

# Kentucky Association for Early Childhood Education (KAECE)

## POLICY MANUAL

(Revised July 2013, Fall 2015, Spring 2017, Spring 2018, Spring 2019)

### Table of Contents

I.	Founding of KAECE	2
II.	Membership	2
III.	Financial Management	2
IV.	Business Practices	9
V.	Board Structure	9
VI.	Committees/Commissions	10
VII.	Qualifications and Responsibilities of Board Members	11
VIII.	Installation of Officers	11
IX.	Regional Chapters	12
X.	Legislative Activities	13
XI.	Policy Manual Revisions	13
XII.	Parliamentary Procedure	13
XIII.	Collaborations	13
XIV.	Publicity	13
XV.	KAECE Social Media	13
XVI.	Historical Data	13

#### APPENDICES:

- A. KAECE REGIONAL CHAPTER FINANCIAL REPORT
- B. KAECE Leader/Advocate Award Application
- C. KAECE Provider Award Application
- D. KAECE Student Award Application
- E. KAECE Board Report Template

# Kentucky Association for Early Childhood Education (KAECE)

## POLICY MANUAL

(Revised & Approved Jan 2007, Revised Oct 2009; Revised July 2013; March; 2019)

### History & Founding of KAECE

KAECE is the result of the blending of two organizations in 1995-1996. The two parent organizations were the Kentucky Early Childhood Association (KECA) and the Kentucky Association for the Education of Young Children (KAEYC).

In 1993, KECA became an affiliate of the Southern Early Childhood Association (SECA) which was founded in 1948. In 1994, KECA merged with KAEYC to become KAECE and became a dual affiliate...affiliate of the Southern Early Childhood Association(SECA) and affiliate of the National Association for the Education of Young Children (NAEYC), which was founded in 1926.

July 12, 2016 at the "Ready Kids Conference" in Louisville, KY, the KAECE organization voted to leave the NAEYC organization and align with membership to Southern Early Childhood Association (**SECA**).

## I. Membership

### A. General Provisions

1. KAECE membership is open to all early childhood professionals and students who work with and care for young children and/or who provide education and resources for these individuals.
2. All KAECE members are also members of the regional Southern Early Childhood Association (SECA) and are entitled to all privileges of membership in both organizations.
3. KAECE members can elect to become members of Regional Chapters, as detailed in the Regional Chapters section of this manual.

### B. KAECE Membership Categories

1. Regular: Regular members receive reduced registration fees for KAECE and SECA institutes/ conferences, and opportunities to participate in additional benefits and services provided through affiliation with these organizations.
2. Student: Student memberships are available to currently enrolled students at a reduced rate with the same benefits as Regular members.

### C. Membership Information and Dues

1. The membership year for KAECE members is twelve (12) months from the date the membership application has been processed in either the Regular or Student membership category.
2. KAECE's membership dues are determined by the KAECE Board.
3. KAECE Membership applications and fees are processed through SECA.
4. Membership benefits commence after the membership application has been processed.

### D. Member Benefits

1. Publications
2. Membership in the Southern Early Childhood Association (SECA)
3. Membership in your Regional KAECE Chapter
4. Reduced registration fees to KAECE and SECA sponsored events and to KAECE Regional Chapter Institutes and Workshop.

# Kentucky Association for Early Childhood Education (KAECE)

5. Contacts for Member Service
  - a) KAECE [www.mykaecy.org](http://www.mykaecy.org)
  - b) SECA [seca.info](http://seca.info)
6. Awards
  - a) KAECE Provider Award
  - b) KAECE Student Award
  - c) KAECE Leader/Advocate Award
  - d) SECA Awards (See SECA website for more information)

