

**BY-LAWS of the WNCSource  
EARLY HEAD START and HEAD START POLICY COUNCIL**

**ARTICLE I- NAME**

The name of the Council shall be the WNCSource Head Start Policy Council. The council includes representation for the Head Start and Early Head Start programs.

**ARTICLE II- PURPOSE AND RESPONSIBILITIES**

**Section 1- Purpose**

The purpose of the WNCSource Head Start Policy Council is to meet the requirements of the Head Start Act relating to governance, by establishing a formal structure under which parents and community representatives are able to participate in the process of making decisions about the mission and operation of WNCSource's Head Start and Early Head Start programs.

**Section 2 - Responsibilities**

The Head Start Policy Council shall be charged with the following responsibilities in accordance with the Head Start Act and performance standards:

2.1 The Head Start Policy Council shall be responsible for the direction of the Head Start program, 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.

2.2 In so doing, the Head Start Policy Council shall approve and submit to the Governing Board decisions about each of the following activities:

2.2.1 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;

2.2.2 Program recruitment, selection, and enrollment priorities;

2.2.3 Applications for funding and amendments to applications for funding for programs, prior to submission of the applications;

2.2.4 Budget planning for program expenditures, including policies for reimbursement and participation in Head Start Policy Council activities;

2.2.5 Bylaws for the operation of the Head Start Policy Council;

2.2.5 Program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors, and volunteers and criteria

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for the employment and dismissal of program staff;

2.2.5 Developing procedures for how members of the Policy Council of the agency will be elected; and

2.2.6 Recommendations on the selection of delegate agencies and the service areas for such agencies.

2.3 In addition, the Head Start Policy Council shall perform the following functions directly:

2.3.1 Serves as a link to the Center and Home Base Parent Committees, the WNCSource Board of Directors (the grantee), public and private organizations, and the committees they serve.

2.3.3 Assists the 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 (“Parent Activity Funds”) are used to support parent activities .

2.3.4 Assists in recruiting volunteer services from parents, community residents, and community organizations, and assists in the mobilization of community resources to meet identified needs.

2.3.5 Establishes and maintains procedures for working with the WNCSource Board of Directors to resolve community complaints about the Head Start and Early Head Start programs.

2.3.6 Ensure that low-income members of the Head Start Policy Council and Parent Committee are able to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

### Section 3 - Impasse Procedures

The Policy Council will use the WNCSource’s Impasse Procedures when differences arise between the Board of Directors and the Policy Council. The Impasse Procedures approved by the WNCSource Board of Directors shall be attached to these Bylaws.

## ARTICLE III - MEMBERS

### Section 1-Composition

At least 51% of the members of the Head Start Policy Council shall consist of parents of children currently enrolled in WNCSource’s Head Start and Early Head Start programs (“Parent Representatives”).

Parent Representatives shall be elected by program option and center and the number of representatives from each option or center shall be proportionate to the size of that operation or center to the entire WNCSource Head Start and Early Head Start program. Members shall

be broken down as follows:

Etowah Children’s Center	[2]
Flat Rock Children’s Center	[1]
Forest City Children’s Center	[1]
Hillview Children’s Center	[2]
King Creek Children’s Center	[2]
Sugar Hill Children’s Center	[2]
Home-Based Program	[1]

Public School Centers	
▶ Bruce Drysdale, Clear Creek, Dana, Hillandale	[1]

Childcare Partnership Sites (CCP)	
▶ Kids Kingdom, Laurie’s, Little Blessings, Little Red	[1]

The remaining members of the Head Start Policy Council shall consist of one (1) representative of the Board of Directors who will serve as a liaison between the Board and Policy Council as well as other community representatives (the “Community Representatives”), the number of which shall be adjusted yearly to ensure that their membership does not exceed 49 percent of the Policy Council’s composition. Vacancies are filled when members drop or complete five years of service. Recommendations for individuals to serve as community Policy Council members are sought by Policy Council members, staff, parents, etc. Efforts are made to have community members represent different segments of the community served by WNCSource; health department, public schools, department of social services and others who are familiar with resources and services for low-income children and families including, for example, parents of formerly enrolled children. Current Policy Council members approve recommended community individuals for membership before vacant seats are filled. Community members are seated annually.

## Section 2 - Terms of Membership

The number of one-year terms any parent or community representative may serve on the Head Start Policy Council is limited to a combined total of five terms subject to re-election on an annual basis. When parent or community members are seated later in the Policy Council year, that is, after the reestablishment of the council in the fall, their first partial year of membership will count as the first term of the possible five-year terms if they are seated before January 1. If it is after January 1, the following term will be considered the first term.

## Section 3-Staff Membership

No current or past WNCSource staff member or members of their immediate families (defined as wife, husband, son, daughter, mother, father, brother, sister, step-relative, or a relative by marriage of comparable degree, significant other, and fiancé(e)) may serve on the Policy Council.

## Section 4- Procedures for Election

The Head Start Policy Council membership is reestablished each Head Start program year. The past program year's membership remains active, however, until the members for the new program year are seated. Parent members stand for election or reelection by the Parent Committees as soon as possible in the Program year. Parent seats which become vacant during the program year are filled within 30 days after the vacancy occur if possible. Parent Committees may elect alternates who attend meetings in a voting capacity when the elected member cannot participate.

