



Idaho Head Start Association

BYLAWS

**Revised
October, 2000**

Idaho Head Start Association

Our Vision:

In 2005, the Idaho Head Start Association will be leaders known and recognized as a powerful and respected unified voice for children and families. The association will promote and nurture compatible partnerships and foster positive relations with individuals, other agencies, the legislature, and political leaders so as to strengthen and amplify the unified voice for children and families.

Our Mission:

To be an exemplary model association demonstrating extraordinary impact on the children, families, staff and community by maintaining a strong and stable organization that represents the collective voice of all Idaho Head Start programs.

Our Values:

- ♥ Caring for our Customers
- ♥ Teamwork
- ♥ Quality
- ♥ Cultural Sensitivity
- ♥ Integrity
- ♥ Creativity
- ♥ Ethical
- ♥ Open to Ideas
- ♥ Honest
- ♥ Trustworthy

IDAHO HEAD START ASSOCIATION, INC. BYLAWS

ARTICLE I NAME

The name of the organization shall be the Idaho Head Start Association, Inc.

ARTICLE II PURPOSE

The primary purpose of the Idaho Head Start Association, Inc., hereafter referred to as the Association, shall be to strengthen the Head Start system by:

1. Enhancing communication among the various components, which comprise the Head Start community in Idaho as well as the greater Head Start community nationwide.
2. Establishing systematic ties with the human service network in Idaho for the specific purpose of maximizing and utilizing resources available to Head Start programs in Idaho in serving children and families.
3. Advocating for, gathering and distributing information to all Head Start programs throughout the state regarding state and federal policy changes, legislation, funding and resources.
4. Exchanging ideas and methods, which will help all programs increase and improve their effectiveness and quality of all services provided by the Head Start programs.
5. Improving communications between individual programs and their respective communities as well as all state, federal and private agencies providing services to Head Start children and their families.
6. Reviewing and making recommendations on all proposed guidelines and policy changes and seeking changes in federal, state and local legislation and regulations which are deemed by the Association to be in accord with the performance standards and goals of the Head Start effort.
7. Serving as facilitators in the advocacy process for services provided to Head Start children and their families throughout the state of Idaho.

**ARTICLE III
GENERAL MEMBERSHIP**

Membership will consist of all personnel and other persons officially affiliated with Idaho Head Start programs.

**ARTICLE IV
ORGANIZATION OF THE ASSOCIATION**

1. The Association shall consist of four (4) voting representatives from each grantee, which includes one (1) Director, one (1) staff, one (1) parent, and one (1) member at large, hereafter referred to as Affiliates. The fourth representative, member at large, must bear the appropriate authorization on Head Start grantee letterhead and be listed on the registration form with the signature of the director or chair of the policy council. Preference should be given to a Friends of Head Start representative to fill the member at large slot. The local program shall elect affiliate representatives.
2. Terms of the affiliate representatives are to be decided locally. Guidance shall appear in the Association Policies and Procedures manual.
3. Each representative of the Association has one vote.
4. Alternates may vote provided they have been listed on the registration form or bear the appropriate authorization on the agency's letterhead containing the alternate's name, current date, and signature of the appropriate persons, i.e., the director or chair of the policy council.
5. Affiliate representatives' credentials shall be valid upon receipt of annual dues from the Head Start program. The grantee director shall forward the names of selected representatives to the Association prior to the annual meeting. The governing Board shall maintain a validated membership list.

**ARTICLE V
DUES**

1. There shall be one (1) treasury. The Governing Board shall establish the amount of annual dues.
2. Dues of the association may be used for any Association expenses incurred in achieving any purpose outlined in these bylaws.
3. Annual Association dues shall be paid in full by each grantee on or before a due date to be established by the Governing Board.

ARTICLE VI GOVERNING BOARD

Section A. Authority and Duties

1. Authority: a Governing Board shall manage the affairs of the Association.
2. Duties: The Governing Board shall have the soul legal responsibility to direct and oversee the affairs of the Association and shall transact business at meetings of said Board.

Section B. Composition and Elections:

1. The Governing Board shall be made up of members elected by the Association at the annual meeting. Members must be current members of the Association. There shall be two (2) representatives from the Director's Affiliate; two (2) representative from the Staff Affiliate; two (2) representatives from the Parent Affiliate and two members at large. The Association shall elect four (4) representatives, one (1) from each affiliate elected on even years and four (4) representatives, one (1) from each affiliate elected in odd years.
2. The Governing Board will also include the four (4) Regional Representatives. Terms of Office defined in Article XI.

