



Oregon Association for the  
Education of Young Children

## Chapter Guide

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These Guidelines and Expectations are for general use only. They are not official bylaws, policies or procedures. Please contact ORAEYC and/or NAEYC for official documents.

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## Who are we?

The National Association for the Education of Young Children (NAEYC) is a not for profit professional membership organization that works to promote high-quality early learning for all young children, birth through age 8, by connecting early childhood 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.

The association comprises nearly 80,000 individual members of the early childhood community and more than 300 regional Affiliate chapters, all committed to delivering on the promise of high-quality early learning. Together, we work to achieve a collective vision: that all young children thrive and learn in a society dedicated to ensuring they reach their full potential.

**The Oregon Association for the Education of Young Children (ORAEYC)** is the state affiliate of the National Association for the Education of Young Children (NAEYC). All Members of ORAEYC are also members of NAEYC.

### **Vision Statement**

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

## ORAEYC's Operating Structure

The relationship between the ORAEYC and its chapters is based on reciprocal communication, transparency, partnership and the principles of high performing inclusive organizations and is intended to support a diverse community of members in accordance with NAEYC's vision, mission, values and strategic design. Chapters are a means to organize activities and events. Chapters are seen as an extension of the ORAEYC and are organized to maximize member engagement.

**State Affiliate:** The State Affiliate (OregonAEYC) is the primary structure for conducting the business of the association. The state affiliate Governing Council is responsible for establishing and enforcing the operation policies and procedures of the organization. Currently, Oregon is divided into local geographical Chapters and Regions to enhance the delivery of membership statewide. ORAEYC Governing Council will entertain additional chapter configurations.

**Chapters:** Any group of 10 or more ORAEYC members may petition the Governing Council to become a Chapter of ORAEYC. Members are encouraged to form Chapters with sufficient interest to have a core group of active members. Chapters do not need to be geographically defined. All Chapters are a part of ORAEYC. Each Chapter is provided services through the State Affiliate Governing Council. The Chapter President or their designee will serve as a voting member of the ORAEYC Governing Council. Chapter representatives are encouraged to attend all state governing council meetings. All members in good standing can vote at all Governing Council meetings.

## Membership

Membership categories and dues are established by NAEYC. All membership dues are paid directly to NAEYC. Membership begins on the date of joining and lasts for one year, ending on the day before a member's anniversary date.

Members join at the national (NAEYC) and state (ORAEYC) level. Members join through the NAEYC online system and can join more than one Affiliate (additional fees may be required).

## How can a new Chapter be formed?

A new Chapter may be established anywhere in Oregon providing its boundaries do not encroach upon an already established Chapter. Chapters can be formed as interest groups that cross-established boundaries (i.e., a state wide Chapter for Infant/Toddler practitioners or a state wide book club).

Interested parties should contact the ORAEYC Executive Director for information and assistance.

## Why would we want our group to become a Chapter of ORAEYC?

Affiliation with ORAEYC/NAEYC can provide:

- ✓ General Liability insurance for the Chapter
- ✓ Tax exempt status
- ✓ Increased membership retention & stability
- ✓ Enhanced identity
- ✓ Combined resources and support
- ✓ Growth in the industry and association
- ✓ Membership promotion materials
- ✓ National membership campaigns
- ✓ Local, State and National networking
- ✓ Consultative support from State Affiliate Office
- ✓ Keep pace with political and legislative climate
- ✓ Leadership programs at National conference
- ✓ Leadership opportunities at local, state, and national levels
- ✓ Networking with Early Childhood Professionals
- ✓ Conferences, Training, and Educational opportunities

## Must we be a Chapter?

Interested member groups do not have to form an official Chapter. Alternative groupings may be organized as a network, committee, workgroup, leadership team, or interest area or other structure as determined by the Affiliate. It is not necessary for Chapters to have an elected board unless the chapter has financial responsibilities (check book); however, groups entering into an agreement with ORAEYC and the benefits granted through such connection, should establish Policies and Procedures to ensure that activities do not cause the Affiliate to be in violation of NAEYC affiliate requirements, including National brand guidelines and required reporting and accountability procedures for audit and tax purposes.

The Affiliate office and Governing Council can assist in helping members make the best choice for meeting the needs of its members and addressing the intended goals. This may include the option of networking with existing Chapters to meet a common goal or to try an innovative member benefit option (such as a book club or social event without the formal process of forming a Chapter).