## II. Financial Management

- A. Objectives: These Financial Management procedures are intended to create a practical and comprehensive approach to internal controls and to provide guidelines for consistency in financial transactions and proper internal controls to safeguard the KAECE assets. To this end, all funds raised and dispersed in the name of the Association are to be managed solely for the benefit of the Association while assuring that the tax exempt status of the Association is not endangered.
- B. Definitions: The following terms and definitions apply to this manual.
  1. "Association" means Kentucky Association for Early Childhood Education, Inc. (KAECE).
  2. "State Office" means the physical office location of the Business Manager./
  3. "Board" means the governing authority as defined by the Association's Bylaws.
  4. "Executive Committee" means the elected officers and Business Manager as defined by the Association's Bylaws.
  5. "Officer" means any duly elected officer as defined by the Association's Bylaws.
  6. "Member" means a member of the Association as defined by the Association's Bylaws.
  7. "Line Item" means a specific line with corresponding amount in the Association's budget.
  8. "Fiscal Year" means from January 1st through December 31st of each calendar year.
  9. "Cash" means cash or cash equivalents including coins and currency, checks, electronic payments, credit card payments, money orders, or wire transfers.
- C. Management and Control: The Treasurer in consultation with the KAECE elected President, shall have the primary responsibility for management and control of the Association's accounts, deposits and disbursements.
  1. Association Accounts: All income of the Association shall be deposited into a bank account from which all expenses shall be paid by check or electronic payment drawn against said bank account of the Association.
  2. Types of Accounts: The Association shall maintain the following accounts which shall be accessible online:
    - a) An operating checking account which may be, but is not required to be, interest bearing;
    - b) When funds are available, a money-market, savings account, or certificate of deposit which shall be interest bearing. Additional interest bearing accounts may be established for specific purposes such as a Reserve Fund.
  3. Location of Accounts: - All bank accounts of the Association shall be held at FDIC insured institutions with branch offices throughout Kentucky. The Board or Executive Committee shall approve all such financial institutions.
  4. Name of Accounts: - All accounts of the Association shall identify the Kentucky Association for Early Childhood Education and /or KAECE as the owner of such accounts.
  5. Signatures: - The President and Treasurer shall be signatories on all Association accounts. No other person shall under any circumstances have signatory authority over any Association account without prior approval of the Executive Committee or Board.

# Kentucky Association for Early Childhood Education (KAECE)

**D. Accounting Method & Financial Records**

1. The Association will use the Cash Method of accounting.
2. The Association’s financial records shall be maintained using financial software such as Quicken or Microsoft Money to track business finances and generate business reports and budgets. The financial software will be used with the bank’s online services to pay bills, make transfers, and download account transactions.

**E. Budgeting:**

1. Each year the President and Treasurer shall meet at least one month before year-end to prepare the proposed budget for the following calendar year. This process shall utilize the last two years financial statements and budgets, and input from the Board members on the current directions of programs and sources of funds. The proposed budget shall be submitted to the Board for discussion and approval at the Summer meeting in accordance with the fiscal year ending June 30<sup>th</sup>.
2. To ensure timely completion of the budget preparation process the following calendar provides guidance:

Date	Responsibility	Procedure
November 15	Treasurer	Prepare a draft budget for review by the President.
December 15	Executive Committee	Review budget proposal, contact individual Board members (if necessary) for clarification and finalize recommended budget for Board review.
January 10	Treasurer	Distribute proposed budget recommendations to the Board for comment via email.
January Board Meeting	Board	Discuss and approve the budget
January 31	Treasurer	Implement Approved Budget in the accounting system

3. In the event that the budget is not approved by the Board before the end of the fiscal year, the same budget as approved in the prior fiscal year shall become the budget for the new fiscal year until a new or revised budget is approved by the Board.

**F. Financial Reporting**

1. The Treasurer will prepare financial statements for every regularly scheduled meeting of the Executive Committee and Board. The financial statements shall include a Profit & Loss Statement for the current quarter and year-to-date, a Statement of Account Balances for each quarter of the current year, and a Budget Statement showing actual revenues and expenses compared to budgeted revenues and expenses for each quarter of the current year.
2. Additional reports will be provided upon request of the Executive Committee or the Board.

**G. Safeguarding Assets and Physical Controls:** The Treasurer and the President are responsible on behalf of the Board for the security of all of the Association’s assets including bank deposits, fax machine and office supplies. To assure the physical security of assets, the following procedures shall be used:

1. Credit/debit cards, endorsement stamps, blank checks, deposits, important corporate papers, signature cards, back up computer disks, etc. will be kept in a locked file cabinet or other secure storage space. Access to this file cabinet shall be by keys in the possession of the

# Kentucky Association for Early Childhood Education (KAECE)

Treasurer or the President depending on the location of the document or file.

2. Bank deposits shall be made within a week of when monies are received.
3. Assets and potential liabilities shall be adequately insured to avoid losses.
4. Adequate computer security measures such as firewalls, anti-virus programs, and passwords that restrict access to financial software shall be implemented. Software backups shall be performed at regular intervals.
5. No such fixed asset in excess of \$500 may be purchased or approved for purchase unless it is within the budget approved by the Board or has been approved by the Board through a budget amendment or resolution.

