

MISSOURI AEYC CHAPTER POLICIES AND GUIDELINES

for all chapters of the Missouri Association for the Education of Young Children, Inc.

The Missouri Association for the Education of Young Children (MOAEYC) is an affiliate of the National Association for the Education of Young Children (NAEYC), and thereby follows the NAEYC Mission, Vision and Brand Identity. All members of MOAEYC are also members of NAEYC.

I. STRUCTURE: The structure of Missouri AEYC is as follows:

- A. State Affiliate:** The state organization is the primary structure for conducting the business of the association. The MOAEYC Board of Directors is responsible for establishing and enforcing the operating policies and procedures of the organization. In order to enhance membership services statewide, local affiliates have agreed to become Chapters under the Missouri AEYC Affiliate.
- B. Chapters:** Missouri AEYC Chapters are local groups that work toward the goals of Missouri AEYC and the Chapter. Chapters provide opportunities for networking, collaboration, and education among early childhood students, professionals, community members, and/or decision-makers. A minimum group of 3 or more members of MOAEYC may petition the Board to become a Chapter of Missouri AEYC. Members are encouraged to form chapters with sufficient interested people to have a core group of active MOAEYC members. All chapters are a part of MOAEYC. Each chapter is provided services through the Missouri AEYC Board. The Chapter President or Chapter designee/s may serve as a voting member of the MOAEYC Board of Directors. Local chapter representatives are encouraged to attend state Board meetings.

II. MEMBERSHIP: The types of MOAEYC membership shall be in accordance with NAEYC membership categories. Members join at the State Affiliate and NAEYC levels.

- A. Chapter Members:** Any MOAEYC member (one that fulfills the local chapter responsibilities to MOAEYC as stated in Section V) may participate with any chapter and/or multiple chapters. All members living in Missouri will automatically be assigned Missouri AEYC membership unless they request membership in a different Affiliate.
- B. Services** will be provided through the local chapter and the Missouri AEYC Affiliate.
- C. Members will join** Missouri AEYC and NAEYC through the NAEYC online system.
- D. The chapter membership year** will coincide with the fiscal year of Missouri AEYC.

III. MEMBERSHIP DUES: Membership dues will be established by NAEYC. All membership dues will be paid directly to NAEYC. Missouri AEYC will receive and retain all membership dues.

IV. MISSOURI AEYC BENEFITS TO CHAPTERS: The Board and staff of Missouri AEYC will provide services to support active Missouri AEYC chapters to the extent reasonably possible.

- A. Benefits may include** leadership training, organizational/operational management, liability insurance, membership services, website maintenance with a link from the

State website, publication of newsletters and announcements, MOAEYC representation, financial services, annual updates to strategic plan and State Affiliate policies, technical support and other services as deemed necessary by the Chapter leadership and Missouri AEYC Board of Directors.

- B. Chapters are covered under Missouri AEYC insurance.**
- C. Local chapters will qualify for Missouri AEYC tax exempt status** by virtue of becoming an affiliated chapter and by following Missouri AEYC procedures and related state and federal regulations.

