

COALITION OF INFANT/TODDLER EDUCATORS (CITE)

BY-LAWS

ARTICLE I *NAME AND PURPOSE*

Section 1

The name of this organization shall be the COALITION OF INFANT/TODDLER EDUCATORS.

Section 2

The purposes for which this corporation is formed are to meet the needs of people working with infants, toddlers, and their families, to provide a support system, to act as an educational network, to address issues related to infants and toddlers, to provide training and promote quality infant/toddler child care and services.

Section 3

The organization shall be incorporated and operated under the laws of the State of New Jersey.

Section 4

The organization shall be an interracial, non-sectarian association of early childhood educators, directors, supervisors, administrators, caregivers, child advocates, medical and mental health professionals, government representatives, consultants and others who are concerned with quality infant/toddler services.

ARTICLE II *ORGANIZATIONAL STRUCTURE*

Section 1 *Membership:*

1a. The membership of the COALITION OF INFANT/TODDLER EDUCATORS shall be determined by the Membership Committee whose policies have been approved by the Board of Directors.

1b. The membership year shall run from June 1 - May 31.

Section 2 *Officers:*

2a. The officers of the COALITION INFANT/TODDLER EDUCATORS shall be: President, President Elect, two (2) Vice-Presidents, Secretary, and Treasurer. These officers and two members elected from the Board shall comprise the Executive Committee.

2b. These officers shall be elected in accordance with the provisions on nominations and elections described in these Bylaws.

2c. These officers shall perform the duties as described in these Bylaws.

Section 3 *Board of Directors:*

3a. The COALITION OF INFANT/TODDLER EDUCATORS shall be governed by a Board of Directors which will manage the affairs of the organization.

3b. Composition of the Board of Directors:

- The six (6) elected officers

- At least two (2) at-large members
 - Representative of each chapter not holding any other board position
- 3c.** All of the above positions have one vote in decisions of the Board with the exception of the President. The President only votes to decide a tied vote. Shared positions, such as conference co-chairs, have only one vote.
- 3d.** Non-voting liaisons to the board include members from PINJ, Office of Licensing and representatives from any other professional organization invited at the discretion of the Board.
- 3e.** The at-large members of the Board of Directors shall serve staggered terms of two years such that one of the two at-large members are nominated by the Nominations Committee each year.

Section 4 *Committees:*

- 4a.** With the approval of the Board, Committee chairs shall appoint members to the following committees each year: Finance, Publicity and Public Relations, Membership, Conference, Credential and Technology.
- 4b.** With the approval of the Board, the President shall appoint members to the Nominating Committee each year.
- 4c.** Additional Ad Hoc committees may be formed by the President or the Board as they become necessary.

Section 5 *Special Meetings:*

Special State Board meetings shall be called as necessary. It shall be mandatory for the President to call a special meeting upon receiving written petition of one-third of the Board. Such meetings shall be held within 30 days of receipt of the request.

ARTICLE III
NOMINATIONS & ELECTIONS

Section 1 *Nominations:*

- 1a.** The nominating committee shall consist of one (1) past officer, two (2) current members of the Board of Directors, and two (2) from the general membership.
- 1b.** The past officer shall serve as chair of the committee.
- 1c.** A quorum shall be three-fifths of the total committee.
- 1d.** The Nominating Committee shall prepare a slate of officers (with the exception of the President) and shall present the resulting slate to the general membership in writing at least thirty (30) days prior to the meeting at which the election is to be held. The slate shall also include nominations for one (1) at-large positions open on the Board of Directors.
- 1e.** If the President Elect is unable to serve as President, the Slate shall include a nomination for that office.

Section 2 *Elections:*

- 2a.** Elections shall take place at the annual meeting, held at the state conference of each year. The Secretary casts the vote.
- 2b.** Additional nominations shall be accepted from the floor.
- 2c.** Elections shall be by ballot except when there is but one candidate for an office. When there is one candidate for an office a voice vote may be conducted.

Section 3 *Term of Office:*

- 3a.** Officers shall assume office at the June meeting and shall serve for one (1) year.

3b. An officer who shall have served more than half a term shall be considered to have served a full term.

3c. No officer shall be eligible to serve more than three (3) consecutive terms in the same office.

3d. The at-large members of the Board shall serve a term of 2 years.

Section 4 *Eligibility to Hold Office:*

Only participating members as described in the Membership Policies may hold elective office or appointed positions.

Section 5 *Vacant Positions:*

Vacancies shall be filled by the President with the approval of the Executive Committee.

ARTICLE IV

DUTIES OF THE OFFICERS OF THE STATE BOARD

Section 1 *General Requirements of the Executive Committee:*

1a. The Executive Committee consists of the President, President Elect, First Vice President, Second Vice President, Secretary and Treasurer.

1b. Each member shall attend Executive Committee meetings and State Board of Directors meetings.

1c. Elected officers shall carry out duties as assigned.

1d. Executive members are expected to attend at least 2/3 of scheduled executive committee meetings.

1e. Any member who does not attend 2/3 of scheduled executive meetings may be removed from the executive committee.

Section 2 *The President shall:*

2a. Be responsible for the general operation of the organization.

2b. Preside at all meetings of the Executive Committee and Board of Directors.

2c. Appoint representatives to Boards of other organizations as needed.

2d. Fill any vacancies in the Board until the next election.

2e. Report on and oversee correspondence and review articles prior to publication.

2f. Have power to call special meetings. The President must call a special meeting at the request of the Board or membership as described in these Bylaws.

2g. Be ex-officio member of all committees except the Nominating Committee.

2h. Vote in State Board and Executive Committee decisions in the case of a tied vote.

2i. Oversee all paid staff/consultants.

