

# CHAPTER POLICIES AND PROCEDURES

## BYLAWS

Each chapter **must** follow the approved **Iowa Association for the Education of Young Children (Iowa AEYC) bylaws** and may not establish its own.

IOWA AEYC'S VISION, MISSION, CORE VALUES, AND CORE BELIEFS GUIDES THE WORK OF IOWA AEYC.

### *IOWA AEYC VISION*

All young children thrive and learn in a society dedicated to ensuring they reach their full potential.

### *IOWA AEYC MISSION*

Iowa AEYC promotes high-quality early learning for all children, birth through age eight, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

### *IOWA AEYC CORE VALUES:*

- Appreciate childhood as a unique and valuable stage of the human life cycle.
- Base our work on knowledge of how children develop and learn.
- Appreciate and support the bond between the child and family.
- Recognize that children are best understood and supported in the context of family, culture, community, and society.
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague).
- Respect diversity in children, families, and colleagues.
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect.

### *IOWA AEYC CORE BELIEFS*

- Excellence and Innovation – We are imaginative risk takers willing to challenge assumptions while being accountable to our mission and fiscally responsible.
- Transparency – We act with openness and clarity.
- Reflection – We consider multiple sources of evidence and diverse perspectives to review past performance, not progress and successes, and engage in continuous quality improvement.
- Equity and Opportunity – We advocate for policies, practices, and systems that promote full and inclusive participation. We confront biases that create barriers and limit the potential of children, families, and early childhood professionals.
- Collaborative Relationships – We share leadership and responsibility in our work and others. We commit time and effort to ensure diverse participation and more effective outcomes. We act with integrity, respect, and trust.

# IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

## NONPROFIT CORPORATION

Chapters function under the Iowa AEYC 501(c)3 group exemption. Group exemption is a determination that is issued to a central organization (Iowa AEYC) recognizing on a group basis the exemption under section 501(c)3 of subordinate organizations (the chapters) on whose behalf the central organization has applied for recognition of exemption. Iowa AEYC is the parent group and the local chapter is the subordinate group.

The Iowa AEYC Governing Board can approve a new chapter when a minimum number of 15 Iowa AEYC members show interest, have a plan for sustainability as a new chapter, and have a minimum of two people willing to take leadership roles. Each chapter needs a President, Treasurer, and a Chapter Representative (Rep.). Either the President or the Treasurer may serve as the Chapter Rep. on the Governing Board. After Governing Board approval is given, Iowa AEYC will give them a SS-4 form to complete so that they can apply for a Federal Tax ID Number. When the chapter receives notification of their number from the IRS they will need to send a copy of the notification to Iowa AEYC. Each spring Iowa AEYC prepares a Group Exemption report for the IRS which includes chapter information.

## CHAPTER NAME

The chapter's legal name will be the \_\_\_\_\_ Chapter of the Iowa Association for the Education of Young Children, as required by NAEYC in the reauthorization of 2017. Since the chapters are under the Iowa AEYC Group Exemption listing the chapter name this way directly links the chapter back to the state affiliate.

## CHAPTER MEMBERS

A minimum of 15 Iowa AEYC members are needed to form a new chapter.

## CHAPTER REBATES

Chapters receive rebates once a year, in January, at the rate below for each member that joins or renews their membership to Iowa AEYC/NAEYC and has listed their primary address within the chapter.

Level	Rebate/Stipend
Entry	\$.75
Family	\$1.05
Standard	\$2.80
Premium	\$5.00

## CHAPTER MEETINGS

Chapters are required to hold a minimum of one meeting a year. The chapter can then determine how many additional meetings they wish to hold.

## *IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN*

### FEDERAL AND STATE TAXES

As a subsidiary of Iowa AEYC local chapters do not have to file federal or state taxes. They are listed on the Iowa AEYC annual 990 tax report unless they receive \$50,000 or more of income/revenue in a fiscal year. When they receive \$50,000 or more of income/revenue in a fiscal year they must file their own taxes in that year.

### FISCAL YEAR

The fiscal year for Iowa AEYC is July 1 to June 30.

### CHAPTER BANK ACCOUNTS

The Chapter President and Chapter Treasurer must be listed on all bank accounts. The chapter will use their own Federal Tax ID number on their bank accounts.

### CHAPTER EVENTS/CONFERENCES

As an affiliate of NAEYC, Iowa AEYC has a history of supporting evidence-based, developmentally appropriate practices through our efforts, both in professional development offerings and in our communications and advocacy work. Iowa AEYC is an approved training organization in Iowa legislation and per the Iowa Department of Human Services, which require state-wide policies to offer training.

Any conference, workshop, training, or chapter meeting providing an Iowa AEYC training certificate must follow Iowa AEYC's Professional Development Training Policy. This policy includes Iowa AEYC chapter co-sponsored professional development with another organization if Iowa AEYC provides the certificate or is listed on the certificate as co-sponsor.

### AFFILIATE GENERAL LIABILITY COVERAGE FURNISHED TO IOWA AEYC BY NAEYC

Affiliate coverage is intended to cover affiliate sponsored meetings, conferences, and Week of the Young Child activities. The primary purpose of the policy is to cover the attendees at affiliate meetings and conferences. Most hotels, convention centers, schools, and meeting sites require sponsoring organizations to show proof of insurance in order to use their space. The coverage that NAEYC provides is intended to cover physical injuries of attendees as well as damage to facility property. It does not cover the property of the affiliate.

