

1                                   **NATIONAL MIGRANT AND SEASONAL HEAD START**  
2                                   **DIRECTORS' AFFILIATE BY-LAWS**  
3                                   **Revised and Adopted December 11, 2012**

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6   **ARTICLE I: NAME**

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8   The organization shall be known as the National Migrant and Seasonal Head Start  
9   Directors' Affiliate (hereafter referred to as the NMSHSDA).

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11   **ARTICLE II: PURPOSE**

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13   The NMSHSDA is an affiliate group under the National Migrant and Seasonal Head Start  
14   Association (hereafter referred to as NMSHSA)

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16   It is the purpose of the NMSHSDA to support the mission of the National Association  
17   which reads: "The mission of the National Migrant and Seasonal Head Start Association is  
18   to advocate for and support quality services for migrant and seasonal farm worker children  
19   and their families."

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21   To carry out this mission the NMSHSDA shall:

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23   a. Promote respect and collaboration between all members of the NMSHSDA in order to  
24   strengthen membership and to work toward our common goals, as a united front, for the  
25   needs of migrant and seasonal farm worker children and families and the staff that serve  
26   them;

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28   b. Designate representatives from the NMSHSDA to the National Migrant and Seasonal  
29   Head Start Association to advocate at the National level for the needs of Migrant and  
30   Seasonal Head Start children, families and staff;

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32   c. Review proposed national policies and directives and provide input on behalf of the  
33   Migrant and Seasonal Head Start Programs they represent;

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35   d. Establish and maintain an effective system for developing, disseminating and  
36   communicating to the NMSHSDA membership and to community partners, as applicable;

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38   e. Act as a network system for sharing information and resources;

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40   f. Enhance the professionalism and growth of Parents, Staff, and Community Partners by  
41   planning and participating in national training events involving Migrant and Seasonal Head  
42   Start staff and parents; and

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44   g. Promote and support research on behalf of migrant and seasonal farmworker families  
45   and children.

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**ARTICLE III: MEMBERSHIP**

**Section 1: Members Defined**

Grantee Members of the NMSHSDA shall consist of the Migrant and Seasonal Head Start grantees funded by the Office of Head Start whose Association dues are current as determined by the Association. Membership of the NMSHSDA are individuals who Directors of a Migrant and Seasonal Head Start program or persons designated the operational responsibility of the program.

Delegate Agency Directors of Migrant and Seasonal Head Start programs or persons designated the operational responsibility of the Delegate Agency program do not have standing as members unless they are the designated representatives for a grantee member whose dues are current. However, Delegate Agency Directors are entitled to participate with voice but no vote in the business of the NMSHSDA.

**Section 2: Dues**

**Membership in the National Migrant and Seasonal Head Start Directors Association shall require payment of a non-refundable, non-transferable membership fee, to be established by the NMSHSA Board of Directors, to be renewed annually at the first of each membership year. The membership year will run January 1 through December 31. A dues schedule will be established for each of the membership classes as defined in the NMSHSA Board of Director Bylaws.**

**Section 3: Rights**

All members of the NMSHSDA shall be equal and shall have equal access to the following rights. In addition, Delegate Agency Directors referenced in Article III Section 1 shall also be entitled to the following with the exception of being entitled to a vote on issues referenced in paragraph (c) below.

- a. To receive information dealing with the development, maintenance and activities of the NMSHSDA, including notice of meetings, through a designated central point;
- b. To receive NMSHSDA and NHSA legislative updates through a designated central point;
- c. To receive information on all issues prior to the voting upon said issues;
- d. To bring any issue within the scope of the NMSHSDA purpose before the membership;
- e. To be eligible for appointment to membership on committees; and
- f. To receive a copy of the minutes of the NMSHSDA meetings.

92 g. To attend all meetings of the NMSHSDA.  
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## 95 **ARTICLE IV: MEETINGS**

### 96 **Section 1: Annual and Other Meetings**

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99 The annual, general membership meeting of the NMSHSDA will be held in conjunction  
100 with the first scheduled meeting or conference of the NMSHSA of each fiscal year. Other  
101 scheduled meetings will be in conjunction with other Association activities or via  
102 conference call or email. Notice of meeting (s) and written agendas will be distributed via  
103 email. A quorum for the conduct of business at meetings of the NMSHSDA shall be one-  
104 third of the voting members.  
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### 106 **Section 2: Proxy Voting**

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108 Proxy voting is permitted by an alternate representative from the Grantee agency if the  
109 designee is a senior manager with the agency and has a letter of authorization from the  
110 designated Head Start Director which specifies the specific issue or issues on which the  
111 proxy is authorized to vote.  
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## 113 **ARTICLE V: OFFICERS**

### 114 **Section 1: Officers of the NMSHSDA**

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117 The NMSHSDA shall elect an Executive Committee to provide a focus for the execution  
118 of its business comprised of a President, Vice-President, Secretary, Treasurer, a  
119 representative to the National Head Start Association, and one (1) Member-at-Large. Only  
120 the voting members of the NMSHSDA will be eligible to run for office of the NMSHSDA.  
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### 122 **Section 2: Election and Term of Office**