## H. Cash Receipts

1. Processing of Checks and Cash: The following procedures shall be employed:
  - a) All checks and payments shall be mailed to the official address of the Association
  - b) A listing of cash/checks received shall be recorded in the financial software and on a deposit slip.
  - c) Deposits shall be taken to the bank within one week upon receipt.
2. Endorsement of Checks: All checks received that are payable to the Association shall immediately be restrictively endorsed using a rubber stamp that includes the following information: "For Deposit Only", the name of the Association, the bank name, and the bank account number.
3. Timeliness of Bank Deposits: The Treasurer shall make bank deposits on at least a weekly basis unless the total amount received for deposit is greater than \$500 in which case deposits shall be made daily.

## I. Purchasing Policies and Procedures

1. Authorizations and Purchasing Limits: The Treasurer and all officers of the Association shall have the authority to initiate purchases on behalf of the Association within the guidelines described below.
  - a) The Treasurer or any officer of the Association is authorized to initiate any purchase transactions for supplies and services and/or enter into any contract on behalf of the Association that are included in the Association's approved budget.
  - b) The Executive Committee or Board must authorize any purchase transactions or contracts which would exceed the specific budget line-item.
  - c) The Board Must authorize any purchase in excess of \$5000 if such purchase would exceed specific budget line-item or if such transactions or contract is not included in the current approved budget
  - d) Authorizations of the Executive Committee or the Board for such purchases or contracts described in (b) or (c) above must be included the official minutes of the Executive Committee or Board, as the case may be.
  - e) Any purchases made by an officer other than those listed above shall require prior written approval from the Treasurer or President. Such written approval may be obtained by email with a copy of the email or other written approval or authorization attached to the purchase receipt.
2. Unauthorized Expenditures: Unauthorized expenditures are those expenditures which:
  - a) Are not contained within the annually approved budget or an approved budget amendment;
  - b) Are not specifically approved by the Executive Committee and/or the Board as indicated in their official minutes;

## Kentucky Association for Early Childhood Education (KAECE)

- c) Are not expended in the interest of the Association's purpose and objectives;
- d) Are submitted without an approving signature or documentation as specified in the section entitled "Authorizations and Purchase Limits"; and/or
- e) Are submitted without original receipts and/or supporting documentation.

### 3. Procurement Guidelines

- a) An original written receipt must be obtained for all purchases and signed by the purchaser and/or person authorized to make the purchase.
- b) Goods received should be inspected to verify quantity, compare description and quantity to receipt or packing slip, and should be examined for physical damage. Signature on the receipt and/or packing slip shall be acceptable documentation that goods were received in good condition.
- c) Purchaser should always take advantage of the tax exempt status of the Association when making purchases.

### J. Vendor Invoices: The following are general policies for vendor invoices:

- 1. The vendor invoice should be supported by the signature or initials of the President the Treasurer, or another officer authorized to approve the purchase in accordance with the procedures for "Authorizations and Purchasing Limits" prior to processing for payment.
- 2. Any individual providing any service that is compensated by the Association must provide name, address, and Social Security Number or EIN to the KAECE State Office for the purpose of the Association filing IRS Form 1099. Payment will not be authorized until all such information is received.

K. Expense Reports and Reimbursements: Reimbursements for travel expenses or other approved costs will be made only upon the receipt of a properly completed expense reimbursement form. All required receipts must be attached, and a brief description of the business purpose of the expense, trip, or meeting must be noted on the form. Expense reports will be processed for payment within three weeks of receipt by the Treasurer. Expenses older than three months will not be reimbursed without approval of the Executive Committee or Board.

#### 1. Mileage Reimbursement

- a) When approved as a part of the annual budget, KAECE reimburses members of the Board for travel to and from regular Board meetings in an amount to be determined by the Board.
  - b) Persons traveling from the same area are encouraged to travel together by auto with reimbursement paid only to the person driving. Board members may choose to use air travel, however the reimbursement rate for air travel will be the same as if by automobile as outlined above.
  - c) All reimbursement requests must be submitted on the approved KAECE form. The request must be submitted to the Treasurer no later than one month following the completion of the travel for which the reimbursement is requested.
- 2. Hotel Reimbursement: When approved as a part of the annual budget, OR when funds are available, KAECE shall pay hotel rooms up to \$50.00 for Board Members who travel more than 100 miles (one way) to a Board Meeting. Sharing a room with another Board Member is encouraged.
  - 3. Committee Meeting Mileage & Hotel Reimbursement: When approved as a part of the annual budget, OR When funds are available, Committee Meeting travel is allowed at the same rate as Board Meeting travel at the discretion of the Executive Committee.
  - 4. Special Rules Pertaining to Air Travel: When approved as a part of the annual budget, OR when funds are available, the following additional rules apply to air travel:
    - a) Air travel should be at coach class or the lowest commercial discount fare at the time

## Kentucky Association for Early Childhood Education (KAECE)

the ticket is purchased except when this fare would require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in additional costs that would offset the transportation savings, or offer accommodations not reasonably adequate for the traveler's medical needs.

