to the appropriate Vice President.

**MEMBERS OF THE EXECUTIVE COMMITTEE
GENERAL RESPONSIBILITIES**

Principal Functions:

The Executive Committee is empowered to act for the Board in emergency matters in which a decision is urgent and cannot await the action of the total Board under Bylaws Section 7.3.

Membership:

The Executive Committee shall be composed of the President, Vice Presidents, President-Elect or Immediate Past President, the Treasurer, the Secretary, and the SECA Representative. The President votes only in case of a tie.

Responsibilities:

1. The Secretary to the total Board of Directors must communicate all actions of the Executive Committee in writing within two weeks of such action.
2. The Secretary will report Executive Committee actions for the Board at the next scheduled meeting.
3. Fulfill the responsibilities listed in the Board Member Position Description.

SPECIFIC DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS BY POSITION

PRESIDENT

Term of Office:

Five years: First year as President-elect, followed by two years as President and a fourth and fifth year as Immediate Past President.

Specific Qualifications:

- Previous service on the GAEYC Board of Directors
- Leadership skills to guide the Board in positioning GAEYC for the future
- Knowledge and experience to lead the Board to responsible decision-making
- Knowledge of fiscal responsibilities and procedures
- Strong organizational, interpersonal, consensus building, and conceptualization skills
- Ability and willingness to serve as an ambassador for GAEYC and effectively represent GAEYC
- Ability to work effectively with diverse populations

Principal Functions:

1. Lead the Board of Directors in planning GAEYC's direction and in focusing on governance issues relating to GAEYC's mission, values, policies, and overall effectiveness.
2. Ensure that a Strategic Plan is completed every 5 years with input from the Board and submitted to NAEYC. Complete the online Roles and Functions Report for NAEYC.
3. Be the official representative of the Association in all contacts with associations of which GAEYC is a member or has any official contacts. To serve as the official spokesperson for the organization, to receive all requests to represent GAEYC, and to choose an alternate representative from the Board of Directors or staff when appropriate/necessary.
4. Preside at all official meetings of GAEYC, the Executive Committee, and the Board of Directors.
5. Ensure that each member of the Board of Directors develops an annual plan of action that supports GAEYC's long term direction.
6. Ensure that the Board of Directors annually and at each full board meeting evaluates its own performance and develops its capability as a leadership team.
7. Fulfill the "General Responsibilities and Duties" listed for all Board Members (see Chapter 1, Section 2).

Other Responsibilities:

A. Communication and Documentation

1. Provide each Member of the Board of Directors with
 - A current job description of the powers, duties and responsibilities of their position;
 - A current copy of the current GAEYC Bylaws, Policy Manual, Organization Chart and all pertinent committee manuals or information.
2. Orient and follow-up with the Vice Presidents and Districts Representatives to ensure they understand and use their job description and the strategic directions to guide board work.
3. Prior to each Executive Committee meeting and two weeks in advance of each meeting of GAEYC members and the Board of Directors, provide a meeting agenda and copies of reports from officers, district representatives, chairpersons, and other pertinent documents to the Secretary for recordkeeping and Technology Chair for distribution/posting.
4. Confer with the Executive Committee on major GAEYC issues between meetings and serve as an advisor in implementing policies and directions authorized by the Board.
5. Address the membership through the quarterly President's column in the GAEYC newsletter and at the GAEYC Annual Conference. Include in the winter or spring newsletter the annual goals for the organization.
6. Document the work of the President's office throughout the term and provide that file to the next President.
7. Notify new Board Members of their election or appointment to the Board and at the end of their term send written correspondence thanking them for their service.

B. Committees, Appointments and Removals

1. Serve as ex-officio member of all committees, except the Nominating Committee and the Executive Committee.
2. Create ad hoc committees as needed and appoint the chairperson and members of such committees.
3. Appoint chairpersons and members of all standing committees in conjunction with the appropriate Vice-President or allow chairpersons to appoint committee members.
4. Appoint persons to fill vacancies on the Board of Directors, subject to the ratification of the Board of Directors as provided in the Bylaws.
5. With approval of the Board of Directors, remove any Officer who is not discharging the duties of the office.
6. Provide to the President-elect a list of committee chairs and members whose terms of office expire at the end of the current president's term.
7. Coordinate training for the Board of Directors.

PRESIDENT-ELECT

Term of Office:

One year beginning in January.

Specific Qualifications:

- Previous service on the GAEYC Board of Directors
- Leadership skills to guide the Board in positioning GAYC for the future
- Knowledge and experience to lead the Board to responsible decision-making
- Knowledge of fiscal responsibilities and procedures
- Strong organizational, interpersonal, consensus building, and conceptual skills
- Ability and willingness to serve as a ambassador and effectively represent GAEYC's ability to work effectively with diverse populations

Principal Functions:

- The President-elect serves as an understudy to the President and becomes thoroughly familiar with the role of the President and with GAEYC.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities:

1. Attend all meetings of the Board of Directors and the Executive Committee as well as the annual business meeting of GAEYC.
2. Learn the GAEYC state structure and the membership through such means as attendance at district events.
3. Learn about the key stakeholders and associations in early care and education in the state of Georgia.
4. Plan and ensure implementation of Leadership Training for current and incoming members of the Board of Directors.
5. Direct the formulation of a plan of work for GAEYC for the coming year.
6. Prior to the end of the term, in cooperation with the President, the appropriate Vice President, and the Nominations Committee Chair, select the necessary committee chairpersons and advise on committee members selection to serve during the next term of office.
7. Serve on Finance Committee.

IMMEDIATE PAST PRESIDENT

Term of Office:

Two years beginning in January following term of office as President.

Specific Qualifications:

- Immediate Past President
- Leadership skills
- Ability to work effectively with diverse populations

Principal Functions:

- Serves as an advisor to the President.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities:

1. Attend all meetings of the Board of Directors and the Executive Committee as well as the annual business meeting of GAEYC.
2. Serve on Finance Committee.
3. Promote the goals, purposes and services of GAEYC at the annual conference through activities conducted with the President.
4. Cooperate with the President in reviewing activities authorized by the Board.

VICE PRESIDENT FOR ADMINISTRATION AND

ORGANIZATIONAL DEVELOPMENT

Term of Office:

Three years beginning in January.

Specific Qualifications:

Previous experience or educational background in organization development and/or administration

Principal Functions:

- The Vice President for Administration and Organizational Development reports to the President, coordinating the work of the committees listed below, keeping the Board of Directors informed of the activities of those committees and assisting the chairs of the committees in managing the performance of the committees they head.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities:

1. Coordinate the activities as described in items 5-9 below of the following committees:
 - Constitution and Bylaws (ad hoc)
 - Nomination and Board Development
 - Resource Development
2. Attend all meetings of the Board of Directors and the Executive Committee as well as the annual business meetings of GAEYC held at the Annual GAEYC Conference.
3. Fulfill the responsibilities listed in the Board Member Position Description.
4. As requested, assist the President and the Nomination and Board Development Committee in recruiting the above-mentioned committee chairs and members.
5. By February, confirm the names of committee members with the respective chairpersons, and distribute the names to the President.
6. By June Retreat ensure the "Yearly Plan of Action" form from each Committee Chair is received by the President and the Secretary. If funding is being requested, submit by March the requested budgets prepared by each of the above committees.
7. Serve as the liaison between the committees and the Executive Committee.
8. Ensure that the chairpersons of the committees manage the activities of their committees and meet their goals and responsibilities in a timely manner.
9. Ensure that the chairpersons of the committees inform the Board of Directors in a timely basis of the activities of the committees and any issues that arise which

warrant the attention of the Board of Directors.

10. Transfer all records and reports of the office to the incoming Vice President for Administration and Organizational Development.
11. Represent and advocate for GAEYC's mission at meetings, conferences, and functions pertaining to administration and organizational development.
12. Attend seminars and share information with the President to strengthen the administration and organizational development of GAEYC.

VICE PRESIDENT FOR PROGRAM AND PROFESSIONAL DEVELOPMENT

Term of Office:

Three years beginning in January.

Specific Qualifications:

Experience in preparation of early childhood education professionals and/or in adult education

Principal Functions:

- The Vice President of Program and Professional Development reports to the President, coordinating the work of the committees listed below, keeping the board informed of the activities of those committees and assisting the committee chairpersons to manage their committee's performance.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities:

1. Coordinate the activities as described in items 5-9 below of the following committees:
 - Conference
 - Professional Development
 - Quality Improvements and Accreditation
2. Attend all meetings of the Board of Directors and the Executive Committee as well as the annual business meetings of GAEYC held at the annual GAEYC Conference.
3. Fulfill the responsibilities listed in the Board Member Position Description.
4. As requested, assist the President and the Nomination and Board Development Committee in recruiting the above-mentioned committee chairs and members.
5. By February, confirm the names of committee members with the respective chairpersons, and distribute the names to the President and the Secretary.
6. By June Retreat ensure the "Yearly Plan of Action" form from each Committee Chair is received by the President and the Secretary. If funding is being requested, submit by March the requested budgets prepared by each of the above committees.
7. Serve as the liaison between the committees and the Executive Committee.
8. Ensure that the chairpersons of the committees manage the activities of their committees and meet their goals and responsibilities in a timely manner.
9. Ensure that the chairpersons of the committees inform the Board of Directors in a timely basis of the activities of the committees and any issues that arise which

warrant the attention of the Board of Directors.

10. Transfer all pertinent information to the incoming Vice President for Program and Professional Development.
11. Represent and advocate for GAEYC's mission at meetings, conferences and functions pertaining to program and professional development.
12. Through updates at board meetings and the GAEYC newsletter, update the GAEYC Board of Directors and GAEYC members of major professional development initiatives.

VICE-PRESIDENT FOR PUBLIC POLICY

AND COMMUNITY AWARENESS

Term of Office:

Three years beginning in January.

Specific Qualifications:

- Experience in statewide and community advocacy
- Knowledge of legislative processes and state and national issues pertaining to early childhood education

Principal Functions:

- The Vice President of Public Policy and Community Awareness reports to the President, coordinating the work of the committees listed below, keeping the Board of Directors informed of the activities of the committees and assisting the chairpersons.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities:

1. Coordinate the activities as described in items 5-9 below of the following committees:
 - Public Policy
 - Publicity & Public Relations
2. Attend all meetings of the Board of Directors and the Executive Committee as well as the annual business meetings of GAEYC held at the GAEYC Annual Conference.
3. Fulfill the responsibilities listed in the Board Member Position Description.
4. As requested, assist the President and the Nomination and Board Development Committee in recruiting the above-mentioned committee chairs and members.
5. By February, confirm the names of committee members with the respective chairpersons, and distribute the names to the President and the Secretary.
6. By June Retreat ensure the "Yearly Plan of Action" form from each Committee Chair is received by the President and Secretary. If funding is being requested, submit by March the requested budgets prepared by each of the above committees.
7. Serve as the liaison between the committees and the Executive Committee.
8. Ensure that the chairpersons of the committees manage the activities of their committees and meet their goals and responsibilities in a timely manner.
9. Ensure that the chairpersons of the committees inform the Board of Directors in a timely basis of the activities of the committees and any issues that arise which warrant the attention of the Board of Directors.

10. Transfer all pertinent information to the incoming Vice President for Public Policy and Community Awareness.
11. Represent and advocate for GAEYC's mission at meetings, conferences and functions pertaining to public policy and public awareness.
12. In coordination with the Public Policy Chair:
 - Update the GAEYC Board of major public policy initiatives
 - Provide public policy training for board members
 - Recommend to the GAYC Board the GAEYC Policy Agenda and annual public policy action steps

SECRETARY

Term of Office:

Three years beginning in January.

Specific Qualifications:

- Strong written communication and documentation skills
- Ability to complete tasks in a timely manner

Principal Functions:

- The Secretary will ensure that notice required by the Bylaws is given and that the proceedings of the Board of Directors are formally recorded and distributed as provided in the Bylaws. The Secretary may perform any other duties requested by the President or the Board of Directors.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities:

1. Attend all meetings of the Board of Directors and Executive Committee and the annual business meeting of GAEYC.
2. Fulfill the responsibilities listed in the Board Member Position Description.
3. Record the list of attendees and minutes of all meetings of the Board of Directors, Executive Committee and the annual business meeting and provide the minutes of those meetings to the President for review and distribution to the Board of Directors within two weeks following the meeting. The Executive Committee minutes should also be distributed to the full Board following these procedures.
4. Present the minutes of the prior meeting at each meeting of the Board of Directors, Executive Committee and the annual business meeting, respectively, for correction, addition, and acceptance. Inform the Board of Directors of actions taken by the Executive Committee at the following Board Meeting through the distribution of the minutes.
5. Provide a signed copy of approved meeting minutes to the President, along with meeting agenda and reports of officers, district representatives, and chairpersons.
6. In each set of minutes capture all motion details, including GAEYC policy change motions, in boxes or bold caps so they are easily identified. Annually, by January 2nd, ensure all policy changes as voted on in the Board Minutes and bylaws changes as voted on by the membership are sent to the Constitution and Bylaws Chair for inclusion in the Board and Policy Manual.
7. Receive a list of the names of committee members with the respective chairpersons.
8. Receive by June Retreat the "Yearly Plan of Action" form from each Committee Chair.

9. Submit to GAEYC newsletter on a quarterly basis (see newsletter schedule) a brief summary or highlights of board actions.
10. Handle correspondence for GAEYC as directed by the President.

TREASURER

Term of Office:

Three years beginning in January.

Specific Qualifications:

Successful experience in:

- Making financial decisions
- Keeping organizational financial records
- Reviewing audits
- Overseeing the financial management of an organization.

Principal Functions:

- The Treasurer will chair the Finance Committee and ensure that GAEYC establishes and follows policies and procedures consistent with sound financial management and which preserve the current and future financial well-being of the organization.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities:

1. Attend and present financial reports at all meetings of the Finance Committee, Executive Committee, Board of Directors and the annual business meeting of GAYC.
2. Fulfill the responsibilities listed in the Board Member Position Description.
3. Advise the board and provide counsel, as requested, on financial matters.
4. Chair the Finance Committee and serve as a member of the Executive Committee.
5. Fulfill the duties of Treasurer as established in the GAEYC Financial Manual.
6. Lead the Finance Committee in identifying financial policies, guidelines, practices and limits of authority that preserve the financial integrity of GAEYC and meet the legal obligations of the organization, conducting periodic reviews of the financial manual and processes and recommending changes to the Board of Directors as needed.
7. Ensure that the financial plans and budgets of GAEYC submitted to the Board of Directors for audit are prudent and prepared in accordance with sound financial and accounting practices.

SECA REPRESENTATIVE

Term of Office:

Three years beginning in January.

Specific Qualifications:

- Leadership experience in local and state organizations.
- Previous involvement in early childhood education, early childhood development, developmental psychology or related areas and a demonstrated interest in working for better programs for children.
- A record of interest and participation in activities of both GAEYC and SECA and knowledge of GAEYC and SECA purpose, goals, and objectives.
- Ability to interact positively with diverse groups of people.

