

**BY-LAWS OF THE NATIONAL MIGRANT AND SEASONAL HEAD START CEO AND  
COMMUNITY PARTNERS AFFILIATE**

**Adopted December 19, 2006  
and amended February 6, 2009**

**ARTICLE I: Name**

The name of the Affiliate shall be the National Migrant and Seasonal Head Start CEO and Community Partners Affiliate (hereafter referred to as the NMSHSCCPA)

**ARTICLE II: Purpose**

The NMSHSCCPA is an affiliate group under the National Migrant and Seasonal Head Start Association (hereafter referred to as NMSHSA) which is organized and operated exclusively for charitable, scientific, literary, advocacy, and educational purposes within the meaning of section 501 (c)(3) of the Internal revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). The NMSHSCCPA will work to support the mission of the NMSHSA.

**ARTICLE III: Membership**

Section 1: Membership

Membership is open to CEO's and/or their designee of Migrant and Seasonal Head Start grantees and other invited Community Partners of NMSHSA who are neither directors, staff or parents of a Migrant and Seasonal Head Start Program.

Section 2. Community Partners

Community Partners will be elected at the annual meeting for a two-year term. There can be a maximum of four Community Partners at any one time.

Persons making nominations of Community Partners must complete the written nomination form and submit it to the CEO/Community Partners Affiliate President prior to the annual meeting. Nominations for Community Partners will be accepted from the following:

- a. CEO/Community Partner Affiliate Members
- b. Officers from other NMSHSA Affiliates
- c. Any group, organization or agency that is not a member of the NMSHSA which desires to be represented on the CEO/Community Partners Affiliate may file a written petition requesting consideration for such representation.

Section 3: Voting Members

Representation from Grantee Members shall be as follows:

|                                 | MSHS Funded Enrollment between 1 and 1000 | MSHS Funded Enrollment between 1001 and 3000 | MSHS Funded Enrollment over 3000 |
|---------------------------------|---|--|----------------------------------|
| CEO/Community Partner Affiliate | 1 Representative                          | 2 Representatives                            | 3 Representatives                |

Each Grantee Member representative will have a vote. Each invited Community Partner will also have a vote. It is the responsibility of voting members to represent the will of their constituents.

Section 4: Non-Voting Members

Additional non-voting Community Partners will be allowed to participate in official Affiliate meetings.

Section 5: Rights

All members of the NMSHSCCPA shall have the following rights:

- a) To receive the following information through a designated central point:
  - i) Information dealing with the development, maintenance and activities of the NMSHSCCPA.
  - ii) Advance notice of meetings
  - iii) Information on all issues prior to voting on said issues
  - iv) Information and updates from the National Head Start Association
- b) Upon request, to receive a copy of the minutes of the NMSHSCCPA meetings
- c) To be eligible for appointment on committees
- d) To bring any issue within the scope of the NMSHSCCPA’s purpose before the membership

**ARTICLE IV: MEETINGS**

Section 1: Annual and Other meetings

An annual meeting of the NMSHSCCPA will be held in conjunction with the National Migrant and Seasonal Head Start Conference. A mid-year meeting may also be scheduled. Notice of the meeting(s) will be distributed to members, by any means, in writing. Meetings may be conducted in person or via conference calls.

## Section 2: Quorum

At all scheduled membership meetings, nine of the members entitled to vote shall constitute a quorum.

## Section 3: Proxy Voting

Proxy voting is permitted if the designee has a letter of authorization from the absent voting member.

# **ARTICLE V: Officers**

## Section 1: Officers of the NMSHSCCPA

There shall be a body of officers (termed the Executive Committee) elected by the members of the NMSHSCCPA to provide a focus for the execution of its business. A President, Vice-President, Secretary, Treasurer, National Head Start Association Representative and one (1) Member at Large shall comprise this body. Only the voting members of the NMSHSCCPA will be eligible to run for office of the NMSHSCCPA.

## Section 2: Election and Term of Office

The officers of the NMSHSCCPA shall be elected from among the voting members of the NMSHSCCPA by an affirmative vote of the majority of voting members. Each officer so elected shall hold office for a term of two (2) years and until his/her successor shall have been elected or until such time as s/he is removed as provided in Section 3 of this Article.

With the exception of the NHSA Representative, all officers shall serve no more than two (2) consecutive terms of two (2) years each in any one office. NHSA Representative may serve no more than four (4) consecutive terms of two (2) years in that office.

Officers will be elected into these positions in staggered terms. The President, Secretary, NHSA Representative will begin terms on odd years. The Vice-President, Treasurer and Member-at-Large will begin terms on even years.

The number of officers from each grantee member that can be elected to the Affiliate Executive Committee will be limited to no more than two to ensure a diverse representation of Grantee Members on the Association Board of Directors.

Officers shall be elected at the annual meeting and no officer shall hold more than one office at a time. The new term of office will begin upon election, with the exception of the NHSA Representative whose term shall begin July 1, in accordance with the NHSA

Board terms. The newly elected NHTA Representative shall participate as an observer at meetings and conference calls through June 30.

### Section 3: Removal of Officers

Any officer elected by members may be removed at any time by an affirmative vote of a majority of the Executive Committee members whenever in their judgment the best interests of the NHTASCCPA will be served thereby. In addition, an officer may resign his/her position by giving written notice to the Executive Committee.

