

# **Kids Central, Inc.**

**Serving Wise County, Dickenson County  
and the City of Norton**



# **Policy Council By-Laws**

Adopted by the Policy Council

October 12, 2016

**Kid Central, Inc.**

**Policy Council By-Laws**

## **Article I - Name of Organization**

The name of this organization shall be the Kids Central, Inc. Early Head Start/Head Start Policy Council hereafter referred to as the P.C.

## **Article II - Mission Statement**

The mission of Kids Central, Inc. Early Head Start/Head Start Policy Council is to provide appropriate and responsible implementation of the Head Start Program Performance Standards and all aspects of the Head Start Act of 2007.

The Early Head Start/Head Start Policy Council is committed to working in an atmosphere of mutual trust, support and stability that will ensure that children, parents and staff are provided the opportunity and support to reach their fullest potential educationally, economically and socially, in accordance with Head Start goals and objectives.

## **Article III – Purpose and Functions**

### **Section 1: Purpose**

The purpose of the P.C. shall be to assist in the implementation of the Head Start Program Performance Standards and the Act of 2007. The Policy Council shall be responsible for the direction of the Early Head Start and the Head Start programs, including program design and operation, and long and short term planning goals and objectives, taking into account the annual community wide strategic planning and needs assessment and self-assessment. The Policy Council will perform the following functions directly

1. Serve as a link to the Parent Committees, grantee agency governing bodies, public and private organizations, and the communities they serve.
2. 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 Early Head Start and Head Start, and to encourage their participation in the program.
3. 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.

## **Section 2: Function of the Policy Council**

Kids Central, Inc. Early Head Start/Head Start Policy Council is responsible for the direction of the program, including:

1. Program design and operation
2. Long and short-term planning goals/objectives.

The general functions of Kids Central, Inc. Early Head Start/Head Start Policy Council, are to work in partnership with key management staff and the governing body and to approve or disapprove and submit to the governing body decisions about the following:

1. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. Program recruitment, selection, and enrollment priorities.
3. Applications for funding and amendments to applications for funding for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the responsible federal official.
4. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
5. Bylaws for the operation of the policy council.
6. Program personnel policies and decisions regarding the employment of program staff, consistent with 1302.90(c)(1)(i-v) including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
7. Developing procedures for how members of the policy council of the Head Start agency will be elected.
8. Recommendations on the selection of delegate agencies and the service areas for such agencies.

## **Article IV: Membership**

### **Section 1: Composition**

Membership shall be comprised of two types of representatives: parents of children currently enrolled and members at large of the community.

### **Section 2: Categories**

1. Each Head Start/Early Head Start Parent Committee will elect one (1) parent member to serve on the Council, and one alternate who will act in place of the representative in his or her absence. An alternate is classified as a member and is subject to the same term limitations as the regular member.
2. All members at large will be drawn from the community served by the Head Start agency. Former Head Start parents may also be members at large.
3. The governing body will develop procedures for how members of the Policy Council are selected. The Policy Council shall be elected by the parents of children currently enrolled in the HS/EHS program.
4. At least 51% of the members of the Policy Council shall be parents of the currently enrolled children. The Policy Council shall be comprised of one parent representative from each center, home base program, Early Head Start center, Early Head Start home visitors program and shared services for a total of thirty-two (32) members. Members shall be approved by the Parent Committee in September of each calendar year.
5. Community Representatives will be drawn from the local community, civic and professional organizations, and others who are familiar with resources and services for Head Start children and families. Community Representatives will be approved by the Head Start Policy Council of Kids Central, Inc., and shall not exceed 49% of the membership. Returning Community Representatives shall be nominated and inducted yearly by a majority vote of the Policy Council in attendance at the first meeting of the Policy Council for the ensuing year.

### **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 five (5) one-year terms.

#### **Section 4: Voting Rights**

Each member of the Policy Council shall have one (1) vote. Proxy voting, electronic, mailed or faxed voting may be allowed if there is not a quorum present. The voting process may include voice vote, vote cards, roll call, telephone poll, etc. at the request of a member. Proxies must be delivered in writing, signed and dated by the giver of the proxy, given only to another member of the Policy Council in good standing, and formally designate the holder of the proxy as the absent member's voting representative.

#### **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 in writing to the Chairperson prior to the meeting. A member of the Policy Council may also be terminated if the member violates the signed Standards of Conduct for program staff, consultants, and volunteers.

#### **Section 6: Resignation**

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

#### **Section 7: Vacancy.**

All Parent Committees shall 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: Conflict of Interest**

No grantee agency staff (or members of their immediate families) may serve on the Policy Council. 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.

### **Article V -Officers**

#### **Section 1 Officers.**

The Policy Council shall elect a Chairperson, Vice-Chairperson, Treasurer 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 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/Early Head Start Director and any other pertinent persons. The Chairperson also serves on committees and coordinate activities as needed; works closely with the Head Start/Early 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 appropriate.

## **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 shall 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 of minutes; assist the Chairperson in following the agenda and record and read motions as they are made; read minutes of the last meeting; and perform other duties as assigned.

## **Section 7: Treasurer**

The Treasurer shall keep accurate records and maintain funds, if applicable; administer Parent Activity Fund, if applicable; prepare all applicable Treasurer's reports and provide to Council.

## **Article VI - Committees**

### **Section 1: Committees**

The Policy Council shall appoint such committees as are necessary to the proper conduct of business, including but not limited to the following: Executive Committee, Personnel Committee, Complaints Committee and Grants/Fiscal Committee.

### **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: Personnel Committee**

This committee will assist in screening, interviewing and recommending persons to be hired to fill vacancies in the Head Start/Early Head Start staff. The committee will review and discuss the Head Start/Early Head Start Personnel Policies and Procedures, and will make recommendations to the Council prior to the Council's approval of said Personnel Policies & Procedures.

### **Section 4: Complaints Committee**

This committee shall hear complaints from the community, and from parents who have followed the community complaints procedures established by the Governing Body and the Policy Council.

### **Section 5: Grants/Fiscal Committee**

This committee will assist and review in the preparation of the Head Start grant application and any amendments to funding. They will also work with the Treasurer in monitoring the Parent Activity Fund.

### **Section 6: Special Committees**

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

## **Article VII - Meetings**

### **Section 1: Regular Meetings**

Regular meetings of this Policy Council will be held monthly on the second Wednesday of each month at the Administration Building located in Norton beginning at 11:00 a.m. There will be no meeting held in the month of July. The June and December meetings will be joint meetings with the Board of Directors and will be held at a date set in advance.

### **Section 2: Special/Call Meetings**

There will be special meetings of the Council only when there is a need, and all special meetings shall be called by the Chairperson or by ten (10) members agreeing on the need for a meeting at least 48 hours in advance.

### **Section 3: Notice of Meetings**

Written notices shall be mailed to each member at least five (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. Notices of special meetings shall be mailed to each member at least 48 hours prior to the date of the meeting, with an explanation for the special meeting.

### **Section 4 Quorum**

A simple majority of ten percent (10%) of the members of the Council must be present to constitute a quorum in order to transact business for regular or special meetings.

### **Section 5 Conduct of the Meeting**

Robert's Rules of Order may guide the P.C. actions, which shall be consistent with the ACF guidelines.

## **Article VIII - 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. The Policy Council may debate an amendment before adoption. All amendments must be approved by a two-thirds vote of the Policy Council.



## **Article IX: Confidentiality**

Every member of the Policy Council is bound by a code of confidentiality that ensures that what is said in a meeting remains within the meeting. No member shall discuss matters of the organization or the council outside the bounds of the council or outside of a meeting convened for the transaction of business of and for the council.

(a) Every Policy Council member, shall respect the confidentiality of matters brought before the P.C. keeping in mind that unauthorized statements may adversely affect the interests of Kids Central, Inc. or the Parent Council.

(b) The Chair and/or his/her delegate, is solely responsible for communication relating to the roles and responsibilities of the Parent Policy Council of Kids Central, Inc. The Chief Executive Officer and/or his/her delegate, is solely responsible for communication relating to the operations of Kids Central, Inc.

## **Article X: Standards of Conduct**

Each volunteer member of the Parent Policy Council has an obligation to observe and follow Kids Central's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with orderly and efficient operations, corrective disciplinary measures will be taken up to and including removal of the volunteer from the Policy Council membership.

Kids Central's reputation has been built on excellent youth development service, quality work, and a dedication to high standards of conduct. To maintain this reputation requires the vigilance and active participation of every volunteer and employee. The opinions and attitudes that people have toward Kids Central may be influenced for a long period of time by the behavior and actions of one employee. Each employee must be sensitive to the importance of providing fair and courteous treatment in all working relationships, projecting a professional image, and maintaining the standards of conduct expected of all Kids Central employees.

**Signatures**

**Date**

\_\_\_\_\_  
*Chairperson of the Governing Body*

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*Agency Executive Director*

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*Chairperson of the Policy Council*

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**Effective Date: October 12, 2016**