



Oregon Association for the Education of Young Children

Model By-Laws of the _____ Chapter of ORAIEYC

Article 1, Name

The name of this organization shall be the _____
Chapter of the Oregon Association for the Education of Young Children,
hereafter referred to as _____ Chapter of ORAIEYC.

Article II, Purpose

The purpose of the Chapter shall be:

1. To serve and to act on behalf of the needs, rights, and well-being of all young children in the _____ area (counties or alternative description of member service intent), with primary focus on educational and developmental services and resources.
2. To foster the growth and development of the membership in their work with and on behalf of young children.

Article III, Membership

1. Anyone interested in promoting the purposes of this Chapter may become a member upon payment of annual dues through the NAEYC.
2. All members of the Chapter are also members of the Oregon Association for the Education of Young Children (ORAIEYC) and the National Association for the Education of Young Children (NAEYC) and are entitled to the privileges of membership in accord with the membership categories of those respective associations.
3. The categories of membership and dues shall be set by NAEYC.
4. All members, upon payment of annual dues, shall become eligible for all rights, benefits, and responsibilities of membership as set forth in the by-laws and policies of the chapter.



Article IV, Administering Body

1. The Administering Body of _____ Chapter of ORAEYC shall be called the _____ (Leadership Board for purpose of this document)
2. The Leadership Board shall have supervision, control, and direction of the affairs of the Chapter, shall determine its policies or changes therein within the limits of the by-laws, 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.
3. The Leadership Board will be responsible to ensure that the Chapter follows all by-laws, policy, procedures and guidelines set forth by ORAEYC in accord with NAEYC Affiliate requirements as to not cause any violations including, but not limited to, national brand guidelines and required reporting and accountability procedures for audit and tax purposes.
4. There shall be at least one meetings of the Leadership Board during the fiscal year (July 1-June 30). There shall be at least one member engagement activity per year.
5. A simple majority of the Leadership Board shall constitute a quorum for the transaction of business.

Article V, Officers

1. If the Chapter holds fiduciary responsibilities, the Chapter must have a minimum of three elected officers. The executive officers of the Chapter shall include a minimum of three positions (i.e. President, Vice President, Secretary/Treasurer). These positions will be identified in this document and updated annually.



2. The duties of the officers shall be such as are usually performed by these offices. Specific qualifications and duties are defined in the Chapter Job Descriptions in the ORAEOYC Chapter Guide and Expectation Document; however, all officers must be current members.
3. Chapters with fiduciary responsibilities must have elected officers. In accord with NAEYC, the chapter must follow NAEYC's High Performing Inclusive Organization (HPIO) guidelines to insure the equity of governance for their chapter. The process and schedule of the annual selection of these officers is as follows:
4. Officers are encouraged to not succeed themselves in any office more than once, except when the first term is by appointment to fill an unexpired term created by a vacancy in office. If this should occur due to lack of candidates for the position, the Leadership Board must inform the ORAEOYC Governing Council with a plan to ensure that it is not repeated.
5. Vacancies in any office shall be filled by the appointment or election by the Leadership Board and shall extend until the end of the term of office being filled.

Article VI, Budget

1. The Leadership Board shall be empowered to establish, monitor, and change the Chapter budget, in accordance with these by-laws and policies as set by the ORAEOYC Governing Board.
2. Annually, by August 1, a budget report will be sent to ORAEOYC and the Chapter Leadership Board officers.
3. Reports of Chapter budgets will be made at each Leadership Board meeting.

Article VII, Nominations and Elections of Chapters with Fiduciary Responsibilities



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1. Annually, in accord with ORAEYC, the Leadership Board shall select a Nominating Committee, in accordance with these by-laws and policies as set by the ORAEYC Governing Council. The Nominating Committee shall request suggestions for nominations from the membership.
2. The Nominating Committee shall prepare a slate of officers for the appropriate positions and shall notify the membership of the composition of the slate no later than four weeks prior to the date that the slate is presented for voting.
3. Elections shall be determined by a majority of the members voting through mail, email or at a set meeting.
4. Membership and ORAEYC shall be notified of the results following the accomplishment of the election.

Article VIII, Committees

The President, with the approval of the Leadership Board shall appoint standing and special committees or work groups as determined to be necessary to fulfill the purpose (goals) of the chapter.

Article IX, Chapter Representative to ORAEYC

Our chapter will make every possible effort to send at least one representative to a minimum of TWO ORAEYC Governing Council meetings annually.

Article X, Membership Year

NAEYC and ORAEYC recognizes the membership year to be fluid based upon personal annual membership dates. We do not conduct business base upon a membership year.

Article XI, Fiscal Year

The fiscal year shall conform with the ORAEYC fiscal year (July 1 - June 30).



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Article XII, Meetings

1. There shall be at least one annual meeting of the Chapter membership. The Leadership Board will determine the date, time and place of the meeting.
2. The purpose of said meeting would be either the election of the Leadership Board or the introduction of new members, or such other matters as may be brought before the general membership.
3. The membership shall be informed by mail or electronically of the date, time and place of the meeting no later than four weeks prior to the meeting date.

Article XIII, Quorum

A majority of the executive committee present shall constitute a quorum at any meeting of the Chapter.

Article XIV, Dissolution

The _____ Chapter of the Oregon Association for the Education of Young Children may be dissolved at a membership meeting called for that purpose or through a mail in vote. (See Article XII, 3. for notice requirements.) A two-thirds majority of those members present at the meeting or of the mail in votes is required to dissolve the Chapter. Once all debts and obligations of the Chapter have been paid, any funds remaining on dissolution shall be returned to the Oregon Association for the Education of Young Children.

Article VX, Parliamentary Authority

Robert's Rules of Order, Newly Revised shall be the parliamentary authority for any matters not included in these by-laws.



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Article XVI, Amendments

These by-laws may be amended, repealed, or altered, in whole or in part by a) a two-thirds majority vote at any meeting of the Chapter, provided that a copy of any amendment proposed for consideration shall be mailed to the membership at least four weeks prior to the date of the meeting, or b) approval of two-thirds of the members voting by mail with at least a four week notice.

Approved by _____ Title: _____ Date: _____
Chapter Leadership Board Representative

Approved by _____ Title: _____ Date: _____
Governing Council Representative

Chapter Leadership Board Positions (for Chapters with fiduciary responsibilities)

Name Position

Name Position

Name Position