### Section 4: Vacancies

Any vacancy occurring in an office of the NHTASCCPA may be filled by an affirmative vote of a majority of the Executive Committee then in office. Any officer so elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in that office.

### Section 5: Compensation

No officer shall receive any compensation for his/her services to the NHTASCCPA or in conjunction with his/her duties as an officer.

### Section 6: Duties of the Officers

Duties of the officers shall include, but not be limited to, the following:

#### A) President

- i) Preside at all meetings of the NHTASCCPA;
- ii) Serve as a member of the NHTASCCPA Executive Committee and see that all orders of the this Committee are enacted;
- iii) Appoint committee chairs and members;
- iv) Inform the membership of developments affecting Head Start and National and Migrant and Seasonal Head Start;
- v) Serve as a member of the NHTASA Board of Directors;
- vi) Perform other such duties as necessary.

#### B) Vice President

- i) Preside in the absence of the President at all meetings of the NHTASCCPA;
- ii) Serve as a member of the NHTASCCPA Executive Committee;
- iii) Serve as a member of the NHTASA Board of Directors;
- iv) Perform other such duties as assigned by the President.

#### C) Secretary

- i) Record and disseminate minutes of the NHTASCCPA meetings and conference calls;

- ii) Record and disseminate minutes of the NMSHSCCPA Executive Committee meetings and conference calls;
- iii) Serve as a member of the NMSHSCCPA Executive Committee;
- iv) Serve as a member of the NMSHSA Board of Directors;
- v) Perform other such duties as assigned by the President.

D) Treasurer

- i) Serve as the Chair of the NMSHSCCPA Finance Committee;
- ii) Provide financial reports to the NMSHSCCPA;
- iii) Work with the NMSHSA Treasurer to maintain a full and accurate record of NMSHSCCPA accounts;
- iv) Serve as a member of the NMSHSCCPA Executive Committee;
- v) Serve as a member of the NMSHSA Board of Directors;
- vi) Perform other such duties as assigned by the President.

E) National Head Start Association (NHSA) Representative

- i) Attend NHSA Board of Directors meetings, representing the positions and goals of NMSHSA;
- ii) Provide reports of the NHSA Board meetings;
- iii) Serve as a member of the NMSHSCCPA Executive Committee;
- iv) Serve as a member of the NMSHSA Board of Directors and member of the NMSHSA Board of Directors Government Affairs Committee;
- v) Perform other such duties as assigned by the President.

F) Member at Large

- i) Serve as a member of the NMSHSCCPA Executive Committee;
- ii) Serve as a member of the NMSHSA Board of Directors;
- iii) Perform other such duties as assigned by the President.

Section 7: Executive Committee

The Executive Committee shall meet in person or via conference call as needed between general meetings of the NMSHSCCPA to conduct business on behalf of NMSHSCCPA. All actions undertaken by the Executive Committee must be reported to NMSHSCCPA. A quorum of the Executive Committee shall consist of four current committee members.

**ARTICLE VI: Committees**

Section 1: Types of Committees

a)The following committees in addition to the Executive Committee shall be formed, chaired and conduct business as specified in the by-laws of the National Migrant and Seasonal Head Start Association:

- i) Finance Committee – The primary function of this committee is to organize and conduct fundraising activities. The Chair of this committee shall be the NMSHSCCPA Treasurer.
- ii) Governance Committee – The primary function of this committee is to review and revise the By-laws as needed and to develop a slate of nominees for Board officers as needed. The Chair of this committee shall be an Officer of the NMSHSCCPA appointed by the President.

b) Other committees may be formed from time to time as needed by the appointment of the President.

c) NMSHSCCPA members shall participate in Association Board Committees as defined in the Association by-laws.

## Section 2: Committee Business

Committee meetings shall be conducted in such a manner as the Executive Committee shall determine, provided that accurate records of the acts and proceedings of all meetings of each committee shall be kept by a member of such committee.

## **ARTICLE VII: Finances**

### Section 1: Checks and Payments

All checks or orders for the payment of money issued in the name of the NMSHSCCPA shall be requested from the Treasurer of the National Migrant and Seasonal Head Start Association Board of Directors. The NMSHSCCPA Treasurer will appropriately document all financial transactions.

### Section 2: Deposits

All checks, accounts and fundraising or other income received by the NMSHSCCPA shall be transferred to the National Migrant and Seasonal Head Start Association accounts. All funds of the NMSHSCCPA shall be appropriately documented and submitted to the Executive Director or Treasurer of the National Migrant and Seasonal Head Start Association for deposit into the National Association account.

### Section 3: Gifts

The Executive Committee may accept, on behalf of the NMSHSCCPA, any contribution, gift or bequest for any purpose of the NMSHSCCPA.

Section 4: Fiscal year

The fiscal year of the NMSHSCCPA shall be from January 1 through December 31.

**ARTICLE VIII: Parliamentary Procedures**

The rules contained in the current edition of Robert's Rules of Orders Newly Revised shall guide the Affiliate in all cases in which they are not inconsistent with these by-laws and any special rules of order the Affiliate may adopt.

**ARTICLE IX: Amendments**

These by-laws may be amended by a quorum of the voting members at any general meeting, stipulating that a notice be sent in writing, by any means, to all members, at least two weeks prior to the meeting date.