

## **Louisiana Student Early Childhood Association Groups (SLAECA)**

### **How to start a Louisiana Student Early Childhood Association (SLAECA) Organization**

1. Hold a meeting of students who would be interested in being a part of a Louisiana Student Early Childhood Association (SLAECA) Organization on your campus. Typically you need 10 or more students who are interested in becoming members. Consider asking students who major in early childhood education, child life, child development, family and child studies, psychology, speech and hearing, and kinesiology. Any student who is interested in working with young children and their families would benefit from being a member of a Louisiana Student Early Childhood Association (SLAECA) Organization.
2. Contact your college or university student organization office in the Student Affairs Office. Ask for copies of the necessary guidelines and forms to create an approved student organization. Typically the school is going to ask for the following information:
  - Name of the organization
  - Purpose of the organization
  - Membership criteria
  - Major activities the organization may sponsor or in which they might participate
  - Local, state, and national affiliations
  - Required dues and other funding information
  - Official contact information for the organization including mailing address, email address, and/or websites address
  - Contact information for the faculty advisor of the organization
  - Contact information for the president, vice-president and treasurer
  - Membership list for members; typically the organization must have at least 10 members
3. Typically the organization also must have a constitution and by-laws that they submit to the school. In the constitution the organization must agree to abide to the school's guidelines and requirements. A sample constitution developed by the Louisiana Tech University Louisiana Student Early Childhood Association (SLAECA) group. The Louisiana Tech University (SLAECA) group was the first SLAECA group in Louisiana.
4. After the organization's constitution and other forms are accepted and the organization is approved by the school, the organization must get approval from the Louisiana Early Childhood Association Administrative Board. Sometimes a school will require that the Louisiana Early Childhood Association Administrative Board approves the organization before the school will approve the organization.
5. A SLAECA group is affiliated with the Louisiana Early Childhood Association (LAECA) and the Southern Early Childhood Association (SECA). A member receives all the benefits of both organizations.

## CONSTITUTION

### STUDENT ORGANIZATION OF THE LOUISIANA EARLY CHILDHOOD ASSOCIATION

#### I. Name

The name of this organization shall be the Student Louisiana Early Childhood Association, or in the abbreviated form, SLAECA.

#### II. Purpose

To increase awareness of the needs and to work for knowledge and understanding of young children in Louisiana both at school and at home and to provide opportunities for cooperation between parents, teachers, research workers, doctors, religious workers, social workers, and others in the field.

#### III. Objectives

- A. To increase awareness of the needs of young children in the State of Louisiana at child care facilities, preschool facilities, in the public schools and at home;
- B. To work for increased knowledge and understanding of young children in the State of Louisiana at child care facilities, preschool facilities, in the public schools, and at home
- C. To encourage professional growth of members through workshops, meetings, speakers, conferences and field trips
- D. To stimulate awareness of legislation and research dealing with children and their families.

#### IV. Membership and Dues

- A. Definition- Membership shall be open to all students on Louisiana Tech University campus who are concerned with the young child and their families
- B. Qualifications- A member in good standing shall be any student of Louisiana Tech University who has paid his/her SLAECA dues and may pay the LAECA/SECA dues
- C. Dues- The amount of membership dues shall be recommended by the elected officers and shall be voted upon by the members with any change in the amount of dues being ratified by a majority voting if a quorum is present. A quorum is a majority of the total membership.
- D. Privileges of Membership
  - 1. Membership shall entitle each member to membership in the Southern Early Childhood Association (SECA) and the Louisiana Early Childhood Association (LAECA).
  - 2. Membership shall entitle each member to all newsletters and

regular publication of LAECA & SECA.

3. Membership shall entitle each member to vote on matters related to changes in the election of officers in LAECA and SECA.

#### 4. Associate Membership

- a. Members who join only the local chapter are not entitled to receive any benefits from the state or national organization, or to hold office at the local, state or national level.

### V. Officers

- A. Officers- The elected officers shall consist of President, Vice-President, Secretary and/or Treasurer, Publicity Chairperson or Reporter. There shall be an Executive Board composed of these elected officers.
- B. Election of Officers- A slate of officers shall be submitted for nominations by the Executive Board at a regularly scheduled meeting. Based on these nominations and nominations from the floor, an election will be held and officers will be elected by a quorum.
- C. Duties of the Officers
  1. The President shall be responsible for presiding at all meetings of the membership and Executive Board, appointing chairpersons of committees with the help of the Executive Board and perform all other duties incident to the office.
  2. The Vice President shall be responsible for planning and executing a membership drive to increase professional growth of all students of Louisiana Tech University who plan careers dealing with young children and the carrying out of the duties of the President in his/her absence. The Vice President shall also be responsible for planning and executing the program of work determined by the Executive Board and supervising any fund-raising projects as delegated by the Executive Board.
  3. The Secretary and/or Treasurer shall be responsible for keeping the minutes and for all correspondence relating to the Association, as well as maintaining an accurate record of all membership information. The Secretary/ Treasurer or Treasurer also shall be responsible for collecting dues and maintaining an accurate account of the financial transactions of the association.
  4. The Publicity Chairperson/Reporter shall be responsible for gathering news and writing accounts of all association activities and submitting them to appropriate media. He/she shall also be responsible for publicizing and announcing the meetings and field trips.
  5. Duties of officers may be changed at the direction of the Executive Board rather than by constitutional action.
  6. Officers shall assume the duties of their offices at the beginning of the academic year. The incoming officers shall receive training from the outgoing officers before the end of their term.
  7. If, during their elected year of office, any of the elected officers find they

are unable to serve in the elected capacity, they shall submit a letter of resignation to the Executive Board.

8. Any vacant office may be filled by the Executive Board.

VI. Faculty Advisor

The Faculty Advisor of SLAECA shall be one or more of the Human Ecology faculty in the area of Family and Child Studies and shall be appointed by the Director of the School of Human Ecology.

VII. Meetings of the Executive Board and General Meetings

- A. Executive board meetings shall be held once each quarter during the nine month school year. Association and Executive Board meetings may be called by the President. Meetings shall be planned toward fulfilling the purposes of SLAECA.
- B. Procedures of the meetings - The rules contained in Roberts Rules of Order, Revised shall govern the association in all cases to which they are applicable. Business shall be conducted during regular meetings.

VIII. Committees

Committees shall be appointed by the President with the advice of the Executive Board.

IX. Conduct

- A. SLAECA and its members agree to uphold and abide by the rules and regulations of Louisiana Tech University.
- B. SLAECA agrees to accept the responsibility for behavior of its members and guests at any of its functions.
- C. Hazing, in any form, is not allowed by this organization or its individual members.

X. Amendments to the Constitution

- A. A proposal to alter, amend, or repeal the provisions of this constitution shall be proposed by any member of the organization and a discussion shall follow at the same meeting. Voting on the proposed amendment shall occur at the same meeting if sufficient information is available at that time for discussion. If information is insufficient for discussion, the amendment may be tabled until information for discussion has been collected. Voting on the proposed amendment may then occur at the next regularly scheduled meeting or at a special called meeting if the matter is urgent.
- B. Amendments or revisions of the Constitution may not go into effect until approved by the Louisiana Tech Student Organizations Committee and the Louisiana Early Childhood Association Administrative Board.

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