## Forming a new Chapter

A prospective Chapter will be considered when an interested individual contacts the ORAEYC expressing interest in forming a chapter. They must have a plan for meeting these guidelines:

1. The prospective Chapter must have 8-10 current members wanting to form a Chapter
2. The local group schedules an initial meeting to discuss Chapter Goals and Purpose
3. The local group may extend invitations to attend an initial meeting by mail, email, fax, or telephone
4. Note that local interest may vary, depending on your area

The Governing Council holds the right to consider Chapter requests and governance structures that fall outside of any of the above requirements on a case-by-case bases. In such a circumstance, the Affiliate office will modify the Chapter Agreement and other official reporting documents as needed.

### **Items a Chapter may want to request from the Affiliate Office to assist with Chapter Development:**

- A list of Oregon members within the chapter territory or identified interest group
- Membership materials
- Networking list of local chapters statewide
- All Forms for developing Chapter (Chapter Agreement, Model Bylaws, Policies and Procedures)
- Governing Council or Staff Representative

## Next Step: The first membership meeting

In addition to assessing interest, the purpose of the first meeting is to explain the goals/purpose of forming a Chapter and the benefits to local members. The group elects or appoints a temporary chairperson, often the individual initiating the action.

The meeting should include networking opportunities and an overview of NAEYC and ORAEYC.

The agenda for this meeting might include:

- Assigning a secretary to record minutes and attendance
- An introduction to NAEYC, its History, Mission & Vision, and benefits to members
- An explanation of what is required to develop and maintain a chapter

## What start-up cost will our Chapter face?

There is no fee charged for becoming a Chapter. Chapters can usually expect to incur some expense for flyers and postage to notify prospective members of meeting activity.

Your chapter may also incur expense for the maintenance of a mailing list; office supplies; postage or to purchase checks & deposits slips from your bank.

Other ongoing expenses might include:

- Refreshments for your meetings
- Phone calls
- Meeting handouts
- Chapter Laptop
- Website

## Support offered to developing Chapters

ORAEYC offers the support of a Governing Council representative to developing chapters for up to one full year. Prospective Chapters might be dropped after one year if the Chapter has not shown progress toward it's or the Affiliates goals.

Evidence of progress could include:

- Solid goals
- Scheduled meetings/events
- Membership recruitment
- Adoption of Bylaws and Chapter Agreement
- Election of interim officers (See Elections)

ORAEYC has set aside money for Chapter start-up costs. The Governing Council decides on this amount. Check with the ORAEYC Affiliate office for current amount available.

## Required Forms

### Chapter Bylaws

- The Chapter requests and reviews the Chapter Bylaws
- The Chapter may vote to adopt as is, or suggest amendments
- Upon adoption, Chapter forwards bylaws (with amendments) to the Affiliate office for approval.

### Chapter Agreement

- This agreement outlines the responsibilities of both the Chapter, State Affiliate and the NAEYC.
- The chapter submits two original copies of this document to the Affiliate office.

## What happens once we have completed these steps?

Upon approval of the Chapter Bylaws and Chapter Agreement, the Governing Council will inform the Chapter Leadership Team members of Chapter Approval or may request additional information.

The Governing Council will assign a Council member to assist with orientation for participation and success at Governing Council meetings.

## Must our Chapter have officers and elections?

If your Chapter has financial responsibilities (Chapter checkbook) then your Chapter must have a minimum of three (3) elected officers with job descriptions. We suggest a President, Vice President and Treasurer/Secretary.

The officers that preside over your chapter in the formation stage are appointed or elected by consent of the membership. This can be done either electronically or in paper format.

Once your chapter receives approval, official elections must be held, according to the nomination process outlined in the bylaws.

The Chapter must maintain officers and submit officer updates to the Affiliate Office any time there is a change of officer. Contact us for an Officer Update Form; or visit the ORAEYC website on the chapter resource pages.

### Chapter Officers must be current NAEYC members in good standing.

**NOTE:** If the President or Treasurer's position becomes vacant or their membership expires, ORAEYC cannot send reimbursement or official Chapter contact information until the positions are filled and membership is current.

