

# **BY - LAWS**

February, 1979  
Amended April, 1982  
Amended September, 1985  
Amended April, 1987  
Amended February, 1994  
Amended May 19, 1998  
Amended July 17, 2000  
Amended March 15/April 18, 2005

## **ARTICLE I - NAME**

The name of this organization shall be Umatilla-Morrow Head Start Policy Council, hereafter known as UMCHSPC.

## **ARTICLE II - PURPOSE**

- Section 1. Provide in-put to the Umatilla-Morrow Head Start Board of Directors concerning the local Head Start Program.
- Section 2. Assist in the planning and development of Umatilla-Morrow Head Start in an effort to create better program operation and communication between staff and parents.
- Section 3. To bring Head Start, the community at large, and the general public in closer communication.
- Section 4. To provide in-put to the Administration of Children, Youth, and Families, (ACYF) and to serve as a link between local programs and Oregon Head Start Association.

## **ARTICLE III - MEMBERSHIP**

- Section 1. Control: The business and affairs of UMCHSPC shall be managed and controlled by its members.
- Section 2. Selection of Members:
- A. There shall be one (1) parent member and one (1) alternate elected from each center. All program options must be proportionately represented. Each member shall have voting privileges. Alternates may only have voting privileges in the absence of other voting members.
  - B. Community Representatives - There shall be four (4) Community Representatives elected by the parent members of UMCHSPC. Community representatives shall have voting privileges and may be parents of past enrolled children.
- Section 3. Membership Term: The members of UMCHSPC shall serve for a period of one (1) year), or until the next annual election date. No member can serve for more than 3 years.
- Section 4. Resignations: Any member of UMCHSPC may resign in writing to their local center Chairperson. The chairperson will then report it to the Policy Council.

- Section 5. Vacancy: Any vacancy occurring in this organization shall be filled according to Article III, Section 2.
- Section 6. Removal of a Policy Council Member: Any member of UMCHSPC may be removed from the Policy Council membership by 2/3 majority of the quorum by secret ballot vote if the procedures below have been followed:
- A. When a Policy Council member is deemed by the Appeal Committee not to be performing his/her work satisfactorily, s/he will be informed by the Chairperson in writing of his/her performance deficiencies and shall be given not less than (30) days to make the necessary improvements. If the member does not make necessary improvements within the period to justify retention, s/he may be removed following secret ballot vote by the Council's quorum. All matters concerning removal procedures shall be made part of written Policy Council records.
  - B. A UMCHSPC member, who claims s/he has been reprimanded unjustly, shall be provided with an opportunity to appeal such action if it remains unsolved after discussion with the Chairperson. The member will submit within (10) days following the written reprimand a letter of explanation of the Chairperson of the Appeal Committee with a copy to the UMCHSPC Chairperson. The Appeal Committee will act on the appeal with ten (10) days following receipt of the letter, and the decision of the committee shall be final.
  - C. The Appeal Committee will consist of three (3) Policy Council members. The Appeal Committee Chairperson will be elected by the members of the committee. The UMCHSPC Chairperson may attend all proceedings of the Appeal Committee, but may not vote.
  - D. Cause for removal shall include, but not be restricted to:
    - 1. Habitual absence from Policy Council meetings without just cause.
    - 2. Unauthorized release of privileged or confidential information.
    - 3. Inability to cooperate with the fellow members.
    - 4. Repeated violations of UMCHSPC By-Laws and federal/state performance standards covering program governance.

## **ARTICLE IV - OFFICERS**

- Section 1. Officers: The officers of UMCHSPC shall consist of the Chairperson, Vice-chairperson, and Secretary-Treasurer. Other officers may be elected as are deemed necessary. Community representatives may hold any of the elected offices. Alternates may hold any office.
- Section 2. Elections: Officers shall be nominated and elected from the voting members of UMCHSPC. Alternates may be nominated and elected but may not vote in the election, unless they are taking the place of a regular voting member. They shall hold office from the day of their election until the next annual meeting, or until the successor to that office has been elected and qualified. The elections shall be held by secret ballot and counted in the room of the meeting.
- Section 3. Removal of Officers: Any officer of UMCHSPC may be removed from the position

s/he holds by a 2/3 majority of the quorum by secret ballot vote if the procedures have been followed:

- A. When a Policy Council officer is deemed by the membership not to be performing his/her work satisfactorily, s/he will be informed by the Chairperson (or Vice Chairperson) in writing of his/her performance deficiencies and shall be given not less than thirty (30) days to make the necessary improvements within that period to justify retention, s/he may be removed from office final secret ballot vote by the Council quorum All matters concerning removal procedures shall be made part of written Policy Council records.
- B. A UMCHSPC officer, claims s/he has been reprimanded unjustly, shall be provided with an opportunity to appeal such action if it remains unsolved after discussion with the Chairperson. The officer will submit within ten (10) days following the written reprimand a letter of explanation to the Chairperson of the Appeal Committee will act on the appeal with ten (10) days following receipt of the letter, and the decision of the committee shall be final.
- C. The Appeal Committee will consist of three (3) Policy Council members.  
  
The Appeal Committee Chairperson will be elected by the members of the Committee. The UMCHSPC Chairperson may attend all proceedings but may not vote.
- D. Cause for removal shall include, but not be restricted to:
  - 1. Habitual absence from Policy Council meetings without just cause.
  - 2. Unauthorized release of privileged or confidential information.
  - 3. Repeated violations of UMCHSPC By-Laws and federal performance standards.

