

ARKANSAS HEAD START ASSOCIATION BYLAWS



Directors

staff

Parents

Friends

ARKANSAS HEAD START ASSOCIATION/
ARKANSAS HEAD START STATE COLLABORATION OFFICE
1400 WEST MARKHAM, STE 406
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ARTICLE I: NAME

The name of the organization shall be the Arkansas Head Start Association, Inc. (AHSA), a nonprofit organization with a 501(c)(3) tax status.

ARTICLE II: PURPOSE

Section 1

To review and provide input concerning proposed state, regional, and national policies and directives on behalf of Arkansas Head Start programs.

Section 2

To help strengthen the four classes of members: the Head Start Directors' Class of members, the Head Start Staff Class of members, the Head Start Parents' Class of members, and the Head Start Friends' Class of members in Arkansas.

Section 3

To elevate the status, promote respect, and coordinate efforts of Head Start directors, staff, parents, and friends in working toward the common goal of strengthening the services set forth in the Head Start Performance Standards, the Head Start Act and other regulations.

Section 4

To develop a system for communicating policies, positions, or statements that reflect a consensus of opinions of the AHSA.

Section 5

To develop a system for communicating, sharing, and networking at the meetings among directors, staff, parents, and friends in Arkansas for the purpose of exchanging ideas and opinions relating to regional, state, and national Head Start issues. Special committee meetings may be done via teleconference at the discretion of the president and/or chair of the committee

Section 6

To ensure representation from the AHSA to the Region VI Head Start Association. To support rotation of Arkansas' representation to National Head Start Association (NHSA).

ARTICLE III: MEMBERS

Section 1: CLASSES OF MEMBERS

The AHSA shall have the following class of members.

Director Class	The director class members shall consist of those members of the AHSA who are currently employed as Director of a Head Start Grantee, delegate agency or Migrant and Seasonal Head Start Program.
Staff Class	The staff class members shall consist of those members of the AHSA who are currently employed by a Head Start Grantee, delegate agency or Migrant and Seasonal Head Start Program in other than a Director's position.
Parent Class	The parent class members shall consist of those members of the AHSA who are currently parents or guardians of children currently enrolled in a Head Start program.
Friend Class	The friend class members shall consist of those members of the AHSA who have been nominated, in writing, by a Head Start program to represent that program officially in this class. The member must live in the service area of the agency that nominates them.

Section 2: MEMBERSHIP

Membership in the AHSA shall automatically be granted in the appropriate classes to those agencies which have paid their dues within sixty (60) days of receiving notice of payment due. Membership in the director's class will be effective to a Director while they are currently employed by a Head Start Grantee, delegate agency or Migrant and Seasonal Head Start Program, in the capacity of the Director. Director's class will not have an alternate member. Any other representative from a Head Start grantee, delegate agency or Migrant and Seasonal Head Start program shall be considered a guest without voting privileges or dialogue during the meeting.

Membership in the staff, parent and friend class will be effective upon receipt of written approval from the program they represent to seat them as a member. In the staff, parent and friend class, membership shall consist of a primary and an alternate. The alternate will have voting privileges only in the absence of the primary representative.

Section 3: DUES

All memberships are renewable annually, upon payment of dues. The membership year will be September 1 through August 31. **However, the Arkansas Head Start Association will work with programs based on their assigned fiscal year.**

Dues shall be paid according to the sliding scale fee per Head Start program per year payable to the Arkansas Head Start Association and shall be due the first day of September.

Dues of new members shall be due on the first day of the month in which such new membership becomes effective. This is including friends, associates and organization classes.

All dues must be current.

Section 4: VOTING PRIVILEGES

All members of the AHSA shall have equal rights and privileges to all business of the general body of the AHSA.

Any representative present at the board meeting from a Head Start grantee, delegate agency or Migrant and Seasonal Head Start program that is not a board member shall be considered a guest without voting privileges during the meeting.

Membership of the associate and organization class are non-voting members.

ARTICLE IV: OFFICERS

Section 1: OFFICERS OF THE AHSA

The officers of the Board shall be the officers of the AHSA.

The officers of the Board shall be a President, a President-Elect, a Secretary, a Treasurer, and a Parliamentarian. The officers shall be charged with those duties which usually devolve upon such officers as prescribed, where applicable, in Robert's Rules of Order, Newly Revised.

ROLES & RESPONSIBILITIES OF OFFICERS

President's Function: Presides over meetings, enforces all rules, and guides the organization in its policy-making, management and administrative functions.

