

BY-LAWS OF THE ONSLOW COUNTY SCHOOL HEAD START PROGRAM

Article I Name

The name of this organization shall be the Onslow County Schools Head Start Policy Council.

Article II Purposes and Functions

Section 1 Purpose

The purpose shall be to implement the Head Start Program Performance Standards 1301.1, 1301.3, 1302.102, 1301.4 (Program Governance), for which this Head Start Policy Council is created. The Policy Council must perform the following functions directly:

- A. Serve as a link to Parent Committees, grantee agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights and responsibilities and the opportunities available in Head Start and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

Section 2 Functions

In accordance with 1301.1, 1301.3, 1302.102, 1301.4 the general functions of the Onslow County Schools Head Start Policy Council are to work in partnership with key management staff and the governing bodies to develop, review, and approve or disapprove the following policies and procedures.

- A. All funding applications and amendments to funding applications for Head Start, including administrative services
- B. Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.

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- C. The composition of the Policy Council and the procedures by which policy group chooses members.
- D. Criteria for defining recruitment, selection and enrollment priorities, consistent with paragraph (1)(E)(iv)(II).
- E. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.
- F. Decisions to hire or terminate Head Start Director and any person who works primarily for the Head Start Program.

Section 3 Program Administration

In accordance with 1301.1, 1301.3, 1302.102, 1301.4 the Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies and Head Start agency operations including:

- A. Procedures for program planning, the program's philosophy, and long-range and short-range goals and objectives of the program
- B. The 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.
- C. The Onslow County Schools annual independent audit.

Article III Membership

Section 1 Composition

At least 51% of the membership of the Onslow County Schools Head Start Policy Council shall be comprised of parents of currently enrolled children. Parents of all program options must be proportionally represented.

Section 2 Categories

Membership shall be comprised of three types of representatives: parents of children currently enrolled, community representatives and non-voting liaisons.

- A. Each Head Start Parent Committee will elect parent members to serve on the Policy Council. Alternates will also be elected who will act in place of the representative in his or

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her absence. The number of parent representatives on the policy council will be determined as follows:

- Centers with 1-3 classrooms will elect one (1) representative and one (1) alternate.
 - Centers with 4-6 classrooms will elect two (2) representatives and (2) alternates.
 - Centers with seven (7) or more classrooms will elect three (3) representatives and three alternates.
- B. All community representatives will be drawn from the local community; businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families. Former Head Start parents may also be community representatives. The names of potential members will be submitted to the Policy Council for selection. There will be no more than six (6) community representatives on the Policy Council each year.
- C. Community liaisons may be drawn from the pool of former Policy Council community representatives. These are non-voting members whose expertise in the community is a valuable part of the policy council, but who serve only in an advisory capacity. Onslow County Schools Board of Education members serving as liaisons to the Policy Council will be non-voting members who will act both in an advisory capacity and as a vital link between the Policy Council and the governing board.

All policy council meetings are open to any interested parents or community members, with the understanding that only elected and approved Policy Council members or their elected alternates are entitled to vote on issues placed before the council.

- A. The governing body will propose the procedures for election of parent members and the selection of community representatives. The Policy Council must approve the proposals.

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 for more than (5) one-year terms.

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.

Section 5 Termination of Membership

A member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if absent from three (3) consecutive meetings without having submitted a legitimate excuse prior to the meeting.

Section 6 Resignation

A member shall give a written statement prior to resignation from the Council.

Section 7 Vacancy

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All Parent Committees should elect a new parent member to the Policy Council within 30 days whenever there is a vacancy from that center. If the vacancy is created by a community representative, that vacancy will also be filled within 30 days.

Section 8 Nepotism

No grantee agency staff (or members of their immediate families) may serve on the Policy Council except parents who occasionally substitute for regular Head Start staff.

Article IV Officers

Section 1 Officers

The Policy Council shall elect a Chairperson, Vice-Chairperson and Secretary. Other officers shall be elected as deemed necessary by the Council.

Section 2 Election and Term of Office

Each officer shall be elected by the full membership of the Policy Council once the full Council has been seated and shall serve a term of one (1) year. The Council will be seated in October or November of every year.

Section 3 Removal

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

Section 4 Chairperson

The Chairperson shall preside at all meetings and maintain order. Prior to the meeting, the Chairperson will prepare the agenda with the Head Start Director and any other pertinent persons. The Chairperson also serves on committees and coordinates activities as needed; works closely with the Head Start Director and Executive Director as necessary; acts as the official representative of the Council; is knowledgeable of Council By-Laws, Head Start policies and requirements; and performs other duties as assigned.

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-Chair shall assume the office until a permanent chair is elected.

Section 6 Secretary

The Secretary performs the following duties: record the minutes of every Policy Council meeting; keep copies of the By-Laws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; mail minutes to each member prior to the meeting; keep a file of all correspondence received; read correspondence as needed; telephone members about special meetings as needed; maintain a file/record minutes; assist the Chairperson in following

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the agenda and record and read motions as they are made; read minutes of the last meeting and perform other duties as assigned.

Article V Committees

Section 1 Committees

The Policy Council may appoint such committees as are necessary to the proper conduct of business, including but not limited to the following: Executive Committee, Health Advisory Committee, and Special Committees.

Section 2 Executive Committee

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

Section 3 Health Advisory Committee

The Health Advisory Committee shall be composed of at least the following: medical doctor, dentist, Health department representative, and school system health and child nutrition professionals. The committee will meet in the fall and spring and as needed.

Section 4 Special Committees

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

Article VI Meetings

Section 1 Regular Meetings

Regular meetings of this Policy Council will be held at a date and time approved by a majority of members present.

Section 2 Special/Call Meetings

There will be special meetings of the Council only when there is a need, and the Chairperson shall call all special meetings at least 48 hours in advance.

Section 3 Notice of Meetings

Written notices (i.e. U.S mail, email, text messaging, and/or fax) shall be sent to each member at least five (5) days prior to the date of each regular meeting. Notices of special meetings shall be sent to each member at least 48 hours prior to the date of the meeting, with an explanation for the special meeting.

A quorum for scheduled/announced meetings shall be established when a minimum of three (3) voting members are in attendance, at least two of which must be parent representatives.

In the event of Policy Council attendance not meeting a quorum for voting purposes, an electronic vote will be implemented so time-sensitive Head Start business can move forward.

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Article VII Amendments

These By-Laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least two (2) weeks before the meeting. All amendments must be approved by two-thirds vote of the Policy Council in meeting attendance.

Chairperson of the Policy Council

Executive Director of Elementary Services & Head Start

Director of Early Childhood Initiatives & Head Start

Adopted: May13, 2002

Revised & Approved: June 22, 2005, January 16, 2008, October 2013, November 2013,
December 19, 2013, November 2014, November 19, 2015, November 2017, January 2019,
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