- b) First class air travel shall not be reimbursed unless there is a documented medical reason, and such use must be documented.
  - c) Memberships in airline flight clubs are not reimbursable.
  - d) Cost of flight insurance is not reimbursable.
  - e) Cost of upgrade certificates is not reimbursable.
  - f) Cost of canceling and rebooking flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).
  - g) Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., KAECE will not reimburse for the personal legs of a trip).
  - h) KAECE does not reimburse a Board member for separate travel costs (air fare, etc.) associated with his/her spouse or partner.
- L. Credit/Debit Cards: At the discretion of the President, the Treasurer may be issued a corporate credit/debit card provided that the card shall be used exclusively for Association-related business purposes. The cardholder shall take reasonable precautions to protect the card from loss or theft by storing it in a secure location. Credit card charges not properly documented will be deemed personal and charged back to the cardholder. The cardholders shall report the loss or theft of an Association credit card immediately by notifying the credit card company or bank as well as the President.

### M. Cash Disbursement Policies

1. Check or Electronic Payments: All vendor and expense reimbursement checks or electronic payments shall be produced in accordance with the following guidelines:
  - a) Expenditures must be supported in conformity with purchasing, travel, and business expense policies described above.
  - b) Timing of disbursements should generally be made to take advantage of all early-payment discounts.
  - c) Generally, all vendors shall be paid within thirty days of submitting a proper invoice upon delivery of the requested goods or services.
  - d) All supporting documentation is attached to vendor invoice or expense reports.
  - e) All vendor invoices shall have one authorization except for regular monthly or quarterly invoices or expenses of a recurring nature such as rent, utilities, telephone, internet services, leases, insurance payments, etc. which may be approved and authorized by the Treasurer.
  - f) Authorizations shall include at a minimum one of the following: the signature of an approved authorizing individual; a copy of written approval (i.e. email confirmation of approval shall be acceptable); and/or references to the source and date of the Association minutes indicating approval by the Executive Committee and/or Board.
  - g) Checks shall be utilized in numerical order and unused checks shall be stored in a locked file.
  - h) Checks shall never be made payable to "bearer" or "cash."
  - i) Checks shall never be signed prior to being prepared.
  - j) Upon the preparation of a check, vendor invoices and other supporting

## Kentucky Association for Early Childhood Education (KAECE)

documentation shall immediately be marked in ink "Paid" with the date of the transaction in order to prevent subsequent reuse.

2. Check Signing or Electronic Payment Authorization: Given the size of the Association and the locations of the State Office and the officers, it would not be practical or efficient to have two signatures on every check. Furthermore, the use of electronic payments which require no signature but simply password authorization will be used as the primary form of payment. Use of electronic payments will reduce mailing and preparation time and costs and at the same time provide enhanced bank reconciliation. Therefore, KAECE shall require only one signature or electronic bank authorization for payment. The President or Treasurer shall be signatories on all accounts and therefore may sign checks or authorize payments as needed.
  3. Voided Checks and Stop Payments Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks shall be retained to aid in preparation of bank reconciliations. Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instruction and written authorization to the bank by the Treasurer. Written documentation shall be maintained as a record of the stop payment and any related bank fees.
- N. Bank Reconciliations: The following procedures will be utilized for all bank reconciliations:
1. Each month, the original bank checking account statement will be mailed from the bank directly to the address on record with the IRS.
  2. The President shall open the statement and review its contents for unusual, unexplained or unauthorized items which shall be reported immediately to the Bank and Treasurer.
  3. Using the financial software, the Treasurer shall print a monthly report of the final reconciliation, together with a detailed monthly report of all account transactions. These reports shall be sent to the President each month.
  4. If necessary, the President, or Treasurer may view electronic copies of deposits or cancelled checks provided by the financial institution or through internet access to the bank's web site.
  5. The President may request additional detailed reports of all deposits and expenditures from the Treasurer if needed.
- O. Annual Review: Each January, the Treasurer shall prepare an annual report for the Board which shall include a Profit & Loss Statement for the prior year, a Statement of Account Balances for the prior year, and a Budget Statement showing actual revenues and expenses compared to budgeted revenues and expenses for the prior year. Due to KAECE's limited size and financial resources, an annual audit is not economically feasible. On vote of the Board, the Treasurer may conduct a review or audit of all books and records of the Association, or may secure the services of a qualified outside firm or individual to conduct such review.
- P. Record Retention Policy: KAECE shall retain all important financial and legal records for a period of five (5) years, after which all such records shall be destroyed.
- Q. Amendments to Financial Management Policies: These financial policies may be amended by a majority vote at any regular or special meeting of the Board.

