

POLICY COUNCIL BY-LAWS

ARTICLE I

NAME

The name of this organization shall be The Washington County NB & PW Club, Inc. Head Start Policy Council.

ARTICLE II

PURPOSE AND FUNCTIONS

SECTION I

The purpose shall be to: Implement Head Start Program Governance according to 1304.50(a) – (h) of the Performance Standards, for which this Head Start Policy Council is created to serve as a link to the Parent Committee, the Grantee and public organizations, the communities served and the parents of children enrolled in the planning and coordinating of the Washington County NB & PW Club, Inc. Head Start Program in the County of Washington in the state of Georgia.

SECTION II

The functions of the Washington County NB & PW Club, Inc. Head Start Policy Council in accordance with HHS/ACF Regulations are:

1. Assist Parent Committees in communicating with parents enrolled in all programs options to ensure that they understand their rights, responsibilities, and opportunities in Head Start and to encourage their participation in the program.
2. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside for program budgets are used to support parent activities.
3. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization resources to meet identified needs.
4. Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the 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 with HHS/AFC guidelines.
6. The Policy Council must work in partnership with key management staff (Head Start Director and Executive Director and the governing body to develop, review, and approve or disapprove the following.
 - 6.1 All funding applications and amendments to funding application for Head Start.
 - 6.2 Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 6.3 Procedures for program planning in accordance with Program Governance and the requirements of 45CFR Part 1305.3.
 - 6.4 The program philosophy and long and short range program goals and objectives.
 - 6.5 The selection of delegate agencies and their service areas.
 - 6.6 The composition of the policy Council or Policy Committee and the procedures by which policy group members are chosen.
 - 6.7 Criteria for defining recruitment, selection and enrollment priorities.
 - 6.8 Annual Self-assessment of the grantee agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 6.9 Program Personnel Policies and subsequent changes to those Policies.
 - 6.10 Decisions to hire or terminate any person who works primary for Head Start.

ARTICLE III

MEMBERSHIP

SECTION I

The Policy Council shall be composed of members with at least 51% (percent) of the membership comprised of parents of a child currently enrolled in Head Start in accordance with HHS/ACF Guidelines.

SECTION I

TWO CATEGORIES

Membership on this Policy Council shall consist of two (2) categories: Parents of currently enrolled children and Community Representatives.

- A. All Parent Policy Council members must be a parent of a child currently enrolled in Head Start. The Parent Committee must select them. Each parent Policy Council member will also have an alternate who may attend each meeting, but vote only when the member they represent is absent. The number of children in each center and their representatives are:

- Sandersville Head Start Center - 134
Parent Member - 1
Parent Alternate - 1

- Davisboro Head Start Center - 148
Parent Member - 1
Parent Alternate - 1

- Johnson County Head Start Center - 55
Parent Member - 1
Parent Alternate - 1

- Glascocock County Head Start Center - 17
Parent Member - 1
Parent Alternate - 1

- Wilkes County Head Start Center - 34
Parent Member - 1
Parent Alternate - 1

- B. All Community Representatives must be approved by the parent members of the Policy Council before they can be seated. Community Representatives shall represent major agencies (business, public/private community, civic and professional organizations) of the community and county serviced by the Head Start Center with one (1) members of the Grantee Board of Directors included in this category. The total number of community representatives from each county is as follows:

- Washington County - 1
Johnson County - 1
Glascocock County - 1
Wilkes County -1
Grantee Board – 1 (non-voting capacity)

SECTION II SPECIAL MEETINGS

There will be special meetings of this Policy Council only when the Council sees a need, and all special meetings shall be called by the Chairperson at least 48 hours in advance.

SECTION III NOTICE OF MEETINGS

The Chairperson shall mail written notices to each member of the Policy Council at least three (3) days prior to the date of each regular meeting. The Policy Council shall receive, as a part of his/her duties, a copy of the following the following information as appropriate: monthly financial statements, including credit card expenditures; monthly program information summaries, program enrollment reports, monthly reports of meals and snacks provided through programs of the Department of Agriculture, financial audits and annual self-assessment.

The Chairperson shall mail written notices of special meetings to each Policy Council member at least 48 hours prior to the date of the meeting with an explanation for calling the special meeting. Follow-up phone calls by the Secretary may be in order.

SECTION IV QUORUM

Five (5) of the members of this Policy Council must be present to constitute a quorum for the regular or special meeting to transact business.

ARTICLE VII AMENDMENTS

These By-laws may be amended by sending a copy of the proposed amendments at least one (1) week before the meeting. The Policy Council may debate an amendment before adoption. Amendments must be approved by the policy Council and submitted to the Board of Directors for approval before adoption. Amendments must be approved by a two-thirds (2/3) vote of the members present.

Chairperson Policy Council

Date

Secretary

Date

Chairperson, Board of Directors

Date