

AMERICAN ASSOCIATION DEGREE EARLY CHILDHOOD EDUCATORS (ACCESS)

Missouri State Chapter

CONSTITUTION

ARTICLE I NAME

The organization shall be called the American Associate Degree Early Childhood Educators of the state of Missouri, hereafter also referred to as Missouri ACCESS, or **MO-ACCESS**. **MO-ACCESS** is a state organization that is directly associated with the National ACCESS organization.

ARTICLE II PURPOSE AND MISSION

Section 2.1 The general purposes of the organization shall be:

- (a) to advocate the associate degree program in the preparation of early childhood professionals and instructors who teach those professionals;
- (b) to communicate and cooperate with other groups having compatible purposes.

Section 2.2 The foundation of the organization shall be:

- (c) founded on the belief that learning is a lifelong process and that associate degree programs are an important link in early childhood professional preparation. The members of MO-ACCESS support the vision that quality care and educational services should be available to all children and their families.

Section 2.3 The mission is to:

- (a) foster cooperation and coordination among post secondary institutions with a common interest in instruction and learning in early childhood
- (b) promote the acquisition of a core body of knowledge at the associate degree level
- (c) work with practitioners to ensure the availability of quality early care and education for children, families and communities
- (d) provide a professional network for sharing knowledge and support among early childhood educators at associate degree granting institutions
- (e) address issues and concerns of members and promote the professional growth and education of early childhood practitioners
- (f) collaborate with state and national organizations concerned with the study and education of young children
- (g) promote and advocate for quality in early childhood care and education

Section 2.4 Chartership provisions:

- (a) Notwithstanding any other provisions of these articles, the association is chartered exclusively for charitable and educational purposes as defined in Section 501 (c) 3 of the Internal Revenue Code of 1986, as it may be amended and shall not carry out any activities not permitted to be carried out by a corporation exempt from federal income tax under Section 501 (c) 3.
- (b) No substantial part of the activities of the association shall be devoted to carrying on propaganda or otherwise attempting to influence legislation and the association shall not participate in or intervene in (including publishing or distributing statements) any potential campaign on behalf of a candidate for public office.

ARTICLE III Membership

Section 3.1 Eligibility. The membership shall be associate degree program personnel with assignment in early childhood/child development; personnel involved in laboratory schools/campus child care connected to associate degree programs; and other individuals with teacher training responsibilities and interests. Any person meeting these requirements shall become a member upon payment of annual dues which constitutes recognition of membership and is entitled to all benefits of membership.

Section 3.2 Levels of Membership. All members of the MO-ACCESS are also members of the National American Associate Degree Early Childhood Education (ACCESS) Association and are entitled to the privileges of membership in accord with the membership categories of this national association.

Section 3.3 Classes of Members. All paid membership fall into a Full Member category at this time. The Board shall have the authority to establish additional classes of members if deemed necessary at a later date.

Section 3.4 Rights of Members. All members, upon payment of all annual dues, shall become eligible for all rights, benefits, and responsibilities of membership as set forth in the bylaws and policies of each level of the Association. Each member shall have one (1) vote in each election.

Section 3.5 Dues. Membership dues shall be determined by the Board based upon the policies established by the National ACCESS Association. Any member who fails to remit his or her dues for the current membership year within two months of its start shall no longer be considered an active member of **MO-ACCESS**. Annual membership dues will be paid directly to National ACCESS.

Section 3.6 Membership Year. The membership year shall be from January 1st to December 31st. The **MO-ACCESS** Board reserves the right to amend the membership year in accordance with the National ACCESS policy.

Section 3.7 Annual Meeting, Quorum Requirements and Voting. The annual meeting of the members of **MO-ACCESS** shall be held as part of an entire membership meeting at such a place and date as the Board deems appropriate.

- (a) The membership shall be informed by email of the date and the place of the meeting no later than 4 weeks prior to the meeting. A quorum of members shall be necessary to transact business at the annual meeting or in any written ballot. A quorum shall be equal to a simple majority of the total number of members present at a meeting.
- (b) The privilege of voting and holding office shall be limited to members of **MO-ACCESS** who have paid the organization's dues.

Article IV – Administering Body

Section 4.1 Name. The administering body shall be called the Executive Board or the 'Board'.

Section 4.2 Powers and Duties. The Executive Board shall supervise, control, and direct the affairs of **MO-ACCESS**, shall determine its policies or changes therein within the limits of the bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents, as it may consider necessary.

Section 4.3 Composition:

- (a) The Executive board shall consist of (6) officers. Officers are elected by the membership of the Association. The size of the Executive Board is subject to change at its discretion, however, the number shall not be less than 5 or more than 8.
- (b) No person shall serve on the Board unless that person is a member of **MO-ACCESS**.
- (c) Except for the initial year, officers and Board members shall be elected on a rotational basis to take office on September 1st in the year of their election for a term of two (2) years or until their successors are elected and qualified, unless she or he is earlier removed or resigns.
- (d) No Board member or officer shall serve more than two (2) successive term(s) in the same position.

Section 4.4 Meeting.

