



By-Laws

ARTICLE I: Name

The name of this organization shall be the South Dakota Association for the Education of Young Children, hereafter also referred to as SDAEYC. The administering body of SDAEYC shall be called the Governing Board. Hereafter the SDAEYC Governing Board shall be referred to as the Board.

ARTICLE II: Purpose & Mission Statement

Section 2.1 Purpose

SDAEYC shall be charitable and educational and include, but not be limited to serving and acting on behalf of the needs, rights, and well-being of all young children in South Dakota and their families, with emphasis on the provision of educational and developmental services and resources. SDAEYC shall foster the growth and development of the membership in their work with, and on behalf of, young children.

Section 2.2 Mission

SDAEYC promotes high-quality early learning for all children, birth through age 8, by connecting 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.

ARTICLE III: Membership

Section 3.1 Eligibility

Anyone interested in promoting the purposes of this Association may become a member upon payment of annual dues.

Section 3.2 Levels of Membership

Every member of SDAEYC shall be a member of a local chapter within South Dakota and the National Association for the Education of Young Children (NAEYC) and is entitled to the rights and privileges of membership in accord with the membership categories of NAEYC.

Section 3.3 Classes of Members

The categories of membership shall be Premium, Standard, Entry Level, and Family, as determined by NAEYC.

Section 3.4 Dues.

The Board shall determine any additional state dues. Any member who fails to remit their dues for the current membership year shall no longer be considered an active member.

Section 3.5 Annual Meeting; Quorum; Voting

- 1) There shall be no less than one general business meeting annually either in person or via an electronic meeting platform. The Board shall set up the date, time and place/method.
- 2) The membership shall be informed by email or alternative method if needed of the date and place, no later than fourteen (14) days prior to the meeting. A simple majority of the membership present in person or by proxy shall constitute a quorum for the transaction of business at a business meeting.

ARTICLE IV: Officers

Section 4.1 Officers

The Board shall include the following officers: President, President-Elect, Past President, Vice President, Secretary, and Treasurer.

Section 4.2 Election of Officers: Term of Office

- 1) The officers shall be elected annually by the members. The rotation system shall be:
 - a) President-Elect elected annually.
 - b) Secretary elected odd numbered years.
 - c) Vice President and Treasurer elected even numbered years.

- 2) The President-Elect shall move into the President position in their second year and the Past President position their third year.
- 3) All other terms of office shall be two years or until the officer's successor has been elected.
- 4) Presidential roles shall serve one year in each presidential position for a total of three years.
- 5) All other officers can serve two consecutive terms.

Section 4.3 Duties

The duties of the officers shall be such as are usually performed by such offices. Specifics are defined in the SDAEYC Governing Board Job Descriptions.

ARTICLE V: Administering Body

Section 5.1 Composition.

- a) The size of the Board is subject to change at its discretion; however, the number of voting positions shall not be less than 12 nor more than 20.
- b) The Board shall consist of:
 - 1) The six (6) principal officers, all of whom shall have voting rights.
 - 2) If an immediate past president can no longer serve on the board, the board may invite a former past president or a former board member to serve.
 - 3) Two or more members-at-large, who are elected by the general membership for a two year term,
 - i) The Member-at-Large positions shall be elected alternately in odd and even numbered years,
 - ii) May serve two consecutive terms.
 - 4) Chairpersons of committees and/or commissions as appointed by the Board.
 - 5) One representative from each of the chapters.
- c) No person shall serve on the Board unless that person is a member of SDAEYC.

- d) No officer shall serve more than 2 successive terms in the same position.

Section 5.2 Powers and Duties.

The Board shall:

- a) Supervise and direct the affairs and property of the Association, determine its policies and procedures (or changes therein) within the limits of the bylaws, actively promote its purposes, and shall have discretion in the disbursement of its funds.
- b) Direct and assist local chapters.
- c) Invite representatives of other agencies and/or organizations to attend Board meetings in non-voting capacity to provide information and work together to serve the purposes of SDAEYC.
- d) The President, with Executive Committee approval, shall appoint as many committees as necessary to carry on the work of the association.
 - 1) Committees may be terminated when they are no longer deemed necessary.
 - 2) Specifics are defined in the SDAEYC Governing Board Job Descriptions and Policies and Procedures Manual.

Section 5.3 Board Meetings.

- a) The Board shall meet at least three times a year.
- b) Special meetings may be held on the call of the President or at the written request of at least five Board members.
- c) Notice of any meeting of the Board shall be given to each Board member in email or alternative method if needed, at least seven (7) days in advance. Each such notice shall state the time, place, and purpose of the meeting.

Section 5.4 Quorum and Voting.