## Chapter bank accounts

1. New Chapter bank accounts should be opened at a bank with ORAEYC approval
2. Chapter accounts must be accessible to at least two officers and the Executive Director
3. Chapter bank accounts must use the Oregon AEYC federal ID number
4. Chapter bank account names must read: \_\_\_\_\_ (Chapter Name) \_\_\_\_\_ Chapter of Oregon AEYC
5. Any authorized check signer cannot approve reimbursements or expenditures to her/himself for more than \$100.00

## Meetings

### General Membership Meetings

General membership meetings have two main purposes: to inform membership and encourage involvement. Chapters must hold at least 1 general membership meeting per year. These meetings, which are open to all members, are where plans for Chapter activities are discussed and approved, elections are held, budgets are voted on, and issues of concern to members can be raised.

*How many members must be present at these meetings?*

The **quorum** for a general membership meeting must consist of **at least 5 members of the Chapter**, including a minimum of 2 Leadership Team members and 3 general members. In the absence of a quorum, the Chapter cannot authorize expenditures of funds or vote on any business, but may have general discussions.

*How does the Chapter notify members of the meetings?*

Adequate notice of meetings is important to afford all members a meaningful opportunity to attend. The Chapter Leadership Team is responsible for ensuring that meeting notifications are sent in a manner designed to reach all members, and multiple means of communication may be necessary.

*What should happen at these meetings and how do we run them?*

Specific information must be conveyed to the membership at these meetings — including plans for activities and all planned expenditures, and a written treasurer's report. For this reason, preparing an **agenda** is crucial. The Leadership Team should decide what information it needs to convey, as well as what it needs to obtain from the general membership, such as a vote on the proposed budget or an amendment to the bylaws, and create an agenda that will dictate the flow of the meeting. Some Chapters find it helpful to include the agenda on the meeting notice to inform members ahead of time of the topics that will be discussed.

The proceedings of every general membership meeting must be recorded in **minutes**, and a draft of the minutes must be distributed at the next meeting for review and approval by the membership. Minutes serve as important records of your Chapters discussions and decisions.

Unless your bylaws state otherwise, meetings must be conducted in accordance with *Robert's Rules of Order* (or *Roberta's Rule of Order*)

## **Leadership Team Meetings**

Leadership Team meetings are meetings of the members of the Chapter's Executive Board. However, these meetings are to be open to all Chapter members to attend. Individuals who are **not** members of ORAEYC may only attend leadership team meetings with the approval of the Leadership Team and do not have voting privileges.

Generally, the more detailed planning of Chapter activities and budgeting occurs at the Leadership Team meetings. According to our bylaws, at a minimum, a written treasurer's report must be presented at every Leadership Team meeting. In addition, ORAEYC requires that the president (or their designee) meet with the Governing Council quarterly, facilitating communication between the ORAEYC and the Chapter regarding Chapter goals as well as coordination of activities.

### *What issues get voted on at a general meeting vs. a board meeting?*

There isn't really a set answer to this; it depends on how your group operates. Some groups have only occasional informational meetings for the general membership, and the leadership board handles most of the real business. Other groups have regular monthly general meetings, and they do much of the group's major business at those meetings.

There are only a few things that must be voted on by the membership, mostly involving changes to the group's structure, such as a bylaws amendment or revision. Your bylaws may specify other required votes, such as approval of an annual budget. It also may make sense to vote on things for which you want broad-based support, such as creating a major new program.

Members have the right to vote on other items or change the board's decisions by raising topics at general meetings. But as a rule, you shouldn't be voting on which cookie dough company to choose for your fundraiser or whether the color scheme for the auction should be blue and white or green and yellow. Committees and the board best handle those types of nitty-gritty items. Keep your general meetings short, friendly, and informational.

## Meeting Minutes

Meeting minutes are the official record of the actions and decisions taken in a meeting. Minutes capture the important actions of a meeting without recording a verbatim transcript of what was said. The format for keeping meeting minutes starts with the date and purpose of the meeting. It then lists those attending. Motions and resolutions presented during the meeting are listed and are identified as having been passed or denied. The minutes are presented for approval to the body that held the meeting the next time that they convene.

### Meeting Minutes:

- Are legal documents and can be subpoenaed
- Should be clear, concise and accurately reflect the business conducted and are to be kept in file for the duration of the Chapter's existence and returned to the Affiliate upon dissolution of Chapter
- Should be accessible to the membership and outside upon request
- Serve as a historical reference for decisions made by the leadership; including policies and positions adopted by the group
- Are useful guidelines for staff, and future officers and leaders make it possible to determine precisely what action was taken on a matter at previous meetings
- Sent to the affiliate office for documentation

### Lost Minutes

Meeting minutes are a record of what was done at a meeting, not a record of what was said. So you don't need to recreate the meeting. You just need to remember what decisions were made. You and your officers should be able to take a look through the agenda and recall what actions were taken. If you approved any expenditure, your treasurer should have notes on those.