### **Section 5 - No Conflict of Interest**

Members of the Head Start Policy Council shall not have a conflict of interest with the Head Start agency.

Members of the Head Start Policy Council shall not receive compensation for serving on the Head Start Policy or for providing services to the Head Start agency, except that members of the Head Start Policy Council may receive reimbursement for reasonable expenses incurred.

To recuse is to disqualify from participation in a decision on grounds such as prejudice or personal involvement. Members who would personally (or the agency they are representing) gain as a result of the outcome of a vote must recuse themselves from voting.

### **Section 6 – Voting Rights**

Each of the Policy Council members are entitled to one vote. Parent member alternates may vote in the absence of the parent member.

Head Start staff may attend meetings in a technical assistance capacity at the request of the council, but they have no voting privileges.

### **Section 7 - Duties of Members**

7.1 Through these policies, members of the Head Start Policy Council have a fiduciary duty to WNCSource similar to the fiduciary duty owed by a member of the Governing Board to WNCSource. A fiduciary duty is the duty to act in the best interest of WNCSource even if doing so may not be in the best personal interests of the Head Start Policy Council member. The duty is created when an individual becomes a member of the Head Start Policy Council and knowingly accepts the trust and confidence of WNCSource. WNC Source, in turn, relies on the member to exercise discretion and expertise in acting for WNCSource. The fiduciary duties of the Head Start Policy Council to WNCSource are as follows:

7.1.1 The Duty of Care requires a member of the Head Start Policy Council: (1) to be reasonably informed, including asking questions necessary to be informed; (2) to attend meetings and otherwise to participate in Head Start Policy Council meetings; (3) to exercise independent judgment and (4) to do so in good faith and with the care that an ordinary, prudent person would exercise in similar circumstances.

7.1.2 The Duty of Loyalty requires a member: (1) to exercise his or her powers in the interest of the organization and not in his or her own personal or financial interest or the interest of another organization or person; (2) to disclose potential outside interests that may conflict with his or her duty to the Head Start Policy Council and (3) to maintain the confidentiality of information obtained as a member of the Head Start Policy Council.

7.1.3 The Duty of Obedience requires a member: (1) to follow WNCSource's governing documents (articles of incorporation, bylaws, internal policies and procedures, contractual agreements); (2) to carry out WNCSource's mission/philosophy; (3) to comply with federal, state, and local laws and regulations that relate WNCSource's activities and; (4) to assure that funds are used for lawful purposes.

## **7.2- Orientation**

Orientation sessions shall be provided for the Policy Council. Such trainings may include an orientation to the structure and services of the Head Start and Early Head Start programs, the roles and responsibilities of the Policy Council, including Performance Standards, and the Policy Council Bylaws, procedures, WNCSource's Code of Conduct, confidentiality requirements, and the budgeting process.

## **7.3- Power of Individual Members**

No individual Head Start Policy Council member shall act for the Head Start Policy Council except as may be specifically authorized by the Head Start Policy Council as a whole. Members shall refrain from giving personal advice or directives to any employee or contracted personnel of WNCSource.

## **Section 8 -Termination and Resignation of Membership**

Membership may be terminated when a member is absent for three meetings during the member's term without good cause, The Chairperson shall send a letter to the member to that effect with a statement that the member may petition the Policy Council for

reinstatement prior to the next meeting. A terminated member may be reinstate at the next Policy Council meeting if, in the sole discretion of the Policy Council, the petition for reinstatement provides good cause for the missed meetings and assurances that the member will be a full participant on the Policy Council

A Parent Representative shall be automatically terminated from sitting on the Policy Council upon his/her child's dis-enrollment from the Head Start program. There is no transferable Policy Council membership from one Head Start center to another. Once a child or parent withdraw from services (while the Head Start program is in operation), the representative's position is vacant and must be filled by parents from the Head Start center or program option in which the vacancy occurred.

Any member of the Policy Council shall be automatically terminated from sitting on the Policy Council upon their employment with the agency or upon employment of any immediate family member as defined in Article III, Section III.

Members wishing to resign from the Council are requested to submit written resignations to the Council Chairperson or appropriate Head Start staff.

### **Section 9 – Vacancy**

A vacancy in the Head Start Policy Council shall be filled by the same method used to select the member whose seat is vacated.

## **ARTICLE IV - OFFICERS**

### **Section 1 - Officer's names**

The officers of the Head Start Policy Council are the Policy Council Chairperson, the Policy Council Vice-Chairperson, and the Policy Council Secretary/Treasurer.

### **Section 2 – Election and Term of Office**

Elections for officers will be held each program year after new members have been selected and seated. Vacant officer seats will be filled by the same method used to select the officer whose seat is vacated.

The officers of this Head Start Policy Council shall be elected from among the members of the Head Start Policy Council at the October Head Start Policy Council meeting.

Nominations for officers shall be taken from the floor of the Head Start Policy Council meeting. Officers will take their position immediately after the election. Special elections may be held with one (1) month notice to fill an officer vacancy.

