

Policies and Procedures for Chapters of Nebraska AEYC

Name

The name of each Chapter will be (insert Chapter name here) Chapter of Nebraska Association for the Education of Young Children, Inc., or (insert Chapter name here) Chapter of Nebraska AEYC. Nebraska AEYC is an Affiliate of the National Association for the Education of Young Children (NAEYC).

Purposes

The purpose of the Chapters will be charitable and education, and include, but not limited to, serving and acting on behalf of the needs, rights, and well-being of all area young children and their families, with special emphasis on developmental and educational services and resources, and fostering the growth and development of the membership in their work with, and on behalf of, young children.

The Affiliate/Chapter relationship is based on reciprocal communication, transparency, partnership, and the principles of a high performing, inclusive organization, and is intended to support a diverse community of members in accordance with NAEYC's Vision, Mission, Values, and Strategic Direction.

Legal/Fiscal Responsibility

Local Chapters are a subsidiary of Nebraska AEYC's 501c3 nonprofit status and must follow all legal and fiscal accountability practices to maintain this tax exemption. Chapters of Nebraska AEYC will not maintain their own 501c3 status.

Brand Identity

Nebraska AEYC Chapters must maintain a brand identity consistent with NAEYC's brand identity and will comply with NAEYC's Brand Guidelines. All Chapters will identify themselves as a Chapter of Nebraska AEYC.

Governing Body

The principle governing body of each Chapter may be a board of directors, leadership team, network, etc. Each Chapter will have a minimum of at least two representatives. Each Chapter may determine their own guidelines for service on their governing body, including selection of representatives and/or officers, duties of each board position, minimum/maximum length of service on the board, and additional board member positions. Each Chapter will submit the governing body structure to Nebraska AEYC each year. Each Chapter will have a minimum of two governing body meetings each year.

Service Delivery Area (SDA)

The Service Delivery Area (SDA) for each Chapter will be determined by county. Each Chapter will choose which counties it will serve.

If two or more Chapters wish to serve the same county, each Chapter will submit documentation of substantial Chapter services to the area. The board of Nebraska AEYC will make a final determination. Early Learning Connection Partnership boundaries may be used to determine SDA of disputed counties.

Chapters may request to serve additional counties by evidence of substantial Chapter services to the area. The board of Nebraska AEYC will make a final determination.

Membership

All members of Nebraska AEYC and NAEYC are entitled to the rights and privileges of membership, including any/all Chapter activities regardless of Service Delivery Area (SDA).

Membership Dues/Classes of Members

Membership dues and membership classes will be determined by NAEYC.

Distribution of Membership Dues

Distribution of membership dues to Chapters will be determined annually by the board of directors of Nebraska AEYC. A calculation of collected dues will be distributed to each Chapter based on each member's county of residence. The goal of membership dues distribution will be to provide the highest level of services, benefits, and engagement opportunities for every member.

Financial

Nebraska AEYC will assume all financial management of Chapter funds. Each Chapter will have a separate fund account within the Nebraska AEYC asset accounts. Revenue and expenses, with documentation, will be submitted to Nebraska AEYC for either deposit or payment. All financial transactions will follow the Nebraska AEYC Financial Policies and Procedures.

Chapter Activities/Events/Communication

Each Chapter will sponsor or co-sponsor a minimum of two membership activities/events/communications each year. Examples of membership activities are conferences, seminars, workshops, Week of the Young Child events, newsletters, email blasts, etc., with an emphasis on recruiting and retaining members. All Chapter activities shall be consistent with NAEYC's vision, mission, values, beliefs, and commitment to the Strategic Direction.

Chapter Reporting

Each Chapter will submit an annual Year End Summary & Projected Annual Plan by September 15th. Annual plans may be mailed to: Nebraska AEYC, 650 J Street, Suite 23, Lincoln, NE 68508 or email to tgordon@nebraskaaeyc.org.

Responsibilities

Nebraska AEYC will:

- Assume fiduciary and legal responsibility for the Chapter.
- Establish the reporting processes for the Year End Summary & Projected Annual Plan.
- Establish the financial processes for the management of Chapter funds.
- Establish services it provides to active Chapters, to the extent reasonably possible, such as newsletter articles, website pages, member retention and recruitment plans, etc.

Chapters will:

- Ensure Chapter activities do not cause Nebraska AEYC to be in violation of NAEYC Affiliate requirements, including National brand guidelines, and required reporting and accountability procedures for audit and tax purposes.
- Uphold and embrace the mission and goals of Nebraska AEYC and NAEYC.
- Abide by all Chapter policies and procedures.
- Submit Year End Summary & Projected Annual Plan by September 15th.

Chapter Inactivity and/or Dissolution

In the event that a Chapter does not abide by the terms of these policies and procedures and/or fails to file the Year End Summary & Projected Annual Plan, Nebraska AEYC may deem the Chapter inactive. The Chapter's rights and obligations may be terminated and/or the chapter may be dissolved. Upon termination and/or dissolution of the Chapter, any remaining funds in Chapter account may be used for new Chapter development or any other Nebraska AEYC purpose.

Nebraska AEYC may terminate this Agreement immediately upon discovery and/or determination that the Chapter engaged in inappropriate activities. Inappropriate activities include, but are not limited to; any activity that would jeopardize the legal, financial, or reputational position of Nebraska AEYC and/or NAEYC, misconduct toward Chapter members or the Public, or illegal activities.

Rather than choosing to dissolve the Chapter, Nebraska AEYC may, at its sole discretion, remove appointed leadership from the Chapter and appoint new members.