## Electronic Voting

The ORAEYC Governing Council adopted new guidelines that allow email voting on matters discussed at board meetings. This helps keep those members who are unable to attend a meeting in the loop about what has happened at the meeting, but also gives them a voice.

In many organizations, board discussions by email enhance participation. This should not be discouraged. But more frequently, email voting is not used to promote thorough discussion and involvement. Most nonprofits are interested in email voting in order to make decisions *without* discussion or involvement -- typically on items that appear not to need either.

Between meetings it may be more convenient to take board action by written consent done via email. But email voting can also serve to effectively discourage rigorous discussion.

## How does our Chapter keep track of its membership?

NAEYC maintains the AMS database and ORAEYC affiliate office can produce chapter membership reports that can be accessed online by designated officers. This report includes a new member address list as well as a current membership list.

Remember that chapter members are also affiliate members.

## Can our Chapter design and use its own logo and letterhead?

Before a Chapter is officially approved, it may not use the NAEYC or ORAEYC logo in any form. Chapters agree to use a logo as approved by ORAEYC and NAEYC Branding Guidelines. Chapters will be given a Branding Tool Kit upon approval of Chapter status.

## Can our Chapter ever change its boundary?

The Chapter Agreement outlines your chapter's boundaries and is a binding delineation of territory. The Governing Council reserves the right to alter boundaries as needed as long as the Chapter is given 60 days' notice, and the new boundaries does not conflict with an already existing chapter.

## What steps should I take if I want to restart an inactive Chapter?

Please contact the ORAEYC Affiliate Office for guidance. The Staff and Governing Council will help get your Chapter revitalized! As each situation is unique there are no specific guidelines. Your first step is to contact us.

## Continuing and/or established Chapter expectations

Chapters must operate according to their duly approved Chapter Agreement, Chapter Bylaws, and all federal and state laws governing the operations of non-profit 501(c)(3) corporations.

Ideally, Chapters should maintain a minimum of 10 active ORAEYC members for each year. Chapters falling below this minimum may be required to submit a recruitment action plan and a list of Chapter officers who are members in good standing. The Governing Council will review this petition and determine if the Chapter needs assistance from the Governing Council/ Staff, or should be put on probation or dissolved. This is a case-by-case consideration.

Chapters will evaluate their by-laws, policies and procedures and ethical conduct at least every two years. Meeting minutes shall reflect action.

## **Vision, Mission and Values of NAEYC**

ORAEYC and its' Chapters are not required to adopt the NAEYC's verbatim, but are expected to maintain and adopt a vision and mission that focuses on promoting high-quality learning for all children birth through age 8 and advancing the early childhood profession and supporting all young children.

## **Brand identity**

ORAEYC and its' Chapters will maintain a brand identity consistent with NAEYC's brand identity and will comply with NAEYC Brand Guidelines. Chapters will receive a Branding Tool Kit for reference.

## **Membership engagement**

Chapters are asked to hold at least 2 membership events per year, but are required to hold at least one. Activities and events should include member engagement opportunities such as Conferences; Trainings; Week of the Young Child; Public Policy Forums; etc. Chapters are encouraged to meet the specific needs of their area and include innovative and engaging opportunities for members.

The Affiliate office can provide registration for Chapter Conferences. Contact ORAEYC for the fee schedule.

Chapters should have an expressed method for reaching its members to alert them of activities. This could include emails, Facebook, newsletters, etc.

## **Membership activities calendar**

Chapter will plan and submit a calendar of activities/events with their annual Chapter Plan in coordination with other Chapter and State events. Chapter must try to avoid duplication and overlap of services to members in the area by confirming dates of conferences in advance with the Governing Council. Chapters within a 100-mile radius will not hold an event within 30 days of the Annual State Conference (October and April) unless prior approval has been granted.

## **Requesting money from the Affiliate**

ORAEYC is seeking innovative ideas that promote our mission and strategic design. Chapters may apply for assistance in funding projects that support innovative strategies, support and solutions that attract and retain members. To be considered for funding, Chapters are to submit a Request For Funds form a minimum of 30 days prior to the date needed.