The regular term of office for each officer is one year. Officers, however, may serve for two consecutive years if reelected by the Council. The officers who are elected during a program year remain in office until the next Policy Council is established for the new program year.

### **Section 3—Resignation and Removal**

3.1 An officer may resign by giving written notice to the Head Start Policy Council Chairperson. If the Chairperson resigns, he/she should give written notice to the Vice Chairperson.

3.2 Any officer missing three consecutive meetings without good reason will be notified in writing of his/her removal from office.

3.3 An officer may be removed from office with or without cause by two-thirds (2/3) vote of the Head Start Policy Council present at a meeting at which a quorum is present. The officer to be removed shall receive at least three (3) days written notice of the meeting and its purpose.

### **Section 4 – Duties of the Officers**

4.1 The Chairperson: presides at the council meetings; calls the meetings to order, and maintains order; reviews the agenda with the Children Services Director prior to the meeting; works closely with the Children Services Director and Chief Executive Officer as necessary; acts as the official representation of the Council; appoints committees. The Policy Council Chairperson or his/her designee automatically receives a seat on the WNCSource Board of Directors.

4.2 The Vice-Chairperson: substitutes for the Chairperson in his/her absence; assists the Chairperson as needed.

4.3 The Secretary/Treasurer: verifies minutes of the Council meeting, verifies agenda and package prepared by staff member and assumes duties of treasurer with respect to overseeing documentation with respect to parent activities in conjunction and coordination with the CFO.

### **Section 5 - Vacancies**

Vacancies in the executive offices shall be filled by the Head Start Policy Council. The officers so elected shall hold office until the end of the current term of office.

## **ARTICLE V - COMMITTEES**

### **Section 1- Standing Committee**

There will be one standing committee, namely the Executive Committee, consisting of the Chairperson, Vice-Chairperson, and the Secretary. The Executive Committee shall be empowered to act in the name of the Head Start Policy Council in between meetings of the Head Start Policy Council in a manner consistent with established Head Start Policy Council policies and/or directives, and shall report all action to the Head Start Policy Council for ratification at the next Head Start Policy Council meeting.

### **Section 2- Special or *Ad Hoc* Committees**

Special or *Ad Hoc* (temporary) committees as needed will be appointed by the Chairperson and approved by the Council in order to accomplish a specific task.

### **Section 3 -Term of Office**

With the exception of any *Ad Hoc* committees, Committee members will serve a term of one year and may be re-appointed and approved for a second term. *Ad Hoc* committee members will serve for the duration of the *Ad Hoc* committee but in no event will their membership term exceed their term as a Policy Council member.

## **ARTICLE VI – POLICY COUNCIL MEETINGS**

### **Section 1- Regular and Special Meetings**

Regular and special meetings of the Head Start Policy Council will be held on a day and time convenient to the members. As further set forth below, meetings typically will occur monthly September through November, and January through June.

#### **Regular Meetings**

The Head Start Policy Council will meet monthly, excluding holidays, school closure dates, and subject to further exceptions for good cause.

Any or all Head Start Policy Council members may participate in a meeting of the Head Start Policy Council or a committee of the Head Start Policy Council, as applicable, by telephone or by any other means of communication so long as all Policy Council members who are participating in the meeting can hear all other Policy Council members and can otherwise interact with such members. Such participation shall constitute presence in person at the meeting.

#### **Special Meetings**

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Special meetings of the Head Start Policy Council may be called at any time by the Chairperson or upon request of one-third (1/3) of the sitting Head Start Policy Council members, provided notice is stated as set forth in Section 2 below.

### **Section 2 – Notices and Minutes of Meetings**

2.1 With the help of Head Start staff, meeting notices and minutes will be sent to the membership. Meeting notices will be sent to members at least one week in advance.

2.2. A member may, in writing, waive notice of any meeting either before or after the meeting. Attendance at a meeting shall constitute waiver of notice unless attendance is for the express purpose of objecting to the calling of the meeting.

### **Section 3 – Quorum and Conduct of Meetings**

3.1. A simple majority (51%) of the Head Start Policy Council at any meeting duly called shall constitute a quorum. In the absence of a quorum, action items noted on the agenda may be distributed to members and voted on electronically. All such electronic votes will be duly recorded in the meeting minutes associated with the corresponding meeting in which a quorum was not obtained.

3.2 The Head Start Policy Council shall make such rules of operating procedures as it deems necessary or it may choose to use ROBERT'S RULES OF ORDER.

## **ARTICLE VII -AMENDMENTS**

7.1. The Head Start Policy Council By-Laws may be amended by sending the proposed amendment in writing to all Policy Council members one week in advance of the regular meeting and voting on the proposed amendment at the regular meeting.

7.2 Decisions concerning such amendments will be shared with the WNCSource Board of Directors in accordance with Head Start requirements.

Adoption of Bylaws

These Bylaws have been adopted by a majority vote of the Head Start Policy Council present on \_\_\_\_\_, 2023.

Head Start Policy Council Chairperson

Date:

Head Start Policy Council Secretary

Date:

Approved by the Governing Board on XX, 2023\_

Governing Board Chairperson

Date: