

EARLY CHILDHOOD CHRISTIAN DIRECTORS ASSOCIATION

BY-LAWS

Adopted June 16, 2006
(Amended 1/16/09, 9/11/15)

ARTICLE I – Name, Purpose

This organization shall be known as Early Childhood Christian Directors Association (ECCDA). 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 and entities that support them.
- 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 as one of the meetings.
- D. Members are encouraged to attend the annual Director’s Retreat or Director’s In-Service.
- E. To remain a member in good standing, all members must:
 - a. Submit annual membership fees
 - i. Membership runs from November 1 to October 31 each year
 - ii. Membership is billed in November, due by December 1 and is valid from January 1 to December 31 of each year.
 - iii. Sponsor members will either pay in November, or at the annual in-service
 - b. Membership levels are tiered as outlined in Section 1.F
 - c. Members must attend five (5) of (8) meetings annually
 - i. Members receive 2 clock hours for each meeting attended and 6 clock hours for the in-service
- F. Membership Levels
 - a. Professional Membership - \$50 annually
 - i. Member must be in good standing as outlined in Section 1.E
 - ii. Receives one ECCDA in-service registration
 - iii. Staff of the center/member attends in-service at a discounted rate
 - iv. School’s website is linked to the ECCDA website (ECCDA.org)
 - v. School is included in member directory
 - vi. Ability to nominate and vote for fellow members as office holders of the organization as well as determine policy and procedures of the organization during email discussions or at meetings
 - vii. Invited to yearly retreat (nominal charge may apply)

- viii. Lunch provided at monthly meetings
- ix. Email support with other directors/professionals
- x. Alternates (recommend assistant director or equivalent) may be substituted at a meeting
- xi. Expected to assist with the annual in-service in some capacity
- b. Associate Member - \$10/meeting that you have scheduled to attend
 - i. 2 clock hours for attendance at each meeting, lunch provided
 - ii. Members in good standing (see Section 1.E) receive a discount to the annual in-service
 - iii. Additional nominal fees may apply to meetings when speakers are paid to present or if choosing to attend the annual retreat
- c. Sponsor Member
 - i. All membership benefits and costs are outlined in the vendor information sent out each year for participation in the in-service
 - ii. Receive regular email distributions that go to all professional members
 - iii. Pay annual fee when planning to attend or support the annual in-service
 - iv. Company contact information is available on the ECCDA website
- 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. Withdrawal is assumed if the annual fees are not paid.
- I. Membership to the organization may be reinstated when criteria of membership mentioned above has 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 official duties at the subsequent January meeting (December being a transitional month).
- C. Service Terms
 - a. The President serves a two year term and maintains availability to the association the following year in an advisory role as Past President.
 - b. The Vice President is elected every two years and serves before having the option of moving into the presidency the next two years.
 - c. The Secretary and Treasurer each serve for a two year term and can be re-elected for more than one term.
 - d. The Secretary will be elected in even years, and the 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. Officer Responsibilities
- a. The President shall:
 - i. Preside at meetings
 - ii. Appoint committees to study, present information and make recommendations to the membership
 - iii. Oversee all Association activities
 - iv. Upon notice of the membership, may call special meetings or cancel meetings
 - b. The Vice President shall:
 - i. Assist the President in all activities listed in Section 2.E.a
 - ii. Take the responsibility of accepting all in-service registrations
 - c. The Secretary shall:
 - i. Keep a record of all Association business
 - ii. Report on previous meetings by writing and distributing monthly meeting minutes.
 - iii. Be responsible for sending meeting reminders and distributing other Association business via mail or email.
 - iv. Distributing Membership Directory to Professional Members.
 - d. The Treasurer shall:
 - i. Collect and disburse funds,
 - ii. Maintain a set of books covering the financial operations and assets of the Association,
 - iii. Prepare a monthly statement of financial status,
 - iv. Have all books and accounts closed for the annual meeting,
 - v. Independently or, with help of a paid accountant, file IRS forms and generate W2 forms as needed.
 - vi. File and record reimbursements for lunch and other expenses.

ARTICLE III – Meetings, Committees for Annual In-Service

Section 3: MEETINGS

- A. Membership shall meet eight (8) times per year on the second Friday of the month for a regular meeting.
- a. No meetings are held in the months of July and December.
 - b. February, Professional Members will attend a mid-year networking luncheon.
 - c. The month of May will be focused on employment needs, future training and end of the year transitioning.
 - d. June will be scheduled as the month for the Professional Member annual director in-service/retreat.
 - i. Arrangements for the retreat will be made by the President

- ii. Once a member has committed to going, if the member needs to cancel for any reason, the member will pay the Association for their portion of the cost of the retreat.
 - e. August will be open to teachers as a back to school professional development session (may or may not include lunch). A nominal fee may be assessed to teachers in attendance.
 - f. November will be designated as the Annual meeting for the purpose of electing new officers, reviewing past year's activities and certifying the financial books.
- B. Meetings shall be conducted according to Robert's Rules of Order.
- C. 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 IV: COMMITTEES FOR ANNUAL IN-SERVICE

- A. Standing committees serve the purpose of assisting in the planning and execution of the ECCDA teacher in-service.
- a. An in-service Program Coordinator may be elected by the membership to serve in the capacity of organizing the annual in-service and assigning committees to help organize the 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.
 - b. Standing committees are composed of Professional Members to assist in carrying out the responsibilities assigned to the specific committee.
 - c. Professional 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.
- B. All Professional Members in good standing will attend the annual in-service at no charge, attend two sessions, assist in a committee as well as set-up or clean-up and help the day of the in-service. The staff of the Professional Member will receive a discounted rate to be determined annually.
- C. Requests for scholarships to the annual in-service need to be made in writing by the member director and submitted to the President for review and must be approved by the officers.

ARTICLE IV - Dissolution

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

ARTICLE V – Current Amendments

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

These by-laws were approved and amended at the meeting of the Association membership of the ECCDA on

_____date.