

BY-LAWS

BIG SANDY HEAD START POLICY COUNCIL

ARTICLE I

(Name)

The name of this organization shall be the Big Sandy Head Start Policy Council.

ARTICLE II

(Purpose and Functions)

SECTION I: Purpose

The purpose shall be to: Implement 45 CFR Part 1304.50 Head Start Program Performance Standards, Subpart D and Appendix A for which this Head Start Policy Council is created to serve as a link between public and private organizations, the Grantee Board of Directors, the communities of Head Start Programs in the counties of Floyd, Johnson, Magoffin, Martin and Pike in the state of Kentucky.

SECTION II: Functions

The functions of the Big Sandy Head Start Policy Council, in accordance with ACF/DHHS Regulations are:

1. Initiate suggestions and ideas for program improvements and to receive periodic reports on action taken by the administering agency with regard to its recommendations.
2. Plan, coordinate and organize agency-wide activities for Head Start parents with the assistance of staff.
3. Recruit volunteer services from parents, community residents, community organizations and mobilize community resources to meet identified needs.
4. Communicate with all parents and encourage their full participation in the Head Start Program.
5. Approve the goals for Head Start within the agency as proposed by the Grantee Board of Directors and develop ways to meet these goals within ACF/DHHS Guidelines.
6. Approve the locations of Head Start centers.
7. Assist in developing a plan for recruitment of eligible children and approve such a plan.
8. Approve the composition of the appropriate parent policy making groups and methods for getting them within ACF/DHHS Guidelines.
9. Approve the services provided to Head Start from the Grantee Central Office.
10. Policy Council will serve as an intermediary or group that assists or attempts to resolve complaints about Head Start.

11. Be consulted to ensure that standards for acquiring space, equipment and supplies are met.
12. Approve or disapprove of the Head Start Personnel Policies and Procedures (including establishment of hiring and firing criteria for Head Start staff, career development plans and employee grievance procedures).
13. Approve or disapprove the request for funds and proposed work programs (the grant package) prior to sending to ACF/DHHS, with sufficient time to study the grant package and ask questions of Head Start personnel.
14. Approve or disapprove major changes in the Head Start operating budget and work program while the program is in operation.
15. Approve or disapprove information prepared for the pre-review to ACF/DHHS.
16. Assist a self-evaluation of the Head Start Program.

ARTICLE III

(Membership)

SECTION 1: Composition

The Big Sandy Head Start Policy Council shall be comprised of parents of children currently enrolled in Head Start as well as community representatives in Accordance with ACF/DHHS Guidelines.

SECTION 2: Membership

Membership on this Policy Council shall consist of two categories: 14 parent members and 3 community representatives.

- a. Each Head Start Program Policy Committee will elect two parent members to the Policy Council. These members will be parents of children currently enrolled in all program options and elected by a quorum stated in their Policy Committee By-laws. If a Head Start program does not have status as a delegate program and is directly operated by the grantee agency who holds the awarded grant, they will not have a Policy Committee and therefore, will elect their two Policy Council members from their Parent Committees.
- b. Each Policy Council member shall have an alternate representative who is elected democratically by the Delegate Policy Committee. Alternates may attend each Policy Council meeting, but vote on issues only when the member they represent is absent. Each community representative will have an alternate designated by the agency he/she represents if applicable.
- c. The community representatives must be approved by the parent members of the Policy Council before he/she can be seated. Elections for the community representatives will be held during the November meeting. Nominations may be made by parent members at that time and then voted on by the entire Council. The community

representatives shall represent major agencies of the communities and counties served by the Head Start agency or be parents of former Head Start Children.

SECTION 3: Term of Office

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council as a parent member and/or community representative for no more than five (5) years. Policy Council parent members shall be seated at the October meeting.

SECTION 4: Voting Rights

Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting by or for any member. The manner of voting procedure is determined by the Policy Council (voice, show of hands or secret ballot).

SECTION 5: Termination of Membership

A member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if he/she is absent from three (3) consecutive meetings without having submitted a legitimate excuse in writing to the Policy Council Chairperson (or in his/her absence the Vice-Chairperson) prior to the meeting.

SECTION 6: Resignation

A member shall give a written statement of reasons before resigning.

SECTION 7: Vacancy

Any program shall elect, within 30 days, a new member to the Policy Council whenever there is a vacancy on the Policy Council occurring at the program. If a vacancy for a community representative occurs, the Policy Council members will nominate and elect a replacement as soon as possible.

SECTION 8: Nepotism and Conflict of Interest

In accordance with 45 CFR Section 1304.50 (b) (6), no person can serve as a member of the Policy Council while any of his/her immediate family is employed in the Head Start Program. A member of an immediate family includes any of the following persons:

1. Husband
2. Wife
3. Mother, mother-in-law
4. Father, father-in-law
5. Brother, brother-in-law
6. Sister, sister-in-law
7. Grandparents or grandparents of spouse
7. Son, son-in-law
8. Daughter, daughter-in-law
9. Step children, step parents, step brother or sister.