Principal Functions:

- Serve as an active member of the SECA Board of Directors, the GAYC Board of Directors and the GAEYC Executive Committee.
- Act as a liaison between SECA and GAEYC.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities as a member of the SECA Board of Directors:

1. To serve a three-year term based on the SECA rotational system beginning at the closing session of the annual SECA conference.
2. To attend all meetings of the SECA Board of Directors, the annual business meeting and general sessions of the annual conference and at fall and summer meetings and/or other called meetings. Failure to attend two meetings during one year of a term will result in the SECA President appointing a replacement unless extreme circumstances exist.
3. To serve as an officer of the SECA Board of Directors, if elected or appointed, and to serve as liaison to SECA committees if appointed by the SECA President.
4. To become familiar with SECA procedures, policies, constitution and bylaws, finance records, work programs and minutes of the SECA Board of Directors for the past two years.
5. To communicate the interests and concerns of GAYC to the SECA Board of Directors and of SECA to the GAEYC Board of Directors.
6. To represent SECA in additional ways as requested by the SECA President and Board of Directors.
7. To coordinate contributions from the State Affiliate to the Silent Auction at the SECA Conference.

SECA Representative Responsibilities as a member of the GAYC Board of Directors:

1. Attend all meetings of the GAEYC Board of Directors and Executive Committee and the annual business meeting of GAEYC held at the annual GAYC Conference.
2. Fulfill the responsibilities listed in the GAEYC Board Member position description.
3. To communicate the viewpoint of the SECA Board of Directors to the GAYC Board of Directors and to the GAEYC membership through quarterly articles in the GAEYC newsletter.
4. Coordinate all aspects of the SECA booth for the GAEYC Annual Conference, including the SECA Display Board, SECA books and resources for sale.
5. Ensure that the GAEYC Board is aware of all SECA deadlines including the SECA Helen Harley Memorial Award, SECA Outstanding Member Award, SECA Miriam B. Hamilton Memorial Award and other SECA responsibilities.

MEMBER-AT-LARGE DISTRICT REPRESENTATIVES

Term of Office:

Four years beginning in January.

Specific Qualifications:

- Effective verbal communication and follow-up skills
- Willingness to network and become actively involved in the activities of the district
- Ability to work effectively with diverse populations
- Awareness of local and regional issues affecting young children

Principal Functions:

- Gather input from and represent their GAEYC district constituency on the Board of Directors (one vote per district).
- Promote GAEYC by informing members and the public of the activities sponsored by GAEYC.
- Provide leadership in GAEYC activities in the district and seek to involve others in those activities.
- Actively recruit new GAEYC members from diverse populations.
- Fulfill the "General Responsibilities and Duties" listed in for all Board Members (see Chapter 1, Section 2).

Responsibilities:

- Attend all meetings of the Board of Directors and the annual business meetings of GAEYC held at the GAEYC Annual Conference.
- Fulfill the responsibilities listed in the Board Member Position Description.
- By June Retreat ensure the "Yearly Plan of Action" form is received by the President and Secretary. If funding is being requested, submit by March the requested budgets.
- If the district is without a local chapter in good standing, be the authorized person in the district to plan for, submit a written request on the appropriate forms, and receive and disburse funds allocated to the district.
- Serve on at least one GAEYC standing committee, ad hoc committee, or task force.
- Using the list of GAEYC members in the district, communicate with members gathering their input and interests and encourage non-renewals to re-join.
- Actively initiate work with the Vice President for Membership Services and the Membership Chair on membership campaigns and report promotional activities to both.
- Provide the membership chair with the names and email addresses of potential members in the district.
- Provide the GAEYC Nominating Committee with suggestion for GAEYC Board

nominees with contact and biographical information for each.

- Provide the GAEYC President with suggestions for nominees with biographical information for positions in NAEYC.
- Transmit district publicity items to the appropriate chair, for example, Week of the Young Child, to the GAEYC Publicity and Public Relations Chair or Publication items to the Conference Chair, etc.
- Work with the Week/Month of the Young Child Chairperson to promote, plan, and carry out activities/events during WOYC/MOYC in the district.
- Distribute the Call for Proposals in the GAEYC Conference to potential presenters in the district who are not GAYC members.
- Promote and publicize the GAEYC conference; encourage attendance from your district.

CHAPTER 2

COMMITTEES OF THE BOARD OF DIRECTORS

STANDING COMMITTEES

- Conference
 - Subcommittees: Publications
 - Scholarship and Awards
- Finance
- Membership
- Nomination and Board Development
- Professional Development
- Public Policy
- Publicity and Public Relations
 - Subcommittees: Newsletter
 - Week of the Young Child
- Quality Improvement and Accreditation
- Resource Development
- Technology

AD HOC COMMITTEES

- Constitution and Bylaws
- Strengthening Families

COMMITTEE CHAIRPERSONS GENERAL RESPONSIBILITIES

Term of Office:

Three years beginning in January.

Specific Qualifications:

Background and/or experience in the early childhood or related field and/or in the content area of the respective committee

Principal Functions:

- Lead the respective committee to fulfill its role and meet the goals identified by the committee in the yearly plan of work.
- Work with the appropriate Vice President to whom the committee reports to inform the Board of Directors in a timely manner of the committee's work.

Responsibilities:

1. Represent the respective committee on the Board of Directors as a voting member and serve as a liaison between the Board of Directors and the committee.
2. Attend all meetings of the Board of Directors and the annual business meeting of GAYC.
3. Fulfill the responsibilities listed in the Board Member Position Description.
4. By February recruit a minimum of 2 additional committee members in consultation with the appropriate Vice President and President and using the NAEYC Committee Interest List.
5. By June, using the "Yearly Plan of Action" form develop goals, time lines and a budget for the committee consistent with GAEYC's mission and goals and submit them to the respective Vice President and President
6. Supervise and coordinate the work of the committee and ensure that it fulfills the responsibilities described in the Committee Description within the limits of its authority.
7. Using appropriate forms make recommendations to the Vice President for consideration of the Board of Directors and provide information needed by the Board of Directors to make sound decisions.
8. Meet with or pass on the upcoming committee chair, the specific details concerning the committee.
9. In your final year assist with recruitment/ nominations for the incoming committee chair.

GAYC STANDING COMMITTEES CONFERENCE

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

Varies by sub-committee. Some members must be well informed and knowledgeable about the educational needs of attendees and the ability of presenters to meet their needs.

Principal Functions:

Produce a statewide conference providing networking and professional development opportunities of the highest quality that are grounded in research and theory, practical in application and include state of the art approaches in working with children from birth through age eight

Membership:

Conference committee members are recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Committee members with expertise in the following sub-committees:

- Conference Chair
- Conference Coordination
- Supporters
- Ads
- Awards Banquet
- Exhibit Hall
- Giveaways/Goodie Bags
- Hostess
- NAEYC Publications Sales
- Presenter Hospitality
- Publicity
- Publications
- Registration
- Scholarships and Awards
- School-Age
- Sessions/ Presenters
- Silent Auction/Vendor Baskets
- Social Work
- Special Events
- Other sub-committees as designated

Responsibilities:

1. Ensure consistency of the conference with GAEYC goals, vision, mission, and strategic plan.

2. Initiate and maintain ongoing communication with the Conference Coordinator.
3. Ensure that the Conference Coordinator develops a budget for the annual conference and submits it to the Vice President for review and subsequent consideration by the Finance Committee and Board of Directors.
4. Follow the guidelines and policies in the Conference Manual. Assist in gathering improvements needed annually.
5. Appoint all necessary sub-committee chairpersons.
6. Ensure the coordination of activities of all conference sub-committees and timely advancement of conference tasks.
7. Provide suggestions to the Conference Coordinator for Conference web page improvements on a quarterly basis.
8. Regularly report progress of conference planning to the President and to the Board of Directors.
9. Obtain approval of the Finance Committee, Executive Committee and/or Board of Directors for major decisions and/or decisions with financial implications.
10. Following the conference, by the January Board meeting, ensure a written evaluation report by categories identified in the Conference Manual is submitted to the Board of Directors, including a full accounting of finances in comparison to projected conference budget.
11. When possible, meet with the V.P. for Program and Professional Development regarding position and committee functioning.
12. During final year of term, assist in recruiting new chair.

Publications (Subcommittee of the Conference Committee)

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Publishing, writing, editorial, marketing, and/or public relations skills
- Experience and knowledge of the early childhood field

Principal Functions:

- Develop, publish and distribute GAEYC publications
- Promote NAEYC and GAEYC publications.

Membership:

- No specific membership requirements.

- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Review, revise and distribute the current GAEYC publications, *Careers in Childhood Care and Education*, *The Book of Forms* and any future publications every 3 - 5 years. Board members can assist with distribution through their professional networks.
2. Contact technical schools, colleges, and other relevant groups in the community to increase the distribution and use of the *Careers in Childhood Care and Education* book, *The Book of Forms*, and other GAEYC publications, as appropriate.
3. Work with the Conference Committee to have GAEYC/NAEYC publications available for purchase at GAEYC's annual conference and at other selected meetings.
4. Create, review and/or revise a publication plan consistent with GAEYC's vision and mission.
5. Review publications to ensure they are up-to-date with current practices.
6. Create a plan to have relevant publications at training events throughout the state.
7. Work with Technology Committee to link publication resources to the website.

Scholarship and Awards (Sub-committee of the Conference Committee)

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Knowledge of GAEYC goals and mission
- Awareness of quality characteristics in ECE programs
- Objectivity and fairness in evaluative ratings
- Ability to identify potential conflicts of interest and abstain from participation in conflicting interest situations

Principal Functions:

Identify and give recognition to exemplary early childhood education professionals and programs.

Membership:

- Members should represent a variety of occupational settings, geographical areas and demographic characteristics.
- One member should act as the liaison with the Conference Committee.

- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Form a committee to publicize and review GAEYC scholarship applications.
2. Publicize availability of scholarships and awards as appropriate. For example, notify GAEYC membership by publishing in the GAEYC summer newsletter or earlier and on the GAYC website the criteria and process for submitting an application or nomination for the:
 - GAEYC Scholarships
 - GAEYC Special Awards
 - Fan Brooke Award
 - Jo Cato Perseverance on Behalf of Children and Families Award
 - Pat Minish Advocacy Award
 - Other grant, scholarship opportunities for ECE community
3. Send “ready to post” updates for the Scholarship and Awards webpage to the Technology Chair quarterly.
4. Purchase plaques and/or certificates to be awarded.
5. Notify recipients of awards and send news releases to the GAEYC newsletter editor for publication in the fall newsletter and to local papers and/or award recipients.
6. Update annually the data base of award recipients tracked since 1990. Forward the updated version to the staff Conference Coordinator following the conference.
7. Review and revise the GAEYC scholarship and awards policies every 3 to 5 years.
8. Create/revise a brief scholarship and awards flyer.
9. Work with the Resource Development Committee to identify potential funders for scholarships and awards.
10. Plan in conjunction with the Banquet Sub-Committee Chair and present awards at the Annual Awards Banquet.

GAYC STANDING COMMITTEES FINANCE COMMITTEE

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

Successful experience in:

- Making financial decisions
- Keeping organizational financial records
- Reviewing audits
- Overseeing the financial management of an organization

Principal Functions:

Advise the Board of Directors on financial matters and ensure that GAEYC operates according to sound financial policies and practices consistent with its goals and priorities. Assume responsibility for maintaining the financial integrity of GAEYC.

Membership:

The Treasurer will chair the committee that will include the President-elect or Immediate Past President, Business Manager and three (3) other current board members approved by the President. The majority of the Finance Committee should be current GAEYC Board Members and should include Resource Development Committee representation; however external members with financial expertise should be included.

Responsibilities:

1. Ensure that GAEYC has in place financial policies and guidelines that result in the keeping of accurate and complete financial records, insurance coverage, cash reserves, bank accounts and controls on the disposition of assets and the incurring of debt in GAEYC's name.
2. Recommend changes in financial policies and procedures to the Board of Directors.
3. Oversee implementation of GAEYC financial policies.
4. Guide the Board of Directors on monetary matters.
5. Review and revise, as needed, with input from the Executive Committee the proposed budget. Recommend to the Board of Directors at a board meeting prior to June 30th the annual balanced budget consistent with GAYC's mission and priorities.
6. Report on GAEYC's financial status at the quarterly meetings of the Board of Directors, at Executive Committee meetings, and at the Annual Members meeting.
7. Every three years conduct a thorough review of GAEYC's Financial Policies Manual, report the results of the review to the Board of Directors, and make recommendations for revisions.

8. Ensure timely filing of all federal and state tax forms and forwarding of such required reports.
9. Select the GAYC auditor and ensure the annual audit is completed in a timely manner.
10. Provide input to the Resource Development Committee plan to diversify GAEYC's funding sources.
11. Review and provide input into the long-term GAEYC Financial Plan.
12. Read, understand, sign and comply with the GAEYC Confidentiality Agreement (Appendix C).

**GAEYC STANDING COMMITTEES
MEMBERSHIP**

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Individuals who are interested in promoting GAEYC and understand the positive impact membership in a professional organization can provide
- Willingness to learn the details about GAEYC membership, categories, and benefits
- Outreach skills
- Ability to work with diverse populations

Principal Functions:

Recruit new members. Coordinate all outreach activities pertaining to membership recruitment and renewal.

Membership:

- At least one GEYC District Representative or member from each district should serve on the Membership Committee.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Devise membership plans and strategies based on membership demographics (composition, geographic location, retention) and trend analysis.
2. Facilitate the distribution of the membership brochure statewide to diverse populations in an ongoing manner.
3. Appoint and train a committee for staffing the GAEYC membership booth at the fall conference and other appropriate meetings and conferences.
4. Work with the Publicity Chair in coordinating publicity efforts and creating and revising information packets/handouts about GAEYC for use in promoting membership.
5. Facilitate the distribution of these packets/handouts to district representatives for membership promotion and recruitment at booths during district workshops and/or meetings.
6. Coordinate, with the GAEYC President, and Vice President for membership a membership survey and drive to be implemented during the period of January through June.
7. Communicate quarterly with the membership about membership benefits and

opportunities through the GAEYC Newsletter.

8. Develop/Revise the secure membership page on the GAEYC website on a quarterly basis.
9. Revise with the GAEYC staff, a GAEYC renewal notice to be sent to lapsed members within 30 days after their expiration date. Encourage board members to call lapsed members using phone scripts.
10. During the summer, request District Representatives and others to identify potential members and revise a sample membership promotional mailing to be sent to potential members. This mailing will include an invitational letter to the membership from the President and Membership Chair, a membership form, and excerpts from the Newsletter and/or other promotional materials. This sample should be distributed by mail or email.
11. After the January Board meeting remind committee chairs of potential committee volunteers as identified in the NAEYC membership database and downloaded by the GAEYC office staff.
12. Ensure notification of District Representatives of individuals interested in committee work in their district.
13. Ensure volunteer follow – up.

GAEYC STANDING COMMITTEES NOMINATIONS AND BOARD DEVELOPMENT

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Reflect the geographic, professional and cultural diversity of GAEYC membership
- Have a strong working knowledge of GAEYC programs
- Outreach and networking skills
- Knowledge of a pool of potential board candidates
- Willingness to develop board depth by investigating gaps

Principal Functions:

Design and build a strong governing board that will ensure the growth of GAEYC services, member confidence and financial security
To conduct an objective analysis of Board membership and overall board effectiveness in accordance with GAEYC's mission, goals, objectives and services
To identify candidates for service on the Board of Directors in consultation with the President/President Elect under whom these Directors will serve. (The Committee itself does not have authority to make organizational changes or to appoint/elect new candidates to the Board of Directors without the authorization of the Board.)