### III. Business Practices

#### A. SECA Conference



## Kentucky Association for Early Childhood Education (KAECE)

1. As funds permit, KAECE shall pay the transportation, lodging and meals of the President and Vice President-Elect or substitute officers with a maximum amount to be designated in the budget.
2. When the Leadership Conference includes training for other Board Members, the KAECE Board may authorize their attendance and approve expenditures.
3. The maximum amount for expenditures is to be designated in the budget as funds permit.

### IV. Board Structure

- A. Elected Officers: The Officers of the Association shall be President, Vice President, Past President, Secretary, Treasurer, SECA Representative, SECA Representative-Elect, Vice President for Membership, and Vice President of Programs.
- B. Executive Committee: The Executive Committee shall consist of the Elected Officers
- C. Appointed Board Positions: The President may appoint members to the following positions for a term of two years (with the option of reappointment):
  1. Awards
  2. Chapter Liaison
  3. Communications Chair
  4. Hospitality
  5. Vice President of Public Relations
  6. Director Representative
  7. Provider Representative
  8. Webmaster
- D. Representative Board Offices:
  1. Regional Chapter Presidents
  2. Student Chapter Presidents

### V. Committees/Commissions

The work of the association is conducted by the various working groups formed by the association. Each working group has specific duties, responsibilities and time frames that have been approved by the Board of Directors. It is important that all working groups understand their duties and responsibilities as described in the KAECE Policy Manual. The Nominating Committee is the only standing committee within KAECE. Working groups are designed and approved by the President. Working groups include the Commission on Finance, the Commission on Membership, the Commission on Professional Development and the Commission on Leadership.

Members of the KAECE Board of Directors are appointed annually by the President to a Commission. Prior to January 1, each member of the Board of Directors will be appointed to serve on a Commission for the following year. One of the appointees will be designated as the "Chair" of the Commission to which he/she is appointed. These appointments will be made in consultation with the Board member to ensure that their placement is satisfactory and productive. The Commissions are to be made up of the "Chair" plus any number of Board Members along with members of the community who are invited to join the working Commission.

Commission agendas are developed at the Board meeting and commission work begins at the conclusion of the meeting. The Commission then reports to the Board of Directors at subsequent meetings regarding their work between meetings and gives their recommendations for Board action.

# Kentucky Association for Early Childhood Education (KAECE)

Commission Chairs are directed to work in conjunction with the SECA Commission of the same name and to Regional KAECE Chapters.

ALL CORRESPONDENCE CONCERNING COMMISSION WORK MUST BE COPIED TO THE VP OF COMMUNICATIONS AND THE PRESIDENT.

## A. Nominating Committee:

1. The Vice President for Membership shall serve as Chair of the Nominating Committee and shall convene the Committee online. The committee is composed of Chapter Presidents or their appointed representatives, and the President-Elect or Past- President.
2. The Vice-President for Membership shall send a copy of the job description and a Biographical Information Sheet (Attachment IV) to all potential nominees for office.
3. The Committee shall attempt to present a slate of two persons for nomination for each office to be filled for the coming year with consideration given to diversity and the geographic locations of persons selected.
4. The Committee shall present the slate of nominees to the Board at the Annual Board Meeting for approval.
5. Candidate information shall be communicated to the membership at least 30 days in advance of the election.
6. Ballots shall be tallied by the Committee at the end of election and the results shall be communicated to the President.

## VI. Qualifications and Responsibilities Of Board Members

### A. Officers and Committee Chairpersons shall:

1. Be members of KAECE.
  2. Attend the KAECE Conference and assist as needed.
  3. Comply with the KAECE By-Laws and Policy Manual.
  4. Prepare KAECE Board Reports for KAECE Board Meetings and email to all Board members at least one week prior to meeting.
  5. Attend all KAECE Board Meetings
  6. Ensure smooth transitions for incoming individuals in their respective offices.
- B. Board Attendance Policy: There will be four (4) KAECE Board Meetings per year, at which the Board Members' attendance is required. As such, membership on the KAECE Board shall be terminated without recourse in the event a Board Member is absent:
1. From two (2) consecutive Board meetings without advance notification to the President, or
  2. From three (3) consecutive Board meetings.

