

POLICY COMMITTEE BY-LAWS

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ARTICLE I

Name of Organization

Section I

The name of the Organization shall be Le Jardin Community Center, Inc. Policy Committee (hereinafter referred to as the Committee).

ARTICLE II

The Objectives and Purposes of the Committee

Section 1

The Policy Committee must work in partnership with key management staff and the Board of Directors to develop, review and approve or disapprove the following policies and procedures:

- (a) All funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of such application to CAA;
- (b) Procedures describing how the Board of Directors and the Policy Committee will implement shared decision-making;
- (c) The program's philosophy and long and short range program goals and objectives;
- (d) The composition of the Policy Committee and the procedures by which policy group members are chosen;
- (e) Criteria for defining recruitment, selection and enrollment procedures;
- (f) The annual self-assessment of Le Jardin's progress in carrying out the intent of its grant application;
- (g) The annual independent audit;
- (h) Program personnel policies;
- (i) Decisions to hire or terminate the Head Start Director of Le Jardin;
- (j) Decisions to hire or terminate any person who works primarily for the Head Start program of Le Jardin.

Section 2

The Policy Committee must perform the following functions directly:

- (a) Serve as a link to the Parent Committees, Board of Directors, public and private organizations, and the community.
- (b) Assist Parent Committees in communicating with parents enrolled in the program to ensure that they understand their rights, responsibilities, and opportunities and to encourage their participation in the program.
- (c) Assist Parent Committees in planning, coordinating and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- (d) Assist in recruiting volunteer services from the parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- (e) Establish and maintain procedures for working with Le Jardin to resolve community complaints about the program.

Section 3

Le Jardin staff and the Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures between the Board of Directors and the Policy Committee.

ARTICLE III

Structure and Composition of Membership

Section 1

The structure of Le Jardin Policy Committee shall ensure the parental control of the Committee be maintained.

Section 2

The Head Start Policy Committee shall include the following category:

- (a) At least 51% shall be current parents (two per site) elected by the parent group of the center.
- (b) One Le Jardin Board of Directors Representative
- (c) Three former Head Start parents elected by the Policy Committee
- (d) Representatives from other agencies or community organization who are supportive of Head Start.

Section 3

Neither staff members nor members of their immediate families of Le Jardin Community Center, Inc. shall serve on the Policy Committee (immediate family means wife, husband, son, daughter, mother, father, sister, brother, grandparents or relative by marriage of comparable degree).

Section 4

Members elected to the Committee shall serve a one (1) year term, beginning in October. Members may be re-elected, but not to exceed three (3) years. After an absentee of one (1) year a former member may be reconsidered for membership.

Section 5

At the time that the Policy Committee is electing the Representative from the community, the Policy Committee will also elect one parent for membership o the Le Jardin Community Center, Inc. Board of Directors. This member will function as a liaison between the Head Start Policy Committee and the Le Jardin Community Center, Inc. Governing board and serve on both Governing bodies according to their bylaws. This Representative will be elected for an annual term commencing in November of each year.

ARTICLE IV

Meetings

Section 1

Regular meetings of the Committee shall be held once a month prior to meetings of the Parent Committee.

Section 2

Special meetings may be called by the Chairperson, or another officer upon six (6) voting members.

Section 3

All members shall receive written notice of special meetings at least forty-eight (48) hours in advance. This notice shall state the purpose of the meeting, person(s) calling the meeting, and should include materials related to the Agenda items.

Section 4

The meetings of the Committee shall be conducted in general conformity with Robert Rules of Order except as may otherwise be provided by these By-laws or as the Committee may prescribe.