Membership:

Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Use the annual demographic information provided by the Membership Chair in April to evaluate present governing board membership in terms of diverse constituency representation, attendance, support, advocacy, and presence of influence and leadership ability and/or potential.
2. Develop and/or revise outreach materials to describe Board service qualifications, and responsibilities.
3. Recommend changes in the description of any position on the Board of Directors.
4. Determine areas of needed improvement for representativeness and balance. Then identify and research potential candidates for membership on the Board of Directors.
5. Assist the Bylaws Committee in reviewing the Bylaws and other governance documents prior to June 1st annually and during the 3 year review process to ensure GAEYC continues Board development on an ongoing basis.
6. Evaluate the effectiveness of the Board of Directors, Executive Committee, Standing

and Ad Hoc Committees. Provide a report of the evaluation to the Board by December.

7. Provide to the Board recommended officers and board nominees (2 per position) for all regularly open positions by May 1st.
8. Recommend nominees to the Board to fill vacant positions on an ongoing basis so that voting can occur at Board and/or Executive Committee meetings.
9. Submit to the Spring GAEYC Newsletter (March 1 submission deadline) a call for Board nominations. Prepare and include the Election Ballot in the summer newsletter (June 1 submission deadline) and report on election results in the fall (September 1 submission deadline) or winter newsletter (December 1 submission deadline) and announce at the Annual Members Meeting.
10. Ensure that at least two Nominating Committee members count the ballots. Recount the ballots to ensure accuracy.
11. Assist in the orientation and leadership training of all approved candidates for membership on the Board of Directors.
12. Send all nominees their particular job assignment.

GAEYC STANDING COMMITTEES
PROFESSIONAL DEVELOPMENT COMMITTEE

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

Involvement or experience in adult education or in professional development initiatives.

Principal Functions:

To further opportunities for professional development of GAEYC members and of the greater early childhood education field.

Membership:

- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Advise the Board of Directors on matters related to professional development including GAEYC Institutes and Professional Development Seminars and on regulatory recommendations and other statewide initiatives.
2. Gather information to evaluate current and potential professional development activities.
3. Work with the staff to develop recommendations to the Board of Directors for professional development activities of interest to the membership.
4. Work with the Vice President of Program and Professional Development to develop a program plan and budget for GAEYC's professional development activities. Develop/revise Special Projects Procedures Form used for proposal, review, and discussion of all proposed GAEYC projects.
5. Represent GAEYC in professional development settings, such as conferences, consortium meetings, as faculty, and in efforts to promote professional development for care and education professionals.
6. Provide input into quarterly revisions to the training web page.

GAEYC STANDING COMMITTEES PUBLIC POLICY

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Knowledge of the legislative process
- Willingness to keep abreast of policy trends
- Ability to mobilize within a short time frame
- Good communication and networking skills

Principal Functions:

- Advocate for public policies that support children, birth through eight years of age, and their families.
- To keep the membership informed of public policy opportunities and outcomes/decisions that impact the field of child care and education.

Membership:

- Membership should consist of a core Atlanta group who can mobilize quickly and a representative from each district who can advocate on the local level.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Receive public policy updates from NAEYC and other primary advocacy organizations and disseminate these to the Vice President for Public Policy, Public Policy Committee members, SECA, and district public policy contacts or cause their names to be placed on the mailing lists of those organizations.
2. Be informed on national and state legislation and issues that affect the young children of Georgia and keep the Board informed about pending legislation and/or issues.
3. Set up a statewide networking system for distribution of information and solicitation of involvement.
4. In coordination with the Vice President for Public Policy:
 - Update the GAEYC Board of major public policy initiatives
 - Provide public policy training for board members
 - Recommend to the GAEYC Board at the Fall meeting the annual GAEYC Policy Agenda and public policy action steps.

5. Take action concerning support for or non-support for particular legislation and issues relevant to the annual Policy Agenda. Work out plans for individual members to make their voices heard for young children. (This may include providing legislative action kits, informing members how to communicate with legislators what is needed for young children, and giving names and addresses for appropriate contacts).
6. The Chair of the Public Policy Committee acts as the liaison to NAEYC on Public Policy, including participating in public policy conference calls and attendance at the NAEYC public policy events, pending funding.
7. Provide updated policy information in “ready to post” format on a quarterly or as needed basis for the GAEYC Policy webpage. The page should help professionals in early care and education stay current on policy happenings in our field.

**GAEYC STANDING COMMITTEES
PUBLICITY AND PUBLIC RELATIONS**

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Know media resources
- Can write brief, engaging news releases and promotional pieces
- Can speak articulately on early childhood issues
- Can provide photographs or photo opportunities

Principal Functions:

- Maintain a visible, professional statewide presence for GAEYC.
- Develop and maintain relationship with the media, related organizations, and local EAYC chapters.

Membership:

- No specific requirements, but district representation would be helpful.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Maintain an up-to-date file of the media contact persons throughout the state of Georgia, including reporters and editors at newspapers, radio, and television.
2. Obtain news items worthy of state attention and make them available to state media.
3. Develop and implement a plan for keeping GAEYC in the public eye, including a Marketing Plan.
4. Work in cooperation with the Conference Publicity Chair to inform the state about the annual conference.
5. Work with the Membership Chair to coordinate a membership publicity campaign.
6. Work in cooperation with the chairperson of the WOYC to promote activities, to make officials aware of local involvement, and tell the state about the week.
7. Relay state news back to the District Representative for publication in that district.
8. Receive local reports to be forwarded to the Newsletter Chair.
9. Publicize GAEYC services and products. Publicize local functions by submitting news releases to community newspapers.
10. Keep the GAEYC Facebook page interesting by posting weekly items of interest and by publicizing GAEYC offerings.
11. Update the GAEYC mobile app on a quarterly basis.

Newsletter (Sub-committee of the Publicity and Public Relations Committee)

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Strong working knowledge of GAEYC programs
- Editorial skills and computer skills
- Ability to meet deadlines in a timely manner
- Persistence and strong follow-up skills

Principal Functions:

- Produce, publish and distribute the newsletters at least twice a year, preferably quarter, in a timely manner.
- Ensure the newsletter reflects GAEYC's mission/vision.
- Communicate with GAEYC members taking into consideration their needs.

Membership:

- No specific membership requirements.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Solicit and receive news items from district representatives, board members, general GAEYC membership, committee chairpersons and community resources.
2. Determine the content of the newsletters (should contain professional as well as related Georgia news).
3. Utilize a consistent professional format for the newsletter that will be easily recognized as the GAEYC newsletter.
4. Layout, edit, and arrange for the newsletter to be published and distributed preferably four times a year to the membership and selected state leaders according to the following schedule.
5. Arrange for final review, prior to publication, by the Publicity and Public Relations Chair.
6. Inform the entire membership of the results of election of Officers and District Representatives, print the GAEYC calendar and plans for the year, and publish the minutes of the association Annual Business Meeting.
7. Ensure newsletter is posted on the Secure Membership webpage.

GAEYC NEWSLETTER SCHEDULE

ARTICLES DUE	NEWSLETTER E-MAILED	SPECIAL ENTRIES
Winter, December 1	January 15	GAEYC Calendar for Upcoming Year Call for Conference Proposals WOYC Dates/Plans/Calendar Requests Audit Results/Financial Standing
Spring, March 1	April 15	GAEYC Goals and Plans for the Year Conference PR Call for Board Nominations Fan Brooke and other Award Nomination Forms WOYC Publicity
Summer, June 1	July 15	Donations Recognition Election Ballot, Year in Review Membership Renewal Reminders Summer Fun/School Readiness Handout Conference PR & Registration Information
Fall, September 1	October 15	Policy Agenda Election Results Minutes of Annual Business Meeting Conference & Awards Banquet Results Vote! (as appropriate)

Following are topics to include on a regular basis. Please note your newsletter deadline dates on your calendar.

<u>Articles</u>	<u>Officer/Committee/Person Responsible</u>
Board Updates (quarterly)	Secretary
Call for Nominations/Election Results	Nomination Chair
Childhood and Preschool Program News.....	Board Member Volunteer/Newsletter Subcommittee
Conference/Professional Development Seminars/Calendar.....	Conference/GAEYC Project Coordinator
District Discoveries	District Representative (schedule below)
Election Results	Nominations & Board Development Committee
Grant Updates	Resource and Quality
Improvement/Accreditation	Committees
Head Start News	Georgia Head Start Association
Health	Board Member Volunteer/Newsletter Subcommittee
Licensing/Pre-K News.....	Bright from the Start Public Relations Dept.
Membership and Benefits	Membership Chair
Parenting Column	Board Member Volunteer/Newsletter Subcommittee
President's Column /Goals/Plans for Year	President
Public Policy Updates.....	Public Policy Chair
School-age News	Board Member Volunteer/Newsletter Subcommittee
Trainer Column.....	Board Member Volunteer
WOYC.....	Publicity and Public Relations/WOYC Subcommittee

District Discoveries Schedule (Additional District News can be submitted for any newsletter)

March 1	Districts 1 & 2 (Southwest and Southeast)
June 1	Districts 3, 4, & 5 (Coastal, East Central, and Central)
September 1	Districts 6, 7, & 8 (West Central, Metro-West, and Piedmont)
December 1	Districts 9 & 10 (Northeast and Northwest)

E-Mail newsletter entry by the due date listed above to the current Public and Public Relations/Newsletter

subcommittee.

Week of the Young Child (Sub-committee of the Publicity and Public Relations)

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Detail-oriented
- Coordination and communication skills
- Enthusiasm
- Experience with special events and promotion
- Computer skills
- Knowledge of child care organizations, committees celebrating young children
- ECE experience

Principal Functions:

- Increase knowledge and visibility of Week of the Young Child to remind all of the importance of quality early care and education opportunities for children and to recognize the efforts of those who work with young children.
- Coordinate development and distribution of a GAEYC statewide calendar for WOYC and Month of the Young Child.

Membership:

- Members from different districts would be helpful.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Receive information on the dates, theme, and format of action for the WOYC from NAEYC.
2. Develop and implement a plan for recognition of the MOYC. Include other organizations.
3. Arrange with the Governor's office the signing of the MOYC proclamation. Assist the GAYC Board President and other organization state leaders to be present at the signing. Arrange for parents and a diverse group of young children to be present. Arrange with the GAEYC Publicity Chair for publicity for the event.
4. Provide district representatives with the WOYC/MOYC information from NAEYC and with information about the MOYC state activities/events. This can be accomplished through the Annual GAEYC Conference, email follow-up and quarterly "ready to post" updates to the MOYC webpage.
5. Make contact with and encourage District Representatives and ECE

organizations/schools, etc. to develop district plans for the WOYC/MOYC incorporating the statewide activities/events.

6. Bring children to the Capitol during WOYC, or plan in coordination with other events that bring children to the Capitol, or bring legislators to children's programs.
7. Make progress reports to the Board of Directors on plans for recognition of the MOYC at the state level and at the district levels.
8. Ensure entries for the statewide Month of the Young Child Calendar, compile the calendar, and submit the calendar for inclusion on the GAYC website. Provide publicity notices of state events to the Publicity Committee Chair.
9. Collect media reports and items on the state events and district events from each district contact and other contributors.
10. Submit for the winter newsletter the dates of WOYC/MOYC and a call to action. Submit for the spring newsletter reports on activities already held.
11. Maintain an up-to-date file containing each year's planning and implementation of the WOYC/MOYC to guide the next chair.
12. Survey the Board of Directors, WOYC/MOYC district contacts, and various agencies and organizations for evaluation of WOYC activities.
13. Submit a final report to the Board of Directors at the April board meeting with recommendations for the next year.

GAEYC STANDING COMMITTEES

QUALITY IMPROVEMENTS & ACCREDITATION

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Commitment to quality, compensation, and affordability issues
- Experience with accreditation helpful
- Experience with grant writing helpful

Principal Functions:

- To maintain and promote awareness of the mission and goals of GAEYC.
- To review current and/or develop new initiatives based on degree of alignment with GAEYC mission.
- To increase understanding and support for high quality programs and accreditation for children, adequate compensation for personnel, and affordability for consumers.

Membership:

- No specific requirements.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Review proposed childhood quality initiatives to determine compatibility with GAYC mission. Keep board informed of quality and accreditation initiatives.
2. Support and encourage NAEYC accreditation and act as a liaison with NAEYC for accreditation information.
3. Host a table at the annual GAYC Conference to promote accreditation.
4. Generate enthusiasm for compliance with program standards.
5. Stimulate interest by members, policy makers, and the public in quality, compensation, and affordability issues.
6. Help to distribute the Accreditation and DAP position papers.
7. Assist the Accreditation staff in revising and being current, the GAEYC accreditation webpage on a quarterly basis.
8. Participate in all monthly NAEYC Accreditation calls.
9. During the final year of the term, meet with incoming chair to orient and transfer all

records and reports.

GAEYC STANDING COMMITTEES

RESOURCE DEVELOPMENT

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Open to training in the area of resource development
- Ability and potential to positively influence others in the community about the mission, accomplishments and future vision of GAEYC and other GAEYC efforts
- Committed to the growth of GAEYC through fundraising
- Willingness to raise funds through personal solicitation

Principal Functions:

- Work with the GAEYC staff to raise funds for the financial support of GAEYC
- Ensure the financial growth of the organization.

Membership:

- The Quality Improvement and Accreditation Chair will play an active role on the Resource Development Committee.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Determine dollar goals for the year and inform the Finance Committee of fundraising goals prior to April 1st.
2. Based on the Fund Development Plan, create an Annual Fundraising Plan. Revise the basic Fund Development Plan every 5 years.
3. Establish a fundraising sub-committee that will work with the President to implement the annual fundraising plan for the financial well-being of GAEYC.
 - a) Help solicit gifts from the GAEYC Board.
 - b) Implement the already designed system for identifying and evaluating prospective donors who will be solicited face-to-face.
 - c) Cultivate, solicit and steward three to five gift prospects, major donors, corporations and/or foundations per committee member. Ensure that records of correspondence with potential and active donors are maintained.
 - d) Design direct mail appeals to members and targeted donors.
4. Develop and recommend short-term and long-term fund raising policies to the full board.

5. Meet quarterly. Encourage training for committee members.
6. Coordinate resource development efforts with Finance Committee input. At least one member of the Resource Development Committee should serve on the Finance Committee.
7. Be familiar with government policies and other nonprofit regulations that influence fundraising and other revenue generating activities. Keep staff informed of policy changes and assist in ensuring compliance, as needed.
8. Read, understand, sign and comply with the GAEYC Confidentiality Agreement (Appendix C).