In the case of a Board Member termination, the KAECE President will send a notice of termination to the Board Member and replace the applicable position with an interim Board Member.

## VII. Installation Of Officers:

The formal installation of incoming KAECE officers shall occur at the first face-to-face meeting after the election. The President shall conduct the installation. The following is the guideline for the presentation and installation of the new officers.

- *At this time, it is my pleasure to install the newly-elected officers of the Kentucky Association for Early Childhood Education. They have generously accepted the responsibility we have placed on them. However, the entire responsibility does not rest on them alone, because we are all*

# Kentucky Association for Early Childhood Education (KAECE)

*called upon to assist them in their work and to respond willingly to their needs.*

□ *The new officers are:.....*

□ *Will each of you raise your right hand and repeat after me:*

*I solemnly affirm that I accept the responsibilities  
of the office to which I have been elected ...  
and I will, to the best of my ability...  
perform the duties pertaining thereto.*

□ *(President to the new officers) I wish you great success in the coming years of your service.*

□ *(President to the audience): Will you join me in showing your appreciation?*

## VIII. Regional Chapters

- A. Chapters shall meet a minimum of two times each year. It is also suggested that Chapters offer members free training credit for attendance at local workshops to boost membership.
- B. KAECE members are also members in their regional KAECE chapter. The member is affiliated with the chapter according to county as outlined below.

### 1. **South Kentucky AECE** Regional Chapter (Berea Independent RTC service area) Counties:

- |             |                |                 |
|-------------|----------------|-----------------|
| 1. Bell     |                | 18. Mercer,     |
| 2. Bourbon, | 10. Jackson,   | 19. Montgomery, |
| 3. Casey,   | 11. Jessamine, | 20. Powell,     |
| 4. Clark,   | 12. Knox,      | 21. Owsley,     |
| 5. Clay,    | 13. Lee,       | 22. Pulaski,    |
| 6. Clinton, | 14. Laurel,    | 23. Rockcastle, |
| 7. Estill,  | 15. Lincoln,   | 24. Wayne,      |
| 8. Fayette  | 16. Madison,   | 25. Whitley,    |
| 9. Garrard  | 17. McCreary   |                 |

Zip Codes (First three digits): 426; 407; 409; 404; 405; 425

### 2. **East Kentucky AECE** Regional Chapter (Ashland Independent RTC service area) Counties:

- |               |               |              |
|---------------|---------------|--------------|
| 1. Bath,      | 9. Harlan,    | 17. Martin,  |
| 2. Boyd,      | 10. Johnson,  | 18. Mason,   |
| 3. Breathitt, | 11. Knott,    | 19. Menifee, |
| 4. Fleming,   | 12. Lawrence, | 20. Morgan,  |
| 5. Carter,    | 13. Leslie,   | 21. Perry,   |
| 6. Elliott,   | 14. Letcher,  | 22. Rowan,   |
| 7. Floyd,     | 15. Lewis,    | 23. Pike     |
| 8. Greenup,   | 16. Magoffin, | 24. Wolfe,   |

Zip Codes (First three digits): 411, 412, 413, 414, 415, 416, 417, 418, 408, 410, 403

### 3. **North Kentucky AECE** Regional Chapter (Anderson Country RTC service area) Counties:

- |              |                |                |
|--------------|----------------|----------------|
| 1. Anderson, | 10. Harrison,  | 19. Pendleton, |
| 2. Boone,    | 11. Henry,     | 20. Robertson, |
| 3. Bracken,  | 12. Jefferson, | 21. Scott,     |
| 4. Bullitt,  | 13. Kenton,    | 22. Shelby,    |
| 5. Campbell, | 14. Marion     | 23. Spencer,   |
| 6. Carroll,  | 15. Nelson,    | 24. Trimble,   |
| 7. Franklin, | 16. Nicholas,  | 25. Washington |
| 8. Gallatin, | 17. Oldham,    | 26. Woodford   |
| 9. Grant     | 18. Owen,      |                |

Zip Codes (First three digits): 402, 400, 406, 410, 403, 425, 401, 425

# Kentucky Association for Early Childhood Education (KAECE)

## 4. Central Kentucky AECE Regional Chapter (Simpson County RTC service area) Counties:

- |                  |              |               |
|------------------|--------------|---------------|
| 1. Adair,        | 8. Grayson,  | 15. Meade,    |
| 2. Allen,        | 9. Green,    | 16. Metcalfe, |
| 3. Barren,       | 10. Hancock, | 17. Monroe,   |
| 4. Breckenridge, | 11. Hardin,  | 18. Russell,  |
| 5. Butler,       | 12. Hart,    | 19. Simpson,  |
| 6. Cumberland,   | 13. Larue,   | 20. Taylor,   |
| 7. Edmonson,     | 14. Logan    | 21. Warren,   |