V. LOCAL CHAPTER RESPONSIBILITIES TO MISSOURI AEYC

- A. Chapters must maintain a minimum of five (5) active NAEYC/MOAEYC members for each membership year.** Chapters falling below this minimum must submit a recruitment action plan and a list of chapter officers/leadership who are Missouri AEYC members. The Board will review this petition and determine if the chapter should be put on probation or dissolved.
- B. Chapters will follow the by-laws and policies and procedures of Missouri AEYC.** Chapter elections (if the Chapter has an elected Board) will be held in accordance with the state board election cycle and procedures.
- C. Chapters shall file with the Missouri AEYC state office annual reports including:**
 - 1. A list of officers/leaders, all of whom are active/participants and members of NAEYC/ Missouri AEYC.
 - 2. Chapter calendar of events for the coming year.
 - 3. An annual activity plan with goals connected to the Missouri AEYC strategic plan, and budget and financial records for review, at least 3 weeks prior to the Missouri AEYC Summer Board Meeting, on a form provided by Missouri AEYC.
 - 4. Strategic plan final report with progress related to objectives.
- D. Chapters shall file quarterly reports to the Missouri AEYC office including:**
 - 1. Activity plan progress reports.
 - 2. Current Financial reports including copy of bank statement (if applicable)
 - 3. Minutes of meetings
- E. Chapter officers/leadership will plan and submit a calendar of activities/events for each year** in coordination with other chapter and state events so that members of Missouri AEYC have enhanced member experiences as defined as multiple opportunities for members and potential members to participate in meaningful activities and events. Chapters should avoid duplication and overlap of services to members by submitting dates of conferences and events with MOAEYC Board. Chapters will not hold a conference within 30 days of other chapter conferences to avoid duplication of membership benefits.
- F. Chapters should assist with the annual Week of the Young Child campaign** within their local chapter service area. Chapters are encouraged to hold a member/early childhood professional recognition event, secure proclamations in each of the counties/cities served by the Chapter and coordinate with policymakers to increase the importance and recognition of young children and their families.

- G. Chapters must report all income to the Missouri AEYC Affiliate.** Chapters must submit to the Missouri AEYC office information about the origin of the income, intended use of the funds, organization granting/donating the funding, and a copy of the income award letter.
- H. Chapters must follow all policies, procedures, and guidelines of Missouri AEYC.**
- I. Chapters must hold a minimum of three meetings/activities a year.**

VI. FISCAL POLICIES FOR NEWLY FORMED CHAPTERS

- A. All income and expenses will be coordinated through the MOAEYC Board.**
- B. Chapters may request start-up funds from MOAEYC at the start of application.**

VII. PROCEDURES FOR FORMING A LOCAL CHAPTER: A local group interested in forming a chapter will work with the Missouri AEYC President and staff to assemble the request for a charter and the accompanying documentation for forming a local chapter.

A. The local group must submit the following to the Missouri AEYC Board:

1. A list of at least 3 active Missouri AEYC/NAEYC members that are interested in petitioning MOAEYC to become a Chapter.
2. A list of officers/leadership, all of whom must be active Missouri AEYC/NAEYC members.
3. Job descriptions for the officers if the Chapter has elected officers, including President, Vice President, Secretary/Treasurer (modeled after the Missouri AEYC job descriptions).
4. A tentative budget for the coming year.
5. Agree to follow the local chapter by-laws modeled after the Missouri AEYC by-laws.

- B.** Once assembled and reviewed by the Missouri AEYC President and the Executive Committee of the Missouri AEYC Board, the petition for a Chapter Charter will be presented to the Board of Directors. The charter shall be granted upon the favorable vote of the Board.

VIII. DISSOLUTION OF A LOCAL CHAPTER: A local chapter may be dissolved by the following process:

- A. Adoption of a Motion to Dissolve by the local leadership of the Chapter.** The Chapter By-Laws will contain the procedures for dissolution.
- B. The Missouri AEYC Board may suspend the local chapter** from participation in Missouri AEYC activities and from using the name “Missouri Association for the Education of Young Children” if and when the local chapter does not have 3 active members or does not meet the guidelines outlined in this document.
- C. In the case of dissolution of a local chapter,** the assets of the chapter shall become the property of Missouri AEYC to provide continued members benefits and shall be conveyed to Missouri AEYC within 30 days following the dissolution of the Chapter.

D. On termination of the agreement, chapters will promptly cease using and authorizing the use of any name, trademark or information relating to this agreement.

IX. CONFIDENTIALITY: All non-public information or data about or proprietary to Missouri AEYC, including membership information, financial information, donor information, program plans, research, or other information or data that is not public may not be divulged by the chapter to any third party or used for its own purposes without the prior written approval of Missouri AEYC.

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