GAEYC STANDING COMMITTEES TECHNOLOGY

Term of Office:

Three years beginning in January, or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Individuals who are interested in using technology to support the work of GAEYC
- Familiarity with technology tools, trends, and social media sites
- Willingness to learn how GAEYC currently uses technology, and to work with other committee members to evaluate technology needs

Principal Functions:

- Develop and implement GAEYC’s 3-year technology plan
- Schedule and oversee website, mobile app, and social media tools

Membership:

- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field
- At least one member should have some expertise in a technology-related area (e.g., website design, programming, social media use, online education)

Responsibilities:

1. Develop a GAEYC Technology Plan every three years for Board approval. Oversee implementation of the plan. Review the plan annually and make revisions as needed. The plan should focus on where GAEYC wants to be in terms of technology use in that 3-year period (e.g., equipment, website, mobile apps, social media use, online training).
 2. Schedule and oversee maintenance and updating of the GAEYC website. Work with GAEYC staff and appropriate committee chairs to review and update content on a regular schedule.
 3. Track website usage on a regular basis, and use data to recommend updates to the site. Report to the board on website usage and plans for website updates at the April board meeting.
 4. Oversee updates to the GAEYC mobile app.
1. Monitor and oversee use of the GAEYC page on Facebook or other social media. Coordinate with the Publicity Committee to ensure that content is posted on Facebook regularly or other social media. Monitor usage patterns and trends on the Facebook page or other social media.
 2. Educate the GAEYC board on technological issues relevant to early childhood and GAEYC. Explore and make the board aware of new technology issues and trends.

3. Provide technical expertise for online training when GAEYC begins developing online modules.

GAEYC AD HOC COMMITTEES

CONSTITUTION & BYLAWS

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Attention to detail, written records, and follow-up
- Experience with regulations, policies, legal documents and/or Roberts Rules of Order helpful, but not required.

Principal Functions:

Ensure that the Bylaws and Board Policy Manual remain current and consistent with the needs of GAEYC and that approved changes are incorporated into the documents and distributed within GAEYC. Assist with legal research and ensuring that GAEYC policies are in compliance with Georgia and federal codes.

Membership:

- One member of the Bylaws Committee should serve as a resource for Parliamentary Procedure for GAEYC Board meetings.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

1. Obtain input for revisions of the GAEYC Policy Manual annually prior to June 1 from the Board of Directors, especially the Nominations and Board Development Committee, and consider requests received from GAEYC members.
2. Review the Bylaws annually and propose changes or revisions for consideration by the Board of Directors by June 1 so that approved changes may be proposed to GAEYC members according to the provisions of the Bylaws and incorporated by January 2nd.
3. Ensure that any policy/procedures decisions noted in the Board of Directors and the Executive Committee minutes have been electronically submitted by the Secretary for inclusion in a revised Manual by January 2nd.
4. Conduct a thorough review of the GAEYC Policy Manual at least every three years and recommend to the Vice President for Administrative and Organizational Development any changes suggested by the committee for the consideration by the Board of Directors.
5. Notify the Nominations and Board Development Committee of any changes in nominations and election processes and procedures.

GAEYC AD HOC COMMITTEES **STRENGTHENING FAMILIES**

Term of Office:

Three years beginning in January or upon time of appointment through term of current Committee Chair.

Specific Qualifications:

- Know media resources
- Can write brief, engaging news releases and promotional pieces
- Can speak articulately on early childhood and family issues
- Can provide photographs or photo opportunities

Principal Functions:

- Maintain a visible, professional statewide presence for GAEYC.
- Develop and maintain relationship with the media, related organizations, and local AYC chapters.

Membership:

- No specific requirements, but district representation would be helpful.
- Membership is recruited by the Chair in cooperation with the President and appropriate Vice President and takes into consideration volunteers from the membership and field.

Responsibilities:

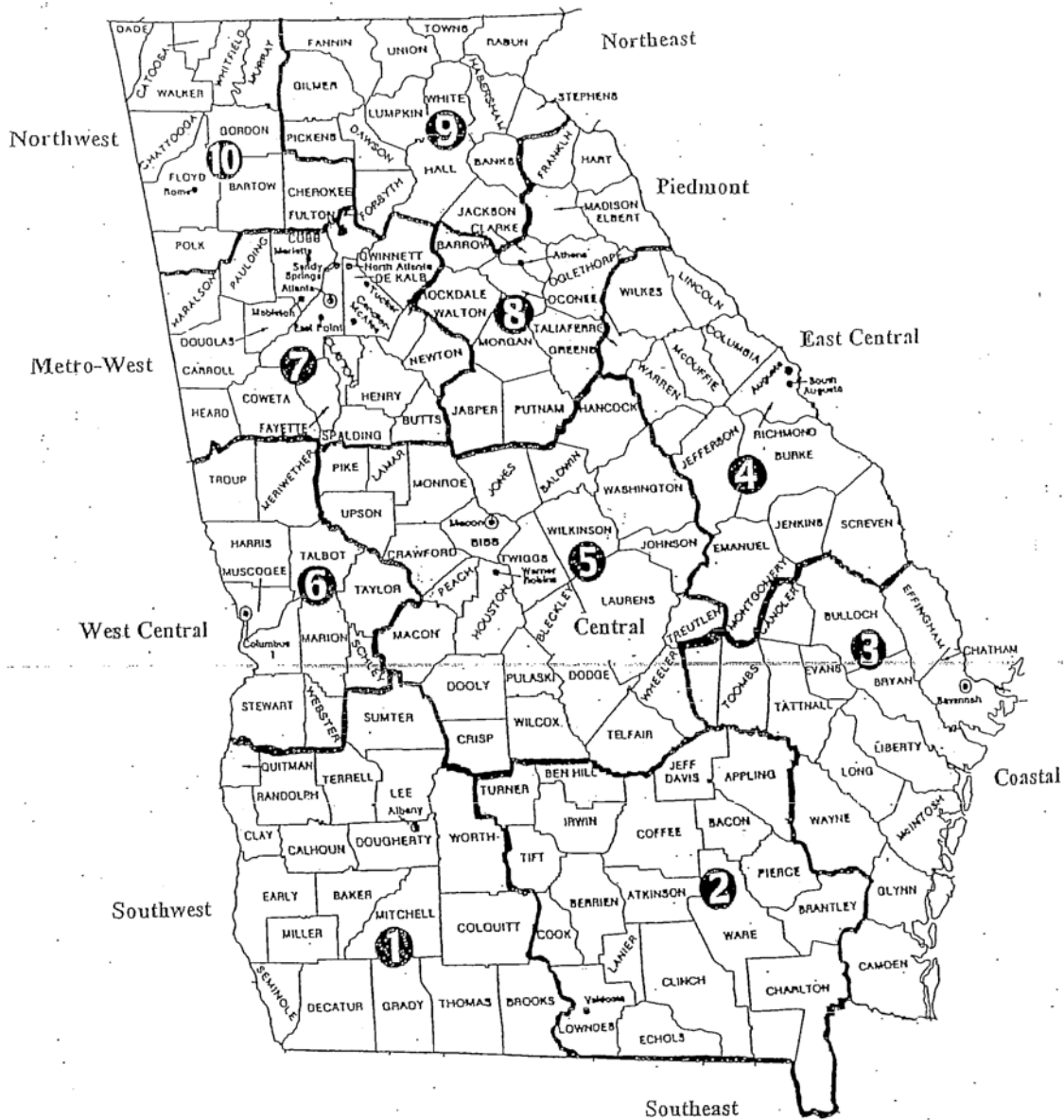
12. Maintain an up-to-date file of the media contact persons throughout the state of Georgia, including reporters and editors at newspapers, radio, and television.
13. Obtain news items worthy of state attention and make them available to state media.
14. Develop and implement a plan for keeping GAEYC in the public eye, including a Marketing Plan.
15. Work in cooperation with the Conference Publicity Chair to inform the state about the annual conference.
16. Work in cooperation with the chairperson of the WOYC to promote activities, to make officials aware of local involvement, and tell the state about the week.
17. Relay state news back to the District Representative for publication in that district.
18. Receive local reports to be forwarded to the Newsletter Chair.
19. Publicize GAEYC services and products. Publicize local functions by submitting news releases to community newspapers.
20. Keep the GAEYC Facebook page interesting by posting weekly items of interest and by publicizing GAEYC offerings.
21. Update the GAEYC mobile app on a quarterly basis.

CHAPTER 3
GAEYC DISTRICTS BY COUNTIES

Southwest District 1	Southeast District 2	Coastal District 3	East Central District 4	Central District 5
Baker	Appling	Bryan	Burke	Baldwin
Brooks	Atkinson	Bulloch	Columbia	Bibb
Calhoun	Bacon	Camden	Emanuel	Bleckley
Clay	Ben Hill	Candler	Glascok	Crawford
Colquitt	Berrien	Chatham	Jefferson	Crisp
Decatur	Brantley	Effingham	Jenkins	Dodge
Dougherty	Charlton	Evans	Lincoln	Dooly
Early	Clinch	Glynn	McDuffie	Hancock
Grady	Coffee	Liberty	Richmond	Houston
Lee	Cook	Long	Screven	Johnson
Miller	Echols	McIntosh	Taliaferro	Jones
Mitchell	Irwin	Montgomery	Warren	Lamar
Quitman	Jeff Davis	Tattnall	Wilkes	Laurens
Randolph	Lanier	Tooms		Macon
Seminole	Lowndes	Wayne		Monroe
Sumter	Pierce			Peach
Terrell	Tift			Pike
Thomas	Turner			Pulaski
Worth	Ware			Telfair
				Treutlen
				Twiggs
				Upson
				Washington
				Wheeler
				Wilcox
				Wilkinson
West Central District 6	Metro-West District 7	Piedmont District 8	Northeast District 9	Northwest District 10
Chattahoochee	Butts	Barrow	Banks	Bartow
Harris	Carroll	Clarke	Dawson	Catoosa
Marion	Clayton	Elbert	Fannin	Chatooga
Meriwether	Cobb	Franklin	Forsyth	Cherokee
Muscogee	Coweta	Greene	Gilmer	Dade
Schley	DeKalb	Hart	Habersham	Floyd
Stewart	Douglas	Jasper	Hall	Gordon
Talbot	Fayette	Madison	Jackson	Murray
Taylor	Fulton	Morgan	Lumpkin	Polk
Troup	Gwinnett	Oconee	Pickens	Walker
Webster	Haralson	Oglethorpe	Rabunns	Whitfield
	Heard	Putnam	Stephens	
	Henry	Walton	Towns	
	Newton		Union	
	Paulding		White	
	Rockdale			
	Spalding			

GAEYC MAP OF DISTRICTS

GAYC MAP OF DISTRICTS



GAYC Board and Policy Manual – revision approved, January 20, 2007
 Updated 1/5/08 with 2007 board votes

CHAPTER 4

GAEYC BOARD AND POLICIES MANUAL CONSTITUTION & BYLAWS

Chapter Sections

Article 1. Authority

- Section 1:1 Name
- Section 1:2 Purposes
- Section 1:3 Affiliations
- Section 1:4 Registered Agent
- Section 1:5 Fiscal Year
- Section 1:6 Records

Article 2. Members

- Section 2:1 Membership
- Section 2:2 Categories of Members
- Section 2:3 Voting Rights of Members
- Section 2:4 Membership Year

Article 3. Meeting of Members

- Section 3:1 Annual Meeting of Members
- Section 3:2 Special Meetings of Members
- Section 3:3 Place of Meeting of Members
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Article 4. Districts

Article 5. Board of Directors

- Section 5:1 General Powers and Delegation of Authority
- Section 5:2 Number, Tenure, and Qualifications of Directors
- Section 5:3 Member-At-Large District Representatives
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- Section 5:5 Meetings of the Board of Directors
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- Section 5:7 Board Action without a Meeting
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- Section 5:10 Limitations on Directors
- Section 5:11 Resignation or Removal of Directors
- Section 5:12 Indemnification
- Section 5:13 Vacancies

GAEYC BOARD AND POLICIES MANUAL

CHAPTER 4: CONSTITUTION & BYLAWS (CONTINUED)

Article 6. Officers

- Section 6:1 Officers
- Section 6:2 Election of Officers and Term of Office
- Section 6:3 Vacancies

Article 7. Committees

- Section 7:1 Power to Appoint Committees
- Section 7:2 Standing Committees of the Board of Directors
- Section 7:3 Ad Hoc Committees of the Board of Directors
- Section 7:4 The Executive Committee of the Board of Directors
- Section 7:5 Membership in Committees of the Board of Directors

Article 8. Financial Management

- Section 8:1 Dues
- Section 8:2 Budget
- Section 8:3 Contracts
- Section 8:4 Checks, Drafts, etc.
- Section 8:5 Deposits
- Section 8:6 Gifts

Article 9. Amendments to the Bylaws

Article 10. Dissolution

CONSTITUTION & BYLAWS
GEORGIA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
A Georgia Not for Profit Corporation

Article 1. Authority

Section 1:1 Name

The name of this organization will be the Georgia Association for the Education of Young Children (GAEYC).

Section 1:2 Purposes

(a)The purposes of GAEYC is to provide opportunity for the Members “to enhance their experiences and to increase their knowledge of the newer approaches in health, education, and welfare of young children, and to coordinate the efforts of the members with the efforts of others in promoting the general welfare of and improving the health and educational opportunities for all of Georgia’s young children.” (GAEYC Constitution, 1966)

(b)This association is organized exclusively for charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

©The Governing Board of the Association (“Board”) has the authority to establish the mission, vision, and values, of the Association, consistent with its purposes, approved by the National Association for the Education of Young Children (NAEYC).

Section 1:3 Affiliation

GAEYC is a state affiliate the National Association for the Education of Young Children (NAEYC).

Section 1:4 Registered Agent

GAEYC will have and continuously maintain in the State of Georgia a registered office, and a registered agent whose office is identical with such registered office. The registered office may be, but need not be, identical with the principal office in the State of Georgia. The address of the registered office may be changed from time to time by the Board of Directors.

Section 1:5 Fiscal Year

The fiscal year of GAEYC will be from July 1 through June 30.

Section 1:6 Records

GAEYC will keep correct, complete and up-to-date records of the Board of Directors and management policies, personnel, services, programs, fiscal accounts, and inventories. The minutes and proceedings of the Board of Directors, its committees and related units and departments will be kept at its principal office. All records of GAYC may be inspected by any director or a director's agent or attorney for any proper purpose during business hours with reasonable advanced approval.

Article 2: Members

Section 2:1 Membership

Membership in GAEYC will be open to all individuals interested in supporting the purposes of GAEYC upon payment of the annual dues established by the Board of Directors. Membership in GAEYC may not be transferred or assigned.

Section 2:2 Classes of Membership

The Board has the authority to establish classes of members upon approval from NAEYC. No right bestowed upon or requirement of any member can be other than in furtherance of the exclusive purposes of the Association as set forth in the Articles of Incorporation.

Section 2:3 Voting Rights of Members

A Member will be entitled to one vote on each matter submitted to a vote of the Members. All voting and election procedures will be established by the Board of Directors and recorded in the GAEYC Policy Manual. Changes to such procedures must be approved by the Board of Directors and recorded in the GAEYC Policy Manual.

Section 2:4 Membership Year

The membership year will be a rolling membership year.

Article 3. Meeting of Members

Section 3:1 Annual Meeting of Members

The annual meeting of Members will be held at the time of the GAEYC annual conference for the purpose of transacting such business as may come before the meeting. Should GAEYC not hold a conference in any given year, the Board of Directors will schedule an alternative time and place for the annual meeting of Members and will notify Members as provided in this Article.

Section 3:2 Special Meeting of Members

(a) A quorum of members is necessary to transact business at the annual meeting or in any written ballot. A quorum of members is 5% of the total number of voting members (based

upon membership figures as of the last day of the immediately preceding month of the meeting or the date of the initial transmission of the written ballot) participating in any written ballot or represented in person or by proxy.

