

KANSAS HEAD START ASSOCIATION BYLAWS

Article I – Name and Location

The name of the Corporation shall be the Kansas Head Start Association (hereafter referred to as “the Corporation” or “KHSA”). The principal headquarters of the Corporation shall be located in the state of Kansas.

Article II – Purpose

The purpose of KHSA is to provide advocacy, professional development and networking to enhance the skills and knowledge of its members who work to enrich the lives of pregnant women, children and families, especially those facing financial challenges. KHSA will also provide a statewide forum for the continued enhancement of the status of children and families in Kansas.

The members of KHSA may adopt a mission statement to further define and articulate this purpose.

Article III – Membership and Meetings

Section 1: Members

The members of the Corporation are all Kansas Head Start programs, including the children, families, staff and community partners of those programs. Each member program is represented by four Affiliate Program Members, one from each of four categories: 1) “Parent” refers to the legal primary caregiver of a child currently enrolled in Head Start or who has been enrolled within the last three years; 2) “Staff” refers to a paid employee of Head Start other than the director of a program; 3) “Director” refers to a Head Start program director; 4) “Friend” refers to anyone not included in the first three categories who has an interest in the future of Head Start and who supports its philosophy and programs. Each member program selects its four Affiliate Program Members once a year. Individual members are defined as any persons who pay individual dues.

The Board shall determine the amount of annual dues payable to the Corporation by members in each group.

Section 2: Meetings

Meetings of Affiliate Program Members shall be held at least three times each year. One meeting will be the Annual Meeting of the membership. Special meetings may be called by the President or by a majority of the Board of Directors with fifteen (15) days notice to Affiliate Program Members.

Each Affiliate Program Member has one vote in issues presented at Affiliate Program Member meetings. Only those four Members designated in writing by a Head Start program, or an individual designated in writing to replace a Member, will have voting privileges at Affiliate Program Member meetings.

The current Roberts Rules of Order will govern all Affiliate Program Member meetings. A simple majority of those present will constitute a passing vote.

Article IV – Board of Directors and Meetings

Section 1: Composition of the Board

The Board of Directors shall be composed of no more than 15 members elected by the Affiliate Program Members, with at least nine (9) of the members being Affiliate Program Members and no more than six (6) being at-large members who do not have a vested interest (i.e., official position) in a specific Head Start program. Affiliate Program Members will maintain a majority at all times and must include at least one Director, one Staff, one Parent, and one Friend.

Section 2: Terms of Board of Directors

Each member of the Board of Directors will hold office for a period of two years. A member may not serve more than two consecutive terms.

Section 3: Compensation

Members of the Board of Directors will not receive compensation for their services. They may be reimbursed for their expenses incurred in carrying out the purposes of the Corporation.

Section 4: Duties of the Board of Directors

Members of the Board of Directors will be responsible for 1) developing and overseeing implementation of a strategic plan for the Corporation; 2) approving all policy statements issued on behalf of the Corporation; 3) approving an annual budget; 4) ensuring the fiscal and legal integrity of the Corporation; and 5) planning and carrying into operation such other measures as they deem proper and expedient to promote the mission of the Corporation.

Section 5: Officers

The officers of the Corporation shall consist of a President and Secretary, at a minimum. Additional officers may be elected as the Board deems appropriate.

Section 6: Conflict of Interest and Confidentiality

Members shall disclose any possible conflict of interest to other members of the Board and shall not vote or use his/her personal influence on any matter involving a possible conflict of interest. No member shall disclose or use confidential information relating to the business of the Corporation for the personal profit or advantage of the member, the member's family or program. No member of the Board shall accept gifts, excessive entertainment or other favors from any outside person or organization that does business or is seeking to do business with the Corporation.

Section 7: Meetings of the Board of Directors

Regular Board meetings shall be held monthly or as often as determined to be necessary. Special meetings may be called by the President or by the request of at least five (5) members of the Board of Directors. The current Roberts Rules of Order will govern all Board meetings.

At all meetings of the Board of Directors, either regular or special, sixty percent of the members then in office shall constitute a quorum. A simple

majority of the members present at a meeting in which there is at least a quorum is required to pass an action brought before the Board.

Section 8: Fiscal Integrity

The Board of Directors shall establish such policies as are necessary to assure the fiscal integrity of the Corporation. Upon the dissolution of this Corporation, the Board of Directors shall, after paying or making provisions for payment of all liabilities, dispose of all the assets to an organization or organizations operated exclusively for charitable, educational, religious or scientific purposes and which qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Section 9: Powers Reserved to Board

All powers of the Corporation not specifically delegated in these Bylaws shall be reserved to the Board of Directors.

Article V – Amendments to the Bylaws

These bylaws may be amended or repealed and new bylaws may be adopted by the affirmative vote of a majority of the Affiliate Program Members at a meeting, provided that prior written notice has been given to all Affiliate Program Members at least fifteen (15) days in advance of the meeting and provided that no such action shall be taken if it would adversely affect the Corporation’s qualifications under 501(c)(3) of the Internal Revenue Code.