

# Anchorage Association for the Education of Young Children

## Board Policies and Procedures

### I. Non-discrimination

1. No person shall on the grounds of race, creed, color, national origin, sex, sexual orientation or marital status or the presence of any sensory, mental or physical handicap, unlawfully be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activities performed pursuant to the organization.
2. AAEEYC is an equal opportunity employer.

### II. Ethics

1. The Board and employees are required to avoid any activity that might create a conflict between their loyalty to the organization and their own or someone else's private interests.
2. Any activity that could even create the appearance of a conflict of interest is to be avoided.
3. To assure that the leadership of the Association is free from conflict of interest, the board members shall not use their affiliation, position with the Association to promote their financial gain, agency and institution, or sale of goods or services. Nor shall the Directors allow their powers as Association policy decision makers to be influenced by their agency, business or institution affiliations or by the potential for personal financial gain.
4. The Board and employees may accept gifts of nominal value, such as advertising items (caps, pens, calendars) that are widely distributed.
5. The Board and employees are forbidden from accepting gifts of substantial or appreciable value from suppliers.
6. No gift can be accepted if it is given with the intent of influencing a decision.
7. The Board and employees may accept a meal of normal or modest value if it is consumed in the course of doing business and does not constitute the appearance of a conflict of interest.
8. The Board and employees are required to observe all government laws and regulations, including those governing antitrust, equal opportunity, American Disabilities Act and discrimination and environmental quality matters
9. The Board and employees are obligated to conduct their affairs with the highest ethical standards and to report any suspected violations or misconduct.
10. Confidentiality

It is the policy of Anchorage AEYC that board members may not disclose, divulge, or make accessible confidential information belonging to or obtained through their affiliation with Anchorage AEYC to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Anchorage AEYC has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for Anchorage AEYC. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a trustee's term in office, he or she shall return, at the request of Anchorage- AEYC, all documents, papers, and other materials regardless of medium, which may contain or be derived from confidential information, in his or her possession

### **III. Board Operations**

#### **A. Planning and Supervision**

1. The Board has responsibility for approving the annual goals and objectives, and budget, submitting same to membership for approval. The board meeting schedule for the calendar year and setting the date, time and place of the Annual Meeting should be published in the newsletter for the membership.
2. The planning and development of the Association's goals and objectives is the responsibility of all newly elected and current board members and standing and ad hoc committee chairpersons.
3. The Board shall annually solicit input from the general membership in preparation for the determination of the Association's goals and objectives.
4. The Board has responsibility for giving direction to committees in the development of written action plans regarding the Association's objectives.
5. The Board has responsibility to provide leadership and general supervision for committee chairpersons.
6. The Board has the responsibility for developing, and reviewing annually, the job descriptions of officers, Affiliate Representatives to the AKAIEYC Governing Board and committee chairpersons.
7. The Executive Committee, comprised of elected officers, shall meet prior to the Board, when necessary.
8. A quorum of the Board or a quorum of the Executive Committee is required on making decisions affecting the business of the Association. A quorum is one more member than half of the Board or Executive Committee.

#### **B. Communication**

1. The Board have the responsibility for assuring that all Directors, standing and ad hoc committee chairpersons receive notebooks, each containing the following: Association's Bylaws; Policies; Job Descriptions; Table of Organizations; Annual Goals and Objectives; Annual Plans; Fiscal Budget; current roster of Board of Director members and committee chairpersons; and meeting minutes. Additional materials specific to individual committees or offices shall be included as necessary (see committee policies). The notebooks shall be the property of the Association and shall be maintained and used by the current board members and committee chairpersons.

2. All newly elected board members shall be oriented to their positions and responsibilities by the board member whose position they are filling. In the absence of the outgoing Director, orientation shall be provided by the Secretary. Orientation shall include the transfer and review of the pertinent Association Notebook.
3. Notice of board meeting dates and locations for the calendar year shall be distributed to all Board of Director members and committee chairpersons within one month following the planning sessions, and notice shall be made to the general membership within two months following the planning session. Board members and committee chairpersons shall be notified of any changes in the established schedule.
4. Notice of Board meeting dates and locations shall be distributed to all Board members at least one week prior to the meeting. All board members are to reply "attending or not attending" to the Secretary at least three days before the meeting.
5. Board of Director meetings will follow a written agenda established by the President and/or Executive Committee prior to the meeting. All items to be included on the agenda shall be sent to the President at least two weeks prior to the meeting.
6. Reports regarding committee activities provided to the Board shall be the responsibility of the committee chairperson. Ad hoc and standing committee chairpersons shall report to the Board in writing bi-monthly.

