

EARLY CHILDHOOD CHRISTIAN DIRECTORS ASSOCIATION

BY-LAWS

Adopted June 16, 2006
(Amended 1/16/09)

ARTICLE I – NAME, PURPOSE

This organization shall be known as Early Childhood Christian Directors Association.

The purpose of this organization shall be to support, encourage and train Christian Early Childhood directors and their staff for spiritual growth reflecting Christ-centered education to the glory of God and professional growth in the field of Early Childhood Education.

ARTICLE II – MEMBERSHIP, OFFICERS

Section 1: MEMBERSHIP

- A. Membership is open to directors and/or assistant directors of Christian Early Childhood programs.
- B. Members will attend at least five (5) of eight (8) annual meetings.
- C. Members are encouraged to attend the annual ECCDA Teacher In-service.
- D. Members are encouraged to attend the annual Director's Retreat or Director In-service.
- E. Members will submit annual membership fee. Membership dues will be \$35 if only one member of the school will be attending meetings (which includes the option to send an alternate in their place), dues will be \$70 if two members of the school will be attending all meetings. Scholarships for members will be available (need and approval will be reviewed by officers and a form will need to be filled out).
- F. Members have the power to nominate and vote fellow members as office holders of the organization, determine policy and procedures of the organization and receive a member school discount for the annual ECCDA Teacher In-service when they serve on an In-service committee.
- G. Members may invite prospective members to any meetings as guests. Guests are welcome to attend any and all meetings prior to being formally admitted to membership. Guests do not have decision making or voting powers, nor may they serve as officers of the organization prior to formal admittance to the organization.
- H. Written membership withdrawal from the organization is accepted at any time. All rights and privileges given to members cease upon receipt of the written withdrawal.
- I. Membership to the organization may be reinstated when criteria of membership mentioned above in sections A-E have been met.

Section 2: OFFICERS

- A. The elected officers shall be President, Vice-president, Secretary and Treasurer. Any of the officers may have an assistant to help carry out the duties and responsibilities of their office.
- B. Election of officers shall be held at the November meeting. Nominations from the floor will be accepted followed by a vote of the membership. New officers will begin duties at the subsequent January meeting.
- C. The President serves a two year term and maintains availability to the association the following year in an advisory role as past president. The Vice President is elected every two years and serves before having the option of moving into the presidency the next two years. The Secretary and Treasurer each serve for a two year term and can be re-elected for more than one term. The Secretary will be elected in even years and Treasurer will be elected in odd years.
- D. In the event that an officer vacates his/her position, an interim election shall be held to fill the available unexpired term. Individuals elected to serve as interim office holders will assume the duties of office immediately.
- E. It shall be the duty of the President or the Vice-president to preside at meetings, to appoint committees, and to oversee all Association activities.
- F. The Secretary shall keep a record of all Association business and report on previous meetings. He/she will be responsible for sending meeting reminders, records of minutes, and other Association business via mail or e-mail.
- G. The Treasurer shall collect and disburse funds, maintain a set of books covering the financial operation and assets, prepare a monthly statement of financial status, have all books and accounts closed for the annual meeting. The Treasurer will either independently or with the help of a paid accountant file IRS forms and generate W-2 forms as needed. The Treasurer will also keep forms to be filled out for reimbursement for lunches and other items bought for ECCDA.
- H. The Vice-President will be in charge of Inservice registrations.

ARTICLE III – MEETINGS, COMMITTEES

Section 1: Meetings

- A. Membership shall meet eight (8) times per year on the third Friday of the month. No meetings are held in the months of May, July, August and December.
- B. The annual ECCDA Teacher In-service functions as the meeting for October and the February Director's Retreat or Director's Inservice functions as the meeting that month.

- C. The November meeting shall be designated as the Annual meeting for the purpose of electing new officers, reviewing the past year's activities and certifying of the books.
- D. The President, upon notice to the membership, may call special meetings or cancel meetings.
- E. Meetings shall be conducted in accordance with Robert's Rules of Order.
- F. A quorum consisting of 51% of attending members at any given meeting is required to make and pass motions on decisions, policies, or procedures. Proxy votes will not be recognized.

Section 2: Committees

- A. Standing Committees for the purpose of assisting in the planning and execution of the ECCDA Teacher In-service shall exist.
- B. Standing Committees are composed of a chairperson and two-four members to assist in the carrying out of responsibilities assigned to the specific committee.
- C. Members are required to serve on a standing committee. Committee assignments among the membership will be made by the President if a standing committee receives insufficient volunteers to serve.
- D. An In-service Program Coordinator may be elected by the membership to serve in the capacity of organizing the annual in-service. This position will have a written job description assigning duties and outlining the stipend to be paid to this individual by the ECCDA.
- E. Other committees may be appointed by the President to study, present information and recommendations for the membership's review.

ARTICLE IV – SPECIAL RULES

- A. All Directors who have attended 5 of 8 meetings will pay a discounted rate of \$20 for the Inservice, get to attend two sessions, help with a pre-committee, set up or clean up and help the day of the Inservice. The staff of these schools will receive the discounted rate of \$40 per staff member.
- B. The Membership Guide will be made available to all members.

ARTICLE V – DISSOLUTION

The ECCDA may be dissolved by agreement of two-thirds of the association members. Written notice of said decision to dissolve the association shall be given to all members.

The association shall thereupon be terminated by the payment of all the debts and liabilities of the Association and the distribution of the remaining assets to one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE VI – AMMENDMENTS

These by-laws may be amended by a two-thirds majority vote of the membership upon a thirty (30) day notice.

These Bylaws were approved at a meeting of the Association membership of the ECCDA on June 16, 2006 and were amended on 1/16/09.

Signatures of membership approving by-laws will appear on attached page.