Zip Codes (First three digits): 401, 427, 421, 423, 422, 426

## 5. Audubon AECE Regional Chapter (part of Calloway County RTC service area) Counties:

- |                |                 |               |
|----------------|-----------------|---------------|
| 1. Caldwell,   | 7. Hopkins,     | 13. Trigg,    |
| 2. Christian,  | 8. Lyon,        | 14. Union,    |
| 3. Crittenden, | 9. McLean,      | 15. Webster   |
| 4. Daviess,    | 10. Muhlenberg, | 16. Newburgh, |
| 5. Hancock,    | 11. Ohio,       | IN            |
| 6. Henderson   | 12. Todd,       |               |

Zip Codes (First three digits): 420, 422, 423, 424

## 6. Western Kentucky AECE Regional Chapter (part of Calloway County RTC service area):

- |              |             |                |
|--------------|-------------|----------------|
| 1. Ballard,  | 4. Fulton   | 7. Livingston, |
| 2. Calloway, | 5. Graves,  | 8. Marshall,   |
| 3. Carlisle, | 6. Hickman, | 9. McCracken   |

Zip Codes (First three digits): 420, 422, 423, 424

## 7. Student Chapters: Associated with local colleges and universities.

C. KAECE Chapter Liaison: The Chapter Liaison is appointed by the KAECE President and shall serve on the KAECE Board. This individual shall act as liaison between the KAECE Board and all Regional Chapters.

### D. Chapter President Duties:

1. Prepare a KAECE Board Report summarizing local regional activities and submit electronically to the KAECE Board for quarterly meetings.
2. Notify the KAECE President and KAECE Communications Chair of planned Chapter meetings and events.
3. Attend KAECE Conference.
4. Complete a KAECE Chapter Report identifying Bank name, account number and current balance to submit quarterly to the Chapter Liaison.
5. Provide information as requested by the Chapter Liaison.

### E. Activation Of A New Chapter:

1. To seek activation as a new Regional Chapter, the following requirements shall be met:
  - a) At least ten (10) KAECE members shall commit to forming an active Chapter.
  - b) Chapter members shall accept the responsibilities of Chapter Officers (President, Vice-President, Treasurer, Secretary, etc.).
  - c) The Chapter shall have adopted Local Chapter By-Laws.
2. All of the above information shall be submitted to the Chapter Liaison who shall seek approval for activation at the next KAECE Board Meeting. Regional Chapter status

shall be granted upon approval by the KAECE Board.

3. Upon activation, the following shall occur: KAECE shall disburse Regional Chapter membership dues to Regional Chapter Presidents in accordance with the prevailing membership rates.

#### F. Chapter Bylaws

1. A template for Regional Chapter By-Laws will be provided by the Chapter Liaison upon request. This template would be intended as a guide and may be altered by the Chapter's Board to best accommodate local needs.
2. Regional Chapter By-Laws shall be submitted to the Chapter Liaison upon activation and when revisions are made.

G. Insurance Coverage For Regional Chapter Functions: Liability insurance coverage is provided for Regional Chapter sponsored events through KAECE.

### **IX. Legislative Activities**

As a tax-exempt organization, KAECE must abide by and adhere to IRS guidelines as published by the U.S. Internal Revenue Service.

### **X. Policy Manual Revisions**

- A. The KAECE Policy Manual shall be reviewed annually prior to the Summer Board Meeting by the Vice President.
- B. Revisions of the KAECE Policy Manual shall be presented to the Board for final approval at the Summer Board Meeting.

### **XI. Parliamentary Procedure**

KAECE shall follow Roberts Rules of Order in all parliamentary matters.

### **XII. Collaborations**

KAECE is committed to collaborating with individuals and groups who are concerned with appropriate early care and education of young children and promote the organization's mission.

### **XIII. Publicity**

All publicity for KAECE will be the responsibility of the Communications Chair via approval of the Board.

### **XIV. KAECE Social Media**

- A. Social Media sites are an effective method of communicating the vision and mission of KAECE.
- B. The Communications Chair shall oversee KAECE Social Media for appropriate content.

