

**CHILD, Inc.**

**POLICY COUNCIL BY-LAWS**

Constituted January 1977

Amended October 2025



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## **ARTICLE I The Council**

### **SECTION 1. Name**

The name of the council shall be Community Help and Involvement in Low-Income Decisions Policy Council. It shall also be referred to as CHILD, Inc. Policy Council.

### **SECTION 2. Purpose and Functions**

The parents of the children enrolled in the childcare programs are best able to determine which services will most effectively satisfy their needs. These parents have the right and responsibility to participate in the planning, policymaking, and operation of the childcare programs. CHILD, Inc. Policy Council shall serve as the representative group of all parents for the purpose of making policy for the childcare programs.

The Policy Council shall:

1. Initiate suggestions and ideas for program improvements and receive periodic reports on action taken with regard to its recommendations.
2. Plan, coordinate, and organize agency-wide activities for parents, with the assistance of staff.
3. Administer the parent activities funds.
4. Recruit volunteer services from parents, community residents, and community organizations, and mobilize community resources to meet identified needs.
5. Communicate with all parents and encourage their full participation in the childcare programs.
6. Work in conjunction with the Board of Directors in the establishment of goals for the childcare programs, and develop ways to meet these goals.
7. Approve the locations of all childcare centers.
8. Develop a plan for the recruitment and enrollment of eligible children with the assistance of staff.
9. Approve the services provided and method of delivery for all CHILD, Inc. programs.
10. Serve as a channel for hearing complaints about the child care programs for the consumers.

11. Assist the staff in ensuring the standards for acquiring space, equipment, and supplies are met.
12. Act as consultants to the Chief Executive Officer in the day-to-day operations of the child care programs.
13. Annually review and approve the CHILD, Inc. *Personnel Policies*.
14. Assist the Board of Directors in the hiring of the Chief Executive Officer, Financial Officer, and Program Service Managers and approve final selections.
15. Make final selection of all program staff to be hired by CHILD, Inc.
16. Take part in the preparation of any requests for funds and proposed work programs to local, state, and federal agencies and approve any such proposals.
17. Approve any major changes in the operation budgets and work programs.
18. Conduct an annual self-assessment of all CHILD, Inc. programs.

## **ARTICLE II Membership**

### **SECTION 1. Number**

The Policy Council shall consist of not less than twelve (12) nor more than twenty (20) members and shall include representation from the consumers of the childcare programs and the community.

### **SECTION 2. Consumer Representation**

No less than two-thirds (2/3) of the members of the Policy Council shall be democratically elected by and from the parents of the children presently enrolled in the child care programs. Elections shall be held in September or October of each year.

### **SECTION 3. Community Representation**

No more than one-third (1/3) of the members of the Policy council shall be from the community at large, from both the public and private sectors. The Board of Directors shall appoint the community representatives, all of whom must be approved by the consumer representatives. The community representatives may include but are not limited to past Policy Council consumers and at least one (1) member of the Board of Directors.

#### **SECTION 4. Federal Guidelines**

At no time shall the Policy Council consist of less than fifty percent (50%) present Head Start parents, as mandated by the Administration for Children and Families.

#### **SECTION 5. Term of Office**

All Policy Council members shall be elected or appointed for a term of one (1) year. No council member may serve for more than five (5) years.

#### **SECTION 6. Vacancies**

Vacancies occurring among the consumer representation shall be filled by special election without delay.

Vacancies occurring among the community representation shall be filled by the Board of Directors with the approval of the consumers.

The newly elected or appointed member shall serve the remainder of the term of the member they have replaced.

#### **SECTION 7. Termination of Membership**

- A. Resignation – members resigning from the Policy Council shall do so by means of a written notice to the Chairperson
- B. Removal
  - 1. A member missing three (3) Policy Council meetings shall forfeit membership, unless explanation for absence is accepted by majority vote of the Policy Council and so recorded. Removal for absence will be preceded by a written warning from the Chairperson.
  - 2. Any member whose conduct does not represent the purpose or integrity of the organization shall be removed from the council by a majority vote.

### **ARTICLE III Meetings**

## **SECTION 1. Regular Meetings**

The Policy Council shall hold one (1) meeting per month at a regular time and place.

## **SECTION 2. Special Meetings**

Special meetings of the Policy Council may be called by the Chairperson or four (4) members of the Council with the knowledge of the Chairperson.

## **SECTION 3. Notification**

No meeting of the Policy Council, whether special or regular, shall take place without first giving five (5) days notice to each member, either personally or by ordinary mail or telephone.

## **SECTION 4. Quorum**

At all meetings of the Policy Council the presence of a majority of the membership shall be necessary and sufficient to constitute a quorum for the transaction of business.

## **SECTION 5. Meeting Allowances**

Payment for actual attendance at a meeting may be made to an individual member of the Policy Council if said member meets the income criteria and is in need of financial assistance. Criteria for payment shall be determined by the Policy Council.

# **ARTICLE IV Officers**

## **SECTION I. Election**

The general officers shall be chosen by and from the membership at the November meeting and shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. Each officer shall be elected for a term of one (1) year.

## **SECTION 2. Chairperson**

The Chairperson shall act as official spokesperson for the Policy Council, carry on all correspondence for the Policy Council, sign all contracts, checks and other documents on behalf or the Policy Council when so authorized, preside at all meetings of the Policy Council, talk no more than necessary when presiding, attend every courtesy to the discussion of the motion, explain each motion before it is voted upon, and may vote to break a tie. The Chairperson shall also prepare an agenda for each regular meeting and send it to each Council member with notice of the meeting. The Chairperson shall ask

for volunteers for committees and appoint individuals to all committees created by the council.

### **SECTION 3. Vice Chairperson**

The Vice Chairperson shall perform the duties of the Chairperson in his or her absence and assist the Chairperson in all official capacities. Upon the Chairperson's resignation, he or she will assume the Chairperson's duties pending special election.

### **SECTION 4. Secretary**

The agency's Executive Administrative Assistant or representative shall take attendance and record the minutes of every Policy Council meeting once the meeting has been called to order, send a copy of the minutes to each Policy Council member and make certain that CHILD, Inc. maintains a copy.

## **ARTICLE VI Committees**

The Policy Council shall determine any standing committees necessary to the proper conduct of its business.

### **SECTION I. Composition**

The composition of each and all committees must proportionally reflect the composition of the Policy Council.

### **SECTION 2. Appointment**

Committees shall be appointed by the Chairperson after having been determined necessary by the Policy Council.

### **SECTION 3. Council Member Responsibility**

Each Policy Council member shall serve on no less than one (1) (unless excused by the Chairperson) and no more than three (3) committees.

## **ARTICLE VII Rules of Order**

All meetings of the Policy Council shall be conducted according to *Robert's Rules of Parliamentary Procedure*.

## **ARTICLE VIII Amendments**

These By-laws may be amended, altered, or repealed in whole or in part by two thirds (2/3) vote of all the members of the Policy Council at any regular or special meeting, providing a written proposal to amend is in the hands of each Policy Council member at least five (5) days prior to the meeting.