

By-Laws
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:

- Advise staff in developing and implementing policies, activities and services that meet the needs of children and families.
- Are responsible for the election of the parent representatives of the policy council members and present all ideas and suggestions to the Policy Council for prior approval before implementation.
- Participate in the recruitment and screening of Head Start employees.

III. Plan and implement fundraisers and expenditures of funds raised.

- A. All Fundraising costs for the purposes of meeting the Federal program objectives must have prior written approval from the Federal awarding agency, prior to all activity.
- B. All Fundraising costs for the purposes of meeting the Federal program objectives must have prior written approval from the Board of Directors and Policy Council,, prior to all activity.
- C. All fundraisers expenditures will be submitted to the Board of Directors and Policy Council for prior approval prior to expenditures.

IV. Committee members will elect and seat officers of the Parent Committee.. Then they will conduct meetings to discuss the necessary goals that need to be achieved throughout the year.

- A. Members shall consist of parents of children currently enrolled in the program
- B. The Parent committee will be established at the center level.
- C. Parents who cannot attend meetings due to conflict of schedule can discuss and voice votes and opinions at their convenience prior to each meeting. Documented participation will be made available at the meeting.
 - a. Chairperson
 - 1. Preside throughout the meeting.
 - 2. Put the questions to a vote after sufficient discussion
 - 3. Announce the results of the vote
 - 4. Serve on committees
 - 5. Will ensure that a parent representative from the policy council is made aware of all activities all activities needing approval from the policy council.
 - 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.
 - c. Any Officer not present for two consecutive meetings, without contacting committee as to a reasonable reason, can be replaced. If an officer does not wish to continue to serve they must resign the office.

V. All parents/members shall adhere to affirmation statements and code of conduct.

Authorized Representative, UCHRA Van Buren County Head Start

Date

Authorized Representative, Chairperson, Parent Committee

Date