

**Texas Association for the Education of Young Children (TXAEYC)  
Policies and Procedures for Chapters**

**Section 1. TXAEYC and Chapter Relations**

1.1 Chapters embrace the tenets of NAEYC's vision and mission, which may change from time to time as determined at the discretion of the NAEYC Governing Board.

1.2 Chapters adhere to the highest legal and ethical standards, protecting the name, reputation, and intellectual property of the Association, ensuring sound nonprofit management and governance, and maintaining positive relationships with all Chapters, Affiliates and with NAEYC.

1.3 TXAEYC/Chapter relationship is based on reciprocal communication, transparency, partnership, and the principles of a high performing, inclusive organization, and is intended to support a diverse community of members in accordance with NAEYC's Vision, Mission, Values, and Strategic Direction.

1.4 Chapters may be one of the following corporation/fiscal structures:

- Option 1: be incorporated as a nonprofit corporation in good standing, that it shall remain in good standing, and is and shall remain exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code;
- Option 2: not incorporate but have full advantage of TXAEYC's 501(c)(3) leverage.

1.5 TXAEYC will establish set services to provide to a Chapter. Services included member data, promoting Chapter activities in their newsletter or website, member retention and recruitment plans, etc.

**Section 2. Chapter Requirements**

2.1 Identify and increase member satisfaction with available benefits, programs, services, and engagement opportunities offered by TXAEYC and Chapters.

2.2 Chapters will ensure the organizational health and vitality through support of TXAEYC to meet NAEYC requirements.

2.3 Chapter Formation

- Groups desiring to form a Chapter under the TAEYC Affiliate shall submit a Letter of Intent for consideration to the VP of Affiliate Relations.
- The VP of Affiliate Relations and the Chapter Committee shall review Letter of Intent and any other supporting documentation (e.g. drafts of annual budget and bylaws) and make recommendation to the TXAEYC Governing Board Executive Committee.
- The VP of Affiliate Relations and Central Office shall provide technical assistance in the development and formation of new chapters.
- New Chapters may apply for a Texas Affiliate Grant (TAG) for financial assistance to assist in the organization of capacity building. NAEYC Affiliates converting to TXAEYC Chapters are not eligible to apply.
- Chapters shall hold at least one meeting with recorded and signed minutes each quarter.
- Chapters shall support TXAEYC and NAEYC member benefits.

- 2.4 Chapters may be organized as a network, committee, workgroup, leadership team, interest area or geographic area.
- 2.5 Chapters must follow and/or align with TXAEYC Policies and Procedures to ensure that chapter activities do not cause TXAEYC to be in violation of NAEYC affiliate requirements, including National brand guidelines and required reporting and accountability procedures for audit and tax purposes.
- 2.6 All members of TXAEYC may partake of all Chapter activities and services within the TXAEYC territory.
- 2.7 Members of TXAEYC must be members of NAEYC and must not be assessed an additional membership fee from Chapters.
- 2.8 Chapters must agree to a clear fiscal and fiduciary relationship to provide the highest level of member services, benefits, and engagement opportunities. TXAEYC may serve as the fiscal agent for Chapters. A “fiscal agent” is defined as an organization that acts on behalf of another party performing various financial duties. (Refer to Section 7)

### **Section 3. Consistent Vision, Mission and Brand Identity**

#### *3.1 Vision and Mission*

Chapters must maintain a vision and mission consistent with NAEYC’s vision and mission. Chapters are not required to adopt TXAEYC and NAEYC’s vision and mission verbatim, but are expected to maintain a vision and mission that focuses on promoting high-quality learning for all children birth through age 8 and advancing the early childhood profession and supporting all young children.

#### *3.2 Commitment to NAEYC’s Strategic Direction*

Chapter activities shall be consistent with TXAEYC and NAEYC’s values, beliefs, and commit to the Strategic Direction. Chapters will have flexibility to determine the extent to which they will adopt the Strategic Direction as they consider local cultural, political, economic, and demographic contexts.

#### *3.3 Brand Identity*

Chapters must maintain a brand identity consistent with NAEYC’s brand identity and will be required to comply with NAEYC’s Brand Guidelines, which set forth how the “AEYC” brand can be used to ensure the power of the NAEYC brand within fundraising efforts, membership retention and recruitment campaigns, social media presence, and more.

Chapters must identify as a “ \_\_\_\_\_ Chapter of the Texas Association for the Education of the Young Children (TXAEYC).”

#### *3.4 Brand Guidelines*

Chapters must not trademark NAEYC’s brand or intellectual property and use of NAEYC’s intellectual property must comply with the terms of the charter agreement, NAEYC Policies and Procedures and Brand Guidelines.

### **Section 4. Active and Inclusive Nominations/Appointments Process**

4.1 Active and Inclusive nominations must adhere to tenets of NAEYC HPIO to ensure strong viable governance.

4.2 Chapters will identify and nurture emerging leaders across demographics (age, gender, gender identity, sexual orientation, race, ethnicity and, socio-economics), and geography.

