

Bylaws

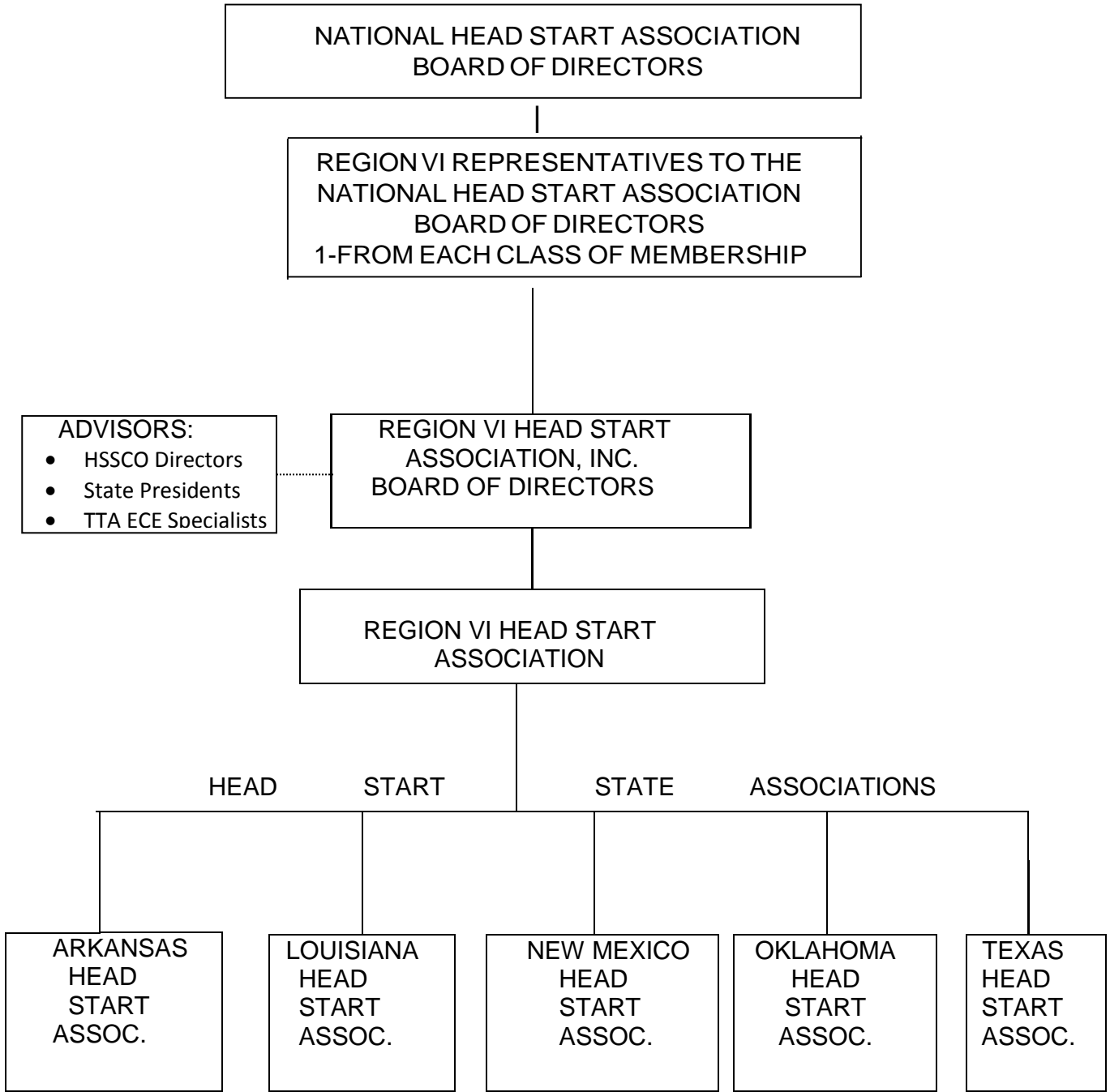
Region VI Head Start Association, Incorporated

Arkansas Louisiana New Mexico Oklahoma Texas

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ORGANIZATIONAL CHART



Region VI Head Start Association, Inc.