## Representation

Chapters agree to send representation to a minimum of TWO Governing Council meetings per year. Chapters are encouraged to send one or two representatives (one being consistent) to maintain continuity and enhanced communication. If Chapters are unable to attend in person, the Governing Council will provide a phone-in option. Chapters are encouraged to mentor leadership opportunities within their structure and the larger AEYC structure as well (State and National).

**Reimbursement: See current reimbursement policies.**

## Chapter income

Chapters may charge fees for activities, events and products within the agreed upon Affiliate policies and procedures. Chapters are encouraged to offer a member discount to events and activities.

Chapters must report all income to the ORAEYC Affiliate office. Chapters must submit to the ORAEYC Affiliate 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.

Chapters may solicit funding from local businesses to help offset activity costs.

### Grants

Any request or contract for external funds that is submitted under the name of the ORAEYC must be pre-approved by the ORAEYC Affiliate office. Since all Chapters use the OregonAEYC federal ID number, our office needs to know what grants are being applied for to eliminate dual requests (refer to the Oregon AEYC Finance Policies).

## Reporting

Chapters shall file with the ORAEYC Affiliate office **annual** reports including:

- A list of officers, all of whom are active NAEYC members in good standing
- Chapter Calendar of events for member engagement activities
- Chapter Financial reports as required by Aug. 1
- Minutes of membership meetings (minimum of one per year). Send a copy of all meeting minutes to the affiliate office promptly.
- Minutes of Leadership Team review of Chapter Bylaws, ethical conduct, policies and procedures (required every two years)

**Failure to do so:**

## Bylaws, policies and procedures

The Model Bylaws we use have been adapted from the NAEYC “Model Bylaws for Local Affiliate Groups”. Because Chapters are sub-groups of ORAEYC, for incorporation and tax purposes, Chapter Bylaws cannot be in conflict with ORAEYC Bylaws or policies.

Chapters should establish Policies and Procedures to ensure that Chapter activities do not cause the Affiliate to be in violation of NAEYC affiliate requirements, including National brand guidelines and required reporting and accountability procedures for audit and tax purposes.

Model Bylaws provide an organization with an operational framework within which it can best function and protect the rights of all members of the organization. The framework must be rigid enough to provide for strong governance, yet flexible enough to allow for the potential growth and development of its local chapters. The members and the Leadership Team must approve any changes to Bylaws.

## Public Policy engagement

NAEYC’s public policy work at the federal, state and local levels reflect the Association’s position statements, standards for early learning programs, standards for teacher preparation programs, and other resources as well as research and evidence from the field. Our issue-driven advocacy is conducted directly with policymakers and through technical assistance, materials and other support to our affiliates and others working on shared public policy goals and efforts.

ORAEYC Governing Council hosts a Public Policy Committee. Contact the ORAEYC affiliate office for advocacy opportunities.

It is important to remember that we are a nonpartisan organization. This means that we do not support or oppose candidates.

Local political advocacy can include the following:

- Get Out to Vote campaign
- Host a candidate Forum
- Develop an Candidate Questionnaire
- Organize a local rally
- Support/inform members of Ballot Measures that affect young children, families and the profession

ORAEYC is represented on state policy bodies including the Childhood Care and Education Coordinating Council and the Early Childhood Initiatives Advisory Committee. We participate in collaborative efforts to ensure quality care and education for all young children.

**Please refer to the NAEYC webpage for complete policies and procedures.**

## ORAEYC responsibilities to Chapters and Members

NAEYC Affiliates must ensure that they and any of their Chapters adhere to the highest legal and ethical standards, protecting the name, reputation, and intellectual property of the Association, ensuring sound nonprofit management and governance, and maintaining positive relationships with all Affiliates and with NAEYC.

ORAEYC and its Governing Council will provide services to local/interest Chapters including leadership training, organizational/operational management, membership services and limited technical assistance.

## Member communication, updates and satisfaction

ORAEYC will provide membership with quarterly updates including public policy issues and advocacy engagements concerning issues facing the early childhood education field.

ORAEYC will maintain its Webpage and Facebook page to stay current and relevant.

ORAEYC will seek opportunities for members to give feedback about their organization and activities (annual or biannual member surveys, conference surveys etc.).

ORAEYC will market Chapter activities and events.