ARTICLE V

Reimbursements

Section 1

In accordance with the Performance Standards, section 1304.50 (f) reimbursement (payment made to cover the cost of certain expenses actually incurred as a result of attendance at a meeting or in the performance of other office duties and responsibilities in connection with Le Jardin Community Center), shall be made to low income members of the Committed in the following manner:

1. The following expenses incurred as the result of other official duties and responsibilities in connection with Le Jardin Community Center Program may be reimbursed:

Travel

Reimbursement may be made for transportation to and from official appointment by the least expensive, convenient means of transportation. This shall be public transportation, or when no public transportation is available, by taxi, or by private automobile. Le Jardin will follow Miami Dade (CASHS) guideline.

Child Care

Reimbursement for child care will not be available for any local meetings for parents. Parents attending out-of-town meetings, conferences and trainings can request reimbursement for child care expenses in an amount not to exceed \$25.00 per day. Reimbursement request must be presented by the traveler in writing and accompanied by a receipt. Le Jardin will follow CASHS reimbursement policy.

Per Diem

Per Diem may be paid to both eligible and non-eligible members of policy-making bodies when attendance at a meeting requires overnight lodging. Such payment shall be in accordance with the Standardized Government Travel Regulations, OEO Instruction 6901-1 cited above and Section 112.061, Florida Statutes, 1969, or as amended. (A per diem allowance is paid in lieu of meals and lodging).

Other Expenses

Calls made on a private telephone will not be allowed as a reimbursable expense. A delegate agency may make the use of telephones in the offices of the agency available to Head Start Parents who are member of the Policy Committee.

ARTICLE VI

Elections and Duties of Officers

Section 1

Officers shall consist of a Chairperson, Vice Chairperson, a Secretary, a Treasurer and a Parliamentarian.

Only elected parent representatives are eligible for the office of Chairperson and Vice-Chairperson. The Secretary, Treasurer, and Parliamentarian may be elected from among any category of membership of the committee.

Section 2

Officers shall serve a one-year term of office, subject to reelection of one additional term.

Section 3

The duties of the officers shall be those which usually apply to those officers identified in Robert Rules of Order.

ARTICLE VII

Quorum

Section 1

Fifty-one percent (6) of the committee members shall constitute a quorum.

ARTICLE VIII

Voting Procedures

Section 1

The vote of six (6) of the Council members present at a duly constituted (i.e. quorum) or special Committee meeting shall represent official action of the Committee.

Section 2

Each member of the Committee shall have one vote be prepared by the Committee Secretary and made available at any meeting upon request by any member. Center shall submit the names of their representatives and alternates to the Committee prior to the October meeting. Such names must have been submitted to the Committee in order allow alternates to vote during the absence of an elected representative. Alternates' names that have not been submitted (in writing) will not be permitted to vote under any conditions.

Section 3

Election of offices-election of officers shall be held at the second regular Committee meeting (October) of each new program year. All current officers will officially vacate their seats following the election of new officers.

Section 4

Nominations for officers will be made from the floor at the second regular Head Start Policy committee meeting open or "blind ballot" shall elect all officers. The candidate receiving 51% of the votes cast shall be declared the winner.

ARTICLE IX

Vacancies and Removal of Committee Members

Section 1

Vacancies on the Policy Committee shall be filled by election or selection of representatives from those Center Committees, wherein they occur. Any representative filling a vacancy does so only for the balance of the term of the Policy Committee member being replaced.

Section 2

No representatives selected shall serve in such a capacity for a period of more than two (2) months without duly being elected by the center. Vacancies can be filled by appointment if elections are not immediately feasible, but election must take place within two (2) months in order for that person to continue holding his/her seat on the Policy Committee.

Section 3

All vacancies shall be filled within 30 calendar days of the date the Committee officially declares a seat "vacant".

Section 4

All committee members shall be expected to attend meetings of the Committee on regular basis. Any Committee members missing three (3) consecutive meetings during the program year shall be automatically removed from the Committee, unless they are excused absences by the President or Secretary.

The member and his/her Center Committee shall be notified by the Secretary of this action in writing.