Responsibilities:

- Plan the Agenda and preside at all Board, Executive Committee Meetings, Training Institute Business Meetings and General Sessions at the Annual Training Institutes.
- Sends written notice of regular meeting dates, time and location to the Board Members no less than fourteen (14) days and no more than thirty (30) days prior to the

meeting date.

- Promote and interpret policies and procedures to members and non-members.
- Serve as an official liaison to the National Head Start Association.
- Appoint standing and ad hoc committees and Committee Chairpersons with approval of the Board.
- Confer with the Executive Committee on major organization issues between meetings as required.
- Represent the organization as necessary.
- Ensures release of accurate, pertinent and timely information to Board Members, Head Start officials, and other appropriate entities.
- Serves as an Advisor to the Annual Training Institute Chairperson.
- Supervises the review, revision, and updating of the organization's policies and procedures.
- Serves as advisor to the Treasurer on all budget and financial matters.
- Sign any papers or legal documents authorized to be executed.
- Carries out the responsibilities incumbent upon the members of the Board of Directors and its Executive Committee.
- Convene and presides at the State Affiliate held during the Region VI Head Start Association Training Conference.

President-Elect's Function: Assumes the functions and responsibilities of the office of President in the absence or incapacity of the President, subject to the same powers and restrictions. The President-Elect is voted on through the membership for a two-year term as President-Elect and will automatically move into the role of President after being mentored and working in the association for two years.

Responsibilities:

- Serves as Chair of the Communications and Public Relations Committee.
- Attends all organization's Board of Directors meetings, Annual Business Meeting and

General Sessions of the Annual Training Institute.

- Work with the secretary in keeping a file of meetings minutes and bring to the Annual Institute.
- Reads and becomes familiar with the Organization's policies and procedures, Bylaws, minutes of past two years, finance records, and work program.
- Performs other tasks as needed in the Organization's affairs, such as, making contributions to Board discussions and participating in or contributing to the general actions of the Board of Directors.
- Represents the Organization in additional ways as requested by the President and Board of Directors.
- Participates in the Annual Training Institute and makes contributions as needed.
- Cooperates with the President in implementing and reviewing activities authorized by the Board.
- Carries out additional responsibilities as assigned by the President.
- Is prepared to act and serve as president, if needed.

Secretary Function: Serves as the recording officer of the organization and the custodian of its records.

Responsibilities:

- Conducts roll call and records minutes of all regular meetings of the Board of Directors.
- Records minutes of the Executive Committee meetings.
- Presents the minutes at each meeting of the Board of Directors and Executive Committee meetings for approval.
- Records minutes of the Annual Business and General Session meetings during the Annual Training Institute. Presents the minutes at the following Annual Business and General Session meetings for approval.
- Keeps an official membership roster of the Board of Directors and keeps a current register of mailing addresses of each Board Member.

- Keeps all committee reports on file.
- Reads and becomes familiar with policies and procedures, Bylaws, minutes of the past two years, finance records and work program.
- Represents Arkansas Head Start Association in additional ways as requested by the President and Board of Directors.
- Participates in the Annual ~~Region VI~~ Training Institute and makes contributions as needed.
- Collaborate and communicates with the president in preparing and sending out meeting and other notices.
- Completes correspondence of the-Organization as-designated; -including-notes, invitations, and thank you notes for the Board.
- Keeps an attendance record and notifies Classes when a Board Member and the Alternate has two (2) consecutive absences.
- Attends all Arkansas Head Start Association Board of Directors meetings, Annual Business meetings, and General Sessions of the Annual Training Institute.
- Performs other tasks as needed in the Arkansas Head Start Association affairs, such as making contributions to Board meeting discussions and participating in or contributing to the general actions of the Board of Directors.

Treasurer's Function: Serves as the Fiscal Officer of the organization and is responsible for maintaining adequate financial records which will allow a check and balance system and ensure fiscal integrity.

Responsibilities:

- Chairs and meets with the Finance and Budget Committee annually to plan a tentative budget to present to the Board at the first meeting of each year.
- Presents a financial report at each meeting of the Board of Directors for review and Board approval. Reports detail a beginning balance on hand, income, expenditures, and ending balance.
- Maintains copies of all financial transactions in chronological order.
- Opens a local bank account in the name of Arkansas Head Start Association, Inc.,

requiring two signatures. The account should be an interest-bearing account (if possible) and the checks should be the duplicate copy style.

