

**BY-LAWS  
of the  
Abilene ISD Head Start/Early Head Start Parent Policy Council**

Article I.  
Name

The name of this organization shall be the Abilene ISD Head Start/Early Head Start Parent Policy Council. Robert's Rules of Order will be observed as the procedural guide for all meetings.

Article II.  
Responsibilities

The Policy Council shall approve/disapprove and submit to the governing body decisions about each of the following activities:

- Section 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. Establish and maintain a method of hearing and resolving community complaints about the Head Start/Early Head Start Program. See Article IX
- Section 2. Assist in the completion of an annual self-evaluation of the agency's Head Start/Early Head Start Program. Approve or disapprove the findings of said self-assessment and forward to the governing body.
- Section 3. Approve or disapprove all program plans annually. (The plans will include goals, resources, timelines, and strategies)
- Section 4. Make informed decisions concerning budgets, applications for funding, grant proposals, and amendments to applications for funding, including operational changes. Approve all funding applications prior to submission.
- Section 5. Approve in advance, expenditures of Policy Council funds and policies for reimbursement and participation in policy council activities.
- Section 6. Approve or disapprove personnel policies, including standards of conduct and the hiring or firing of Head Start/Early Head Start personnel, prior to the action when at all possible. See Personnel Policies.
- Section 7. Approve or disapprove the criteria for recruitment, selection and enrollment priorities for students within applicable Health and Human Services guidelines.

- Section 8. Approve or disapprove the service area, and any delegate agency(ies), including any written delegation agreements between Abilene Independent School District and other agencies selected to provide Head Start/Early Head Start services.
- Section 9. Participate in required elements of program planning including the Community Assessment, the program's philosophy and long-term and short-term goals, service area, program options, and center locations.
- Section 10. Serve as a link to the Parent Committees, grantee and governing bodies, public and private organizations, and the community they serve. Assist Parent Committees in communicating with all parents enrolled concerning their rights, responsibilities, and opportunities in Head Start or Early Head Start, and encourage their participation. Develop and approve procedures for how the members of the policy council will be elected.
- Section 11. Assist in recruiting volunteer services from parents, community residents and community organizations and assist in the mobilization of community resources to meet identified needs.
- Section 12. Approve the written procedures describing how the governing body and the Parent Policy Council will implement shared decision making.
- Section 13. Establish and maintain a procedure for resolving impasse between the governing body and Parent Policy Council. See Article X.
- Section 14. Develop and approve by-laws for the operation of the Parent Policy Council.

### Article III. Membership

The total membership of the Parent Policy Council will be ten (10). The number of parents elected from each center will be approximately proportional to the number of children enrolled at that center. Five (5) of these will be Head Start parents (3 from Woodson and 2 from Locust), two (2) will be Early Head Start parents, three (3) will be Pre-Kindergarten and/or PPCD (Pre-School Program for Children with Disabilities) parents (1 from Woodson, 1 from Locust, 1 from alternate Pre-K or community sites), who will serve as representatives from the community at large. Two alternates will be elected for each representative position. At all times, at least 51% of the Policy Council membership will be parents of currently enrolled Head Start/Early Head Start children. No grantee staff or members of their immediate families can serve on Policy Council or Policy Committees except parents who occasionally substitute for Head Start or Early Head Start staff. Members may receive reimbursement for reasonable expenses to fully

participate as a member, however, no member shall receive compensation for membership or services to the program.

The Head Start/Early Head Start parents will be elected from each of the centers and program options operated. Not later than the last week of September of each year, parents from each Head Start or Early Head Start classroom will nominate up to 2 parents willing to serve as members or alternates. In the absence of nominees, the classroom teacher will secure a volunteer willing to serve if elected. These names will be placed on a ballot. At the next HS parent meeting, which will be a meeting of parents from all centers, HS parents will vote to elect Policy Council members from nominations on the ballot. EHS parents will vote in their classrooms. Those receiving the most votes will fill the membership slots, and those receiving the next highest votes will fill alternate slots. Alternates may attend meetings as observers, voting only in the absence of a Policy Council member as approved by the Policy Council members in attendance at that meeting.

The community representatives will consist of three (3) Pre-K or PPCD parents. Nominees for community representatives will be presented to the Policy Council for approval at their first regular meeting after election to the Policy Council.