This insurance is adequate for most facilities. In some cases however a special certificate request may be required. For example, a facility may want to be named on the policy or you may have activities that require special permission from the underwriter such as parades, amusement rides, animal exposures, water activities, athletic events, and a bounce house. Also, there is an additional requirement that a special certificate request form to be completed if an affiliate has a meeting with over 1,000 attendees (if your event has over 1,000 attendees a premium might be requested from the insurance carrier prior to the certificate being issued).

In some cases the facility has insurance. If your event/conference requires additional insurance, please contact Iowa AEYC at least eight (8) weeks prior to the event for a liability insurance application form.

# IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

## REPORTS

- The Chapter will submit an Annual Report to Iowa AEYC each year. This report usually requires input from the Chapter President, Secretary, Treasurer, and Iowa AEYC Board Representative.
- The Chapter Representative will submit a report to the Iowa AEYC Governing Board about chapter activities prior to each Governing Board meeting.

## IOWA AEYC MEMBERSHIP

ALL Leaders within a Chapter **must** be Members of NAEYC and thereby Iowa AEYC. Non-Members can attend meetings (and not vote) in an effort to encourage them to become Members. You may join or renew your membership online at <https://naeyc.info/>.

## CHAPTER ELECTIONS

To align all Chapters with the Iowa AEYC, chapters should hold their elections in the spring, with all elections completed by April 30. These persons then have the summer to get grounded and then take their positions in the fall. Transition efforts should be made by outgoing and incoming Leaders throughout the summer by means of a mentor/mentee process. Chapter Representatives are installed at the Annual Membership Meeting at the Early Care and Education Fall Institute.

## CHAPTER LEADERS

All chapters shall have, at a minimum, the following positions: President, Treasurer, and Chapter Representative to the State Board. (The chapter representative position may be combined with the president or any other chapter leadership position.) Chapters may choose to install other positions on their local leadership teams if they have the need and/or desire.

Leaders are responsible for staying informed with what's happening within Iowa AEYC by remaining on the Chapter Chats/Iowa AEYC Weekly distribution lists and that they read the Monthly Chapter Chats in its entirety and all the Chapter and Iowa AEYC information in the Weekly, and pass along information to the Iowa AEYC member.

### *CHAPTER PRESIDENT*

- Must be a member of Iowa AEYC while they are serving as the President.
- Presides over chapter meetings.
- Works with the Treasurer to complete the Annual Report (due to Iowa AEYC).
- Facilitate the chapter strategic plan. Work with the chapter leadership to complete the annual strategic plan report (due to Iowa AEYC).
- Work with the chapter leadership to meet the needs of the chapter membership.

### *CHAPTER TREASURER*

- Must be a member of Iowa AEYC while they serve as the Treasurer.
- Have the ability to balance a checkbook, estimate expenses, and with the help of the chapter leadership to establish an annual budget.
- Will submit a report detailing the financial activities of the chapter and a copy of bank statements at each chapter leadership meeting.
- Work with the President to complete the annual fiscal year-end report (due to Iowa AEYC).

# *IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN*

## *SECRETARY*

- Must be a member of Iowa AEYC while they are serving as the Secretary
- Will maintain records of all meetings, correspondence, and legal documents.
- Will handle correspondence as directed by the chapter leadership.
- Will be responsible for minutes of the Chapter Leadership and Membership Meetings.
- Will maintain a notebook or file of the business of the office and pass it on to the succeeding Secretary.

## *CHAPTER REPRESENTATIVE*

(This position may be combined with another position.)

Two (2) year term, renewable by local Chapter Membership approval.

- Shall be a member of Iowa AEYC while they are serving as the Chapter Representative.
- Shall participate in Chapter activities.
- Will serve as a liaison between the local chapter and the Iowa AEYC Governing Board.
- Will receive regular communications from Iowa AEYC.
- Will attend all Iowa AEYC Governing Board meetings [the Iowa AEYC board has four (4) quarterly meetings a year] and will pass on information gained from these meetings to their chapter.
- As a member of the Iowa AEYC Governing Board will be listed on the NAEYC Public Policy distribution list and will receive email updates from NAEYC.
- Submits to the Iowa AEYC, at least two weeks prior to the Governing Board, a written report detailing:
  - Activities **you** have participated in with Iowa AEYC or on our behalf during the past quarter.
  - Chapter activities and events that have happened during the past quarter.
  - A list of upcoming chapter meetings and events planned.
  - Issues and Concerns
- Will provide Iowa AEYC with an updated list of chapter board members.
- Will assist (with the Chapter Treasurer and President) in completion of the annual fiscal year-end report and send to the Office Staff.
- Will inform the Membership Chairperson of pertinent issues concerning the Iowa AEYC membership in the local area.
- Will identify nominees for Governing Board positions.
- Will promote Iowa AEYC and NAEYC whenever possible.
- Will maintain a notebook and pass it on to the succeeding Chapter Representative.
- Will be expected to serve on committees and complete assignments pertaining to those committees as part of the Iowa AEYC Governing Board.
- Will monitor compliance and renewal of their local Chapter Agreement.

## *IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN*

For additional Local Chapter Positions visit the Iowa AEYC website (<http://www.iowaaeyc.org/red-book.cfm>), and if there is a comparable position, have them perform the same duties as the person on the Governing Board holding the same position.