

By-Laws
For
U.C.H.R.A.
Van Buren County Head Start
Parent Committee

I. Name of organization: The name of this organization shall be Van Buren County Head Start Parent Committee.

II. Purpose: The purpose shall be to implement their ideas and suggestions and advise the staff of their children's classroom activities and services. They will plan, organize and participate in activities for parents and staff.

A. All ideas and suggestions will be submitted to the Policy Council for prior approval before implementation.

B. Advocate for Head Start through communication with other parents and community persons and organizations.

III. Plan and implement fund raisers and expanders of funds raised.

A. All fund raisers and expanders will be submitted to the Policy Council for prior approval before implementations.

IV. We will elect and seat officers of the Parent Committee on Orientations night. At this point we will determine a date and time for the monthly meeting. Then they will conduct a monthly meeting to discuss the necessary goals that need to be achieved throughout the year.

A. All persons elected to the committee must be a family member.

B. The Parent committee will be established at the center level.

a. Chairperson

1. Call the meeting to order and preside throughout the meeting.

2. Announce each item of business on the agenda in the proper order.

3. Recognize members seeking the floor to propose motions and to debate.

4. Remain fair and impartial during the business proceedings.

5. State each motion pending clearly.

6. Put the questions to a vote after sufficient debate.

7. Announce the results of the vote and the action as a result of the vote.

8. Vacate the chair to speak in debate on a motion.

9. Expedite the business meeting by the use of general consent.

10. Assist the members in parliamentary procedure when necessary.

11. Make decisions on points of order and appeals.

12. Declare a motion out of order as "dilatatory" when made to obstruct or delay the business proceedings.

b. Vice-Chairman

1. Substitute for chairman when he/she is absent or vacates the chair.

2. Serve on committees or coordinate activities.

3. Generally assist the Chairman, as directed.

4. A Vice-Chairman never changes or modifies rules made by the chairman when he is acting for a long period of time in the place of the chairman.

5. A Vice-Chairman cannot fill vacancies where the by-laws state that such vacancies shall be filled by the chairman.

6. A Vice-Chairman automatically becomes chairman when the chairman resigns or dies. If for some reason the vice-chairman does not wish to assume this office; he must resign the office of vice-chairman.

c. Secretary/Treasurer

1. Takes minutes at Parent Committee and is responsible for mailing a copy to Parent/Volunteer Coordinator.

2. Works with vice-chairman in keeping central office informed on local activities of parents.

3. Works with vice-chairman in keeping parents informed as to meeting time and places.

4. Report what funds are available at the monthly Parent Committee Meeting.

d. Any person not present for two consecutive meetings, without contacting with committee as to a reasonable reason, can and will be replaced.

Authorized Representative, UCHRA
Van Buren County Head Start

Date

Chairperson, Policy Council

Date