2j. Ensure that CITE is represented in forums addressing issues pertaining to infants, toddlers, and families.

Section 3 *The President Elect shall:*

3a. Assist the President in the discharge of his/her duties.

3b. In the absence or disability of the President, act in his/her stead.

3c. Become President if this office falls vacant.

3d. Oversee program and professional development coordination

3e. Act as Parliamentarian.

3f. Serve as chairperson of Publicity and Public Relations Committees.

Section 4 *The First Vice-President shall:*

4a. Act in the stead of the President if the President Elect is unable to do so.

4b. Serve as chairperson of the Conference and Membership Committees.

Section 5 *The Second Vice-President shall:*

- 5a.** Act in the stead of the President if the President Elect and First Vice President are unable to do so.
- 5b.** Shall act as a liaison with the treasurer for all financial matters.
- 5c.** Serve as chairperson of the Finance and Fundraising Committee.
- 5d.** Works with treasurer to ensure taxes are filed and annual financial reviews occur as required by law.

Section 6 *The Secretary shall:*

- 6a.** Keep the minutes of the Board and of the executive committee meetings.
- 6b.** Keep attendance records of all meetings.
- 6c.** Have in his/her possession a record book that includes these items: Bylaws, Articles of Incorporation, Certification of Approval, Resolutions of the Board or Membership, Membership List, Annual Reports of all committees and IRS letter of determination.
- 6d.** Carry out correspondence at the direction of the President.
- 6e.** Maintain a file of all correspondence received and sent.
- 6f.** Notify Board members of all meetings and make minutes of Board meetings available.
- 6g.** Ensure membership lists are maintained.

Section 7 *The Treasurer shall:*

- 7a.** Receive and record all grants, fees, gifts, and other sums.
- 7b.** Pay approved bills.
- 7c.** Reconcile the bank statement(s) monthly.
- 7d.** Provide a monthly written finance report to the membership.
- 7e.** Submit the books for independent audit at the end of the membership year.
- 7f.** Serve on the Finance Committee.
- 7g.** Prepare annual year end budget report and submit to board for approval prior to annual meeting.
- 7h.** Works with accountant to ensure taxes are filed and annual financial reviews occur as required by law.

ARTICLE V

FUNCTIONS OF THE STATE BOARD OF DIRECTORS

Section 1 *General responsibilities:*

Board members shall attend board meetings and carry out assigned duties. Following two absences from board meetings, the Executive Committee may remove an appointed or elected board member from office.

Section 2 *Duties:*

The State Board of Directors of the COALITION OF INFANT/TODDLER EDUCATORS shall:

- 2a.** Set policies.
- 2b.** Approve appointments made by the President.
- 2c.** Monitor the fiscal affairs of the organization.
- 2d.** Have the authority to remove officers or appointees.
- 2e.** Conduct the business of the organization.
- 2f.** Approve annual budget.
- 2g.** Approve formation of new chapters.
- 2h.** Have authority to revoke chapter affiliation as outlined in policies and procedures

Section 3 *Board Meetings:*

3a. The Executive Board of Directors shall meet at least four times per year.

3b. The Executive Board may meet via a conference call.

3c. Executive Board conducts annual membership meeting at which election of officers takes place.

3d. A quorum is required in order to conduct official business. A quorum consists of 50% of the voting members of the executive board plus one.

3e. A simple majority vote shall decide a motion.

3f. The Executive Board may mandate a special board meeting or membership meeting by written request of one-third of the board members.

Section 4 *Notices of Meetings:*

Notice of regular and special meetings shall be given at least ten (10) days prior to the scheduled date.

ARTICLE VI
CHAPTER STRUCTURE

Section 1

1a. Each chapter may choose a local chapter board structure that best meets the needs of the local organization. Chapters may adopt the format of the State Board or develop their own and submit to the State Board of Directors for approval.

1b. A representative of each chapter will participate as an active member of the State Board of Directors.

1c. Chapters must adhere to the mission statements and policies of the parent organization.

1d. Chapters must submit reports as requested by the State Board.

1e. State Board has the authority to override Chapter decisions.

ARTICLE VII
STATE PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order, Newly Revised", 10th ed. (Cambridge, Mass.: Preseus Publishing, 2000) shall govern the meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. The President Elect shall act as Parliamentarian.

ARTICLE VIII
STATE AMENDMENT POLICY

Section 1

Amendments to these bylaws may be proposed by the Board of Directors, the Executive Committee, or a Bylaws Committee.

Section 2

All proposed amendments shall be presented to the Board of Directors prior to presentation to the general membership.

Section 3

All proposed amendments shall be available in writing to every member at least fourteen (14) days before they are to be voted upon. Bylaws and Bylaw amendments may be sent to members by U.S. Postal service, Fax, Email or through other technology. Dissemination shall be supported by the State and Chapter Boards.

Section 4

These bylaws shall be amended by a 60% vote of the full organizational membership present and voting at any regular meeting.

ARTICLE IX *STATE DISSOLUTION*

The net savings or surplus remaining after all costs and expenses have been paid shall remain in the treasury for use in advancing the purposes of the organization, and in no event shall they be distributed to or inure to the benefit of any member or members. Upon voluntary or involuntary dissolution of the organization, any such savings or surplus remaining shall be donated to some other not-for-profit organization or corporation operated exclusively for educational purposes, such organization or corporation to be designated in the same manner and by the same vote as is required to effect dissolution.

Adopted 1986 prior to incorporation

Revised: 1/19/93

Reviewed: 4/6/99

Revised: 6/9/99

Reviewed: 2/8/02

Revised: 7/12/02

Reviewed: 10/08

Revised: 3/13/09 (with membership approval at upcoming annual meeting/conference)