(b)At any meeting at which a quorum of members is represented or in any written ballot in which a quorum is represented, the affirmative vote of a majority of its members entitled to vote and voting in person and by proxy is required to transact business and is the act of the members, except as otherwise required by the Articles of Incorporation , these Bylaws, or applicable law.

©Members may participate in and act at any member meeting through the use of a telephone conference or other interactive technology, including but not limited to electronic transmission, internet usage, or remote communication, by means of which all persons participating in the member meeting can communicate with each other. Participation in such member meetings constitutes attendance and presence in person at the member meeting.

Section 3:3 Place of Meeting of Members

(a)The Board of Directors may designate the place of meeting for the Annual Meeting

(b)Special meetings of the Members, unless otherwise prescribed by law, may be called at any time by the President, the Board of Directors, or a minimum of one-tenth (10%) of the Members at such place as time as the Board of Directors may fix.

Section 3:4 Notice of Meetings of Members

Written notice stating the place, day and hour of any meeting will be delivered to each Member, not less than five (5) nor more than sixty (60) days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting, unless otherwise required by applicable law. Notice will be considered effective when such notice is (a) transferred or considered in person, (b) sent by mail or similar carrier to the person at his or her address as it appears on the records of the Association, with sufficient postage prepaid; (c) or transmitted by electronic means to the email address, facsimile number, or other similar method, of contact on the records of the Association. In the case of a special meeting or when required by statute or by these bylaws, the purpose or purposes for which the meeting is called will be stated in the notice.

Article 4. Districts

There will be no fewer than five (5) Member districts in the State of Georgia, with the number of districts determined from time to time by the Board of Directors. Each district will be represented on the Board of Directors by two (2) Member-At-Large District Representatives, either of whom may vote in any matter brought before the Board of Directors. Only one (1) vote may be cast per district in matters brought before the Board of Directors.

Article 5. Board of Directors

Section 5:1 General Powers and Delegation of Authority

The affairs of GAYC will be governed by the Board of Directors. The Board of Directors may delegate its authority in all areas of governance except its authority to:

- amend, alter or repeal these bylaws;
- appoint or remove any director or officer;
- adopt a plan of merger or consolidation with another organization;
- authorize the sale, lease, exchange or mortgage of all or substantially all of the assets and property of GAEYC;
- authorize the voluntary dissolution of GAEYC or revoke proceedings therefor;
- adopt a plan for the distribution of the assets of GAEYC; or
- amend, alter or repeal any resolution of the Board of Directors.

No delegation of its authority will relieve the Board of Directors, or any individual director, of any responsibility imposed upon the Board of Directors or the individual directors in these bylaws or by law.

Section 5:2 Number, Tenure and Qualifications of Directors

The Board of Directors will consist of the following Members who belong to GAEYC and NAEYC:

- the officers of GAEYC,
- the Member-At-Large District Representatives,
- SECA Representative
- the Chairs of the Standing Committees of the Board of Directors, and
- the Chairs of the Ad Hoc Committees of the Board of Directors.

The number of directors, excluding ex-officio members, will be not fewer than ten (10) nor greater than forty-five (45) at any time.

Each director will hold office until a successor is elected or appointed and qualified according to the provisions of these bylaws.

Section 5:3 Member-At-Large District Representatives

The Members of each district will be entitled to elect two (2) Member-At-Large District Representatives from their district to serve on the Board of Directors for a four (4) year term. Member-At-Large District Representatives will be elected according to procedures established by the Board of Directors and recorded in the GAEYC Policy Manual. Vacancies occurring in any of the Member-At-Large District Representative positions must be filled by a Member from the district in which the vacancy occurred according to the provisions of Section 5:13.

Section 5:4. SECA Representative

The SECA representative will be elected by the Members prior to the SECA annual conference for a term of three (3) years commencing January 1. A minimum of two (2) candidates will be nominated by the Nominating Committee for the position.

Section 5:5. Meetings of the Board of Directors

A regular annual meeting of the Board of Directors will be held in conjunction with GAEYC's annual conference unless the Board of Directors designates an alternative date and location. Additional regular meetings of the Board of Directors may be scheduled by the Board of Directors. The Board of Directors will meet no less than twice each year.

Special meetings of the Board of Directors may be called by or at the request of the President or any five (5) directors. The person or persons authorized to call special meetings of the Board of Directors may designate the date and place of the special meeting or date and time if by a telecommunications conference.

Section 5:6: Notice of Meetings

Notice of any meeting of the Board of Directors will be given in writing and delivered at least two (2) days prior to the meeting to each director's address as shown by the records of the Board of Directors.

Facsimile and e-mail are acceptable forms of notice.

Section 5.7: Board Action without a Meeting

(a) **Informal Action:** Any action required to, or which may, be taken at a meeting (or committee thereof) may be taken without a meeting, if it is consented to in writing by all the directors.

(b) **Written Consent:** The written consent must be evidenced by one or more written approvals from the directors, each approval must set forth the actions taken, and provides a written record of approval. All the approvals evidencing the consent must be delivered to the Secretary to be filed in the records.

Section 5:8: Quorum

A quorum at any duly called meeting shall consist of the Board members present, including at least two (2) Officers, with a minimum of 10 Board members present in order to conduct business. If less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting without further notice. When deemed necessary by the person or persons authorized to call the meeting, members may participate via telecommunications conference.

Section 5:9 Manner of Acting

The Board of Directors will govern in a manner consistent with these bylaws, the existing resolutions of the Board of Directors, and the policies approved by the Board of Directors and listed in the GAEYC Policy Manual, unless the Board of Directors acts to amend such resolutions, policies or bylaws.

Each director will be entitled to cast one (1) vote in matters voted on by the Board of Directors except:

- Ex-officio members may not vote,
- Ad Hoc Committee Chairs may not vote, and
- Each district is entitled to one (1) vote to be cast by either of its Member-At-Large District Representatives.

The act of a majority of the directors entitled to vote and present at a meeting at which a quorum is present will be the act of the Board of Directors, unless the act of a greater number is required by these bylaws.

The Board of Directors may decide to conduct business on a particular issue by mail, facsimile and e-mail. In such cases, the act of a majority of the directors eligible to vote shall constitute an act of the Board of Directors.

Section 5.10 Limitation on Directors

Notwithstanding any provisions contained in these Bylaws, no action by the directors or officers will be authorized or permitted to the extent not in furtherance of the exclusive purposes of GAYC as set forth in these Bylaws or as prohibited by law.

No loans will be made by the GAEYC to members, officers or directors.

No officer or director of GAEYC will engage, or cause the Association to engage, in any act of “self-dealing” as such term is defined in the Internal Revenue Code of 1986, as amended.

No officer or director of GAEYC will engage, or cause GAYC to engage, in any act of lobbying or make any lobbying expenditure in excess of the amounts as prescribed in Section 501(h) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder, nor will GAEYC, by any means otherwise possible, engage in or support such excess lobbying, whether grassroots or otherwise.

Section 5:11 Resignation or Removal of Directors

A director may resign at any time by giving written notice to the President, the Secretary or the full Board of Directors. Such resignation shall take effect at the time specified therein or, if no time is specified, at the time of acceptance by the President, the Secretary, or the Board of Directors.

A director may be removed by the Board of Directors, with or without cause, by a majority of votes cast by the Board of Directors at a meeting at which a quorum is present. Guidelines for removing directors will be approved by the board and included in the GAEYC Policy Manual.

Directors are expected to attend all meetings of the Board of Directors.

A director who fails to pay dues by the beginning of their membership year shall be deemed to have resigned as a director.

A director who has resigned or been removed from office pursuant to this Section may be reinstated by an affirmative vote of a majority of the directors.

Section 5.12 Indemnification

Officers, directors, members of committees, advisory bodies, councils, commissions; or other agents of the Association will be indemnified against claims of liability arising in connection with their positions or activities on behalf of GAEYC as determined by the Board. GAEYC will have the power to purchase and maintain insurance coverage providing such indemnification.

Section 5:13. Vacancies

Any vacancy occurring on the Board of Directors or in any directorship may be filled by the President, subject to ratification by the Board of Directors. A director elected by the Board of Directors to fill a vacancy will assume office immediately upon ratification by the Board of Directors and will serve for the unexpired term of the office.

Article 6. Officers

Section 6:1. Officers

The officers of GAYC will consist of the President, Vice-Presidents, Secretary, Treasurer, SECA Representative, and President-elect, when that office is held, or, in lieu of the President-elect, the Immediate Past President when that office is held.

The responsibilities of each officer are described in a written position description approved by the Board of Directors and included in the GAYC Policy Manual.

Section 6:2. Election of Officers and Term of Office

Officers, with the exception of the President, Immediate Past President and District Representatives, will be elected by the Members by written ballot, to serve for a term of three years. The following Officers will be elected every three years, beginning in 2000:

- Treasurer, and
- Vice President for Public Policy and Community Awareness.

The following Officers will be elected every three years, beginning in 2001:

- SECA Representative.

The following Officers will be elected every three years, beginning in 2002:

- Secretary,
- Vice-President for Administration and Organizational Development, and
- Vice President for Program and Professional Development.

The President-elect will be elected every four (4) years, beginning in 2003.

The Member elected to the office of President-elect will remain on the Board of Directors for a total of five (5) years, serving as President-elect for the first year, as President for the second and third years and as Immediate Past President for the fourth and fifth years.

Officers so elected will assume the duties of office at the beginning of the calendar year.

No officer may serve more than two (2) successive terms in the same office.

Procedures approved by the Board of Directors for nominating candidates for office and for electing officers will be communicated to the Members and are included in the GAEYC Policy Manual. Changes to these procedures must be approved by the Board of Directors and communicated to the Members.

Section 6:3 . Vacancies

Should the office of President become vacant, the Board of Directors will elect from the then current Vice Presidents or the President-elect a replacement to fill the unexpired term of office. Other vacancies which may occur will be filled according to the provisions of Section 5.13.

Article 7: Committees

Section 7:1 Power to Appoint Committees

The Board of Directors may create committees, task forces and other work groups to

assist it in fulfilling its duties and responsibilities subject to the restrictions enumerated in Section 5:1. Committees and other groups appointed by the Board of Directors will function according to the terms of their appointment and the policies on committee functioning approved by the Board of Directors and recorded in the GAEYC Policy Manual. A description of the responsibilities of each committee will be approved by the board and included in the GAEYC Policy Manual.

Section 7:2 Standing Committees of the Board of Directors

The standing committees of the Board of Directors will include the committees duly approved by the Board of Directors and listed in the GAEYC Policy Manual as standing committees. The President, in conjunction with the appropriate Vice President, will appoint Members to chair the standing committees for a term of three (3) years. The chairs of the standing committees serve concurrently as members of the Board of Directors.

Section 7:3 Ad Hoc Committees of the Board of Directors

The ad hoc committees of the Board of Directors will include the committees duly approved by the Board of Directors and listed in the GAEYC Policy Manual as ad hoc committees. The President, in conjunction with the appropriate Vice President, will appoint Members to chair the standing committees for a term of three (3) years. The chairs of the ad hoc committees serve concurrently as members of the Board of Directors.

Section 7:4 The Executive Committee of the Board of Directors

The Board of Directors empowers an Executive Committee to act in its behalf on matters which need to be acted upon in a timely manner, subject to the limitations of Section 5:1.

The Executive Committee will consist of the officers – President, President Elect or Immediate Past President, Vice Presidents, Secretary, Treasurer, and SECA Representative.

Section 7:4 Membership in Committees of the Board of Directors

Committee membership is open to GAEYC members and to persons who are not members of GAEYC subject to the guidelines established by the Board of Directors and documented in the GAEYC Policy Manual.

Article 8. Financial Management

Section 8:1 Dues

GAEYC dues will be determined by the Board of Directors. Such dues entitle each Member to membership in and privileges of GAEYC and NAEYC according to the category of membership selected and fees paid for each category.

Section 8:2 Budget

The annual budget of GAEYC will be prepared in accordance with the policies on financial management approved by the Board and included in the GAEYC Policy Manual. The annual budget will not take effect until it has been approved by the Board of Directors.

Section 8:3 Contracts

The Board of Directors may authorize any officer(s) or agent(s) of GAEYC, in addition to the Officers so authorized by these bylaws, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of GAEYC.

Section 8:4 Checks. Drafts. etc.

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in GAEYC's name will be executed in a manner determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments will be signed by the Treasurer and by the President of GAEYC.

Section 8:5 Deposits

All funds of GAEYC will be deposited from time to time to the credit of GAEYC in such banks, trust companies or other depositories as the Board of Directors may select.

Section 8:6 Gifts

The Board of Directors may accept on behalf of GAEYC any contribution, gift, bequest or devise for the general purposes or for any special purpose of GAEYC.

Article 9. Amendments To The Constitution & Bylaws

Any proposed amendment to these Bylaws must be approved first by the Board of Directors and then by a vote of the Members.

The proposed amendment must be submitted in writing to the Members at least thirty (30) days prior to the deadline for voting.

The amendment will have been approved if two-thirds of the votes cast by the Members support ratification of the amendment.

The ratification of the amendment(s) by the Members of GAEYC must be filed and recorded with the State of Georgia.

Article 10. Dissolution

In the event of dissolution, the residual assets of this organization will be turned over to one or more organizations designated by the Board of Directors. The designated organizations must be exempt from Federal Income Tax as 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 purpose.

CHAPTER 5
POLICIES AND GUIDELINES

1. Activities – GAEYC may engage in activities such as conferences, seminars, publications, scholarships, awards and special projects and may collaborate with others in such activities as the Board of Directors determines to be appropriate and consistent with the Purpose of GAEYC described in Section 1.2 of the GAEYC Bylaws.

2. Affiliation

a. NAEYC and GAEYC

- i. GAEYC will continue to meet the requirements of, and thus maintain its status as, an affiliate of NAEYC (National Association for the Education of Young Children).
- ii. GAEYC’s Regular and Comprehensive Members, upon timely payment of their GAEYC/NAEYC dues, will be entitled to the privileges of GAEYC and NAEYC membership.
- iii. The GAEYC portion of its members’ dues will be remitted by NAEYC to GAEYC according to its agreements with NAEYC.

3. Annual Meeting of Members

a. Locations and Attendance

- i. An Annual Meeting of Members will be held each fiscal year at the time of the GAEYC Annual Conference or as otherwise determined in accordance with Sections 3.1- 3.3 of the GAYC Bylaws.
- ii. The Annual Meeting of Members is open to GAEYC members in good standing. Such members will be notified in writing of the location, date and time of the meeting in accordance with Section 3.4 of the GAEYC Bylaws.
- iii. Minutes of the Annual Meeting of Members will be published and distributed to the membership via the fall newsletter.

b. Voting

Each member of GAEYC will be entitled to one vote on each matter submitted to a vote of GAEYC members according to the provisions of Section 12d of this document and Section 2.3 of the Bylaws.

4. Quality Service Awards - The Association will present Quality Service Awards to outstanding individuals who have given distinguished service in promoting the health, education, and welfare of young children. The awards will be presented when appropriate. (See the Appendix D for a list of the “Quality Service Awards”.)