Section 4. Vacancy: Any vacancy of an office shall be filled by the voting membership for the remaining term according to Article IV, Section 2.

Section 5. Chair Duties: The duties of the Chairperson are to preside over all meetings of the organization. The Chairperson shall perform other duties as prescribed by the membership. The chairperson will insure all responsibility of the Policy Council as stated in federal performance standards. Policy Council Chairperson will be the official representative of the Policy Council to the UMCHS Board of Directors. The chairperson may vote to make or break a tie. The Chairperson will attend all Budget meetings.

Section 6. Vice-Chairperson Duties: The duties of the Vice-Chairperson are: to preside in the absence of the Chairperson; perform other duties of the chair in the absence of the Chairperson. This person shall be subject to all restrictions of the chair. The Vice-Chairperson shall perform other duties as prescribed by the membership. In the absence of the chair, will attend the Board Meeting.

Section 7. Secretary-Treasurer Duties: The duties of the Secretary-Treasurer are: to conduct a roll call before each meeting; to insure that notices are given in accordance with the provisions of these By-Laws; to keep accurate minutes of all meetings of UMCHSPC; to recite the minutes of the previous meeting to the members present at each meeting; and to have the responsibility for having the minutes submitted to the

Director at least ten (10) days prior to the coming meeting. This person shall present a financial report at each meeting. The Secretary-Treasurer shall perform other duties as prescribed by the membership.

## **ARTICLE V - OHS Association**

Section 1. UMCHSPC shall be a member of the Oregon Head Start Association, and shall insure that yearly dues are paid.

Section 2. Two (2) voting members and one (1) alternate shall be elected every year in October. Terms of membership shall be two (2) years. No member who has served a full two (2) years may be re-elected to succeed him/herself. (Unless they hold office at the State or Regional level) Members shall be elected in the same manner as stated in Article IV, Section 2.

A. A delegate is elected for a two (2) year term and is referred to as a "Two Year Delegate".

B. At the conclusion of one (1) year of membership, this delegate is referred to as a "one Year Delegate", and a new Two (2) Year Delegate is elected to represent the program.

Section 3. Duties of these representatives are to attend each meeting, to make reports of progress and other information about state activities to UMCHSPC, and carry recommendations to state meetings.

## **ARTICLE VI - MEETINGS**

Section 1. Annual Meetings: The annual meeting of UMCHSPC shall be held during the month of October of each year for the purpose of electing officers and for the transaction of any business authorized or required by UMCHSPC.

Section 2. Regular Meeting and Notice: The regular meetings of UMCHSPC shall be held monthly at such time and place as may be designated by the organization. Written notice for a monthly meeting must be given not less than five (5) days prior to the regular meeting.

Section 3. Quorum: A quorum shall consist of any ten (10) representatives of the voting membership. For emergency purposes only if there are not enough voting members to make a quorum: If there is at least one voting member from each target area, a vote can take place to temporarily approve of actions until final approval at the next meeting. If the Chairperson is one of those voting members he/she can vote. ***Any action that could be taken by the Policy Council at a meeting may be taken by informal polling of a majority of the members (i.e. telephone or other).***

## **ARTICLE VII - COMMITTEES**

Section 1. Special Committees: The Chairperson shall establish such committees as the membership may deem appropriate. Suggested committees are: Personnel, Budget, By-Laws, Curriculum, Selection, and Appeal. Each committee is empowered to perform such duties as shall be prescribed and authorized by the membership. Any UMCHSPC may serve as a committee member. The committees and their

responsibilities are listed below.

Personnel - Members shall handle all personnel matters. The committee will meet when deemed necessary by the UMCHSPC Chairperson.

Budget - The committee will meet twice per year in January and February. Members will assist in developing the proposed budget for final approval at the February Policy Council meeting.

By-Laws - The committee may meet once per year to discuss and propose any revision to the By-Laws.

Curriculum - Members will meet with the Education Director at least one per year for the development and revision of curriculum for the program.

Selection - Members will review the selection criteria annually and submit revisions to the Policy Council for approval.

Appeal - Members will perform responsibilities as state in Article III, Section 6, and Article IV, Section 3.

Community

Grievance - Members will meet when required by the UMCHSPC Chairperson and handle responsibilities as stated in the Grievance Policy.

## **ARTICLE IX - AGREEMENTS, CHECKS AND DEPOSITS**

Section 1. Authorization: UMCHSPC may authorize any officer to enter into any agreement, and execute and deliver it in the name of the organization.

Section 2. Payments: All checks, drafts, etc. for payment of money or notes of indebtedness issued from the Umatilla-Morrow Head Start Policy Council Fund shall be signed by the Executive Director and/or any other authorized personnel.

## **ARTICLE X - AMENDMENTS**

Section 1. The By-Laws may be amended as recommended by UMCHSPC by a 2/3 majority of the voting members present at any regular meeting. Notice of the nature of the changes in By-Laws to be proposed at such meetings shall have been given in writing to UMCHSPC members at least fifteen (15) days prior to such meeting.

## **ARTICLE XI - EX-OFFICIO MEMBERS**

Section 1. Ex-OFFICIO members may be elected by UMCHSPC members to serve a term coinciding with the officers' terms. Ex-officio members may attend meetings and act in a consultative capacity. Ex-Officio members may be asked by UMCHSPC to act in their behalf in areas that the Ex-Officio is knowledgeable.