### **XV. Historical Data**

KAECE Secretary shall organize, preserve and store all pertinent information such as:

- A. KAECE event Information (Programs, registration info, presenters, final committee report, any media coverage, photos, etc.)
- B. Award presentations
- C. Meeting Minutes
  - 1. Notations of voting decisions made or resolutions passed
  - 2. By-laws changes, Policy Manual revisions, Job Description changes
- D. Legislative Actions
- E. KAECE related Publications and documents
- F. Election Results

## KAECE POLICY MANUAL APPENDICES

Appendix A:

KAECE REGIONAL CHAPTER BOARD FINANCIAL REPORT
--

Chapter Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Financial Institution and Address \_\_\_\_\_

Account Number \_\_\_\_\_

Chapter Activities:

Signature of Chapter President

Appendix B:

**KAECE Leader/Advocate  
Award Application**

The applicant receiving this  
KAECE/SECA membership

award will receive a one-year  
and \$50 dollar award.

**NOMINEE NAME & POSITION :** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Name of the NOMINATOR (Must be a KAECE Member)**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

1. Indicate all that apply:

- provided leadership or advocacy for families
- provided leadership or advocacy for children ages birth through eight
- provided leadership or advocacy for the community

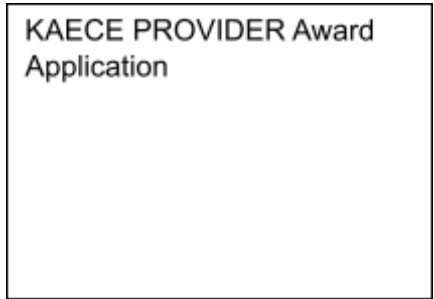
2. On a separate sheet, explain why this nominee deserves the KAECE Leader/Advocate Award.

**In 500 words or less**, describe how this individual has enhanced the quality of life and addressed critical issues that affect the health, education and welfare of children, families and community members through the promotion of legislation, public policy, family involvement/engagement initiatives, and community initiatives. Provide specific examples of activities that the nominee has completed as well as impact of these activities on the lives of young children, families and the community.





Appendix C:



The applicant receiving this KAECE/SECA Membership.

award will receive a one-year

Name of the **NOMINEE**: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**NOMINATOR** (Must be a KAECE Member)

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. Please check appropriate position classification below:

- a caregiver/provider within a child care program serving children three months to age eight years
- a Developmental Interventionist within the First Steps program serving children with disabilities under three years
- a teacher within public or private school serving children age three to eight years
- an administrator within a child care program serving children three months to age eight years.

On a separate sheet of paper please explain why your nominee should receive the KAECE PROVIDER AWARD. **In 500 words or less**, describe how this individual demonstrates excellence in his/her respective field and has completed activities that positively impact children, families, and

colleagues. For example, you can discuss in-class and out-of-class activities that foster children's learning; family engagement and self-sufficiency; and professional development of colleagues.

Appendix D:

KAECE STUDENT Award Application
------------------------------------

The applicant receiving this award will receive a one-year STUDENT KAECE/SECA Membership and \$50 scholarship.

Name of the **NOMINEE**: \_\_\_\_\_

**Email**: \_\_\_\_\_ **Phone** \_\_\_\_\_

**Street Address**: \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**NOMINATOR** (Must be a KAECE Member)

Name: \_\_\_\_\_

**Email**: \_\_\_\_\_ **Phone** \_\_\_\_\_

**Street Address**: \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

1. Please check appropriate position classification below:

- a caregiver/provider within a child care program serving children three months to age eight years
- a Developmental Interventionist within the First Steps program serving children with disabilities under three years
- a teacher within public or private school serving children age three to eight years
- an administrator within a child care program serving children three months to age eight years.

On a separate sheet of paper please explain why your nominee should receive the KAECE PROVIDER AWARD. **In 500 words or less**, describe how this individual demonstrates excellence in his/her

respective field and has completed activities that positively impact children, families, and colleagues. For example, you can discuss in-class and out-of-class activities that foster children's learning; family engagement and self-sufficiency; and professional development of colleagues.

## Appendix E

### KAECE BOARD REPORT

Submitter's name: [Click here to enter text.](#)

Board position:

Meeting date: [Click here to enter a date.](#)

#### **Summary of Activities Since Last KAECE Board Meeting**

- No activities completed
- Activities completed – please provide brief description below  
[Click here to enter text.](#)

#### **Issues/Items Needing Feedback at the KAECE Board Meeting**

- None needed
- Action needed - Please describe any item(s) that need(s) to be discussed or approved by the KAECE Board at the meeting below. What is written in this section will be put on the KAECE Board meeting agenda.  
[Click here to enter text.](#)