5. Board of Directors – Activities of the Board of Directors are described in Article 5 of the GAEYC Bylaws.

a. Manner of Governing

- i. Delegation of Authority – the Board of Directors may delegate its responsibilities to committees, task forces, staff, volunteers and others as the Board of Directors deems appropriate to fulfill GAEYC’s mission except to the extent identified in Section 5.1 of the GAEYC Bylaws.
- ii. Role of the Board – the Board of Directors is responsible for:
 - a. Exercising general supervision over the affairs of GAEYC,
 - b. Developing and implementing strategies that accomplish the goals and policies set by the Board of Directors;
 - c. Formulating policy by framing issues for Board of Directors consideration, preparing information, identifying options and making recommendations based on an understanding of the needs, resources and capacities of the organization.
 - d. Transacting business,
 - e. Implementing the purpose of GAEYC,
 - f. Complying with the “General Responsibilities and Duties” of Members of the Board of Directors identified in Chapter 1, Section 1.
- iii. Decision-making – The Board of Directors will seek to reach consensus on important issues after reasonable consideration of the multiple perspectives relating to the issues; however, a decision will not become final until voted upon as provided in Sections 5.9 and 7.3 of the GAEYC Bylaws.

b. Removal of Directors - The Board of Directors may call for the resignation of the President or any other officer or Board of Directors member if that person is not fulfilling the duties of the office as described in the positions description included in Chapter 1, Section 2 or for any other reason described in Section 5:9 of the GAEYC Bylaws

c. Responsibilities of Directors –The Board of Directors exercise general supervision of the affairs of GAEYC, transact business, and implement the purpose of GAEYC.

d. Limitation of Directors - Notwithstanding any provisions contained in these Bylaws, no action by the directors or officers will be authorized or permitted to the extent not in furtherance of the exclusive purposes of GAEYC as set forth in these Bylaws or as prohibited by law.

- i. No loans will be made by the GAEYC to members, officers or directors.
- ii. No officer or director of GAEYC will engage, or cause the Association to engage, in any act of “self-dealing” as such term is defined in the Internal Revenue Code of 1986, as amended.
- iii. No officer or director of GAEYC will engage, or cause GAYC to engage, in any act of lobbying or make any lobbying expenditure in excess of the amounts as prescribed in Section 501(h) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder, nor will GAEYC, by any means otherwise possible, engage in or support such excess lobbying, whether grassroots or otherwise.

e. Vacancies - The President of the Board of Directors may fill any vacancy subject to ratification by the Board of Directors as provided in Section 5:13 of the GAEYC Bylaws.

f. Voting – Each member of the Board of Directors is entitled to one vote on issues before GAEYC Board and Policy Manual – revision approved January 20, 2007; June 21, 2013, and April 23, 2016

the Board of Directors except only one Member-At-Large District Representative per district may vote on an issue and no ex-officio members of the Board of Directors may vote.

6. Bylaws and Policy Manual Revisions

- a. Each Board of Directors' member will have access to an electronic copy of the Bylaws and the Policy Manual.
- b. Annually, by January 2nd, the Secretary will inform the Bylaws Chair of policy changes as approved by the Board and as noted in the minutes. All Bylaws revisions must be approved by the membership and should also be noted. The ByLaws Committee will embed and repost/distribute the Manual.
- c. Every three years, the Bylaws Committee will review the Bylaws and Policy Manual and will recommend to the Board of Directors any changes to update the documents to reflect GAEYC's current operating practices.
- d. During the 3 year review, upon approval by the Board of Directors of the proposed changes, the Bylaws Committee will correct and repost the electronic files of the Bylaws and Policy Manual.

7. Committees

a. Purpose and Authority

- i. The Board of Directors may resolve to create a committee to assist in the work of the full Board of Directors and the Board of Directors may change or dissolve committees, as it deems appropriate.
- ii. A committee may exercise the powers specifically delegated by the Board of Directors and described in the committee description in the Policy Manual; however, no committee may exercise the powers described in Section 5.1 of the GAEYC Bylaws.

b. Standing Committees – the Standing Committees of GAEYC are individually listed and specifically described in Chapter 2 of the Policy Manual.

c. Ad Hoc Committees – To assist in its work, the Board of Directors may designate ad hoc committees and/or task forces provided they are given a specific charge and term of duration.

d. Chairpersons - The President of the Board of Directors may appoint the chairperson of any committee subject to approval by the Board of Directors. The roles, responsibilities and term of office of committee chairpersons appear on pages 32-56 of the Policy Manual. Committee chairs must be members of GAEYC/NAEYC in good standing. Chairpersons of GAEYC Standing Committees serve as members of the GAYC Board of Directors.

e. Committee Members – Committee membership is open to GAEYC members and to persons who are not members of GAEYC provided such persons meet the qualifications listed in the committee description and have a specific knowledge or expertise determined by the chairperson to be needed for the committee or task force to fulfill its charter. The majority of committee members should be GAEYC members, unless otherwise stated in the committee position description.

8. Conferences, Meetings, Workshops, Seminars

- a. **Annual Conference** - Whenever possible GAEYC will hold an annual conference to present new and innovative ideas, as well as solid research projects, to share problems and solutions and to promote unity among individuals interested in the health, education and welfare of the young children and their families in Georgia. The presidents of the statewide organizations (and other similar organizations) interested in the care and education of children, age birth through eight years, shall be invited to attend the GAEYC Annual Conference.
- b. **Annual Business Meeting** – At the time of the Annual Conference or at such other time during the fiscal year as determined by the Board of Directors, GAEYC will hold its Annual Meeting, which all may attend and GAEYC members in good standing may vote, if needed. During the meeting, GAEYC will report the results of elections and will conduct the business of the organization. Within a reasonable period following the meeting, GAEYC will publish and distribute to members the minutes of the meeting via the newsletter.
- c. GAEYC may hold **seminars, institutes, forums and workshops** for the benefit of its members, the public, or others who share an interest in the health, education and welfare of the young children and their families in Georgia.
- d. **The awarding of the complementary NAEYC Conference Registration** provided by NAEYC shall have the following priorities: that the President elect be the first priority, Accreditation Chair second, and a GAEYC board member who has never attended the third priority. Sending the President will be funded by the complementary registration only after all other priorities have been exhausted.
- e. **Week of the Young Child**
 - i. GAEYC will coordinate with NAEYC to celebrate the Week of the Young Child in Georgia in April of each year.
 - ii. The Week of the Young Child GAEYC Sub-Committee will be responsible for planning and coordinating GAEYC’s participation in this annual event designed to draw public attention to the value of high-quality experiences for young children and families.

9. **Confidentiality** – GAEYC’s membership data and mailing lists are confidential and may not be sold, leased or used for any purposes except those expressly approved by the Board of Directors. Personal information about GAEYC staff, volunteers or Board of Directors members is confidential and may not be released, without approval of the individual, to anyone who is not expressly authorized. Further, GAEYC Board of Directors members, staff and volunteers will respect the confidentiality appropriate to issues of a sensitive nature.

All GAEYC Board members, volunteers serving the GAEYC governance, and staff members of GAEYC will sign and agree to comply with the GAEYC Confidentiality Agreement (Appendix C) and disclose breaches of confidentiality.

10. **Conflict of Interest** – Directors, staff and volunteers commit to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting on behalf of GAEYC; and, will comply with the provisions of Appendix A regarding conflicts of interest.

The following guidelines should be followed to **avoid actual or perceived conflicts of interest**:

- i. No Board of Directors or staff member may transact business with GAEYC.
- ii. Board of Directors members, staff and volunteers must immediately disclose when a potential conflict of interest arises during the conduct of GAEYC business.
- iii. Members of the Board of Directors and staff must disclose any actual or potential conflicts of interest as provided in the Declaration of Policy Regarding Conflicts of Interest in Appendix B.

11. Diversity

In principle and in practice, GAEYC values and seeks diverse and inclusive participation within the field of early childhood care and education. GAYC will promote involvement and will expand access to GAEYC membership, provision of services, and leadership opportunities, regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, appearance, geographic location or professional level. As a statewide organization, GAEYC will seek to actively involve diverse individuals throughout the state in its activities, board positions, and management. Annually the Executive will report to the Board Membership Demographics and Board Diversity Demographics.

12. Elections

- a. **Ballots** - The ballot for election of officers will be prepared by the Nominating Committee and will include
 - i. A list of the candidates, with a short biographical sketch of each candidate.
 - ii. Space for write-in for each office and guidelines regarding write-in candidates.
 - iii. The date by which the ballot must be postmarked to be counted.
- b. **Nominating Candidates** – Candidates for officer positions will be nominated by the Nominating Committee, which will email a ballot to each GAEYC member no later than four (4) weeks prior to the election. A call for nominations from the membership will appear in the winter newsletter.
- c. **Election of Officers** – GAEYC will hold an election each year during the summer months for the purpose of election of the offices to be vacated at the end of the calendar year. Section 6.2 of the GAEYC Bylaws provides additional information about the election of officers. The results of the election will be announced and new board members installed at the GAEYC annual business meeting and will be posted in the winter newsletter.
- d. **Voting and Other Election Procedures**
 - i. Each member in good standing will receive a ballot and is entitled to one (1) vote per office or issue presented on the ballot.
 - ii. The Nominating Committee will be responsible for counting the ballots.
 - iii. At least two Nominating Committee members will count the ballots and the ballots will be counted twice for accuracy.
 - iv. To avoid fraud, only original ballots will be accepted. Faxed or e-mailed ballots will not be accepted.

13. Financial Management – Specific guidelines and policies regarding GAEYC financial management are to be documented in the GAEYC Financial Policies Manual.

- a. Audits - **the Finance Committee** headed by the Treasurer will be responsible for:

- i. Ensuring that GAEYC has in place financial policies and guidelines that result in the keeping of accurate and complete financial records, insurance coverage, cash reserves, bank accounts and controls on the disposition of assets and the incurring of debt in GAEYC's name.
 - ii. Reporting regularly to the Board of Directors on the financial condition of GAEYC.
 - iii. Selecting the auditor and arranging for the annual financial audit.
 - iv. Advising the full Board of Directors on financial issues and policies
 - v. Every three years conducting a thorough review with the Treasurer of GAEYC's Financial Policies Manual and reporting the results of the review to the Board of Directors so that revisions can be developed and approved.
- b. Books and Records - the Treasurer and Finance Sub-committee are responsible for implementing GAEYC financial policies and guidelines approved by the Board of Directors for and alerting the Finance Sub -committee on a timely basis of exceptions, concerns or unexpected developments relating to GAEYC's financial condition.
 - c. Budgets – Preparing a financial budget and reporting regularly to the Finance Sub-committee on the GAEYC 's finances in a format acceptable to the Finance Sub-committee.
 - d. Cash and Check Handling - Paying GAEYC creditors in a timely manner and filing all official documents required of GAEYC as a nonprofit organization operating in the State of Georgia.
 - e. Indemnification - Officers, directors, members of committees, advisory bodies, councils, commissions; or other agents of the Association will be indemnified against claims of liability arising in connection with their positions or activities on behalf of GAEYC as determined by the Board. GAEYC will have the power to purchase and maintain insurance coverage providing such indemnification.

14. Record Keeping – Following the Georgia Code for Corporations,

GAEYC shall keep as permanent records:

- a. Minutes of all meetings of its members and board of directors, executed consents evidencing all actions taken by the members or board of directors without a meeting, and waivers of notice of all meetings of the board of directors and its committees.
- b. Resolutions adopted by either its members or board of directors increasing or decreasing the number of directors or the classification of directors, or relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members;

GAEYC shall keep for three (3) years:

All communications in writing or by electronic transmission to members generally within the past three years, including the financial statements furnished for the past three years.

GAEYC shall also keep its most recent annual registration delivered to the Secretary of State.

A member is entitled to inspect and copy, at a reasonable time and location specified by the corporation, any of the records of the corporation described in the applicable subsection of the Georgia Code section if the member gives the corporation written notice or a written demand at least five business days before the date on which the

member wishes to inspect and copy.

15. Conformity with IRS - None of GAEYC’s activities may be undertaken in such a manner as would be contrary to (a) the rules set forth in Section 501(c) of the Internal Revenue Code of 1986, as amended, the regulations promulgated there under or any successor provision which may be enacted, or (b) the spirit underlying the rules regarding tax exempt organizations in general. In the event of dissolution under Chapter 4 – Article 10 of these Bylaws, the assets of GAEYC must be distributed to an organization operating exclusively for charitable, educational, or religious purposes qualifying under Section 501(c)(3) of the Internal Revenue Code and which is engaged in activities substantially similar to those of GAEYC

16. Fundraising and Grants – The Board will approve submission of grant proposals prior to submission. The Resource and Quality Improvement and Accreditation Chairs will include updates on grant status as part of their reports to the Executive Committee and Board. The Executive Committee will review all contracts for amounts of \$500,000 or more and can review other contracts upon request. See the GAYC Funding Plan and Financial Policies and Procedures Manual for additional guidelines.

17. Membership – Membership in GAEYC will be open to all individuals interested in supporting the purposes of GAEYC upon payment of the annual dues established by the Board of Directors. Membership in GAEYC may not be transferred or assigned.

a. **Membership Year** – a rolling membership year was adopted in 2002.

b. **Dues**

- i. The Board of Directors may change the dues, as it deems necessary to ensure the financial health of GAEYC.
- ii. To receive membership benefits in a timely manner, members must remit dues to NAEYC upon receipt of their renewal notices.
- iii. Dues must be received within 60 of expiration days for a member to remain active and entitled to the privileges of GAEYC membership.
- iv. Members who have not renewed membership for the current year will be carried as a lapsed member for 60 days. These persons receive no membership privileges, only lapsed dues notices until dues are paid.
- v. NAEYC accepts payment by check or credit card by phone, mail, or online.

c. **Categories of GAEYC Membership as of 2016**

CATEGORIES	PRIVILEGES OF THIS MEMBERSHIP CATEGORY
1. REGULAR	<ul style="list-style-type: none"> • Vote. • Serve on GAEYC Board of Directors. • Receive announcement and summary minutes of the GAEYC annual business meeting. • Receive GAEYC newsletters. • Receive discounts on GAEYC Institutes, seminars, and conference fees and local AEYC workshop fees. • Receive privileges of NAEYC membership, <u>including</u> insurance program options, but <u>excluding</u> receipt of NAEYC books for the current year.
2. COMPREHENSIVE	<ul style="list-style-type: none"> • Same privileges as above but including receipt of NAEYC books during the current year.

18. Contractual Management

a. Non - Discrimination – GAEYC will not tolerate discrimination relating to its members, directors, volunteers or hiring practices. GAEYC will adhere strictly to its policy on Diversity under Section 11.

b. Position Descriptions

- i. GAEYC will maintain written position descriptions for Officers of the Board of Directors.
- ii. The positions will be revised as needed to reflect the current operation of GAEYC.
- iii. The Nominating Committee will be responsible for recommending changes in the description of any position on the Board of Directors.
- iv. The Finance Sub - committee will be responsible for recommending changes to contractual position descriptions.

19. Publications

- a. GAEYC will publish at least two (2) newsletters during the fiscal year. Ideally, a quarterly newsletter will be published.
- b. The GAEYC publications, "Careers in Early Care and Education", "The Book of Forms" and any other publications, will be evaluated and revised at least every three to five (3-5) years or as needed to be current by the Publications Committee in consultation with the Executive Director.
- c. GAEYC shall maintain written policies regarding ownership of intellectual property, whether fees will be charged, determination of fees, and production, distribution and marketing of intellectual property.
- d. GAEYC will obtain written permission to use photographs and communications prior to publication by GAYC.

