

# **WASHINGTON COUNTY NB & PW CLUB, INC. HEAD START**

## **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 from 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/ACF guidelines.
6. The Policy Council must work in partnership with key management staff, Head Start Director, 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 primarily 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 II 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) member 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 III            CONFLICT OF INTEREST**

Members of the Policy Council shall not have a conflict of interest with the Head Start agency (including any delegate agency); and shall not receive compensation for serving on the Policy Council or for providing services to the Head Start agency. (Compensations for travel and baby-sitting fees for poverty level parent members shall be paid in accordance with guidelines.)

**SECTION IV            TERM OF OFFICE**

Policy Council members shall serve a term of one (1) year. Each member must stand for re-election each year.

**SECTION V            VOTING RIGHTS**

Each member of the Policy Council shall have one vote. There shall be no proxy voting by or for any member. Telephone voting is allowable in emergency situations, as deemed by Policy Council chair. A quorum must be met.

**SECTION VI            TERMINATION OF MEMBERSHIP**

A member of the Policy Council can be terminated by a two-thirds (2/3) vote of the Policy Council if he/she is absent from two 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 VII           RESIGNATION**

A member shall give a written statement of reason when resigning.

**SECTION VIII           VACANCY**

The Washington County NB & PW Club, Inc. Head Start Parent Committee shall elect within thirty (30) days a new parent member of the Policy Council whenever there is a vacancy on the Council. If the vacancy occurs from the Community Representatives, the parent members must approve any replacement.

**SECTION IX            NEPOTISM**

In accordance with the agency policies and procedures, no person can serve as a member of this Policy Council while any member of his immediate family (mother, father, sister, brother, children, mother/father-in-law, aunt or uncle) is employed in the Head Start Program.

## **SECTION X            DUTIES**

All members of this Policy Council should attend meetings regularly; arrive on time for all Policy Council and Committee meetings; actively participate in meeting by reading the Agenda prior to the meeting and discussing matters to be considered with other parents in the Center; keep informed of the Policy Council's purpose, plans and progress; report back to the parents any action taken by the Policy Council; remembering the rights of other members to express their options; consider all information and arguments; debating the issues, not persons; and accept and support any final decisions of the majority of the Policy Council.

## **ARTICLE IV           OFFICERS**

### **SECTION I**

The Policy Council shall elect a Chairperson and Secretary. Other officers shall include a Vice-Chairperson, and other officers as deemed necessary.

### **SECTION II            ELECTION AND TERMS OF OFFICE**

Each officer shall be elected by the full membership of the Policy Council once the full Policy Council has been seated and shall serve the term of one (1) year. No member shall serve on the Policy Council as a parent member and/or community representative to a combined total of three (3) term's years.

### **SECTION III          REMOVAL**

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

### **SECTION IV          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 into debates of questions before assemble; shall extend every courtesy to the discussion of the motions; call meetings to order and formally close them; note whether a quorum is present and declaration of same; prepare an agenda for each regular meeting; shall call special meetings and mail notices of special meetings and explanation of same to each member; appointing chairperson to all committees; explain each motion before it is voted upon; and may vote to break a tie.

## **SECTION V            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 VI            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, standing rules, list of members, a list of unfinished business and a copy of the agenda; mail copies of minutes to each Policy Council member in advance of the next meeting; see that a record of minutes is kept on file in the Head Start office; and receives and handles all mail addressed to the Policy Council.

## **ARTICLE V            COMMITTEES**

### **SECTION I**

The Policy Council shall appoint such committees as are necessary to the proper conduct of its business; including, but not limited to the following: Executive Committee, Personnel Committee, Grievance Committee, and Budget Committee.

### **SECTION II            EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of the officers of this Policy Council. The Executive Committee shall have the authority to conduct business for the Policy Council between regular meetings of the Policy Council.

### **SECTION III            GRIEVANCE COMMITTEE**

As stipulated in the functions of this Policy Council, this committee shall hear grievances from the community, and from parents who have followed the grievance procedures at the center level, about the Head Start Program; and make recommendations to the Policy Council to resolve these complaints. This committee may also hear grievances of Head Start staff and present their findings to the Personnel Committee or Grantee Board of Directors.

## **SECTION IV PERSONNEL COMMITTEE**

As stipulated in the functions of this Policy Council, this committee will discuss the Head Start Personnel Policies and Procedures and make recommendations to the Policy Council prior to the Policy Council approving and submitting to the Board of Directors said Personnel Policies and Procedures. This committee will also screen, interview, and recommend persons to be hired to fill vacancies of the Head Start staff and submit to the Board of Directors.

## **SECTION V BUDGET COMMITTEE**

As stipulated in the functions of this Policy Council, this committee WILL ASSIST THE Head Start staff to prepare funding applications to be submitted for approval of the Policy Council before being submitted to the Board of Directors.

## **SECTION IV SPECIAL COMMITTEES**

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

## **ARTICLE VI MEETINGS**

### **SECTION I REGULAR MEETINGS**

Regular meetings of this Policy Council will be held bi-monthly at a scheduled time determined at the beginning of each program year.

### **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 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