

Bylaws of the Early Childhood & School Age Trainers Association

Article I Name

1. The name of the organization shall be the Early Childhood & School Age Trainers Association (ECSATA).
2. The organization shall have a seal which shall be in the following form:



3. The organization may at its pleasure by a vote of the membership body, change its name.

Article 2 Purpose

ECSATA is an organization of trainers committed to promoting and supporting early childhood and school age trainers in the areas of professional growth and development, leadership, and advocacy for the field. This organization shall make every active effort to be inclusive of the personal, cultural and professional diversity of people desiring membership and leadership within ECSATA. ECSATA will provide opportunities to network and develop contacts within the field. ECSATA will encourage the professional development of trainers through conferences, meetings, speakers, newsletters, and any other activities agreed upon by the Board of Directors.

Article 3 Membership

1. Membership shall remain open to include anyone who works with, works for, supports or has interest in children and youth.
2. Membership in this association is voluntary. Membership within this association does not imply endorsement of the member by this association.
3. All members in the association shall have the following rights:
 - a. To receive the material pertinent to the maintenance and development of the association and notification of all meetings;
 - b. To attend all meetings and gain a hearing;
 - c. To cast a single vote at all general meetings of the association;
 - d. To petition the Board of Directors;
 - e. To be eligible for election to office;
 - f. To be eligible for appointment to any committee;
 - g. To elect a Board of Directors to whom they delegate responsibility for the direction of the association;
 - h. To have the final vote on any changes in the bylaws and on any questions affecting membership in the association.
4. All members in the association shall have the following responsibilities:
 - a. To pay dues upon receiving notice;

- b. Not to use the name of this association or the name of any member in his/her official capacity in connection with a commercial concern or with partisan endeavor or for any other than regular work of the association without the authorization of the Board of Directors.
5. Categories of Membership
- a. **Founding.** Founding members are those members who have paid the founding dues during the time of April 8, 2000 – December 31, 2000, and shall be listed as such, as deemed necessary. ” Founding members shall receive a certificate declaring their status as Founding Members of the association.
 - b. **Active.** Active members are those members who have paid their dues and are in good standing with the association. Active members receive all of the rights and responsibilities of membership. Active members are eligible to vote, hold office, be elected to the Board of Directors, serve on committee, and participate in regional networking groups.
 - c. **Sustaining.** Sustaining members are those members who are members in good standing who have actively participated in the association for 10 active years. Sustaining members receive all of the rights and responsibilities of membership. Sustaining members are eligible to vote, hold office, be elected to the Board of Directors, serve on committees, and participate in regional networking groups.
 - d. **Honorary.** An honorary member is one who has given extraordinary service to the community or to the association and who has been elected to such membership by four-fifths vote of the Board of Directors. The honorary member shall not be required to pay annual dues.
 - e. **Emeritus.** Emeritus membership may be granted, upon request, to any sustaining member who has reached the age of seventy (70) years, and has requested emeritus membership. Upon being granted permanent emeritus membership, the emeritus member shall no longer be required to pay annual dues.
6. **Removal/Revocation of Membership.**
- a. The Board of Director’s shall handle any member whose professional conduct comes into question on a case-by-case basis.
 - b. Members shall have the right to appeal removal of membership through ECSATA grievance procedure.

Article 4 Regional Networking Groups

1. The ECSATA Governing Board shall establish and approve organizational units called regional networking groups whose responsibilities shall include the promotion and support of ECSATA goals, objectives, activities, and services.
2. It is recommended that a minimum of ten members be assembled to constitute a viable regional networking groups If the number of members in a regional networking group drops below ten, that regional networking group should request technical assistance from the state association.
3. Regional networking groups shall operate according to the policies and procedures established by the ECSATA Governing Board.
4. Membership in a regional networking group is contingent upon holding membership in good standing of ECSATA.
5. ECSATA shall provide leadership through the Regional Networking Group Committee and technical assistance will be provided to regional networking groups through that committee.

Article 5
Membership Meetings

1. The annual membership meeting of this organization shall be held once a year at a time and date designated by the board. The members in good standing will be informed of the date and place of the meeting at least 4 weeks prior to the meeting date.
2. The Executive Committee can call additional meetings.
3. Members present shall constitute a quorum at meetings of membership.