- Maintains financial records reflecting cash receipts and cash disbursements along with all primary source backup documentation on file.
- Submits financial information to the Association accountant of record (CPA) for compilation of the general ledger, bank reconciliation, and financial statements at least quarterly. Keeps all checkbook transactions updated; showing current balance.
- Secures ample bonding through a local insurance/bonding company.
- Prepares books for internal audit by the Audit Committee of the Board of Directors and for audit by a qualified, certified, or licensed audit firm, prior to releasing the books to the new Treasurer.
- Maintains records of annual dues paid by each grantee state. Mail out statement of dues and/or payments to each Grantee no later than September 1st of each year. Follows-up to ensure that dues are current and inform the Board of any violations of dues payment schedule.
- Attends all Arkansas Head Start Association Board of Directors meetings, Annual Business meeting and General Sessions of the Annual Training Institute.
- Reads and becomes familiar with Arkansas Head Association Policies and Procedures, Bylaws, minutes of past two years, finance records and work programs.
- Represents Arkansas Head Start Association in additional ways as requested by the President or Board of Directors.
- Works closely with the President and Institute Chair for payment of any on-site expenditure.
- Works in concert and supports the Institute Registration Committee during On-Site Registration and all other areas as addressed in the Arkansas ❖ Head Start Training Manual.
- After each Annual Institute, within 90 days, will meet with the Institute Chairperson to receive records of the income/expense report.
- Performs other tasks as needed in the Arkansas Head Start Association affairs, such as making contributions to Board meeting discussions and participating in or contributing to the general actions of the Board of Directors.

Parliamentarian's Function: Serves as consultant and advisor on parliamentary procedures for the organization to ensure that all business is conducted according to Roberts Rules of Order, newly revised.

Responsibilities:

- Study and become familiar with Robert Rules of Order newly revised. The Arkansas Head Start Association will ensure that the Parliamentarian is trained on Robert's Rules of Order.
- Assist the presiding officer with observing all policies and procedures in accordance with the Bylaws.
- Attends all Arkansas Head Start Association Board of Directors meetings, Annual Business Meeting and General Session of the Annual Training Institute.
- Reads and becomes familiar with the Arkansas Head Start Association's policies and procedures, Bylaws, minutes of the past two (2) years, finance records and work programs.
- Performs other tasks as needed in the Arkansas Head Start Association affairs, such as making contributions to Board meeting discussions and participating in or contributing to the general actions of the Board of Directors.
- Participates in the Annual ~~Region VI~~ Training Institute and makes contributions as needed.
- Performs any other assignments made by the President.

Section 2: ELECTION AND TERM OF OFFICE

Officers will be elected and installed at the Annual Meeting and shall immediately assume their responsibilities.

The officers will serve a two (2) year term with no officer serving more than two (2) consecutive terms in the same office, with the exception of the office of Treasurer. No member shall hold more than one office at a time. In the event that all officers are up for re-election during the same year, then the term of the president and/or a second office shall be extended for at least one year. The President-Elect will move up to President automatically.

In order to prevent a similar problem in the future, a stagnant plan would include the following:

- two officers shall be elected during an odd year; and,
- two officers shall be elected during an even year after the term of the officer has expired.

Section 3: ELIGIBILITY

All officers shall be members in good standing of the AHSA.

Section 4: COMPOSITION

At least one office will be held by a Board Member representing the Directors' Class, one office will be held by a Board Member representing the Staff Class, one office will be held by a Board member representing the Parents' Class, and one office will be held by a Board Member representing the Friends' Class. No grantee will have more than two (2) officers.

Section 5: VACANCIES

If an officer of the Board resigns or changes class membership during an unexpired term, the President shall appoint a member of the Board to serve in that office for the remainder of the unexpired term in accordance with Article IV, Section 4

In the event the office of President is vacated, the President-Elect will move into the President's position for the remainder of the unexpired term in accordance with Article IV, Section 4.

ARTICLE V: MEETINGS

Section 1

The annual meeting of the AHSA shall be held in conjunction with the Annual Training Institute unless otherwise ordered by the AHSA or its Board of Directors.

Section 2

There shall be a meeting for each membership class during the Annual Training Institute.

Section 3

There shall be six meetings of each membership class on a bi-monthly basis beginning January of each year at the Arkansas Head Start Association Office.

ARTICLE VI: BOARD OF DIRECTORS

Section 1: COMPOSITION OF THE BOARD

The Board consisting of 24 members (6 members from each class) shall have general supervision of the affairs of the Association. The Board makes recommendations to the Association and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

The immediate past President of the AHSA Board shall become an ex-officio member of the Board of Directors serving in an advisory capacity, if not elected to another position.

Section 2: REPRESENTATIVES AND ALTERNATES

The Board of Directors shall be comprised of twenty-four (24) members. They will be elected by members of the four classes as follows:

- A. Six (6) voting members elected by the Directors Class.
2. Six (6) voting members elected by the Staff Class.
3. Six (6) voting members elected by the Parents Class.
4. Six (6) voting members elected by the Friends Class.