## Governing Council

ORAEYC will hold its quarterly meetings in various geographical locations throughout the state to encourage member engagement opportunities. ORAEYC will cover out of pocket expenses as in accord with its meeting policies and procedures.

## Representation of Governing Council Officials

ORAEYC is governed by our Governing Council (board of directors). The Council consists of these elected positions: President, President Elect (or Past President), Treasurer, and Secretary. The Executive Committee includes those elected positions plus one (or up to two) Members at Large.

All Chapter Presidents or their designee have voting rights. The Governing Council adopted the right for all current members attending Governing Council meeting to also have voting privileges.

ORAEYC seeks to find a balance of representation on all boards and leadership positions. Implementing HPIO (High Performing Inclusive Organization) principles effectively requires careful attention to ensuring that multiple perspectives are reflected within groups and also to establishing and maintaining group norms of individual behavior to ensure respectful consideration of those perspectives.

If you are ready to make a commitment to a higher level of professional service, please consider joining our meetings. If you personally are interested or know someone who would make a good candidate for service at the state level, please talk to them about placing their name in nomination. You can self-nominate as well.

## High Performing Inclusive Organization

In the early 2000s, the NAEYC Board affirmed its commitment to become a more highly functioning organization by adopting a set of principles to define key characteristics of high-performing inclusive organizations. These principles exemplify NAEYC's mission and vision as an Association that is enriched by and continually grows from its ongoing commitment to diversity and inclusion as a core value.

## Tax exempt status

Chapters qualify for tax-exempt status by virtue of becoming an ORAEYC Chapter and by following ORAEYC policies and procedures.

## Chapter insurance

Liability insurance is provided to Chapters for a low annual cost. The fee is determined on your Chapter bank account. The Governing Council determines the annual amount.

## Chapter insurance

Civility and Respect for each individual's dignity are required at all Affiliate and Chapter activities. Any conduct that is inconsistent with these principles is simply not acceptable and will not be tolerated. More specifically, any form of harassment related to an AEYC activity- including sexual harassment, racial, ethnic, disability, gender or any other harassment- is absolutely prohibited and will result in action by the Governing Council. If you are subject to any harassment or witness any foul conduct please report immediately to any ORAEYC representative present.

Diversity Policy: ORAEYC affirms its commitment to cultural diversity. We recognize and value the ethnic, religious, and racial richness of our state and encourage mutual respect and understanding among all people. We recognize that true excellence in organizations and communities results from identifying, serving and enlisting the participation of all people who represent the rich diversity of our nation's heritage.

Diversity refers to the representation of the wide variety of backgrounds (including racial, cultural, linguistic, gender, religious, international, socioeconomic, sexual orientation, differently-abled, age and others) that people possess, whereas inclusion refers to what happens to people once they are in an organization, institution or social context. ORAEYC promotes inclusion, civility and respect to all members of our organization and society as a whole.

## Conflict of interest

Chapters should have procedures in place to address conflicts of interest. Generally, a conflict of interest is a situation in which the personal interests of a board member, officer, or member of an organization (or the personal interests of certain persons connected to the board member, officer, or member) could interfere, or could appear to interfere, with that person's ability to make a decision that is in the best interests of the organization.

In general, conflict of interest procedures exist to make sure that an organization's members and Board have all of the relevant information they need to make disinterested decisions that are in the best interests of the organization.

## Procedures of dissolution of a Chapter

A Chapter may be dissolved on completion of one of the following process:

1. Adoption of a Motion to Dissolve by three-fourths of the members of a Chapter Leadership Board, and passage of a referendum by three-fourths of the voting members, or
2. The ORAEYC Governing Council may suspend the Chapter from participation in ORAEYC activities and from using the name "Association for the Education of Young Children" if and when the Chapter does not meet the guidelines or follow out policies and procedures as set forth by the Governing Council or NAEYC
3. In the case of dissolution of a Chapter, the assets of the Chapter shall be vested in ORAEYC to provide continued members benefits for the members of the Chapter and shall be conveyed to the ORAEYC Treasurer within 60 days following the motion to dissolve.

## Documents available upon request

- Chapter Agreement
- Model Bylaws
- Financial Policies and Procedures
- Request For Funds
- Annual Chapter Report
- Annual Chapter Plan
- HPIO
- Good Governance: Chapter Leadership
- Job Descriptions
- Officer Update Form
- Robert's Rules of Order "cheat sheet"
- NAEYC Code of Ethics
- Whistle Blower Guidelines

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