

# SECA BY-LAWS

## ARTICLE I – NAME

The name of this organization shall be the Southern Early Childhood Association (SECA).

## ARTICLE II – OBJECTIVES

To work on behalf of young children and their families.

To provide opportunities for the cooperation of individuals and groups who are concerned with the well-being of young children.

To further the development of knowledge and understanding of young children and the dissemination of such information.

To contribute to the professional growth of persons working with and for young children.

To work to improve the standards for group care and education of children and improve the quality of life for them.

To provide support for the affiliated state associations in their work for these objectives.

## ARTICLE III – MEMBERSHIP (modified 3/ 2002)

Section A: Membership will be open to persons concerned with infants, young children (zero through eight years of age) and their families.

Section B: There shall be two classes of membership:

*Affiliate* (a member of a state affiliate association)

*Individual* (a person not a member of a state affiliate)

Section C: The membership year will be comprised of 12 calendar months from the time of initial application for membership in the organization. The initial application date will serve as the anniversary date for the individual member and all member benefits will be accrued based upon that designated twelve month period. (Modified 3/20/07)

## **ARTICLE IV – DUES**

Dues for each class of membership shall be determined by the Board of Directors. The membership shall be informed through their state affiliate boards and by written notice from the SECA office at least 6 months prior to any dues alteration ~~effective the following January 1.~~

## **ARTICLE V – RIGHTS OF MEMBERS**

Members shall be entitled to rights and privileges of membership:

- To vote
- To hold office
- To attend business meetings and to gain a hearing
- To be appointed to work groups
- To receive announcements of professional development opportunities and of publications
- And to receive reduced rates on conference fees and SECA publications

## **ARTICLE VI – STATE AFFILIATION**

Any state Association organized primarily to further objectives compatible with those of SECA may become a state affiliate upon completion of the affiliation procedure.

## **ARTICLE VII – BOARD OF DIRECTORS**

- Section A: The Board of Directors shall be composed of one representative elected from each affiliate state, two Members-at-Large elected by the Board of Directors, the President, and the Immediate Past President or President-Elect.
- Section B: Each State Affiliate Representative shall be nominated by the respective state Nominating Committee and elected by the respective state membership ~~prior to August 1.~~ Each State Affiliate Representative shall be elected for a three-year term. Terms of office shall be staggered using a three-year rotation cycle.
- Section C: Each state affiliate may nominate a person for a Member-at-Large position when a position is open. A state cannot hold both Member-at-Large positions at the same time. The SECA Board of Directors elects a Member-at-Large from the nominees for a three-year term. Terms of office shall be staggered using a three-year rotation cycle.

- Section D: State Affiliate Representatives shall be voting members of their state affiliate boards.
- Section E: State Affiliate Representatives and Members-at-Large shall assume their duties ~~at the beginning of the SECA fiscal year~~ on January 1 and conclude ~~at the close of the fiscal year~~ on December 31.
- Section F: A vacancy in the office of State Affiliate Representative shall be filled through appointment by the respective State Affiliate President. A vacancy for a Member-at-Large position shall be filled by the SECA Board of Directors.
- Section G: The Board of Directors shall exercise general supervision of the Association, transact business, and implement the purposes of the Association between annual meetings.
- Section H: The Board of Directors shall meet at least twice a year. Meetings shall be called by the President or at the written request of at least five members of the Board. Directors shall be given at least ten days notice of the time, place and date of meetings. The President shall designate the time and place of such meetings.
- Section I: A simple majority of the members of the Board of Directors shall constitute a quorum. The vote of the majority of Directors present shall be sufficient to effect action.
- Section J: The Board of Directors may conduct business by phone, certified mail, fax or e-mail. A ~~2/3~~ majority of the Board of Directors is required to effect action by mail, fax or e-mail.
- Section K: The Board of Directors empowers an Executive Committee to act in its behalf in emergency matters in which a decision is urgent and cannot await total action of the Board.
- Section L: The Executive Committee shall be composed of the President, the President-Elect or Immediate Past President, ~~the Vice President~~, the Fiscal Officer and the Secretary.