Each of the AHSA classes will be entitled to elect alternates to serve on the Board, with full voting rights and privileges, in the absence of any board member from that class.

In the event that the six (6) seats that are allowed for any class cannot be filled, they will remain vacant.

The Board of Directors shall be broadly representative of the geographical, urban-rural, racial, ethnic, sex, and cultural composition of Head Start Program participants on a statewide basis.

Section 3: TERM OF OFFICE

At the annual meeting, three (3) members of the Board from each class will be elected for a two (2) year term. Elections will be held annually for two-year terms. This will allow replacement for one half of the Board annually.

Section 4: VACANCIES

Absences, without alternate representation, from two (2) consecutive meetings will constitute the removal of that member from the Board, and the declaration of that position vacant.

Vacancies on the Board of Directors will be filled by the respective Head Start Membership Class in which category the vacancy exists. The appropriate class shall be notified of the vacancy(s) and shall then submit a new member to the Board of Directors.

Section 5: DUTIES OF BOARD

The Board of Directors shall be responsible, among other duties, for (1) setting policy and overseeing the implementation of the policy, (2) approving all policy statements issued on behalf of the AHSA, (3) approving an annual budget, (4) approving committee appointments, and (5) devising and carrying into operation such other measures as deemed proper and expedient to promote the objectives of the AHSA.

Section 6: MEETINGS

The Board of Directors shall meet at least six (6) times per year (every other month), one of

which shall be held in conjunction with the Annual Meeting of the AHSA Institute. Special meetings of the Board of Directors may be called by the President.

The Executive Committee shall meet each month as scheduled by the President. These meetings may be held by conference call or through an e-mail voting process if scheduling conflicts make it inconvenient to hold a meeting.

ARKANSAS HEAD START ASSOCIATION STANDING RULES

The customary order of business shall be comprised of the following subdivisions:

1. Roll call to establish quorum
2. Consideration of agenda
3. Reading and approval of minutes
4. Reports of Officers, Boards, and Standing Committees
5. Reports of Special Committees (Select or Ad Hoc)
6. Special orders
7. Unfinished business and general orders
8. New business
9. Announcements

The Secretary's minutes shall include a statement of which Board Members are not in good standing due to two (2) consecutive absences.

A written agenda shall be sent to each Board Member at least seven (7) days prior to the meeting date except in cases of special called meetings. The agenda will be posted on the AHSA's website 7 days prior to the official board meeting.

Section 7: QUORUM

A quorum shall be fifty percent (50%) plus one of the membership in attendance at the meeting provided that two (2) Head Start Membership Classes are represented.

The Secretary of the Board of Directors shall maintain a current list of seated Board Members for the purpose of determining a quorum. The Secretary should take roll during each meeting and keep a record of attendance.

Section 8: ABSENCES

Members of the AHSA Board of Directors will notify the AHSA President of an absence in writing.

Absences, without alternate representation, from two (2) consecutive meetings will constitute the removal of that member from the Board, and the declaration of that position vacant.

ARTICLE VII: STANDING AND SPECIAL COMMITTEES

Section 1: STANDING COMMITTEES

The President shall appoint the chairpersons of all Standing Committees. Membership in a standing committee may come from the Board and/or the general membership of the AHSA and shall be broadly representative of the membership of the AHSA and must include representation from at least two (2) membership classes. The standing committees are as follows:

- ***EXECUTIVE COMMITTEE***

The AHSA shall have an Executive Committee comprised of the officers of the AHSA (President, President Elect, Secretary, Treasurer, and Parliamentarian). The Executive Committee will be empowered to act for the Board as the need arises. An action of the Executive Committee shall be subject to ratification by the Board of Directors during its next meeting. The Executive Committee shall develop a budget for the AHSA that will permit effective operation for one year and to assist the Treasurer in implementing the budget.

The Executive Committee shall consist of the officers of the AHSA.

- ***AUDIT/FINANCE COMMITTEE***

The Audit/Finance Committee shall review the annual audit of the financial transactions of the AHSA.

- ***NOMINATING COMMITTEE***

The Nominating Committee shall carry out the duties as defined in this section. Candidates for office shall be nominated by the Nominating Committee. The Committee will prepare a slate of nominees to be presented for election at the Board Meeting at the Annual Meeting. Additional nominations may be made from the floor.

- ***COMMUNICATION/PUBLIC RELATIONS COMMITTEE***

The Communication/Public Relations Committee shall promote communication of policies, positions, concerns, and needs that require immediate action as well as general information to the Chairmen of all four (4) classes and all Arkansas Head Start programs.