- a) A simple majority shall constitute a quorum for the transaction of business.
- b) Any action required to be taken at a meeting of the Board may be taken without a meeting, if proper notice of the proposed action is given in writing

to all members who are entitled to vote on the subject, and thereafter a consent in writing approving the action is signed by a majority of the members entitled to vote on the subject.

Section 5.5 Resignation or Removal.

- a) An officer or Board member may resign at any time. The resignation can be made in writing and will take effect at the time specified therein.
- b) An officer or Board member may be removed, with or without cause, by email or alternative method if needed ballot, in which twenty-five percent (25%) of the total SDAEYC members need to participate in the vote, (figures are based on membership numbers at the end of the preceding year) or at any regular or special meeting of the voting members.
 - 1) Voting can be done either in person, or by proxy, or as otherwise permitted by law.
 - 2) No officer or Board member shall be removed at a meeting consisting of members entitled to vote, unless written notice of such meeting is delivered to all members entitled to vote, and the notice explains that the purpose of the meeting is to vote upon removal of one or more members named in the notice.

Section 5.6 Vacancies

The procedure to be used for filling a vacant office is:

- a) The President-Elect shall fill a presidential vacancy.
- b) The President in conjunction with the Executive Committee shall appoint a person to fill any other vacancies on the Board until the next annual election, or, if so determined by the Board, until the expiration of the term of the vacant position.

Section 5.7 Executive Committee.

The Executive Committee shall be charged with carrying out the functions of the Board between meetings, and the actions of the Executive Committee shall be acts of the Board.

- a) The Executive Committee shall consist of the six (6) principal officers of the Association and two members-at-large.
- b) They shall meet at the call of the president or at the written request of three (3) members of the Executive Committee, in the interim between meetings of the Board to consider and take action upon any business presented.
- c) Minutes of each meeting of the Executive Committee, including the Treasurer's report, shall be made to the Board as soon as practical after any meeting. A majority vote of the Executive Committee members is required for any action taken.

ARTICLE VI: Nominations and Elections

Section 6.1 Nominating Committee Appointment.

Each year, the Board shall select a Nominating Committee. The committee shall consist of no fewer than three (3) members.

Section 6.2 Nominating Committee Duties.

- a) The nominating committee shall request suggestions for nominations.
- b) They shall prepare a slate of nominations to be presented to the members for election, via newsletter, email or other current means.
- c) The nominating committee shall oversee the annual election process.

Section 6.2 Timeline of Nominations and Elections

Each year in January, a nominating committee will be convened to develop a slate of nominations for the current election year.

- a) The call for nominations will be sent out no later than eight (8) weeks prior to the date that the slate is presented for voting.
- b) The slate shall be presented to the membership no less than thirty days prior to the election.
- c) The membership shall receive the ballot for elections at least seven (7) days prior to the election deadline.
- d) Elections shall take place in May.
- e) Newly elected officers shall assume their elected offices on July 1st.

Section 6.3 Candidates by Petition

Nominations of additional candidates may be made by members representing not less than ten percent (10%) of the total SDAEYC members (based on figures for the immediately preceding year), or by a majority vote of the membership at a meeting called for the purpose of voting.

Section 6.4 Elections

- a) The slate of candidates will be introduced at the general membership meeting preceding the election.
- b) Members may receive a slate/ballot through email or alternative method if needed at least seven (7) days prior to the election deadline.
- c) All elections operate under “one member, one vote” procedure, and shall be determined by the majority of members voting in any election.
- d) The membership shall be informed of election results through SDAEYC’s website and in the next newsletter.

Article VII: Fiscal Year

The fiscal year shall begin on July 1st and end on June 30th of each year, or such other 12-consecutive month period as the Board may designate.

Article VIII: Parliamentary Authority

The most current edition of *Robert’s Rules of Order* shall be used.

Article IX: Amendments

- a) Amendments may be proposed by any member at any time and shall be approved by the Board before being submitted to the membership.
- b) These bylaws may be amended, repeated, or altered, in whole or in part by a majority vote at any general business meeting of the Association; provided that a copy of the proposed amendment(s) be given to the membership at least thirty (30) days prior to the date of the meeting.



Article X: Dissolution

- a) A recommendation for dissolution of the Association, approved by at least 75% of the members of the Board, shall be submitted to the entire membership by written notification.
- b) The recommendation must then be approved by a majority of the voting membership present at a meeting called for that purpose.
- c) In the event of dissolution, the SDAEYC Board will disburse the assets as regulated by the South Dakota Articles of Incorporation, Amendment Four.
- d) Any remaining funds shall be distributed to one or more nonprofit organizations classified by the Internal Revenue Service as tax exempt under Section 501(c)(3) of the Internal Revenue Code.

	Revised: October 1985
Proposed revision: March 1992	Revised: October 1992
Proposed revision: April 1997	Revised: October 1997
Proposed revision: May 2002	Revised: May 2002
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