20. Intellectual Property

GAEYC shall protect its intellectual property. The Georgia Association for the Education of Young Children is dedicated to enhancing and supporting early childhood educators through professional development opportunities. For the purpose of this organization, Intellectual Property shall be deemed to refer to copyrighted materials and trademarks, whether or not formal protection is sought.

Examples of these materials include: trainings, training manuals, instructional materials and GAEYC publications. GAEYC shall obtain copyrights for significant literary and artistic works such as books, poems, plays, films, drawings, recordings, film and radio or television programs. Trade names, trademarks and service marks shall be registered, as appropriate.

- a. Any and all GAEYC training sessions that are created for the intended use by GAEYC are the property of GAEYC and may be used by any qualified GAYC Board member.

- GAEYC enforces the restrictive covenant, which states that former employees may not use intellectual property developed for the intended use by GAYC for two years.
- b. Any and all training materials (for example, props, Training of Trainers, etc.) purchased with GAEYC funds are the property of GAYC.
 - c. Former GAEYC employees cannot use, offer, or train any GAYC training sessions created or used while employed by GAEYC for a period of two years.
 - d. If a former staff member is contacted to conduct training owned by GAEYC within the 2 years following employment termination, s/he must contact GAYC and become a subcontractor. GAEYC will pay the subcontractor/former staff member.
 - e. For GAEYC subcontractors who have developed and delivered intellectual property for GAEYC, the subcontractor member must sign a legal contract, which defines permissible and future use of said intellectual property. As part of the signed contract, the subcontractor must agree to provide training for trainers and sign multiple trainers' forms.

21. Public Policy Resolutions

GAEYC, as a 501 (c) (3) organization, must absolutely refrain from participating in the political campaigns of candidates for any local, state or federal office.

GAEYC may involve themselves in issues of public policy and in legislative activity. Examples of acceptable public policy activities include: conducting educational meetings, preparing and distributing educational materials or otherwise considering public policy issues. Similarly, GAYC may appear before a governmental body to offer testimony about a decision that may affect the organization's existence.

Regarding legislative activity, GAEYC will file Form 5768, Election/Revocation of Election by an Eligible 501 (c) (3) Organization annually. Under this filing GAEYC's legislative activities will be measured solely by an expenditure limit rather than by the "no substantial amount" limit. GAEYC can make expenditures to influence legislation. Examples of legislative activities include lobbying the legislature for funding related to GAEYC's mission and/or legislative agenda. To ensure compliance, refer to the directions for Form 5768. It should be noted that federal and state monies received by GAEYC must not be used for legislative activity. For more detail, refer to state and federal grant contract clauses.

Resolutions – A resolution is a formal expression of opinion, will, or intent voted on by an official body or assembled group. Resolutions give direction to the actions of the Board of Directors but are not binding on the Board of Directors.

- a. Resolutions may be submitted to the Public Policy Committee in approved format and signed by at least five affiliate or comprehensive members of GAEYC.
- b. Resolutions must be submitted to the Public Policy Committee at least three (3) weeks before a meeting of the Board of Directors or the annual meeting of the Association.
- c. The Public Policy Committee will review resolutions for appropriateness to the purposes of the GAEYC. Resolutions that discriminate against any sector of the membership will not be presented to the membership. See Appendix F for Resolutions format.
- d. The Public Policy Committee will present committee approved resolutions at the next meeting of the Board of Directors or the GAYC Annual Meeting.

- e. If presented at the Annual meeting, the resolution must have majority approval by the voting members present at the annual meeting.

22. Scholarships and Awards

- a. General scholarships may be available to GAEYC members for training other than that offered by GAEYC. (See Appendix D for the GAEYC Scholarship Application format.) The Scholarship and Awards Chair shall receive general GAEYC scholarship applications, pending available funding. If funding or qualified applicants are not available, scholarships will not be awarded.
- b. Scholarships with external funding will be available and processed per grant or funding specifications. Grant staff shall receive and process scholarships funded by grants.
- c. Scholarships may be available for GAEYC’s Annual Conference to members and non-members upon the recommendations of the Conference Committee. The Conference sub-committee on Scholarships will recommend award decisions.
- d. Awards shall be made available at an Annual Awards event. Decisions regarding award selection are made by the Scholarship and Awards Committee.
- e. GAEYC is required by SECA to submit nominations, according to the SECA rotation schedule, for the SECA Awards (e.g., SECA Helen Harley Memorial Award, SECA Outstanding Member Award).

The awarding of the Helen Harley Scholarship which is provided by SECA every four years to a GAYC board member shall be determined as follows. Interested board members are asked to submit their names for consideration and given points for the following criteria. The board member with the highest number of points will be awarded the scholarship.

a. Ability to attend the SECA conference in its entirety	6 points
b. Best attendance record for GAEYC board meetings	5 points
c. Longevity on the board	4 points
d. Ability to attend the SECA pre-conference leadership summit	3 points
e. Ranking position on the board	2 points
f. Candidate’s match with the theme of the conference	1 point

23. Special Projects – For policies governing Special Projects undertaken in GAEYC’s name:

- a. A completed Special Projects Proposal Form must be submitted to the President and Secretary.
- b. The Vice President of Administrative and Organizational Development screens Special Projects proposals and makes recommendations to the Board of Directors.
- c. All Special Projects to be accomplished in the name of GAEYC must have Board of Directors approval.
- d. A contract for carrying out special projects will be signed by the President of the Board of Directors and the person or persons undertaking the Special Project.
- e. All rights to products realized out of GAEYC Special Projects belong to the Association.

- f. Special Projects can only be undertaken when GAEYC clearly has reserve monies to cover up front the cost of the project. Monies to cover the cost of the Special Project will be encumbered from the GAYC operating budget until income from the project is received. Costs of the Special Project will be covered by income from the project.
- g. Financial support of Special Projects may not come from the GAEYC operating budget unless approved by the Board of Directors and included in the projected Annual Operating Budget. See Appendix G for Special Projects Proposal Form.

24. Ethics - GAEYC Board members shall abide by the NAEYC Position Statement on the Code of Ethical Conduct, the Statement of Commitment, revised April 2005, and the Code of Ethical Conduct: Early Childhood Adult Educators.

APPENDIX A

GEORGIA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN STATEMENT ON CONFLICTS OF INTEREST

I hereby affirm that I will comply with the following provisions:

Interested Persons Upon appointment to the Governing Board, the GAEYC governance, or the GAEYC staff, individuals shall complete and sign this GAEYC Conflict of Interest Statement. Signing this statement acknowledges understanding of and agreement to this policy and covers the period that such individuals serve on the GAEYC Governing Board or in the GAEYC governance.

The Governing Board, volunteer GAEYC members serving in the GAEYC governance, and members of the GAEYC staff shall exercise the utmost good faith in all transactions relating to their volunteer and/or compensated duties at GAYC. In their work with and on behalf of GAEYC, they shall be held to a strict rule of honest and fair dealing. They shall not use their positions, or knowledge gained, in such a way that a material conflict, real or apparent, would arise between the interest of GAEYC and that of the individual.

Duty to Disclose The disclosures required by this policy shall be made to the GAEYC President. When a board member has proof that another board is violating conflict of interest laws or misappropriating association funds for his/her own benefit, that board member shall report the violation to the appropriate authorities.

Procedure for Addressing and Recording the Conflict of Interest Any significant actual or threatened violation of this prohibition should be disclosed promptly to the other members of the Board of Directors and made a matter of record. The record shall include the names of the persons who disclosed and who were determined to have a financial interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present and the governing board' or committee's decision as to whether a conflict of interest in fact existed. Under such circumstances a conflict of interest may exist only if the Governing Board decides that a conflict of interest exists.

No Board members shall vote on issues representing a possible conflict of interest and such member(s) shall not be counted in determining the quorum for the vote being considered. Board of Directors members shall not vote on issues relating to their personal interests when the outcome of such a vote would accrue benefits to them only and not to all Board of Directors members and/or member agencies as a group.

When doubt arises as to the potential conflict of interest situation, the elected Board, excluding those possibly in conflict, shall decide whether the potential for conflict exists. The foregoing policy shall not be construed as preventing a Board member from providing expertise or opinion when such information may be helpful to the Board of Directors in making its decisions. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation. The minutes should also record names regarding the transaction, the content of the discussion, and any proposed alternatives.

Determining if a Conflict Exists Although positions of divided interest with potential conflict may exist from time to time, such instances shall not influence adversely the welfare of GAEYC. Therefore, any persons subject to this policy shall disclose promptly for him/herself and members of his/her family or business relationships.

(a) the existence of any actual or pending employment, compensation arrangement,

appointment, activity, relationship, or other position which may be of divided interest with GAEYC, or

(b) the existence of any actual or pending investment, contract, conveyance, purchase, sale, or other transaction directly or indirectly involving or affecting such persons and which might involve a real or apparent material conflict with the interest of GAEYC.

Additionally, the Governing Board, volunteer GAEYC members serving in the GAEYC governance, and members of the GAEYC staff shall not accept any material gifts, favors, or hospitality (with a retail value of more than \$50) that might influence their decision-making or compromise their judgment in actions affecting GAEYC. Any actual or threatened violation of this prohibition must be disclosed promptly.

Upon appointment to the Governing Board or the GAYC governance, individuals shall complete and sign this GAEYC Conflict of Interest Statement. Signing this statement acknowledges understanding of and agreement to this policy and covers the period that such individuals serve on the GAEYC Governing Board, in the GAEYC governance.

Signature: _____

Date: _____

Printed Name: _____

APPENDIX B

ANNUAL DECLARATION OF POLICY REGARDING CONFLICTS OF INTEREST

The Board of Directors shall be deemed fiduciaries in their relationships to GAEYC. In addition to and overriding the standards of conduct which are necessary to satisfy statutory requirements regarding such relationship, no board member should undertake or continue in an direct or indirect personal or business interest and activity which is, or has become, or gives the appearance of being in conflict with the interests of GAEYC. "In conflict with the interest of GAEYC" means a GAEYC Board of Director's member cannot be paid for professional services rendered by his/her firm and excludes any interests that a member of the Board of Directors is expressly permitted to have by the laws of the State of Georgia.

Due to the significant potential for conflicts of interest, neither paid members of the Georgia Association on Young Children nor the staff member of any organization that is a recipient of GAEYC funding shall be permitted to serve as a Director on the Board of the Association.

An actual or potential conflict of interest occurs when a member of the Board of Directors is in a position to influence a decision that may result in personal gain for that member of the Board of Directors as a result of GAEYC's business dealings.

It is, of course, impossible to set forth absolute rules regarding the satisfaction of the above standards. Whenever a director feels that a conflict of interest situation is or may be involved, the facts should promptly and fully be disclosed – in the case of a Board member to the President. If the President or Executive Committee feels that the situation is one which should be reviewed by the Board of Directors, he, she or the committee shall submit the facts promptly to the Board of Directors.

1. Upon initially beginning your service on the GAEYC Board have you read, understood and signed, the GAEYC Statement on Conflicts of Interest (Appendix A)?

Answer: Yes _____ No _____

2. Have you read and are you fully familiar with this document GAEYC's Annual Declaration of Policy Regarding Conflicts of Interest (Appendix B)?

Answer: Yes _____ No _____

3. Are you directly or indirectly a party to any personal or business transactions, investment or other matter which is or could be deemed to be in conflict with the interests of GAEYC?

Answer: Yes _____ No _____

4. Is there any other matter relating to a possible conflict with the interests of GAEYC which should be disclosed?

Answer: Yes _____ No _____

If the answer is yes, please provide details on the reverse side for review by the GAEYC President.

Signature: _____ Position: _____ Date: _____

APPENDIX C

**GEORGIA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
CONFIDENTIALITY AGREEMENT**

The Georgia Association for the Education of Young Children (GAEYC) is very grateful to you for your service to the Association as a Governing Board member or volunteer GAEYC member serving in the GAEYC governance.

In connection with your volunteer with GAEYC, you may be exposed to or have access to certain confidential and proprietary information related to or arising out of this work (collectively “confidential information”). This confidential information may include, but is not limited to, information on the finances, investments and reserve funds, fund development initiatives and activities, real estate holdings and other fiscal and capital resources, mergers and/or acquisitions, and the policies of and managerial and administrative operations of GAEYC. As a matter of GAEYC policy, GAEYC’s Governing Board asks that all volunteers, members, and consultants working with such confidential information explicitly agree to respect and maintain the confidentiality and integrity of this information and to not disclose it in any manner to any other person or entity, under any circumstances, without the express and authorized permission of the GAEYC President.

Accordingly, you agree to the following:

1. You will not disclose or cause to be disclosed to anyone other than specifically authorized and designated GAEYC persons any confidential information (as defined above); this restriction shall apply at any time and under any circumstance, unless otherwise specifically directed or authorized by the GAEYC President.
2. You will keep all such confidential information in a secure place and will take all reasonable steps to protect against inadvertent disclosure, loss, or theft of the confidential information.
3. Upon completion, you will promptly return any and all confidential information in your possession or under your control, or stipulate in writing that such information has been properly destroyed and discarded.

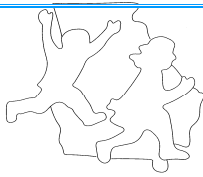
As a condition of your appointment as a Governing Board member, volunteer GAEYC member serving in the GAEYC governance, please sign this Confidentiality Agreement to confirm that you have carefully read and understood it and that you accept all of its terms and conditions in connection with your work for GAEYC.