Board of Directors

By Laws

ARTICLE I - NAME

The name of the organization shall be Region VI Head Start Association, Incorporated (hereinafter referred to as "the organization"). An ORGANIZATIONAL chart is attached to show the different associations and how the five states are aligned regionally and nationally. Let it be known that "Head Start" is in the organization's name, however, this document also includes by-laws procedures for EHS as well.

ARTICLE II - PURPOSES

The purposes of the Board of Directors shall be:

Section 1: To review and provide input concerning proposed state, regional and national policies and directives on behalf of the Region VI Head Start Programs.

Section 2: To help strengthen the four classes of members: The Head Start Directors class of members, the Head Start Staff class of members, the Head Start Parents class of members, and the Head Start Friends class of members in the five Region VI states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas.

Section 3: To elevate the status, promote respect and coordinate efforts of Head Start Directors, Staff, Parents and Friends in working toward the common goal of strengthening the services set forth in the Head Start Performance Standards.

Section 4: To develop a system for communicating policies, positions or statements that reflect a consensus of the opinions of the organization.

Section 5: To develop a system for communicating and sharing among directors, staff, parents and friends in Region VI for the purpose of exchanging ideas and opinions relating to Regional and National Head Start issues.

Section 6: To mobilize resources of Region VI to insure the continuation and improvement of services to Head Start children and their families.

Section 7: To insure representation from Region VI to the National Head Start Association as appropriate to the National Head Start Association's By-Laws.

ARTICLE III - MEMBERS

Section 1: CLASSES OF MEMBERS

The organization shall have the following classes of members:

- Class A:** Class A members shall consist of those members of the organization who are full-time directors of a Head Start grantee or delegate agency.
- Class B:** Class B members shall consist of those members of the organization other than Class A members who are employed in a local Head Start program.
- Class C:** Class C members shall consist of those members of the organization other than Class A or Class B members, who are parents or legal Guardians of children who are currently enrolled in a Head Start Program.
- Class D:** Class D members shall consist of those members of the organization other than Class A, Class B or Class C members, who are friends of the Head Start programs.

Section 2: MEMBERSHIP

Membership in the organization shall automatically be granted to individuals who are Class Members in good standing in their State Associations; providing the State Association is a paid member of the organization.

Section 3: DUES

Membership in the organization for each State Association shall require membership dues of five hundred (**\$500.00**) dollars annually. The membership year will be January 1 through December 31.

Section 4: VOTING PRIVILEGES

All members of the organization shall have equal rights and privileges to all business of the general body of the organization.

ARTICLE IV - OFFICERS

Section 1: OFFICERS OF THE ORGANIZATION

The officers of the organization shall consist of a President, a Vice-President, a Recording Secretary, a Treasurer, a Historian, and a Parliamentarian

Section 2. ELECTION AND TERM OF OFFICE

The officers of the organization shall be elected every other year by vote from the twenty members of the Board of Directors during the Annual Training Conference. Officers elected by the Board of Directors and newly elected Board members duly elected by their states, shall be installed and assume their roles and responsibilities at the first meeting following the Annual Training Conference.

Section 3: ELIGIBILITY

All officers shall be members in good standing with the State Association they represent. Good Standing is defined as members who have an active membership, are engaged in the association's work, attend meetings regularly, and pay their membership dues on time.

Section 4: COMPOSITION

The composition of the board includes a voting member and alternate from each state from a Directors, Staff, Parents, and Friends Class. The President, Vice-President, Recording Secretary, Treasurer, Historian, and Parliamentarian are a representative from the Directors, Staff, Parents, and Friends Class membership.

Section 5: ELECTIONS

The Officers of the organization will be elected for a two-year term with no officer serving more than two (2) consecutive terms in the same office. No member shall hold more than one office at a time.

Section 6: APPOINTMENTS

If an officer of the organization resigns or changes class memberships during an unexpired term, the President shall appoint a member of the Board to serve in that office for the remainder of the unexpired term in accordance with Article IV Section 3.

Section 7: VACATED POSITIONS

In the event that the office of President is vacated, the Vice-President will move into the President's position for the remainder of the unexpired term in accordance with Article IV Section 3.

Section 8: ROLES & RESPONSIBILITIES OF OFFICERS

President's Function: Presides over meetings, enforces all rules, and guides the organization in its policy-making, management and administrative functions.