ARTICLE X

Committees

Section 1

Permanent Committees

Planning and Budget Committee

Responsibilities include:

- Determining Center Committee and areas where program will operate;
- Working with staff on Grant Application Process;
- Reviewing budget changes and program direction changes;
- Generally assisting the agency in determining priorities.

Evaluation Committee

Responsibilities include:

- Assisting in the self-evaluation of the agency's Head Start Program;
- Working with staff to design and implement evaluation;
- Generally working with the agency in a manner which increases the effectiveness of the program.

(a) Interviews

The screening panel for Head Start positions must include two parents. At least one of the parents must be a member of the Policy Committee.

(b) Selection

The Executive Director will review the results of the screening, may interview those being recommended by the panel and makes selection(s) to fill the position(s).

The recommendation is given in writing to the Executive Committee of the Policy committee.

(1) If approved, the Executive Committee takes the recommendation before the policy Committee for approval.

(2) If not approved by the Executive Committee, the recommendation is presented to the Policy Committee at its next regular scheduled meeting for approval.

- (3) After approval by the Executive Committee, the recommendation is presented to the Policy Committee at its next regular scheduled meeting for approval.
 - (a) If approved, it goes to Le Jardin Executive Director for final approval
 - (b) If a quorum is not present, the recommendation of the Executive Committee stands.
 - (c) If Head Start is recessed for the summer, the Executive Committee makes the decision.
 - (d) If not approved, it goes back to the Head Start Director of Le Jardin for resolution.

- (4) After approval by the Policy Committee, it goes to Le Jardin's Executive Director for approval.
 - (a) If approved, a job offer is made.
 - (b) If not approved it goes back to the Head Start Director for resolution.

Resolution Alternates

1. Select alternate candidate(s) from interviews and begin process.
2. Interview additional candidates and begin process again.
3. Request to re-advertise.

Grievance Committee

Responsibilities include:

Setting up a line of communication with parents and staff to hear any complaints that may occur within the Head Start Program. If there should be grievances that staff members present to the Committee, it is the responsibility of the Committee to see that staff members have followed staff procedures before coming to the committee.

Executive Committee

The Executive Committee shall be comprised of all Officers of the Committee and Chairperson of all permanent Committee, the majority of whom shall be parents. The Chairperson may appoint additional Committee members to serve on the Executive Committee.

The Policy Committee, by a major vote, may authorize the Executive Committee to transact Committee Business between meetings of the full Committee and to act on its behalf in case of emergency subject to its ratification.

Subsection 1

The Executive Committee must fairly reflect the composition of the full committee

Subsection 2

There must be at least fifty-one (51%) of the total Committee membership present to constitute a quorum.

Subsection 3

The majority of the Executive Committee seats shall be reserved for Head Start parents.

The Executive Committee shall assist the Committee in the formulation of plans and shall also serve to make recommendations to the Committee.

The Executive Committee shall meet as frequently as deemed necessary by the Chairperson or its members.

Section 2-Ad Hoc Committee

The Chairperson of the Committee shall create such Ad Hoc Committees.

Such Committees shall be terminated upon completion of their assigned tasks.

The Chairperson shall be an ex-office member of all Committees established at any point in time.

ARTICLE XI

Committee Associations

Section 1

The Committee shall attempt to participate by representation at all CAA and HRS related conferences and committees concerning families and children.

Section 2

The Committee will attempt to develop through training, a core of parents with particular skills including leadership related to the agency's program.

The purpose of such action is to provide opportunities for skill development and participation in community related activities.

ARTICLE XIII

Amendments

Section 1

The Committee shall be guided by these by-laws for the conduct of its business and carrying out the purpose of the Committee.

Section 2

These by-laws may be adopted, amended or repealed at any meeting of the Committee by a two-third (2/3) vote of the members present, provided a quorum exists.

Section 3

Notice of all proposed amendments shall be mailed to each Committee member at least seven (7) days prior to the meeting where such amendments are to be considered for adoption.