- ***BYLAWS/POLICIES AND PROCEDURES COMMITTEE***

The Bylaws/Policies and Procedures Committee shall ensure that the AHSA Bylaws are kept current to meet the needs of the AHSA, the Region VI Head Start Association and NHSA. The committee develops and maintains a Policy and Procedures Manual that can be used as a basis for conducting the AHSA Board business.

- **INSTITUTE/EDUCATION/TRAINING COMMITTEE**

The Institute/Education/Training Committee shall coordinate, plan, and implement the AHSA Annual Training Institute and assist in other training efforts of the AHSA. This committee is also responsible for updating the Institute Training Manual.

- **SCHOLARSHIP/AWARDS/RECOGNITION COMMITTEE**

The Scholarship/Awards/Recognition Committee shall consist of a chair and at least two (2) other members of the organization. The chair shall be appointed by the President. The chair will select the other members to work with the scholarship committee. This committee shall promote the scholarship award and committee with all five (5) states to encourage scholarship participation. The committee shall follow the scholarship guidelines, review all applications, determine eligibility, and complete the scholarship process with all applicants.

The Arkansas Head Start Association shall submit the following scholarships & awards in the amounts noted to the Region VI Head Start. AHSA can select **one applicant to represent their state for each scholarship or award category:**

1. Allie J. Mitchell Scholarship (For Head Start Graduates) - \$ 1,000.00
2. Goodie Wickland (Parent Scholarship) - \$ 500.00
3. Volunteer of the Year Award – Plaque
4. Head Start Staff (Education Scholarship) - \$ 1,000.00
5. Friend of the Head Start Award – Plaque

Section 2: SPECIAL COMMITTEES

The President shall announce the formation of Special Committees (e.g., Ad Hoc, Select) and shall appoint chairpersons of all such committees. Special Committees shall have tenure of the announcing and appointing President.

Section 3

The President may act as an ex-officio member of all committees.

ARTICLE VIII: REPRESENTATION TO REGION VI BOARD

Section 1: REPRESENTATIVES AND ALTERNATES

A Representative and Alternate to the Region VI Board shall be elected from each membership class with approval of the Board of Directors.

Section 2: TERM OF OFFICE

Arkansas' representation to the Region VI Board shall be elected during years ending in even numbers.

ARTICLE IX: CONTRACTS, LOANS, CHECKS, AND DEPOSITS

Section 1

The Executive Committee of the Board of Directors may authorize any AHSA officer to enter into a contract in the name of and on behalf of the AHSA and such authority may be general or confined to specific instances.

Section 2

No loans shall be contracted on behalf of the AHSA and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3

All checks, drafts, or money orders for the payment of money, issued in the name of the AHSA, shall be signed by such officers, agent, or agents of the AHSA and in such manner as shall be determined from time to time by resolution of the Board of Directors.

Section 4

All available funds of the AHSA shall be deposited in a bank account that bears the Arkansas Head Start Association name. Selection of the type of bank account shall be made by the Board of Directors.

ARTICLE X: ADVISORS TO THE BOARD

Section 1

The Board of Directors may request the assistance of advisors/resource persons to the Board as deemed necessary and approved by the Board. Such advisors shall not have voting powers.

ARTICLE XI: GENERAL PROVISIONS

Section 1: ANNUAL AUDIT

A certified public accountant shall be employed to audit the books of the association for any fiscal year of the association.

Section 2: EXEMPT ACTIVITIES

Notwithstanding any other provision of these bylaws, no member, director, officer, employee or other representative of the AHSA shall take any action or carry on any activity by or on behalf of the association not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law) or by organizations contributions to which are

deductible under Section 170(c)(2) of such Code (or the corresponding provision of any future United States internal revenue law).

ARTICLE XII: PARLIAMENTARY AUTHORITY

Section 1

The rules contained in the current edition of Robert's Rules of Orders, Newly Revised shall guide the AHSA in all cases to which they are not inconsistent with these bylaws and any special rules of order the AHSA may adopt.

ARTICLE XIII: AMENDMENT OF BYLAWS

Section 1

The AHSA Bylaws may be amended at any regular meeting of the AHSA provided that the amendment has been submitted in writing to the general body of the AHSA at least fifteen (15) days prior to the vote. No action shall be taken if it would in any way adversely affect the AHSA's qualification under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law).

Any sentence, paragraph, section, or article judged invalid by a court of law having jurisdiction shall not affect any other sentence, paragraph, section, or article of these bylaws.

Adopted: March 16, 1995

Revised: September 18, 2014; November 7, 2023