- (a) There shall be at least one meeting of the Executive Board during the membership year. Special meetings of the Board may be called by written request of the President or at least three (3) Board members.
- (b) Notice of any meeting of the Board shall be deemed to be duly given to all Board members (1) if emailed or faxed to the Board member at least four (4) days before the day on which such meeting is to be held, or (2) is delivered to him or her personally or by telephone or otherwise, not later than the day before the day on which such meeting is to be held. Each such notice shall state the time and place of the meeting and the purposes thereof.
- (c) Chairpersons of standing committees shall be appointed by the President and approved by the Executive Committee.

Section 4.5 Quorum & Voting.

- (a) A simple majority of the Executive Board shall constitute a quorum for the transaction of business.
- (b) Any action required to be taken at a meeting of the Board may be taken without a meeting, if written notice has been given to each Board member entitled to vote and if each Board member entitled to vote has been given a reasonable amount of time to respond to the action. The amount of time shall be determined by the President and stated in the written notice.

Section 4.6 Resignation or Removal.

- (a) An officer or board member may resign at any time. The resignation shall be made in writing and shall take effect at the time specified therein. The acceptance of a resignation shall not be necessary to make it effective.
- (b) The unexcused absence of any Board member from two (2) regularly scheduled meetings shall be considered resignation from the Board.
- (c) An officer or Board member may be removed by a voting quorum of members. All voting members must be notified of the meeting and its purpose at least two (2) days in advance.

Section 4.7 Vacancies. Vacancies in the Board shall be filled by the Board. Each person chosen to fill a

vacancy on the Board shall hold office until the next annual election of the Board members, or, if so determined by the Board, until the expiration of the term of the vacant position.

Article V – Officers

Section 5.1 Principal Officers. The principal officers of the *MO-ACCESS* shall be:

President
Past President
Vice-President
Secretary
Treasurer
Special Projects Officer

Section 5.2 Election of Principal Officers. The principal officers of the Association shall be elected annually by the members in conjunction with the election of directors by emailed ballots.

Section 5.3 Terms of Officers. Officer terms will be two (2) years or until their successors are elected and qualified, unless he or she is earlier removed or resigns. No officer may serve more than two (2) consecutive terms in one position unless approved by the Executive Board.

Section 5.4 Duties. The duties of the officers shall be such as are usually performed by these

offices. Duties of Officers:

- (a) The president shall serve as chairperson of all meetings, shall serve as ex-officio member of all committees, shall make appointments to fill interim vacancies, shall report to ACCESS at the national annual meeting, shall authorize for payment of all bills and expenses incurred for conducting the business of the organization, shall prepare the program and meeting agenda for the annual meeting and any additional general membership meetings.
- (b) The past president shall begin a one year term of service upon completion of the full term as president. The past president will advise the president and executive committee.
- (c) The vice president shall serve as chairperson of all meetings in the absence of the president and shall be responsible for recruiting and retaining state members and keeping membership records.
- (d) The secretary shall keep complete and accurate minutes of all meetings, shall serve as the corresponding secretary and send meeting notices and news to state members.
- (e) The treasurer shall receive all monies of the organization, and deposit it in the organizations bank account, upon approval of bills make payment of the same and shall present books of account to Executive Committee to plan and assist in the implementation of objectives and goals of the organization.
- (f) The special projects officer shall lead specific, ongoing assigned projects to be determined by and under the direction of the Executive Committee.
- (g) Additional committee chairpersons, serving at the discretion of the president, shall perform duties and activities, as defined for the committee.

Article VI – Nominations and Elections

Section 6.1 Nominating Committee Appointment. Each year, the governing Board shall select a Nominating committee in accordance with the Association bylaws and policies.

Section 6.2 Nominating Committee Duties.

- (a) The Nominating Committee shall request suggestions for nominations from the membership no later than then eight (8) weeks prior to the date that the slate is presented for voting.
- (b) The Nominating Committee shall prepare a slate of officers and at-large Governing Board members in accordance with Association bylaws and policies, and shall notify the membership of the composition of the slate no later than four (4) weeks prior to the date that the slate is presented for voting.

Section 6.3 Candidates by Petition. Nomination of additional candidates may be made by a majority vote of the membership at a meeting called for the purpose of voting.

Section 6.4 Elections.

- (a) Elections shall be accomplished by April 30th of each year by mail or by a vote at a membership meeting as determined by the governing Board in accordance with Association bylaws and policies. Election results shall be published in the first issue of the Association newsletter following the completion of the election. The exception to this rule is to take place during the first year of the Association effective January 1st, 2012.
- (b) Elections shall be determined by a majority of members voting.

Article VII – Committees

The President, with the approval of the Executive Board, shall appoint as many standing and special committees as are determined necessary to fulfill the purpose of the Association.

Article VIII – Fiscal Year

The fiscal year shall be from January 1st to December 31st or such other 12-month consecutive period as the Board may designate.

Article IX – Parliamentary Authority

Robert's Rules of Order, Newly Revised shall be the parliamentary authority of the Association.

Article X – Amendments

These bylaws may be amended, repealed, or altered, in whole or in part (1) by a majority vote at any meeting of the Association; provided that a copy of any amendment proposal for consideration shall be mailed to the membership at least thirty (30) days prior to the date of the meeting; or (2) by approval of the members through a mail vote in accordance with the provisions of Article III, Section 7.

Article XI – Dissolution

The **MO-ACCESS** may be dissolved at a membership meeting called for the specific purpose by a majority vote of the governing Board. Upon dissolution of the Association, any remaining funds shall be distributed to one or more 501(c) 3 organizations selected by the Executive Board.