By signing below, I understand and agree to abide by this Confidentiality Agreement:

Signature: _____

—

Printed Name: _____ Date: _____



APPENDIX D

**Georgia Association for the
Education of Young Children**

2016 ANNUAL QUALITY SERVICE AWARDS

CATEGORY	CRITERIA
<p>Fan Brooke Award</p>	<ul style="list-style-type: none"> • GAEYC Member • Shows innovation, enthusiasm, and dedication in working with young children • Shows leadership and is active in the community • Has given evidence of the highest standards of ethics
<p>Jo Cato Perseverance on Behalf of Children and Families Award</p>	<p>Awarded to an individual who has significantly demonstrated in support of children and families a:</p> <ul style="list-style-type: none"> • Long history (10 years +) of service • Strong voice and work ethic • Commitment to lifelong learning • Commitment to diversity • Measurable impact
<p>Pat Minish Advocacy Award</p>	<ul style="list-style-type: none"> • For distinguished service to quality educational improvements for all of Georgia’s children • For consistently demonstrating concern for children and families through initiative, commitment and tireless efforts
<p>GAEYC Advocate of the Year</p>	<ul style="list-style-type: none"> • For distinguished service to quality educational improvements for all of Georgia’s children • For consistently demonstrating concern for children and families through initiative, commitment and tireless efforts
<p>GAEYC Child Caregiver of the Year <i>Small Center (less than 50 children enrolled)</i> <i>Large Center (over 50 children enrolled)</i></p>	<ul style="list-style-type: none"> • GAEYC Member • 2 different awards based on enrollment of centers • Outstanding employee at a child care center that demonstrates exemplary work with children
<p>GAEYC Family Child Care Provider of the Year</p>	<ul style="list-style-type: none"> • GAEYC Member • Outstanding family child care provider that demonstrates exemplary work with children and families • Runs a program that strives to meet the individual needs of all children enrolled • Continuously strives to improve the program and provide the highest quality child care possible
<p>GAEYC Certified Teacher of the Year</p>	<ul style="list-style-type: none"> • Outstanding certified teacher in Preschool through Grade 3 • Nominated by certified public and/or private school teachers or administrators
<p>GAEYC Program of the Year</p>	<ul style="list-style-type: none"> • Presented to a large or small center-based program that has made a significant and innovative contribution to the welfare of young children • Shows evidence of professional collaboration within a center • Program strives to meet the individual needs of all children enrolled • Continuously strives to improve the program and provide the highest quality child care possible

<p style="text-align: center;">GAEYC Student of the Year</p>	<ul style="list-style-type: none"> • GAEYC Member • Outstanding student in a Bachelor’s degree program, Associate’s degree program, or technical school diploma program in Child Development, Early Childhood Education, Special Ed, or related field • Nominated by instructor in higher education
<p style="text-align: center;">GAEYC Educator of the Year</p>	<ul style="list-style-type: none"> • GAEYC Member • Outstanding secondary or post-secondary educator in Child Development, Early Childhood Education, Early Childhood Special Ed, or related field
<p style="text-align: center;">GAEYC Volunteer of the Year</p>	<ul style="list-style-type: none"> • Nominated by an agency/center/home/early childhood organization • Presented for outstanding service to children without compensation
<p style="text-align: center;">GAEYC ECE Trainer of the Year</p>	<ul style="list-style-type: none"> • Documented history of providing innovative, creative, interactive, and dynamic training that supports principles of adult learning. • Relates well to a variety of audiences and demonstrates sensitivity to cultural differences and individual learning styles. • Well-versed and up-to-date in training content. Content is well grounded in research and is competency-based. • Makes a significant contribution to the training field (e.g., publication, development of a new training method, mentoring of others, or other contribution).
<p style="text-align: center;">GAEYC Early Interventionist of the Year</p>	<ul style="list-style-type: none"> • Outstanding Early Interventionist that works directly with young children with special needs, families that have children with special needs, and/or works with early childhood teachers to assist in the inclusion of children with special needs • Well versed and up to date on laws, research, and best practices of inclusion and applies that knowledge to working with and advocating for children with special needs and their families • Relates well to a variety of people and demonstrates sensitivity to cultural differences and individual needs of children and families

**GAEYC
Technical Assistance Specialist of the Year**

- Outstanding individual who works with child care centers and/or family child care providers to assist them in improving the quality of their child care program.
- Well versed and up to date on child care rules and regulations, developmentally appropriate practices, NAEYC accreditation standards and criteria, and available quality improvement designations, such as but not limited to, NAEYC Accreditation, Standards of Care, Homes of Quality, and other accreditations
- Relates well to a variety of people, demonstrates sensitivity to cultural differences, and customizes technical assistance to meet the individual improvement needs of each program
- Provides technical assistance that enables the child care program to understand best practices and make decisions on their own to sustain quality improvement changes after the TA has ended

Nomination Restrictions: *GAEYC staff and GAEYC Board Members are not eligible for GAEYC awards, and the previous year GAEYC Award winners are not eligible to receive awards for the same award category they received in the past 3 years. (Revised 2016)*



**GEORGIA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
QUALITY SERVICE AWARDS NOMINATION FORM**

Use this form to nominate an individual for a GAEYC Quality Service Award. Please take the time to answer all questions. To receive best consideration by the awards committee, write-ups should provide specific examples of why the nominee is deserving of the award. Use one form per nominee. Thank you for taking the time to nominate someone for an award!

Once completed, send all nomination forms to the GAeYC Awards Chairperson, Erica Goldthorp, at 1117 Perimeter Center West, Suite W300, Atlanta, GA 30338 or ericagoldthorp@caresolutions.com or fax to 770-640-6073 no later than June 17, 2016.

Nominee's Name:

Position:

Employer/affiliation:

Nominee's Address:

Nominee's Phone Number: _____ Nominee's Email: _____

Your Name (Person Nominating the Individual): _____

Your Address:

Your Phone Number: _____ Your Email: _____

For which award (See 2016 GAEYC Award Categories and Criteria) are you nominating the person?

How do you know the nominee?

In what specific ways does the nominee demonstrate the qualities, commitment and/or abilities outlined in the award criteria?

List the nominee's education, awards, professional recognition and specific involvement with parents, children and the community.

For additional space continue on another sheet of paper.

APPENDIX E

GEORGIA ASSOCIATION FOR EDUCATION OF YOUNG CHILDREN AWARDS

Scholarship Awards Eligibility Criteria

GAEYC recognizes the importance of continuing professional development for persons who work with and for young children. In doing so, when funding is available, GAEYC provides financial support to members for coursework and or extended training beyond our GAEYC Conference or other GAEYC trainings. Please review the criteria below for this category of Scholarship Awards.

Scholarship Awards for other than GAEYC Trainings Eligibility Criteria

1. Applicant must be:
 - a. working in a licensed (or exempted) CD/ECE program or a registered family child care home,
 - b. a GAEYC member
2. The Scholarship is to be awarded for educational experiences related to child development/early childhood education and may include:
 - a. formal credit courses;
 - b. conferences, workshops, or basic child development courses, BFTS approved training courses, and specially planned tours of CD/ECE programs. Full scholarships may be available to a teacher, director, or family child care provider earning less than \$12.00 per hour as an individual. Partial scholarships are available to a teacher, director, or family child care provider earning less than \$15.00 per hour as an individual.
3. Applications should be submitted to GAEYC using the GAEYC Scholarship Application form at least 30 days prior to the registration deadline for the educational experience.

Note: Applicants for the Annual GAEYC Conference and GAEYC trainings should use the GAEYC Conference Scholarship Application Form and GAEYC Conference Scholarship eligibility criteria.

Approved January 22, 1994, Revised January 20, 2007, June 21, 2013, January 30, 2016

GAEYC Scholarship Application
(for other than GAEYC Conference or GAEYC Training)

1. Name _____

2. Address (home) _____

3. Address (work) _____

4. Telephone (home) _____ (work) _____

5. Employed by _____

6. Job Title _____

7. GAEYC Member: yes____ no____

8. Hourly Wage _____

9. Purpose for which the scholarship will be used: _____

10. Attach a brief statement, "Why I need this scholarship and how it will increase my understanding of young children and their families and/or my skills in working with young children."

11. References: (Include at least one from a GAEYC member)

1. Name _____

Address _____

Phone (home) _____ (work) _____

2. Name _____

Address _____

Phone (home) _____ (work) _____

3. Name _____

Address _____

Phone (home) _____ (work) _____

12. Attach brochures, handouts, and/or flyers describing the activity and stating fees.

Your Signature

Date

APPENDIX G

GEORGIA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN SPECIAL PROJECTS APPROVAL

Roles and Responsibilities

Project Initiator

1. Complete the “GAEYC Special Project Proposal” form and submit it to the President.
2. If the project is approved, submit to the President and Board brief quarterly updates and a final report.

Executive Board

1. Through the GAEYC Policy Manual and the Newsletter, advise the membership of the purpose, vision and mission of GAEYC, procedures for applying for and receiving Executive Board approval and implementing projects undertaken in the name of GAEYC.
2. Review “GAEYC Special Project Proposals” (see form) for appropriateness to the mission of GAEYC. Examine the proposals for capability of being completed within GAEYC’s financial status, grantor’s specifications (including state and federal obligations), and additional GAYC responsibilities, i.e., availability of individuals to carry out the project.
3. Make recommendations to the Board for acceptance, rejection or suggestions for revision of the project.
4. Notify the individuals submitting the project proposal of the Board’s decision.
5. Monitor the progress of the work in accomplishment of the project within the proposed and approved budget and time limitation.

**Georgia Association FOR THE Education of Young Children
Special Project Proposal**

Project Name _____

Contact Person _____

Phone _____ Fax _____

Email _____

Address _____

1. Purpose of the project

2. How will this project support the goal(s) of GAEYC?

3. Describe the project and how it will be implemented.

4. What is the time table for development, implementation, and completion of the project?

5. Who will have primary responsibility for the project? _____
Who else will be involved in the project?

6. What is the estimated GAEYC cost? \$ _____ income \$ _____
Complete the attached budget description.
Does the budget fully support implementation of the project? Please explain.

7. How will the project benefit GAEYC or increase capacity?

**Georgia Association for the Education of Young Children
Special Projects Budget**

Name of Project _____

Contact Person _____

Date _____

EXPENSES	Projected				
	GAEYC	Contribution	Actual		Net
General Operating					
Meals/entertainment					
Postage					
Printing, copying, Typesetting/graphics					
Supplies- project					
Travel (hotel/mile/meals)					
Contractual					
Telephone					
Other					
TOTAL					
INCOME	Projected				
	GAEYC	Contribution	Actual		Net
Sales					
TOTAL					
PROFIT & LOSS					
Complete this form at the beginning and the end of the proposed project. Submit form to the GAEYC Vice President of Administrative and Organization Development					

APPENDIX H

GAEYC YEARLY PLAN OF ACTION AND PROJECTED BUDGET

Name: _____

Position: _____

Base individual and committee plans on your position description, the current GAEYC Strategic Directions and /or Operational Plan, and/or the GAEYC Fund Raising Plan.

Goals and Action Plans/Steps in Priority Order	Projected Start Date	Projected Completion	Actual Completion Date
Goal Area: Action Steps:			
Goal Area: Action Steps:			
Goal Area: Action Steps:			

Note to the President:

Please include our completed action steps as noted above in a quarterly report of Board accomplishments for:

March 30

June 30

September 30

December 30

Complete only if funding is required.

My Projected Budget Needed to Complete Yearly Plan

(March – June 30 and July 1 – June 30)

Budget requests must be made by March 1 to be considered for GAYC FY budget which begins July 1st.

March – June 30 Current Fiscal Year

Items, supplies, etc.	Cost To GAEYC	Cost In-Kind	Date Needed

July 1 – June 30 of Next Fiscal Year

Items, supplies, etc.	Cost To GAEYC	Cost In-Kind	Date Needed

Due with Yearly Plan in March

For Committee Chairs Only.

List of Committee Members

Due Date: February 15

Your Name: _____

Position: _____

List members (2 or more): (Name, address, telephone number, fax number, email, other)

Check one:

Members for _____ Committee

Name	Phone	Email

APPENDIX I

INFORMATION AND CONTACT INVENTORY

Knowing where your organization's key information is located is critical so that if an emergency succession should occur, your organization would be able to quickly continue work in the most efficient and effective way.

	Onsite Location	Offsite Location	Online URL
Nonprofit Status			
IRS Determination Letter	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
IRS Form 1023	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Bylaws	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Mission Statement	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Board Minutes	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Corporate Seal	<input type="checkbox"/> _____		

Financial Information

Employer Identification Number (EIN) #: _____

Current and previous Form 990s	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Current and previous audited financial statements	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Financial Statements (if not part of the computer system and regularly backed-up)	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
State or District Sales-Tax Exemption Certificate	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Blank Checks	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Computer passwords	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Donor Records	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Client Records	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Vendor Records	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Volunteer Records*	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**Note: Nonprofits that are heavily volunteer-based may need to know the following information about their volunteers who they are, how to contact them (home/work phone, email, cell, etc.), where they live/work, expertise, special skills, or any information related to their usefulness or willingness to help the agency (for example, volunteer Jane Doe can walk to our satellite office, lift heavy boxes and knows CPR).*

Auditor

Name: _____

Phone Number/Email: _____

Bank

Name(s): _____

Account Numbers: _____

Branch Representative(s): _____

Phone Number: _____

Fax: _____

Email: _____

Investments

Financial Planner / Broker Company _____

Representative Name: _____

Phone Number: _____

Email: _____

Who is authorized to make transfers? Who is authorized to make wire transfers? Are there alternatives?

Who are the authorized check signers?

Is there an office safe? Who has the combination/keys?

Legal Counsel

Attorney

Name: _____

Phone Number: _____

E-mail: _____

Insurance Information

General Liability / Commercial Umbrella

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Directors & Officers Liability

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Date of Completion for Information and Contact Inventory: _____

Name of Person Completing Document: _____

APPENDIX J

BOARD MEMBER GIFT AND DONATION OPPORTUNITIES

Gifts from Board members will not only help GAEYC to become more financially able, but will help inspire new levels of giving from others in the community, including corporations, foundations, and other individual philanthropists. When evaluating funding requests from non-profit organizations, corporations and foundations use board giving as a barometer for their own level of support to that organization. Participation from 100% of the board members in the organization's annual fund program (beyond membership dues and in-kind donations) signifies a healthy organization worthy of their financial investment by external funders.

Raising additional funds will enable GAEYC to continue advancing its mission and vision. Specific priorities for funding include:

- **Unrestricted Gifts to GAEYC**

Donors who make unrestricted gifts to GAEYC entrust that funds will be used for priority programs, services and projects and the organizational support needed to carry out such programs. Unrestricted gifts allow the greatest level of flexibility to respond to the needs of the persons served by GAEYC.

- **Membership and/or Professional Development Scholarships**

Gifts designated to Membership and/or Professional Development Scholarships will allow GAEYC to 1) continue to offer scholarships for NAEYC/GAEYC membership dues for the development of a diverse and inclusive membership at the national, regional, and state levels (which includes the development of local chapters of GAEYC) and 2) continue to offer scholarships for conferences and/or training according to the criteria identified in the GAEYC Policy Manual.

Thank you in advance for considering a gift to help support the mission of GAYC.

Children

*Board Contribution for
July 1, 2016 - June 30, 2017 FY*

“Your gift is an investment in Georgia’s children.”

Name: _____

RECOGNITION CHOICES:

Name as it should appear in print:

I wish to be anonymous.

DONATION/PLEDGE AMOUNT (circle one)

- \$50 *Friend*
- \$100 *Supporter*
- \$250 *Sponsor*
- \$500 *Patron*
- \$1,000 *Benefactor*
- _____ *Other*

My donation is enclosed _____ .

I wish to make _____ payments of \$_____.

I would like GAEYC to send reminder notices on my pledge payments.

Yes _____ No _____

During which months would you like reminders? (circle months)

July August Sept October Nov Dec January February March April May June

I would like my gift to be designated to:

- Unrestricted GAEYC Programs, Projects, and Services
- Membership and/or Professional Development Scholarships
- Other _____ (please specify)

Signature: _____

Date: _____

Thank you for your generosity.

Your contribution is tax deductible.

APPENDIX K

Installation Pledge for Officers and Board Members

Past President: It is my honor today to install the officers and members of the board of directors of the Georgia Association for the Education of Young Children for the upcoming year. Would the following new officers and board members please come forward?

(name each new member and board position)

Madame President, have these new officers and board members to be installed been properly elected or appointed to their respective offices?

President: They have.

Past President: As we install these new board members and officers, would all current GAEYC board members stand as well to renew your pledge?

Raise your right hand and repeat after me:

*I promise to serve faithfully on the board of GAEYC
And to work energetically
To ensure that all children in Georgia
Have the education and nurturing they need to thrive.*

To all those of you in the room, do you pledge to support GAEYC and its board as we work together to support young children and the adults who teach them? If so, please say we do.

Audience: We do.

Past President: I hereby declare that you are installed as members and officers of the GAEYC board for _____ (year).