### **C. Responsibilities**

1. The committee chairperson shall report to the Board and shall serve as liaison between the Board and the general membership by (a) attending all Board meetings; (b) attending the annual conference and business meeting; (c) establishing and maintaining a communication network via reports; and (d) contributing articles to the AAIEYC and AKAIEYC newsletters.
2. Each committee chairperson is responsible for finding his/her own alternate.
3. Any board member who decides they cannot fulfill their AAIEYC Board responsibilities may resign from the board by giving a thirty-day written notice to the President of the Board.
4. Removal of the Board member from his/her office shall be determined by a two-thirds vote of the Board. Due cause for consideration shall include, but not be limited to, the following: (a) failure to fulfill the job description, and/or (b) unexcused absence from two consecutive Board of Director meetings. Prior to the Board meeting, the member in question will be contacted by the President for review of the job description and performance. At the next Board meeting, the Board (based on the reports by the President and the member in question) shall determine if further action is necessary.

#### **Steps to Termination:**

1. President notifies board member of the board attendance problem and the board's decision to terminate the member's membership per the terms of the by-laws (or policy).
2. The President requests a letter of resignation from the member to be received within the next two weeks.
3. The Board will vote regarding acceptance of the member's resignation letter at the next board meeting.

4. To ensure the quality and consistency of agency information disseminated to media sources, the following policy shall be enforced:

All media contacts are to be handled by the chief executive (or President) or his or her designee, regardless of who the media representative is or whom he or she represents or how innocuous the request.

All press releases or other promotional materials are to be approved by the chief executive (or President) or his or her designee prior to dissemination. Failure to comply with Anchorage AEYC's media policy shall be grounds for disciplinary action.

5. The Board has responsibility for maintaining relationships with NAEYC, Western States Leadership Network Conference, Alaska's Very Own KidPac and AKAIEYC, and additional organizations through (a) distributing information and (b) responding to communication.
6. The Board has responsibility for determining official representation of the Association with appropriate associations and/or agencies by considering the following options: (a) official membership in or endorsement of the said association or agency; (b) designating an official representative, and (c) determining the payment of dues or fees by AAEYC.
7. AAEYC members, who serve on other associations' or agencies' boards, are not representing AAEYC unless designated as the official representative by the Board.
8. The Board has responsibility for developing, approving statements regarding the Association's positions as deemed necessary or appropriate. These position statements could address but not be limited to advocacy, legislation, educational issues, and/or endorsements. The Board shall approve the format, the process for action, and public announcement of the Association's position statements.

#### **IV. Committee Operations**

##### **A. Composition of Committees**

1. All members of the Association shall be eligible for participation on committees.
2. Committees will be composed of (a) Board member, (b) 3 AAEYC members who have indicated an interest in serving on a particular committee, and may include (c) resource persons from the community who agree to serve on the committee.
3. Committee members will serve a two-year term with number of terms for members not to be limited.

**B. Responsibilities of Committees**

1. All committees shall be responsible for (a) implementing the Association's annual goals and objectives that are specific to the committee's activities, (b) carrying out the functions and responsibilities of the committee as listed in the appropriate job description, and (c) adhere to the financial policies of the Association.
2. The committee's activities shall follow written action plans supporting appropriate objectives as approved by the Board.

**C. Communications**

1. All newly appointed committee chairpersons shall be oriented to their position by the committee chairpersons whose position they are filling. In the absence of the outgoing committee chairperson, orientation shall be provided by the Secretary. Orientation shall include the transfer and review of the Association Notebook, and review of all materials specific to the committee.
2. All members serving on a particular committee shall be notified prior to each meeting regarding time, location, and date. Minutes of the meeting will be distributed to the President and/or Secretary.
3. The Board shall be kept informed regarding all committee activities at each Board meeting by a written report from the committee chairperson.
4. E Mail Policy

As email access has spread to many of our members, it has become a significant means of communicating within the Board of Directors. Meeting agendas, motions, and other information is frequently distributed via an electronic distribution list of all current board members.

Some board members may not have access to email, or cannot receive attachments. In such cases, the Board member should work with the Secretary to develop a mutually agreeable method of communication. This could be via US mail, fax, phone, or another board member with email who could relay information to/from the board member.

**D. Standing Committees**

1. Standing committees shall include, but not be limited to the following:
  - a. Accreditation
  - b. Finance
  - c. Conference
  - d. Historian
  - e. Membership
  - f. Newsletter
  - g. Nomination and Elections
  - h. Professional Development
    - i. Membership
    - ii. Board
  - i. Public Policy
  - j. Scholarship
  - k. Week of the Young Child
  - l. Others as deemed necessary
2. The status of standing committees shall be evaluated every year by the Board.