## **ARTICLE VIII – OFFICERS**

- Section A: Officers of the Association elected by the membership shall be a President and President-Elect or Immediate Past President.
- Section B: The Board of Directors will elect annually ~~the Vice President~~, the Fiscal Officer and a Secretary for the Board of Directors from within that body's membership.

- Section C: A minimum of two candidates for the office of President-Elect shall be nominated.
- Section D: ~~Election of the President-Elect shall be through a certified ballot and~~ Results of the election for President-Elect shall be ratified ~~shall occur~~ in a formally recognized meeting of the SECA Board of Directors. Each state shall have one vote and that vote must be cast based upon the results of the general membership election. Ballots will be ~~sent to~~ available to each individual SECA member through an on-line voting system or paper ballot (upon request to the SECA office) and will include a section to designate the voter's state affiliate membership. Ballots will be ~~returned to a designated audit firm and~~ tallied by state. The State Affiliate President for each state will be notified of the state's vote and the State Affiliate Representative on the Board of Directors will cast that state's vote for the candidate elected by the state's voters.
- Members-at-Large of the SECA Board of Directors shall represent SECA non-affiliate members. The Members-at-Large will cast one vote for President-Elect on behalf of the SECA non-affiliate members. Any ballots not marked with identifying state or non-affiliate information will be considered non-affiliate votes.
- The SECA President will cast a vote only in the event of a tie. The President-Elect or Immediate Past President will not vote at the Board meeting. (Adopted 3/2003)
- Section E: The term of office for the President shall be for two years or until a successor has been elected and assumes office. The term of office for the President-Elect shall be for one year. The President-Elect assumes the office of President after serving one year in the position of President-Elect.
- Section F: The duties of the officers shall be those specified in the Policies and Procedures Manual of the Southern Early Childhood Association.
- Section G: Officers shall assume duties ~~at the beginning of the SECA fiscal year on January 1<sup>st</sup> and conclude at the close of the fiscal year conclude on December 31<sup>st</sup>.~~
- Section H: A vacancy in the office of President shall be filled by the President-Elect or the Immediate Past President. A vacancy in the Office of President-Elect shall be filled by the candidate that received the next largest popular vote total. A vacancy in other offices shall be filled by appointment by the Board of Directors.

(Modified 3/2007)

## **ARTICLE IX – WORK GROUPS**

The President, with the approval of the Board of Directors, shall appoint such work groups as necessary to carry out the work of the Association.

## **ARTICLE X – BUSINESS MEETING**

The Association shall meet in business sessions during the annual conference at a time and place designated by the SECA President.

Fifty voting members of the Association shall constitute a quorum for the transaction of business.

## **ARTICLE XI – FISCAL YEAR**

The fiscal year of the Association shall be from ~~January~~ July 1 through ~~December 31.~~ June 30.

## **ARTICLE XII – REVISION AND AMENDMENTS**

Section A: The By-Laws may be amended by a two-thirds vote of the members present at any business meeting. The amendments shall have been previously considered by the Board of Directors and ~~copies mailed~~ the proposed changes disseminated to the membership at least thirty (30) days prior to the meeting date.

Section B: Recommendations for amendments or revisions may originate from the Board of Directors, from a committee of members appointed by the President with the approval of the Board of Directors, or from any fifty members of the Association.

Section C: Amendments or revisions originated by fifty members of the Association must be submitted to the membership by the Board of Directors with its recommendation. This shall be done at the first business meeting after the conditions specified in Section A can be fulfilled.

## **ARTICLE XIII – DISSOLUTION OF THE ASSOCIATION**

Section A: A recommendation for the dissolution of the Association shall be

adopted by a three-fourths vote of the members of the Board of Directors and be submitted in writing to the membership. The recommendation shall be approved by three-fourths of the members voting on the issue.

Section B: In the event of dissolution, the residual assets of this organization will be turned over to one or more organizations which themselves are exempt from federal income tax as organizations described in Section 501(C)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any prior or future Internal Revenue Code, or the federal, state, or local government for exclusively public purposes.

#### **ARTICLE XIV – PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order (Revised) shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the special rules (policies) of order of this organization.