

Chapter Agreement and Contract



Missouri Association for the
Education of Young Children

Chapter Name _____ **EIN** _____ **Date:** _____

(Chapter President or Chapter Leader must Initial all spaces to request Chapter status)

We agree to follow the guidelines as set forth in the MO Chapter Policies and Guidelines, including:

_____ In forming a chapter we meet all of the threshold requirements including:

1. Leadership team of at least 3 current members
2. Job descriptions for formal board positions (if applicable)
3. Initial budget outlined

_____ We will maintain a minimum of 5 active members per year or submit a recruitment plan to achieve this.

_____ We will follow the bylaws and policies and procedures of MOAEOYC

_____ We will file annual reports with the state before their summer board meeting to include:

- Budget
- Programming plans/goals for coming year
- Officers/Leadership team members
- Calendar of events for coming year

_____ We will submit quarterly reports to MOAEOYC to include:

- Minutes of meetings
- Bank statements (if applicable)
- Progress towards annual goals/program plans

_____ We will follow all guidelines when planning annual calendar of events for membership

_____ We will report all income to MOAEOYC

_____ We will hold at least 3 meetings per year

_____ We will try to support the annual Week of the Young Child with a planned activity or meeting

_____ We will follow all fiscal policies as outlined:

For existing Chapters at restructuring:

1. Designate any restricted funds to be held in MOAEOYC account
2. Contribute to new chapter start up funds to be deposited with MOAEOYC
3. Select from one of the 3 options for their current assets. We select option _____
4. We will meet all legal requirements to maintain our own 501(c)(3) status YES _____ NO _____

For newly forming chapters:

1. Understand that all income and expenses will be directly coordinated through the MOAEOYC board.
2. Understand there is a process for requesting initial start-up funds.

_____ We understand we can be dissolved for any of the following reasons:

1. From a motion put forth by the chapter leadership team
2. By MOAEOYC for non-compliance to any of the requirements in the MOAEOYC Chapter Policies and Guidelines

Signatures of Leadership Team of _____ Chapter

Printed name of President or Leader Signature Date

Printed name of Secretary or Leader Signature Date

Printed name of Treasurer or Leader Signature Date

Signatures of MOAEYC Officers Certifying Approval of Chapter

Printed name of MOAEYC President Signature Date

Printed name of MOAEYC Secretary Signature Date

Printed name of MOAEYC Treasurer Signature Date

Return Signed Contract to:
MOAEYC
PO Box 2136
Lee's Summit, MO 64063