4.3 Chapters must notify TXAEYC Affiliate Relations of election results within five business days of confirmation of election/appointment results. TXAEYC has responsibility to ensure an active and inclusive nominations process is followed by their Chapters.

4.4 TXAEYC and its Chapters will review nominations/elections/appointments processes annually and revise as needed.

## **Section 5. Governance**

5.1 Option 1: Establish their own Bylaws in accordance to 501(c)3 rules, including election/appointment processes based on nomination process, policy and procedures, Board structure, meeting requirements, fiscal responsibilities

5.2 Option 2: Follow TXAEYC Bylaws

## **Section 6. Chapter Leadership**

Every Chapter has a designated President or representative that has 1 vote on the TXAEYC Board. If more than twenty Chapters form under TXAEYC, the Affiliate will be divided in regions, and have elected or selected Regional Chapter Representatives.

### **Option 1 Chapters (with 501(c)3)**

Officers will be determined and set by their Bylaws to be either elected or selected through the nomination process

### **Option 2—Unincorporated Chapters**

Unincorporated chapters will have a selected leadership following TXAEYC nominating processes.

## **Section 7 Fiscal Management**

7.1 Recordkeeping, Reporting and Inspection. Chapters, who maintain their 501(C)(3) or are under TXAEYC Group Exemption, shall maintain all records related to its corporate and tax-exempt status and shall forward to TXAEYC copies of its Articles of Incorporation, Bylaws and tax exemption determination letter from the Internal Revenue Service, as well as any adverse notices or other correspondence received from any governmental agency (e.g., Internal Revenue Service, Texas' Secretary of State or corresponding agency) as well as all required government filings including 990s. Chapter shall maintain reasonable records related to all of its programs, activities and operations. All Chapters shall submit annual reports to TXAEYC as set forth in TXAEYC policies and procedures. Upon the written request of TXAEYC and at TXAEYC's expense, Chapter shall permit TXAEYC or TXAEYC's designated agent to review appropriate records of Chapter pertaining to its programs, activities and operations. Alternatively, Chapter shall send to TXAEYC copies of such records.

7.2 Programs and Activities. Chapter shall endeavor to conduct programs and activities that further the

purposes and objectives of TXAEYC, and shall use its best efforts to ensure that such programs and activities are of the highest quality with respect to content, materials, logistical preparation, and otherwise. Chapter shall endeavor to use, to the extent possible, materials available through TXAEYC in support of such programs and activities.

7.3 Government Affairs Efforts. Chapter shall endeavor to conduct government affairs efforts within the Territory consistent with the purposes and objectives of TXAEYC. In performing this function, Chapter shall work with TXAEYC in order to ensure national consistency in these efforts. Chapter's lobbying activities or lobbying expenditures will only be undertaken to the extent permitted and consistent with its status as a 501(c)(3) status under the Internal Revenue Code. Chapter acknowledges that it is responsible for tracking and monitoring expenditures and complying with expenditure limits to maintain its 501(c)(3) status. Chapter shall not, nor authorize anyone on their behalf to, participate or intervene directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public office.

7.4 Inspection/Audit. Chapters, who maintain their own 501(c)(3), shall establish and maintain a reasonable accounting system that enables TXAEYC to readily identify Chapter's assets, liabilities, income, expenses, reserve fund, and use of funds. TXAEYC and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this Agreement. Chapter shall at any time required by TXAEYC, and at Chapter's own expense make such records available for inspection and audit by TXAEYC.

7.5 Insurance. Chapters, who maintain their own 501(c)(3), the obligations to be performed under this Agreement shall be performed entirely at the Chapter's risk. Chapter shall maintain a minimum of \$100,000 for comprehensive liability and \$100,000 for director and officer insurance coverage. TXAEYC does not and will not assume any liability for any claims against Chapter. TXAEYC shall provide Chapters organized as unincorporated, general liability insurance in the amount of \_\_\_\_\_. Chapters may apply for additional liability insurance for activities and events for a fee.

## **Section 8 Chapter Dissolution**

Chapters of TXAEYC that fail to meet the Chapter criteria specified in these Policies and Procedures for Chapters will be subject to loss of Chapter status and all accompanying benefits and privileges. The dissolution of a Chapter has no bearing on an individual's membership in TXAEYC and NAEYC.

8.1 The VP of Affiliate Relations and Chapter Committee shall issue a Letter of Concern notifying the Chapter officers of specific violations and requesting a response outlining a plan for corrective action. The Chapter's response must be received prior to the next quarterly meeting of the TXAEYC Board for consideration.

8.2 If a response outlining a plan for corrective action is not received within the specified timeline, the TXAEYC Board shall direct the VP Affiliate Relations to serve the Chapter officers a Notice to Dissolve.

8.3 Dissolution of the Chapter shall be voted on at the next quarterly meeting of the TXAEYC Board.

8.4 The TXAEYC Vice President of Affiliate Relations and TXAEYC Senior Program Director shall oversee the disbursement of any remaining Chapter funds and resources according to Chapter bylaws.