The term for membership will be one year. The maximum number of one-year terms a person may serve will be three (3) in a lifetime. The term begins at the date of Policy Council election and extends until a new council is elected the following year.

Removal of Policy Council Members: Members who have missed three (3) consecutive meetings will be replaced by alternates from the same center as the member being replaced if that alternate remains eligible due to consistent attendance. If the alternate from the same center does not remain eligible, then the alternate who has attended the most meetings will be nominated as the replacement. The replacement will be approved by a vote of the Policy Council.

#### Article IV. Officers

There shall be a President, Vice-President, and Secretary of the organization elected by the Policy Council at the meeting following election of Policy Council membership. Each officer will serve a one-year term, not to exceed two consecutive years.

The President shall preside at all meetings in which he/she is in attendance. He/she shall conduct business, using Robert's Rules of Order as a guide. It is his/her duty to appoint special committees, as they are needed.

The Vice President shall preside in the absence of the President.

The Secretary shall attend all meetings and keep minutes of the proceedings and shall be co-signer of the Policy Council checks, with the Family and Community Partnerships

Coordinator as the other co-signer. In absence of the secretary, the presiding officer will appoint someone to take minutes.

#### Article V. Meetings

There shall be six (6) regular meetings, scheduled for October, November, January, February, March, and April. These meetings will be held on the third Tuesday of the month unless changed by a majority vote of Policy Council members. Additional meetings shall be called as needed.

In addition to the Policy Council members and alternates, the following persons are invited to attend in an advisory capacity, with no voting or decision making powers:

Head Start and Early Head Start Directors  
Assistant Head Start and Early Head Start Directors  
Abilene ISD Central Office Administrator with oversight responsibility for Head Start/Early Head Start  
Family & Community Partnerships Coordinator and Assistants  
Principals of a target elementary school  
Region XIV Education Service Center consultants

#### Article VI. Quorum

A quorum shall be a simple majority, one plus one half the recognized number of members in the organization. In the event that a quorum is not reached and a time-sensitive vote must occur, the Family & Community Partnerships Coordinator may conduct a face-to-face or phone poll of the Parent Policy Council members in order to reach a quorum. Documentation of each member contacted and their vote will be maintained; or, if at least four members are present, they may vote to allow the alternates in attendance to vote for the evening in order to make a quorum. In either of these two circumstances if a majority of the Parent Policy Council approves the action item, then the Parent Policy Council President or Vice President (if the President is unavailable) will sign a letter documenting this approval.

#### Article VII. Amendments of By-Laws

These By-Laws may be amended at a regular meeting called for that purpose with a quorum present. Amendments may also be offered at a regular meeting not called for the purpose of amendment of the By-Laws if the President presents both the current By-Laws and the proposed amendments, the secretary records the announced purpose of voting on said amendment or amendments, and the final approval is completed at the next regular meeting of the Parent Policy Council or a meeting called for that purpose.

Article VIII.  
Tax Exempt Ruling

No part of the net earnings of this organization shall inure to the benefit or, or be distributable to its members, trustees, officers, or other private person with the following exception: Funds earned by the organization shall be used exclusively for charitable and educational purposes benefiting the children and families enrolled in the program.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

The Parent Policy Council shall not carry on any activities not permitted to be carried on by a tax exempt organization under 501.4 of the Internal Revenue Code of 1954 or any future tax laws which pertain to tax exempt organizations.

Upon dissolution of the Parent Policy Council, the officers shall dispose of any assets exclusively for the purpose of charitable or educational uses.

Article IX.  
Community Resolution Procedures

In the event of community complaint against Head Start/Early Head Start that cannot be resolved by the program administration, a committee would be selected by the grantee to include representation from Abilene ISD administration, the Parent Policy Council, and the Board of Trustees. This committee would select a chairperson and proceed to define the problem and work toward a solution. (See Grievance Policy).

Article X.  
Procedure for Resolving Internal Disputes or Impasse  
Between the Governing Board and Parent Policy Council

In the event of a dispute or impasse, the AISD Head Start and Early Head Start Program and the Parent Policy Council will utilize the approved procedure entitled "Procedure for Resolving Impasse between the Board and Parent Policy Council." (See Impasse Procedure)