SECTION 9: Duties

All members of the Policy Council shall attend meetings regularly, arrive on time, and actively participate by reading the agenda prior to meeting and discussing matters to be considered with other parents in the unit(s) he/she represents, keep informed of the Policy Council, remember the rights of other members to express their opinions, consider all information and arguments before voting, remembering the parents he/she represents,

debate the issues, not persons, accept and support any final decisions of the majority of the Policy Council.

ARTICLE IV

(Officers)

SECTION 1: Officers

The Policy Council shall elect a Chairperson, Vice-Chairperson and Secretary who shall be parent members of the Policy Council.

SECTION 2: Election and Term of Office

Each officer shall be elected at the October meeting and shall serve a term of one year. If an officer resigns or is removed by the Council, a replacement must be elected as soon as possible.

SECTION 3: Removal

Any officer or member of the Policy Council who fails to perform his duties as outlined above or below, can be removed by two-thirds vote of the Policy.

SECTION 4: Chairperson

The Chairperson shall preside at all meetings, talk no more than necessary when presiding, have an understanding of the By-Laws of the Policy Council, refrain from entering debates of questions before assembly, shall extend every courtesy to the discussions of the motions, shall call meetings to order and formally close them, note

whether a quorum is present and declaration of same, help prepare an agenda for each regular meeting, call special meetings and give explanations of same to each member, appoint chairperson to all committees, explain each motion before it is voted upon and may vote to break a tie.

SECTION 5: Vice-Chairperson

The Vice-Chairperson shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair; in case of resignation or death of the Chairperson, the Vice-Chairperson shall assume the office of Chairperson until a permanent Chairperson is elected.

SECTION 6: Secretary

The Secretary shall record the minutes of every Policy Council meeting once the meeting has been called to order, keep a copy of the By-Laws, list of members and a copy of the agenda.

ARTICLE V

(Committees)

SECTION 1: Appointment of Committees / Members

The Policy Council shall appoint such committees as are necessary to the proper conduct of it's business, including but not limited to the following: Executive Committee, Personnel Committee, Finance Committee and Grievance Committee. At the

October meeting, members of the Council can volunteer to be on a specific committee with the exception of the Executive Committee. At least three (3) members should be on each committee with a maximum of six (6). If there are not enough Council members willing to serve on the committees to reach the minimum number, members may serve on multiple committees in order to assure that each one has a minimum number of three (3).

SECTION 2: Executive Committee

The Executive Committee shall be composed of the Officers of the Policy Council. The Executive Committee shall have power to conduct business for the Policy Council between regular meetings of the Policy Council.

SECTION 3: Personnel Committee

This committee shall discuss the Head Start Policies and Procedures and make recommendations to the membership prior to the Policy Council approving said Personnel Policies and Procedures. This Committee shall also screen, interview and recommend persons to be hired to fill vacancies in the grantee Head Start staff.

SECTION 4: Finance Committee

This committee shall discuss matters of the budget, timelines, planning and financial issues of the program and make recommendations to the full Policy Council.

SECTION 5: Grievance Committee

This committee shall hear grievances from the community and from parents who have

followed the grievance procedures and take recommendations to the Policy Council to resolve these complaints. The committee may also hear grievances of the Head Start staff and present their findings to the full Policy Council and Grantee Board of Directors.

SECTION 6: Special Committees

Special Committees may be appointed by the Chairperson or selected by the Policy Council as the need arises.

ARTICLE VI

(Meetings)

SECTION 1: Regular Meetings

Regular meetings of the Policy Council shall be held on the 3rd Tuesday of each month during the school year and as needed in the summer.

There shall be special called meetings as the Policy Council sees a need and shall be called by the Chairperson at least 48 hours in advance.

SECTION 2: Notice of Meetings

Written notices shall be mailed to reach any member of the Policy Council at least five (5) days prior to the date of each regular meeting. A copy of the agenda and minutes of the previous meeting shall be enclosed.

SECTION 3: Quorum

Fifty-one percent (51%) of the members of the Policy Council must be present to constitute a quorum for regular or special called meetings to transact business.

ARTICLE VII

(General)

1. All meetings of the Policy Council shall be open to the public.
2. Robert's Rules of Order shall be followed.
3. Compensations for travel and baby-sitting fees for poverty level parent members shall be paid in accordance with guidelines.
4. Standing committees shall be at least fifty one percent (51%) parents.

ARTICLE VIII

(Amendments)

These by-laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least one week before the meeting. The Policy Council may debate an amendment before adoption. Amendments must be approved by a two thirds vote of these Members present, a quorum being present and approval of the Directors of the Big Sandy Area Community Action Program Board.

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