



PARENT COMMITTEE BY-LAWS

2018

MCAEOC Early Childhood Education Department

**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.
EARLY CHILDHOOD EDUCATION DEPARTMENT**

**PARENT COMMITTEE BY-LAWS
By-Laws of the
Mississippi County, Arkansas E.O.C. Head Start Parent Committee**

Article I – NAME

The name of this organization shall be the Mississippi County, Arkansas E.O.C. Head Start Parent Committee.

Article II – PURPOSES AND FUNCTIONS

Purposes

The purpose of this committee shall be to provide every parent of an enrolled child with opportunities to assist in the development of activities that address their interests and needs and that support the education and healthy development of their children.

Functions

As defined in the Head Start Program Performance Standards (1302.51) the Parent Committee must carry out at least the following minimum responsibilities:

1. Advise staff in developing and implementing local program policies, activities, and services.
2. Plan, conduct, and participate in information as well as formal programs and activities for parents and staff.

Article III – MEMBERSHIP

Categories

- a. Each center of the Mississippi County, Arkansas E.O.C. Head Start, Early Head Start, Migrant and Seasonal Head Start and Migrant Early Head Start Program shall have a Parent Committee, of which they will elect Policy Council Representatives.
- b. All parents of enrolled children are automatically members of the Parent Committee.
- c. No immediate member or staff shall serve on the Policy Council, this includes grandparents.
- d. The Parent Committee must be comprised exclusively of the parents of children currently enrolled at the center level.

Article IV – VOTING RIGHTS

- All members have voting rights, including parents whom are staff employed at Mississippi County, Arkansas E.O.C. Head Start; however, staff may not be elected to serve on the Policy Council.
- In the event that there is not a sufficient number of parents at the parent meeting to elect a Policy Council Representative, a ballot will be sent out for parents to approve or disapprove the parent that wants to volunteer as a representative.

Article V – MEETINGS

The Parent Committee shall meet a minimum of four times a program year on a day mutually agreeable to parents. Meetings will be conducted by parents and supported by the Center Coordinator, Family Service Associate/Worker, Governance Coordinator, and/or appropriate staff as needed. Each center must hold its own Parent Committee Meeting.

Article VI – OFFICERS

- Section 1 The Parent Committee officers shall be President, Vice-President, and Secretary. If deemed appropriate, the committee may also include a Treasurer (*optional*).
- Section 2 The President presides at all meetings and works closely with the Center Coordinator, Family Service Associate/Worker to plan agendas, meetings, etc. The Vice-President assumes the role of the President in his/her absence.
- Section 3 The Secretary takes minutes of the meeting, reads minutes, and sends correspondence as necessary.
- Section 4 The Treasurer (if there is one) keeps records of financial transactions of the committee, and submits reports to the committee as appropriate. Any monies collected will be receipted and turned in to the Finance Department on the same days received.
- Section 5 **Removal.** Any officer of the Committee, who fails to perform the duties as outlined in the by-laws, can be removed by a two-thirds vote of the Parent Committee.

Article VII – TRAINING

Training according to the ACF Performance Standards and New Head Start Act requirements, surveys, and requests will be held in conjunction with the Parent Committee Meetings.

Article VIII – Amendments

These by-laws may be amended by informing the committee of the proposed amendment at least two weeks before the meeting. All amendments must be approved by a majority vote of the committee.

Article IX– REFRESHMENTS

MCAEOC Head Start Centers will serve refreshments at each Parent Committee Meeting. The Center Operations Specialist is responsible for submitting written request for refreshments to the Nutrition Service Coordinator at least ten (10) days in advance.

Article X – PARENT ACTIVITY FUND

Each parent committee may plan and use parent activity funds to enhance events for the children, parents or staff. The Center Operations Specialist must submit a requisition for the event.

§1301.4 PARENT COMMITTEES.

- (a) Establishing parent committees. A program must establish a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based programs and at the local pro-gram level for other program options. When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.
- (b) Requirements of parent committees. Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities:
 - (1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
 - (2) Have a process for communication with the policy council and policy committee; and
 - (3) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.

§1301.5 TRAINING.

An agency must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

§1301.6 IMPASSE PROCEDURES.

- (a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must:
 - (1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;
 - (2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,
 - (3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.
- (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
- (c) For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.