

Missouri Head Start Association

Policies & Procedures

Legal Description

* Note “Corporation” and “Association” used in this document are one and the same and refer to the; Missouri Head Start Association. Members of the Board of Directors are “officers” of the Association.

The Corporation is organized and will be operated exclusively for education and other charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). In furtherance of these purposes, the Corporation will provide a state forum for the continued enhancement of the status of children and families consistent with the provisions of 501(c)(3) of the Internal Revenue Code.

Bylaws may be amended or repealed and new bylaws may be adopted by two-thirds (2/3) affirmative vote of the State Council then in office, provided that prior written notice has been given to all members of the State Council of the proposed amendments at least thirty (30) days in advance of the meeting, and provided further that no such action shall be taken if it would in any way adversely affect the Corporation’s qualifications under 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Organization

All profit making endeavors of the Association will remain within the current laws governing not-for-profit groups of the Internal Revenue Service.

Membership

Section 1: categories of member

The corporation shall have the following categories of membership:

- **General Membership** – all Head Start Directors, Staff, Parents, and Friends associated with a dues-paying Head Start or Early Head Start Grantee or Delegate Agency.
- **State Council** – The State Council is made of a Head Start: Director, Staff, Parent, and Friend. Selected from, and by each dues-paying Head Start, Early Head Start Grantee or Delegate Agency. The State Council shall meet quarterly, or more often, as established by the Board.
- **Individual Membership** – Individual Membership includes Head Start directors, staff, parents and friends in the greater Head Start community who support the work and goals of the Association. Individual Members are non-voting members of the Association and do not have voice or representation to the MHSA Council.
- **Business Membership** – Business membership includes local businesses and organizations wishing to strengthen the organization and contribute to the success of the Missouri’s Head Start Programs. Business Members are non-voting members of the Association and do not have voice or representation to the MHSA Council.
- **Corporate Membership** – Corporate membership includes large businesses and organizations, often located outside of Missouri, who wish to strengthen the Association and contribute to the program’s success on a larger scale. In return for their support, Corporate Members receive advertising and networking opportunities at Association trainings and events. Corporate Members are non-voting members of the Association and do not have voice or representation to the MHSA Council.

Membership

Section 2: Board of Directors

- **Board of Directors** – Three Head Start Directors, three Head Start Staff, three Head Start Parents, and three Head Start Friends elected by and from the State Council. All shall have equal status and say as Board Members. The Board shall meet quarterly or more often as established by resolution of the Board of Directors.
- **The Board of Directors** – shall determine the amount of dues payable to the corporation by members of each class as deemed necessary to maintain financial stability of the corporation.
- **Term of Board Members** –The term of office for any Board member is two years. No member may serve more than two consecutive terms.
- **Removal of Board Members** – To ensure that the Council is fully represented on the Board, any Board Member may be removed for cause by an affirmative vote of two-thirds (2/3) of the Members of the Board present at a Board meeting at which a quorum is present. A quorum of the Members of the State Council may formally request a performance review of a Member of the Board of Directors by the Board. Two absences of any member of the Board of Directors during any one year constitutes cause for removal.

Any member who is going to miss a meeting should notify the Board President and/or Executive Services 24 hours prior to the meeting.

When the Board minutes reflect two absences, a Board Member may make a motion for removal. The Board will consider causes for absence in making their determination of the motion. The Board President will notify the removed member of the determination.

- **Board of Directors Vacancy** - If a vacancy occurs it will be filled by the same membership class as the one who vacated it to maintain an equal number of all membership classes. The President may appoint a member of the Council to fill the unexpired term of any vacancy of the Board of Directors.

Membership

Section 3: Officers of the Corporation

- **Officers of the corporation** – The Officers of the corporation shall be; President, Vice President, Secretary, and Treasurer. The Board may also appoint/elect any other officers as may be needed.
- **Term of Office** – The term of office is two years. No Officer will receive any pay or compensation for his/her services.