Responsibilities:

- Plans the Agenda and presides at all Board, Executive Committee Meetings, Training Conference Business Meetings and General Sessions at the Annual Training Conferences.
- Sends written notice of regular meeting dates, time and location to the Board Members no less than fourteen (14) days and no more than thirty (30) days prior to the meeting date.

- Promotes and interprets policies and procedures to members and non-members.
- Serves as an official liaison to the National Head Start Association.
- Appoints standing and ad hoc committees and Committee Chairpersons with approval of the Board.
- Confers with the Executive Committee on major organization issues between meetings as required.
- Represents the organization as necessary.
- Ensures release of accurate, pertinent and timely information to Board Members, Head Start officials and, other appropriate entities.
- Serves as an Advisor to the Region VI Annual Training Conference Chairperson.
- Supervises the review, revision, and updating of the organization's policies and procedures.
- Serves as advisor to the Treasurer on all budget and financial matters.
- Signs any papers or legal documents authorized to be executed.
- Carries out the responsibilities incumbent upon the members of the Board of Directors and its Executive Committee.
- Convenes and presides at the Regional Affiliate held during the National Head Start Training Conference.

Vice-President's Function: Assumes the functions and responsibilities of the office of President in the absence or incapacity of the President, subject to the same powers and restrictions.

Responsibilities:

- Serves as Chair of the Communications and Public Relations Committee.
- Coordinates the State Affiliate Caucus meeting at the Annual Training Conference.
- Attends all organization's Board of Directors meetings, Annual Business Meeting and General Sessions of the Annual Training Conference.
- Work with the secretary in keeping a file of Regional Affiliate meetings minutes and bring to the Annual Training Conference.

- Reads and becomes familiar with the Organization's policies and procedures, Bylaws, minutes of past two years, finance records, and work program.
- Performs other tasks as needed in the Organization's affairs, such as, making contributions to Board discussions and participating in or contributing to the general actions of the Board of Directors.
- Represents the Organization in additional ways as requested by the President and Board of Directors.
- Participates in the Annual Regional VI Training Conference and makes contributions as needed.
- Cooperates with the President in implementing and reviewing activities authorized by the Board.
- Carries out additional responsibilities as assigned by the President.
- Is prepared to act and serve as president, if needed.

Recording Secretary Function: Serves as the recording officer of the organization and the custodian of its records.

Responsibilities:

- Conducts roll call and records minutes of all regular meetings of the Board of Directors.
- Records minutes of the Executive Committee meetings.
- Presents the minutes at each meeting of the Board of Directors and Executive Committee meetings for approval.
- Records minutes of the Annual Business and General Session meetings during the Annual Training Conference. Presents the minutes at the following Annual Business and General Session meetings for approval.
- Keeps an official membership roster of the Board of Directors and keeps a current register of mailing addresses of each Board Member.
- Keeps all committee reports on file.
- Reads and becomes familiar with Region VI Head Start Association policies and procedures, Bylaws, minutes of the past two years, finance records and work program.
- Represents Region VI Head Start Association in additional ways as requested by the

President and Board of Directors.

- Participates in the Annual Region VI Training Conference and makes contributions as needed.
- Collaborates and communicates with the president in preparing and sending out meeting and other notices.
- Completes correspondence of the-Organization as-designated;-including-notes, invitations, and thank you notes for the Board.
- Keeps an attendance record and notifies State Head Start Associations when a Board Member and the Alternate has two (2) consecutive absences.
- Attends all Region VI Head Start Association Board of Directors meetings, Annual Business meetings, and General Sessions of the Annual Training Conference.
- Performs other tasks as needed in the Region VI Head Start Association affairs, such as making contributions to Board meeting discussions and participating in or contributing to the general actions of the Board of Directors.

Treasurer's Function: Serves as the Fiscal Officer of the organization and is responsible for maintaining adequate financial records which will allow a check and balance system and ensure fiscal integrity.