3. Each standing committee shall have a Board member on the committee. The appropriate officer is an ex-officio member of all committees.
  4. Standing committee chairperson shall be elected by the general membership. If that position is not filled by election, the standing committee chairperson may be appointed by the President.
- E. Subcommittees** may be established by the standing committee chairperson with the approval of the Executive Committee or Board. A chairperson will be selected from the committee.
- F. Task Forces**
1. Task forces shall be formed to meet specific and relatively short-term needs of the Association, i.e. CDA Scholarship Assistance Program.
  2. Formation of the task forces shall be at the discretion of the Board based on identified needs.
  3. Task forces members and chairpersons shall be appointed by the President with recommendation from the Board for a one-year term.
  4. Status of the task forces shall be determined by the Board based on accomplishment of established goals and objectives and identification of continued need.

## **V. Nominations and Elections**

### **A. Nominations**

1. The Nominations and Elections Committee shall be appointed by the Board and shall be comprised of no less than three members.
2. Nominations shall be solicited from the general membership by, but not limited to, announcements at meetings and notices in AAEEYC's newsletter.
3. Nominees shall be current AAEEYC members with voting privileges.
4. Persons serving on the Nominations and Elections Committee who become nominees for the Executive Committee shall resign their committee position. The President shall appoint a replacement.
5. Nominees shall be contacted by the Nominations and Elections Committee regarding the nomination, given an overview of the job description, and shall state their intent to be included on the ballot. Overview of job responsibilities shall include key areas of responsibility, time involvement, term of office and table of organization. When time permits, a written job description shall be mailed to the nominee.
6. Nominees shall submit to the Nominations and Elections Committee information pertinent to the slate which shall include, but not be limited to, a biographical sketch, education, experience related to the position, and plans for the Association and their respective office.
7. The Nominations and Elections Committee are responsible for submitting to the Board all names and pertinent information for approval and establishment of the slate. In the event that the Board does not approve a nominee, it is the responsibility of the Nominations and Elections Committee to inform the said nominee.

**B. Elections**

1. It is the responsibility of the Nominations and Elections Committee to prepare information regarding the slate of candidates, listed in alphabetical order, to the general membership.
2. It is the responsibility of the Nominations and Elections Committee to distribute ballots to the general membership. The ballots shall include positions to be filled and candidates, length of term, and voting instructions (e.g., voting deadline, return address).
3. Ballots are distributed via the mail or newsletter whenever possible. Each member may cast one ballot.
4. It is the responsibility of the Nomination and Elections Committee to handle all ballots confidentially and count the ballots at the conclusion of the election.
5. Only original ballot forms will be accepted. Ballots received after the designated deadline will not be counted.
6. Election results shall be announced by the Nominations and Elections Committee to the general membership in writing.

**C. Time Line:** The following time line will be observed:

- June -- Nominations Committee Appointed
- January -- Solicit nominations
- February -- Slate to Board
- March -- Present slate to membership
- Early April -- Slate and ballot - separate mailing
- Late April -- Ballots returned.
- May -- Announcement of results in newsletter

**VI. Membership**

**A. Privileges of membership** shall include, but are not limited to:

1. Voting
2. Holding office
3. Serving on committees
4. Receiving publications and announcements
5. Applying for scholarships, grants and loans
6. Reduced conference fee

**B. Membership Lists:** Current membership lists will not be sold or given to outside organizations without prior board approval. Nor shall the membership list be used for any other business than AAEYC official business. Current Board membership list may be provided to an organization upon Board approval, providing those Board Members who do not want their name to be included have a chance to have it deleted. \

**VII. Annual Conference**

- A. The AAEYC Board is responsible for conducting the annual conference of the Association.
- B. The Conference Committee is responsible for bringing Conference business to the Board for decisions.
- C. Specific policies governing the annual conference are found in the Conference Manual.