Section C. Vacancies of the Governing Board

Vacancies of the Governing Board shall be filled by election at the next Association meeting.

Section D. Officers and Terms of Office

1. Officers must be duly elected representatives in good standing in the Idaho Head Start Association, Inc. Representatives need to recognize that being elected to an office will require up to a two (2) year commitment.
2. The officers shall be elected for two (2) year terms:
 - a. Chair and Treasure will be elected together on even years.
 - b. Vice Chair and Secretary shall be elected together on odd years.

Section E. Vacancies of Officers

Vacancies shall be filled by appointment from the Chair until the next scheduled governing Board meeting at which time an election will be held to complete the term.

Section F. duties of Officers

1. The Chair shall be responsible for: presiding over all scheduled Governing Board and Association meetings; calling special and executive meetings; appointing special committees; and other duties as may be required by the membership.

2. The Vice Chair shall perform all duties of the chair in the event of the Chair's absence or inability to perform his/her duties. The vice Chair shall act as an assistant to the Chair and shall be responsible for the annual review and updating of the Association bylaws.
3. The Secretary shall be responsible for maintaining the records of the association meetings and for:
 - a. Recording the minutes of all Association, Governing Board, special and executive committee meetings and act as custodian of said minutes.
 - b. Typing and distributing minutes from all Association, Governing board, special and executive committee meetings to all representatives within forty-five (45) days of the occurrence of these meetings.
4. The Treasurer shall be responsible for monitoring fiscal records, which will include:
 - a. Serving as chair of the finance committee.
 - b. Validating credentials of representatives and submit to executive committee prior to Association and governing board meetings.
 - c. Developing and distributing a financial report to the Association at the annual business meeting and such other financial reports as requested by the Governing Board Chair.
 - d. Maintaining a valid membership list for the purpose of establishing a quorum.

The Association Policy and Procedure Manual shall include a description of responsibilities for depositing and dispersing Association funds.

ARTICLE VII EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, Vice Chair, Secretary and Treasurer. The Executive Committee is responsible for: recommending representatives to the Chair for appointment as chair of committees; developing the agenda for the Association and Governing Board meetings, special and executive meetings; assuring actions of the executive committee, when taken on behalf of the Association, shall be subject to approval of the Governing Board at the next scheduled meeting. Members of the Governing Board who are absent from more than two (2) consecutive meetings or attend less than 75% of meetings held in one year shall be contacted in writing by the secretary to request their intent to fulfill their office responsibilities.

ARTICLE VIII COMMITTEES

Every committee will have at least one Governing Board member.

Section A. Standing Committees

The Governing Board will establish standing committees including executive, scholarship, financial, and nominating.

Section B. Ad hoc Committees

The Governing Board may also establish ad hoc committees. The chairs of these committees shall be appointed by the Governing Board Chair and shall report to the Association and /or the Governing Board.

**ARTICLE IX
MEETINGS**

Section A. Annual Meeting

The annual meeting shall be in January of each year.

Section B. Regular Meetings

Association meetings will be held at times and places designated by the Governing Board. Special meetings may be call by the Chair at his/her discretion.

Location of meetings will be determined by the Governing Board on a geographical rotating basis, maintaining a pre-determined schedule.

Section C. Committee Meetings

Committees shall meet at the regular scheduled Association meetings. Additional meetings may be called by the committee chair or by a majority of committee members. Conference calls may be an option to meetings.

Section D. Notice of Meetings

Notice of all meetings and agendas shall be sent out to members at least six (6) weeks prior to the scheduled meeting date. Notice of special meetings, agenda and purpose shall be stated at least one (1) week in advance of said meeting.

Section E. Conduct of Business

The quorum for conducting business of the Association and Governing Board shall be a simple majority of the members unless otherwise specified in these bylaws. Proxy voting shall not be permitted. Voting by alternates shall be permitted if the alternate is duly certified to vote by the local program director.

**ARTICLE X
AFFILIATES**

Parents, Directors, Staff and Friends shall be established as affiliate groups to the Association.