Responsibilities:

- Chairs and meets with the Finance and Budget Committee annually to plan a tentative budget to present to the Board at the first meeting of each year.
- Presents a financial report at each meeting of the Board of Directors for review and Board approval. Reports detail a beginning balance on hand, income, expenditures, and ending balance.
- Maintains copies of all financial transactions in chronological order.
- Opens a local bank account with a national bank with branches located in all five states in the name of Region VI Head Start Association, Inc., requiring one signature. The account should be an interest bearing account (if possible) and the checks should be the duplicate copy style.
- Maintains financial records reflecting cash receipts and cash disbursements along with all primary source backup documentation on file.
- Secures payment vouchers authorized and signed by a Board Member with appropriate documentation attached, prior to writing a check for payment. The check

number and date are to be recorded on the payment voucher. The copy of the check will be attached to the backup documentation. Vouchers will be filed in numerical order.

- Submits financial information to the Association accountant of record (CPA) for compilation of the general ledger, bank reconciliation, and financial statements at least quarterly. Keeps all checkbook transactions updated; showing current balance.
- Maintains copies of checks received for income or written receipts for all cash income. Receipts will be pre-numbered to avoid duplication and to account for cash income.
- Maintains a copy of deposit slips and calculator tapes of checks and cash deposits.
- Secures ample bonding through a local insurance/bonding company.
- Prepares books for internal audit by the Audit Committee of the Board of Directors and for audit by a qualified, certified, or licensed audit firm, prior to releasing the books to the new Treasurer.
- Writes and mail checks, as appropriate, for timely payment of expenses with authorization.
- Maintains records of annual dues paid by each state. Mails out statement of dues and/or payments to each State Association President no later than December 1st of each year. Follows-up to insure that dues are current and inform the Board of any violations of dues payment schedule.
- Attends all Region VI Head Start Association Board of Directors meetings, Annual Business meeting and General Sessions of the Annual Training Conference.
- Reads and becomes familiar with Region VI Head Association Policies and Procedures, Bylaws, minutes of past two years, finance records and work programs.
- Represents Region VI Head Start Association in additional ways as requested by the President or Board of Directors.
- Works closely with the President and Conference Chair for payment of any on-site expenditure.
- Works in concert and supports the Conference Registration Committee during On-Site Registration and all other areas as addressed in the Region VI Head Start Training Manual.
- Receives and deposits all Dollar Per Child monies collected during the Annual Region VI Training Conference.
- Meets with the Conference Chairperson, within in 90 days after each annual

conference, to receive records of the conference account, and close out the conference account and deposit the conference account funds into the Association's account (travel to be paid by the Association).

- Performs other tasks as needed in the Region VI Head Start Association affairs, such as making contributions to Board meeting discussions and participating in or contributing to the general actions of the Board of Directors.

Parliamentarian's Function: Serves as consultant and advisor on parliamentary procedures for the organization to ensure that all business is conducted according to Roberts Rules of Order, newly revised.

Responsibilities:

- Studies and becomes familiar with Robert Rules of Order newly revised.
- Assists the presiding officer with observing all policies and procedures in accordance with the Bylaws.
- Attends all Region VI Head Start Association Board of Directors meetings, Annual Business Meeting and General Sessions of the Annual Training Conference.
- Reads and becomes familiar with the Region VI Head Start Association's policies and procedures, Bylaws, minutes of the past two (2) years, finance records and work programs.
- Performs other tasks as needed in the Region VI Head Start Association affairs, such as making contributions to Board meeting discussions and participating in or contributing to the general actions of the Board of Directors.
- Participates in the Annual Region VI Training Conference and makes contributions as needed.
- Performs any other assignments made by the President.

Historian's Function: Serves as the Historian Officer of the organization and prepares a narrative account of the Organization's activities during his/her term of office. These documented activities will then become a permanent part of the organization's official history.

Responsibilities.

- Attends all Region VI Head Start Association Board of Directors meetings, Annual Business Meeting and General Session of the Annual Training Conference.
- Collects accurate information; takes pictures and files the organization's history to ensure continuity in recording activities of the Organization.

- Confers with Region VI Head Start Association Board of Directors, two times a year regarding actions that should be documented.
- Solicits information from the Region VI Head Start Office Advisors to the organization's Board to include as part of the history.
- Keeps an accurate cost of expenses incurred within the budget and submits to the organization's Treasurer.

ARTICLE V - MEETINGS

Section 1: Regular meetings of the Association shall be held quarterly to include the Annual Membership and Business Meeting. The Annual meeting shall be held in conjunction with the Region VI Training Conference unless otherwise ordered by the Board of Directors.

Section 2: The following standing rules will be enforced:

1. The customary order of business shall be comprised of the following subdivisions:
 - 1) Welcome
 - 2) Roll call to establish quorum
 - 3) Consideration of Agenda
 - 4) Reading and Approval of Minutes
 - 5) Reports from Officers, Boards and Standing Committees
 - 6) Reports from Special (Select or Ad Hoc) Committees
 - 7) Old Business
 - 8) New Business
 - 10) Summary/Announcements/Next Meeting

These sub-divisions shall be followed in conducting meetings in the organization and used for agenda format.

2. The Recording Secretary's minutes shall include a statement of which Board members (representative and alternate) are not in good standing due to two consecutive absences by both the representative and alternate from the same meeting.
3. A written Agenda shall be sent to each Board member at least seven (7) days prior to the meeting date.
4. The Region VI Head Start Association Board representatives of class members (Article III, Section 1) in good standing and present at the Annual Region VI Head Start Association Board meeting, shall elect a representative from each class of members to the National Head Start Association Board.
5. There shall be an Affiliate Meeting for each membership class during the Annual Training Conference. The President will appoint Board members of each class to convene and serve

as facilitators at the Affiliate meeting.

6. The Board of Directors shall request the assistance of Advisors/Resource persons to the Board. Such advisors will not have voting powers. The Advisors will consist of the following: 2 Region VI Office of Head Start Officials, 2 Representatives from each Head Start TTA Center, Head Start State-Collaboration Office, State Presidents and other advisors as deemed necessary and approved by the Board.

7. Meeting notice will be sent out not less than 14 days and no more than 30 days in advance of the actual meeting date. An annual calendar identifying all meeting dates for the upcoming year will be given to board members at the end of the previous fiscal year in order to plan for the next year.

ARTICLE VI • BOARD OF DIRECTORS

Section 1: COMPOSITION OF THE BOARD

The organization's affairs shall be managed by a Board of Directors comprised of 20 members, four from each of the five Region VI states. Board members shall be members in good standing with their State Association. In addition, the immediate past president shall serve as an ex officio member of the Board of Directors.

Section 2: REPRESENTATIVES and ALTERNATES

Each State Association shall elect one representative and one alternate to sit on the organization's Board of Directors representing the four (4) classes (Article III, Section 1) of membership.

Section 3: TERM OF DIRECTORS

Arkansas, Oklahoma and New Mexico will elect representatives to the Board during the years ending in an even number. Louisiana, Texas will elect representatives to the Board during years ending in an odd number. Representatives and alternates will serve for a two-year term.

Section 4: VACANCIES

State Associations will be notified of its responsibility to maintain ongoing representation on the Board when their representative and alternate have two (2) consecutive absences from the same two (2) consecutive meetings; and will be ask to affirm this by written communication signed by the President of the State Association. The secretary will maintain an accurate list of attendees and alert the president when board members have missed two consecutive meetings (unexcused and without notice). If the president does not receive a response from the board member the state affiliate will be notified by the president and appropriate action will be taken.

Section 5: DUTIES OF BOARD OF DIRECTORS

The Board of Directors shall be responsible, for, but not limited to (1) setting policy and overseeing the implementation of the policy, (2) approving all policy statements Issued on

behalf of the organization, (3) approving an annual budget, (4) approving Committee appointments, and (5) devising and carrying into operation such other measures as they deem proper and expedient to promote the objectives of the organization, and (6) creating an annual calendar identifying meeting dates in advance for the upcoming year (See Article 5, Section 7).

Section 6: MEETINGS

The Board of Directors shall meet a minimum of four (4) times each year. The use of Skype, conference calls, e-mail, and other technology may be used for meetings.

Section 7: QUORUM

A quorum of the Board of Directors shall consist of 50% plus one, eleven members, of the existing representatives. In the absence of a quorum, the Executive Committee will be empowered to conduct business of the organization, but approval must be ratified at the next meeting where a quorum exists. The president can conduct an email electronic vote or set up a conference call when a face-to-face quorum does not exist. Minutes must be taken to document decisions and notes.

Section 8: ABSENCES

Absences for Board Officers will be treated the same as those for regular Board members. (See Article VI, Section 4).

ARTICLE VII – STANDING COMMITTEES

Standing committees are permanent committees that address the major areas of the organization consisting of members of the Parliament. The following committees shall be recognized as the Region VI Head Start Association’s standing committees:

Section 1: The Board of Directors Executive Committee shall consist of the officers of the organization: a President, a Vice-President, a Recording Secretary, a Treasurer, a Historian, and a Parliamentarian. The Executive Committee shall meet at the discretion of the President or the Vice-President acting in the stead of the President. The Executive Committee will make decisions and approve finances from standing committees and all other appointed committees.

Section 2: There shall be a Communication/Public Relations Committee appointed by the President and chaired by the Vice-President. The Communications Committee shall be responsible for expediting the communication of policies, positions, concerns and needs that require immediate action, as well as, general information to the Presidents of the five (5) states in Region VI.

Section 3: The Nominating Committee of five (5) shall be appointed by the President. Their duty is to select a slate of officers to be elected by the organization. Members of the Nominating Committee may not be nominated for an office. There shall be at least one

member from each of the four (4) classes.

Section 4: A Budget, Audit and Finance Committee of four (4) members shall be appointed by the President and chaired by the Treasurer. This committee shall develop a budget for the organization annually. The duty of the Committee shall be to have the books of the organization audited at the close of the fiscal year or any other time deemed necessary.

Section 5: The Scholarship/Awards/Recognition Committee shall consist of a chair and at least two (2) other members of the organization. The chair shall be appointed by the President. The chair will select the other members to work with the scholarship committee. This committee shall promote the scholarship award and communicate with all five (5) states to encourage scholarship participation. The committee shall follow the scholarship guidelines, review all applications, determine eligibility, and complete the scholarship process with all applicants. If procedures and guidelines are not in place, they will need to be created in order to provide fair and equitable treatment to all scholarship applicants.

Section 6: A Policy & Procedures' Committee shall consist of a chair and at least two (2) other members of the organization. The chair shall be appointed by the President. The chair will select the other members to work with the Policy and Procedures committee in maintaining and keeping these policies and procedures updated.

Section 7: A By-Laws Committee shall consist of a chair and at least two (2) other members of the organization. The chair shall be appointed by the President. The chair will select the other members to work with the By-Laws committee in maintaining and keeping the organizations' by-laws up-to-date and active.

Section 8: OTHER COMMITTEES

Such other special committees, shall be appointed by the President of the organization. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 9: COMMITTEE MEETINGS

Committee meetings shall be conducted in such manner as the Board of Directors shall determine, provided that accurate records of their acts and proceedings of all meetings of each committee of the organization shall be kept by a member of each such committee. A reporting form shall be used for consistency in submitting reports and maintaining accurate record keeping.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Orders Newly Revised shall be used to guide the organization in all cases as long as they are not inconsistent with these By-Laws and any special rules of order the Association may adopt.

ARTICLE IX - AMENDMENT OF BY-LAWS

These By-Laws may be amended and new bylaws adopted by the affirmative vote of a majority of the Board of Directors, provided that prior written notice has been given at least fifteen (15) days in advance of the meeting, and provided further that no such action shall be taken if it would in any way adversely affect the organization's qualification under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law).

Amendments and changes to the by-laws will need to be shared and reviewed by the membership. When such changes occur, the by-laws will be reviewed by the By-Laws Committee and recommendations shared with the Board. After which, they shall be sent out to the membership with specific timelines for review, recommendations, and comments. Members will have 30 calendar days to review, make comments, and suggestions on the by-laws. Once all information has been submitted, by-laws will be presented to the Board for the final decisions and a vote. The By-Laws will be reviewed annually by the By-Laws Committee to ensure that policies are aligned with the Region VI Head Start Association operating system.

Amended, November 10, 2014

Adopted, February 19, 2015

2014 By-Laws Committee Members:

1. Jackie Dedman Govan, Chair
2. Clyde George
3. Pam Draper
4. Kenneth Gilbert
5. Jerry Adair
6. Mary Rose Cox

JG