(R7HSA has adopted a policy to provide a stipend to NHSA Parent Representative when attending national meetings. Some states in R7HSA have adopted a policy to provide a stipend for Parents when attending R7HSA meetings)

- **President** – The President shall preside over meetings and maintain order at meetings. He/She may appoint committees as needed. In the event of a vacancy to the Board of Directors or Region VII Head Start Association, the President shall have the authority to

appoint a representative of the same class from the State Council to complete said term. The President shall provide oversight of the duties and responsibilities of the Executive Director.

- **Vice President** – The Vice President shall assume all duties in the absence of the President. The Vice President shall be responsible for oversight of all committees.
- **Secretary** – The Secretary shall be responsible for reviewing Board, and Council Minutes as provided by the Executive Director for accuracy. The Secretary shall also review board and council correspondence. The duties of the Secretary shall include tracking all committee meeting minutes. He/she shall in general perform all duties incident to the office of the Secretary and such other duties as shall be assigned to him/her from time to time by the President or by the Board of Directors.
- **Treasurer** – The Treasurer shall execute and/or review the disbursements of the Corporation as needed to ensure they are within the approved Corporation budget and statutes governing the Corporation. The Treasurer shall chair the Finance Committee or its equivalent of the Corporation with oversight responsibility of planning the overall Corporation budget. The Treasurer will assist in the development of strategies which will be used to generate funding for the association.

Region VII Representation

Section 1: **Representatives**

- **Region VII Representatives** – Representatives to the Region VII Head Start Association from the Corporation will consist of one Head Start director, one staff person, one parent and one friend nominated and elected by the State Council from the State Council. They will be elected for two-year terms. In the event of a vacancy to the Region VII Head Start Association, the President shall have the authority to appoint a representative of the same class from the State Council to complete said term.
- **Nominations** – Nominations are accepted from the State Council in the appropriate categories. The Council considers the nominations and elects a Representative to the Region VII Association in each of these categories.

Association Information

Section 1: **Plan Book**

- **Association Plan Book** – To ensure that each State Council Representative has access to information concerning the Corporation, the Missouri Head Start website will be the location all information concerning the Association including, but not limited to, Corporation bylaws as well as policies and procedures.

Each program will be responsible for providing Council members with Association information.

Association Information

Section 2: **Fiscal**

- **Financial Responsibility** – To ensure that financial responsibility lies with the Board, the Finance/Resource Development Committee will discuss the budget, make any necessary

changes based on usage of the funds and future projections and submit the proposed budget to the Board by no later than the October meeting prior to the beginning of the new fiscal year, January 1.

Addendum: Election Procedures

- **October** - Board nomination forms will be distributed at the October Council meeting. Application forms can be mailed to the MHSA office prior to the December meeting or brought to the council at the December meeting for the purpose of nomination consideration.
- **December** – Board election will take place by ballot based on nominations. Newly elected Board of Directors will meet in a special session for the purpose of electing officers.
- **Installation** – New Board members begin their duties January 1st, or at such time as they are duly elected and/or appointed. Officers are formally seated at the regular February meeting of the MHSA Board and Council.

Addendum: Awards Procedures

- **MHSA Awards** – In order to recognize contributions to the Head Start Community MHSA participates in the annual Nation Head Start Association Awards and Scholarships program.
- **Deadlines for Submission** – Programs shall submit applications and required copies to the Association by the established deadline. Parent awards will be due prior to the August 07 Board/Council Meeting. All remaining awards will be due prior to the October 07 Board/Council Meeting.
- **Scoring and Selection** – Award winners are selected by a committee using Scoring sheets which include NHSA rating criteria, a point system for each criteria to total 100 points, nominee name, grantee, address and phone number. Any award submitted without meeting the established criteria will be disqualified.
- **Stipend** – MHSA will award a stipend to the recipients of the Phyllis J. Jones and Ann Phipps Scholarships in the amount of \$250 per person to be presented at the MHSA Awards Presentation ceremony.