1. To be consistent with Regional and National Had Start Association organizational structure, the Idaho Head Start Association shall assist in, facilitate, and support meetings of staff, parents, friends, and directors of member programs during regularly scheduled Association meeting.
2. These affiliate groups shall meet during the annual meeting to elect a chair and alternate chair from duly elected representatives. Chairs will be responsible for developing agenda and reporting back to the Association during each meeting.

ARTICLE XI REGIONAL REPRESENTATION

1. The Idaho Association at the annual meeting will elect association representatives to the Region X Association. These representatives must be voting members from programs in good standing.
2. Terms of office for the Regional representatives shall be a two (2) year term and may be elected to serve additional terms.
3. Each Regional representative shall report to the Idaho Association.

ARTICLE XII REMOVAL

Any Governing Board member may be removed for lack of attendance, malfeasance, conflict of interest or failure to perform duties. Failure to disclose conflict of interest may result in dismissal from the Governing Board. The removal process shall be outlined in policy and procedures.

ARTICLE XIII CONTRACTS, CHECKS, DEPOSITS, GIFTS AND FUNDRAISERS

1. **Contracts:** The Governing Board may authorize any officer or employee of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances.
2. **Checks, Drafts, or Orders for Payment:** All checks, drafts, or orders for payment of money, notes or other evidence of indebtedness issued in the name of the Association shall have two (2) signatures, to be designated by the Governing Board.

3. **Deposits:** All funds of the Association are to be deposited to the credit of the Association in such banks, trust companies, or their depositaries as the Governing Board may select.
4. **Gifts:** The governing Board may accept on behalf of the Association any contribution, gift, bequest, or devise for any special purpose of the Association.
5. **Fundraisers:** Fundraisers must have prior approval of the Governing Board. All funds must go through the association office and be closely monitored by the treasurer.

ARTICLE XIV DISSOLUTION OF THE CORPORATION

1. Dissolution proceedings shall be initiated by the Governing Board, which shall add a resolution recommending that the Corporation be dissolved and direct that the question of such dissolution be submitted to a vote at a meeting of association members having voting rights, which may be either a regular or special meeting. Written notice stating that the purpose of such meeting is to consider the advisability of dissolving the Corporation shall be given each member entitled to vote within the time and manner provided in these bylaws for the giving of notice of meetings. A resolution to dissolve the Corporation shall be adopted upon receiving a majority of votes that may be cast, provided that here is quorum.
2. All liabilities and obligations of the Corporation shall be paid, satisfied and discharged, or adequate provision shall be made therefore.
3. Assets held by the Corporation upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements.
4. Assets received and held by the Corporation subject to limitations permitting their use only for charitable, benevolent, educational or similar purposes, but not held upon a condition requiring the return, transfer or conveyance by reason of the dissolution, shall be transferred or conveyed to associations, societies or organizations also exempt under Section 501 (c)(3) or the Internal Revenue Code and engaged in activities substantially similar to those of the dissolving Corporation pursuant to a plan of distribution adopted as provided in these bylaws.
5. A plan providing for the distribution of assets, not inconsistent with the provisions of these bylaws, may be adopted by the association in the process of dissolution and shall be adopted by the Association for the purpose of authorizing a transfer of conveyance of the assets for which the law requires a plan of distribution.

**ARTICLE XV
PARLIMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Association may adopt.

**ARTICLE XVI
AMENDMENTS AND RATIFICATION**

1. All proposed amendments to these bylaws, whether originated by individual members or by consensus of the membership, shall be presented to the Governing Board for preparation and distribution to the Association membership.
2. All proposed amendments to the bylaws shall be presented, in writing, to the membership not less than thirty (30) days prior to the effective date of amendment.
3. Proposed amendments to the bylaws shall be submitted to the membership for approval (vote) at a regular scheduled meeting or by ballot sent through the U.S. Mail.
4. A majority vote of the membership responding in favor of an amendment shall be required to amend the bylaws.
5. If any portion of these bylaws shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

**ARTICLE XVII
SAVE HARMLESS CLAUSE**

1. The Association shall indemnify, defend and save harmless its officers and other members of the Governing Board from and against liability caused by or arising from the Association grantee members' neglect or wrongful performance, act or omission of any term of the association's grants or contracts.
2. The Association will purchase insurance on behalf of its officers and Governing Board members to protect said officers and Governing Board members from the liability for which indemnification is provided for herein.