Article 6
Board of Directors

1. The business of this organization shall be managed by eleven (11) individuals serving as the Board of Directors consisting of six (6) members at large and five (5) officers: President, President-Elect, Past- President, Secretary, and Treasurer.
2. Any individual, whose name is submitted for nomination to the Board of Directors, shall be a member in good standing of ECSATA, or become a member upon acceptance for nomination. This action shall take place prior to the distribution of candidate information.
3. Directors shall be elected by the members of the association to a two-year term with half being elected in even-numbered years and half elected in odd-numbered years.
4. The Board of Directors shall have control of and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.
5. Any board member may be removed from office by a two-thirds (2/3) vote of the entire Board of Directors
6. Six (6) members of the Board of Directors shall constitute a quorum. In the event of a tie the President may cast the deciding vote.
7. Each director shall have one vote and such voting may not be done by proxy. Voting by absent members of the Board of Directors may be made by alternative means (e-mail, traditional mail or facsimile) after receiving a physical copy of the briefing and motions before the Board.
8. As deemed necessary, the Board of Directors shall govern all rules and regulations covering its meeting, with such meetings being held a minimum of six (6) times per year.
9. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.
10. The duties of the Board of Directors include the following:
 - a. Developing the agenda for the Board of Directors meetings.
 - b. Review financial reports on a monthly basis.
 - c. Actively participate in monthly Board meetings.
11. No Board member shall receive salary for that volunteer position, but this does not preclude an officer or director from receiving compensation for other contracted services.
12. Board members with no agency backing who travel more than 100 miles one way to a scheduled Board meeting are eligible to receive a travel stipend for each meeting attended.

Article 7 Officers

1. The officers of the organization shall be as follows:
 - a. President
 - b. President Elect
 - c. Past President
 - d. Secretary
 - e. Treasurer
2. President.
 - a. The President shall preside at all membership meetings.
 - b. By virtue of the office, the President shall be the Chairperson of the Board of Directors.
 - c. The President shall present at each annual meeting of the organization an annual report of the work of the organization.
 - d. The President shall see that all books; reports and certificates required by law are properly kept or filed.
 - e. The President shall be one of the officers who may sign the checks or drafts of the organization.
 - f. The President shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
3. President Elect.
 - a. The President-Elect, in the absence of the President, shall perform the duties and exercise the powers of the President.
 - b. The President-Elect in conjunction with the President and the Past President make up the Leadership Team for the organization.
 - c. The President – Elect serves on the Executive Committee of the organization.
 - d. The President-Elect shall perform other duties as the Board of Directors or the President may assign.
 - e. The President-Elect shall automatically become the President for the next year.
4. Past – President.
 - a. The Past - President in conjunction with the President and the President – Elect make up the Leadership Team for the organization.
 - b. The Past President serves on the Executive Committee of the organization.
 - c. The Past President chairs the committee of the Elders, made up of all Past – Presidents of ECSATA, which serves as an advisory and consulting role to the organization.
5. Secretary
 - a. The Secretary shall keep the minutes and records of the organization.
 - b. It shall be the duty of the Secretary to file any certificate required by any statute, federal or state.
 - c. The Secretary shall give and serve all notices to members of this organization.
 - d. The Secretary shall be the official custodian of the records and seal of this organization.
 - e. The Secretary may be one of the officers required to sign the checks and drafts of the organization.
 - f. The Secretary shall present to the membership at any meeting any communication addressed to the Secretary of the organization.
 - g. The Secretary shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

- h. The Secretary shall submit to the Board of Directors any communications, which shall be addressed to the Secretary of the organization.
 - i. The Secretary will be responsible to see that a current copy of Robert's Rules of Order is available at all meetings.
 - j. The Secretary shall prepare a written agenda for all meetings of the Board of Directors.
6. Treasurer.
- a. The Treasurer shall have the care and custody of all monies belonging to the organization and shall be responsible for all such monies or securities of the organization.
 - b. The Treasurer may be one of the officers who shall sign checks or drafts of the organization.
 - c. The Treasurer will chair the Financing and Fund Raising Committee.
 - d. The Treasurer shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting.
 - e. The Treasurer shall exercise all duties incident to the office of Treasurer.
 - f. The Treasurer shall make available with a 24-hour notice, all books and financial records to any member of the Executive Committee.
7. To be considered as a candidate for office on the Board of Directors, individuals shall be members in good standing, nominated and elected by the ECSATA membership to serve on the current Board of Directors.
8. Officers will be nominated and elected, appointed or promoted by the current Board of Directors, following the Annual Meeting, with terms beginning in January of the following calendar year.
9. Officers shall be elected, appointed or promoted by the Board of Directors in the following manner:
- a. The President – Elect shall be elected every year.
 - b. The Treasurer shall be elected in odd-numbered years for a two-year appointment.
 - c. The Secretary shall be elected every year.
 - d. The Past-President shall be promoted from the President
 - e. The President shall be promoted from President-Elect
10. Officers by virtue of their office shall constitute the Executive Committee of the Board of Directors.
11. Officers may not succeed themselves in any office more than once, except when the first term is by appointment to fill an unexpired term created by a vacancy in office.

Article 8 Founding Officers

Founding Officers were elected by the organizing committee to serve until the first formal election by the membership. Terms of office for founding officers were from April 8, 2000 to December 31, 2000. The Founding President has the option of running for the office of President in the first formal election.

Article 9 Executive Committee

1. The Executive Committee consists of the following officers: President, President-Elect, Past-President, Secretary, and Treasurer.
2. The Executive Committee has the option to meet on a monthly basis at a time, date, and place as designated by the Executive Committee.
3. The Executive Committee reviews business pertaining to the organization and advises on matters which require action between regularly scheduled Board of Directors Meetings.
4. The Executive Committee has the power to take action on behalf of the Board of Directors with written or verbal consent of 2/3's of the Board Membership.

Article 10 Committees

1. The committees of ECSATA shall be:
 - a. **Membership Committee.** The purpose of this committee is to coordinate the recruitment and retention of members, maintain membership records, and provide information to the Board of Directors and Regional Networking Groups Chair as to the demographics and trends. This committee will coordinate communication with members and the general public regarding Regional Networking Groups and association events.
 - b. **Communication Committee.** The purpose of this committee will be to produce a quarterly newsletter, update and maintain the bylaws, maintain the MECSATA website and create and update the ECSATA brochure and other promotional materials as deemed necessary.
 - c. **Regional Networking Groups Committee.** The purpose of this committee is to provide leadership and coordination to the Regional Networking Groups and technical assistance regarding recruiting and retaining membership, and any additional assistance necessary.
 - d. **Fund Raising Committee.** The purpose of this committee is to, actively and consistently, seek opportunities to increase revenue for the promotion and growth of the association.
 - e. **Committee of the Elders.** Membership of this committee is the Past-Presidents of ECSATA. The purpose of this committee is to provide leadership, advisory and consultation functions to the Board of Directors and organization as a whole.
 - f. **Research and Resource Committee.** The purpose of this committee is to build and maintain a resource list for members. Information may include but not be limited to: "how-to" information, current best practice information on a state, regional and national level, share new theories and their application, report emerging trends, research relevant and pivotal issues to the field. This committee will forward information to the Communications Committee for inclusion in the quarterly newsletter.
 - g. **Credential Committee.** The purpose of this committee is to oversee the administration of the Trainer Credential process under the direction of the ECSATA board and to maintain a code of ethics and standards of conduct to be adhered to by all members.

- h. **Professional Development Committee.** The purpose of this committee will be to plan and oversee the ongoing revision/development of curriculums that pertain to trainer methodology; plan and oversee training of trainer opportunities in ECSATA-based curriculums; and plan and oversee other professional development opportunities for trainers as needed.
 - i. **Technology Committee:** The purpose of this committee will be to plan and oversee the ongoing revision/development of the MECSATA website and other technology-related needs/opportunities/services that would further enhance ECSATA's mission and goals.
2. The Board of Directors will appoint Committee Chairs. Term, as Committee Chair shall be two years. Committee Chairs terms may be extended based on Board discretion.
 3. The Board of Directors shall form all other committees and work groups of this organization. The time period for other committees and work groups shall be for one year or less by the action of the Board of Directors.

Article 11 Dues

Annual dues shall be negotiated annually by the Board of Directors and shall be payable for the period of January 1 – December 31 of each calendar year.

Article 12 Amendments

These By-Laws may be altered, amended, repealed or added to by a simple vote of members present at any duly convened meetings of membership provided at least fourteen (14) days written notice of the proposed change has been given. Amendments may be proposed by any member and shall be approved by the Board of Directors before being submitted to the membership.