## VIII. Financial

- A. Responsibility:** The Board shall be responsible for all financial transactions and obligations.
- B. Operating Budget**
1. Fiscal year will be June 1 to May 30.
  2. The proposed annual budget will be:
    - a. Developed according to the operating budget line items.
    - b. Developed by the Treasurer and Financial Committee in early March based on requests submitted by each committee chairperson and/or Board member according to the administrative calendar.
    - c. Submitted to the Board for approval at the March meeting.
  3. All requests for expenditures of funds not included in the annual budget or in excess of 10% of a line item must be approved by the Board prior to payment.
  4. Any requests for expenditures that have not been written into the annual budget must be submitted to the Finance Committee prior to presenting to the Board. A representative of the Finance Committee must bring the report to the board. Expenditures presented by the Board at one meeting may be voted on no sooner than next Board meeting. The Finance Committee will review all expenditure requests and make recommendations to the Board for final approval.
- C. Budget Line Items** shall include the following and others as approved by the Board of Directors at the time the annual operating budget is approved. Payment will be on a reimbursement process.
1. **Memberships:** All expenses related to AKAEYC and NAEYC membership.
  2. **Board Operations:** All expenses of the elected officers related to AAEYC official business.
  3. **Administrative:** All expenses of the President and Administrative Assistants including but not limited to wages, office supplies, phone and postage.
  4. **Committee Operations:** All expenses related to the purpose or function of the standing committees, task forces and others as deemed necessary by the board, which may include:
    - a. Subcommittees
    - b. Task Forces
  5. **Cash Reserves:**
    - i. Minimum Reserves:
    - ii. Ms. Lare' Scholarship:
    - iii. Grants:
  5. **Leadership Operations:** Some expenses related to the purpose or function of the training as deemed necessary by the board, which may include:
    - a. NAEYC National Conference
    - b. National Leadership Conference (i.e. Summit, Professional Development)
    - c. Western States Leadership Network (WSLN) (Paying registration only)
- D. Income** will be generated from the following sources:
1. Membership dues
  2. Interest from accounts
  3. Sale of publications
  4. Grants and donations
  5. Conference revenue
  6. Family and children's event revenue

**E. Non-profit status:** All financial transactions shall comply with rules governing non-profit status under 501 (c)(3) and such other rules as apply.

**F. Accounts**

1. AAEYC's Moines will be maintained in the following accounts:
  - a. Checking
  - b. Bank savings
  - c. Investments as approved by the Board as appropriate.
2. The treasurer will keep sufficient funds in the checking and bank savings account to cover the approved operation budget for the quarter.
3. The interest bearing account for the reserve fund will be maintained.
4. Interest from the bearing account will be applied to the Ms. Lare Scholarship Fund. This policy will be reviewed annually (September) for approval with the new board.
5. The Treasurer and President shall choose financial institutions with Board approval.
6. Two authorized signatures are required for withdrawals from all accounts, unless approved as budget line item.
7. The Executive Committee will determine authorized signatures required for accounts.
8. Treasurer approves bank reconciliation.

**G. Reimbursement**

1. Reimbursement will be made based on approved budget lines.
2. Reimbursement of board, committee chairpersons and staff expenses shall adhere to the following:
  - a. All requests for reimbursement must be submitted to the Treasurer or Administrative Assistants within 15 days after you return from the trip and/or of the expenditure. Major project line items have 30 days from billing for reimbursement.
  - b. Requests must be submitted on designated forms signed by the person submitting the request, and accompanied by a receipt or invoice (including mileage).
  - c. Mileage will be reimbursed at the IRS designated rate per mile for year requested. Requests for reimbursement must be submitted on designated forms.
  - d. All reimbursements will be paid within 15 days of request unless there is a question of appropriateness. The Executive Committee will rule on any discrepancies.

**H. Payments**

1. Payments will be made based on approved budget line items.
2. Payments shall adhere to the following:
  - a. Invoice must be submitted to the Treasurer or Administrative Assistants With-in 15 days of the expenditure.
  - b. All invoices must be paid within 15 days of receipt by the Treasurer or Administrative Assistants.

## VIII. Financial (continued)

### I. Purchases and Contracts

1. Three competitive bids must be submitted on purchases made in the name of AAAYC over \$1,000.00. The Finance Committee will select the most appropriate bid.
2. Contracts must be approved by the Executive Committee and signed by the President and/or Treasurer.

### J. Treasurer's Report: There will be a Treasurer's report at every board meeting that will include the following:

1. Expenses by line item, year-to-date and monthly.
2. Total expenses by each committee
3. Annual approved budget for each committee.

### K. The Treasurer and Administrative Assistants will prepare annual report to IRS.

### L. Audit

1. There will be an annual internal fiscal review:
  - a. By a committee of no less than three members selected by the Board.
  - b. To be completed no more than 30 days after the end of the fiscal year.
2. There will be an outside fiscal review completed:
  - a. By a person chosen with the Treasurer and Administrative Assistants approval based on current available resources within 30 days after the election or appointment of a new Treasurer.
  - b. In case of conflicting results, outside audit will supersede internal audit.