123 The officers of the NMSHSDA shall be elected from among the voting members of the  
124 NMSHSDA by an affirmative vote of the majority of voting members. Each officer so  
125 elected shall hold office for a term of two (2) years and until his/her successor shall have  
126 been elected or until such time as s/he is removed as provided in Section 3 of this Article.  
127 **With the exception of the NHSA Representative, all officers shall serve no**  
128 **more than two (2) consecutive terms of two (2) years each in any one**  
129 **office. NHSA Representative may serve no more than four (4) consecutive**  
130 **terms of two (2) years in that office.** Officers shall serve no more than two (2)  
131 consecutive terms of two (2) years each in any one office. Officers will be elected into  
132 these positions in staggered terms. The President, Secretary, NHSA Representative will  
133 begin terms on odd years. The Vice-President, Treasurer and Member-at-Large will begin  
134 terms on even years.  
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136 Officers shall be elected at the annual meeting and no officer shall hold more than one  
137 office at a time. The new term of office will begin upon election, with the exception of

138 the NHTSA Representative whose term shall begin July 1, in accordance with the NHTSA  
139 Board terms. The newly elected NHTSA Representative shall participate as an observer at  
140 meetings and conference calls through June 30.

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142 **Section 3: Removal of Officers**

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

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149 **Section 4: Vacancies**

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151 Any vacancy occurring in an office of the NHTSHSDA may be filled by an affirmative  
152 vote of a majority of the members. Any officer so elected to fill a vacancy shall be  
153 elected for the unexpired term of his/her predecessor in that office.

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155 **Section 5: Compensation**

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

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160 **Section 6: Duties of the Officers**

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

- 163  
164 A) President
- 165 i) Preside at all meetings of the NHTSHSDA;
  - 166 ii) Serve as a member of the NHTSHSDA Executive Committee and  
167 see that all orders of the this Committee are enacted;
  - 168 iii) Appoint committee chairs and members;
  - 169 iv) Inform the membership of developments affecting Head Start and  
170 National and Migrant and Seasonal Head Start;
  - 171 v) Serve as a member of the NHTSHSA Board of Directors;
  - 172 vi) Perform other such duties as necessary.
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174 B) Vice President
- 175 i) Preside in the absence of the President at all meetings of the  
176 NHTSHSDA;
  - 177 ii) Serve as a member of the NHTSHSDA Executive Committee;
  - 178 iii) Serve as a member of the NHTSHSA Board of Directors;
  - 179 iv) Perform other such duties as assigned by the President.
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181 C) Secretary
- 182 i) Record and disseminate minutes of the NHTSHSDA meetings and  
183 conference calls;

- 184 ii) Record and disseminate minutes of the NMSHSDA Executive  
185 Committee meetings and conference calls;  
186 iii) Serve as a member of the NMSHSDA Executive Committee;  
187 iv) Serve as a member of the NMSHSA Board of Directors;  
188 v) Perform other such duties as assigned by the President.  
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190 D) Treasurer

- 191 i) Serve as a member of the NMSHSA Finance Committee;  
192 ii) Serve as a member of the NMSHSDA Executive Committee;  
193 iii) Serve as a member of the NMSHSA Board of Directors;  
194 iv) Perform other such duties as assigned by the President.  
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196 E) National Head Start Association (NHSA) Representative

- 197 i) Attend NHSA Board of Directors meetings, representing the  
198 positions and goals of NMSHSA;  
199 ii) Provide reports of the NHSA Board meetings;  
200 iii) Serve as a member of the NMSHSDA Executive Committee;  
201 iv) Serve as a member of the NMSHSA Board of Directors;  
202 v) Perform other such duties as assigned by the President.  
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204 F) Member at Large

- 205 i) Serve as a member of the NMSHSDA Executive Committee;  
206 ii) Serve as a member of the NMSHSA Board of Directors;  
207 iii) Perform other such duties as assigned by the President.  
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209 **Section 7: Executive Committee**

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211 The Executive Committee shall meet in person or via conference call, as needed between  
212 general meetings of the NMSHSDA to conduct business on matters as delegated by  
213 NMSHSDA members. All actions undertaken by the Executive Committee must be  
214 reported immediately to NMSHSDA members. A quorum of the Executive Committee  
215 shall consist of four committee members.  
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217 **ARTICLE VI: COMMITTEES**

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219 **Section 1: Committees**

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- 221 a. Committees may be formed, as needed, with the consent of the members.  
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223 b. The chairperson for any committee must be a member of the NMSHSDA. Other  
224 committee members may include Delegate Agency Directors as referenced in Article III,  
225 Section 1.  
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227 **Section 2: Committee Meetings**

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229 Accurate records of the acts and proceedings of all Committee meetings shall be provided  
230 for by the Committee chairperson.

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232 **ARTICLE VII: FINANCES**

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237 All checks, accounts and fundraising or other income received by the NMSHSDA shall  
238 be made payable to the NMSHSA and shall be transferred to the National Migrant and  
239 Seasonal Head Start Association accounts.

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242 **ARTICLE VIII: PARLIAMENTARY PROCEDURES**

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

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248 **ARTICLE IX: AMENDMENTS**

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250 These by-laws may be amended by a majority of the voting members after a notice in  
251 writing has been sent to all members at least two weeks prior to the meeting date.