

By- Laws of the National Migrant and Seasonal Head Start Parent Affiliate

ARTICLE I: Name

The name of the Affiliate shall be the National Migrant and Seasonal Head Start Parent Affiliate (hereafter referred to as the NMSHSAPA).

ARTICLE II: Mission

The National Migrant and Seasonal Head Start Association Parent Affiliate is a group of Parent Leaders who serve as a voice, advocating for the interests of MSHS Parents at the National level. At the State and local level we aspire to build relationships with community partners and education systems respecting the idea that parents are the experts of their families. We aim to inspire and engage parents as the first and life-long teachers of their children, engaging them to succeed and accomplish their goals and dreams.

ARTICLE III: Purpose

The NMSHSAPA 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 purpose of the NMSHSAPA is as follows: Advocate for the interests of Migrant and Seasonal Head Start families and their children at the national level.

ARTICLE IV: Membership

Section 1: Membership

Membership shall consist of parents with children currently enrolled in a Migrant and Seasonal Head Start Program. Parent Affiliate Representatives to the NMSHSAPA will be identified by each Grantee via the NMSHSA Board of Directors and Executive Committee Authorization Form. The Parent Affiliate Representatives may continue as members if their children are currently enrolled in a Migrant and Seasonal Head Start Program. In the case that the Parent Affiliate Representative's Child is no longer enrolled in a Migrant and Seasonal Head Start Program, he/she can continue if the Grantee authorizes and supports them as described in the NMSHSA Board of Directors and Executive Committee Authorization Form. A parent cannot represent two more than one grantees on the NMSHSAPA.

Section 2: 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
Parent Affiliate	2 Representative	3 Representatives	4 Representatives

By- Laws of the National Migrant and Seasonal Head Start Parent Affiliate

Section 2: Voting Members continued...

To be eligible to participate as a voting member at the NMSHSA annual meeting, grantees must provide the Executive Director of the NMSHSA the names of their Parent Affiliate voting representatives via the Affiliate Groups Voting Membership Form at least two weeks before the annual meeting. If the names are not received within that timeframe, Parent Affiliate grantee representatives may participate as non-voting members in the annual meeting.

It is the responsibility of voting members to represent the will of their constituents.

Section 3: Non-Voting Members

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

Section 4: Rights

All members of the NMSHSAPA shall have the following rights:

- A. To receive communication, information, and support through a designated central point of contact from their MSHS Grantee Staff Affiliate, Director Affiliate, and/or CEO Affiliate. This designated central point of contact will be responsible for the following communication, information, and support to their NMSHSAPA Representatives:
 - i. Information dealing with the development, maintenance and activities of the NMSHSAPA
 - ii. Advance notice of meetings
 - iii. Information on all issues prior to voting on said issues
 - iv. Information and updates from the NMSHSA and the National Head Start Association (NHSA).
- B. To receive a copy of the minutes of the NMSHSAPA meetings
- C. To be eligible for appointment on committees
- D. To bring any issue within the scope of the purpose before the membership

ARTICLE V: Meetings

Section 1: Annual and Other meetings

An annual meeting of the NMSHSAPA will be held in conjunction with the National Migrant and Seasonal Head Start Conference. Other meetings may also be scheduled, including monthly conference calls or as needed by the NMSHSAPA Executive Committee. Notice of the meeting(s) will be distributed through the NMSHSAPA Executive Committee and designated central point of contact from their MSHS Grantee.

Section 2: Quorum

At all scheduled NMSHSAPA general membership meetings, fifty-one percent (51%) of the members entitled to vote shall constitute a quorum. In the case that quorum is not established in this way then fifty-one percent (51%) of the Executive Committee shall constitute a quorum. At all scheduled NMSHSAPA Executive Committee meetings, fifty-one percent (51%) of the Executive Committee shall constitute a quorum.

By- Laws of the National Migrant and Seasonal Head Start Parent Affiliate

Section 3: Proxy Voting

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

ARTICLE VI: Executive Committee Officers

Section 1: Executive Committee Officers of the NMSHSAPA

There shall be a body of officers (termed the Executive Committee) elected by the members of the NMSHSAPA to provide a focus for the execution of its business. A President, Vice-President, Secretary, Treasurer, National Head Start Association Representative and Sergeant at Arms and two (2) alternate officers who will only vote on the NMSHSA Board of Directors in the absence of a member of the NMSHSAPA Executive Committee; shall comprise the body of officers. Only the voting members from the NMSHSAPA will be eligible to run for office of the NMSHSA.

Section 2: Election and Term of Office

The officers of the NMSHSAPA shall be elected at the annual meeting from among the voting members of the NMSHSAPA by an affirmative vote of the majority of voting members.

MSSH grantees must authorize their Parent Affiliate voting representatives to run for an officer position of the NMSHSAPA by signing the NMSHSA Board of Directors and Executive Committee Authorization Form. This form must be provided to the Executive Director of the NMSHSA on the day of elections before the election process begins. Only Parent Affiliate voting representatives with a signed NMSHSA Board of Directors and Executive Committee Authorization Form will be eligible to run for an officer position of the NMSHSAPA. If the NMSHSA Board of Directors and Executive Committee Authorization Form are not received within or on the day of elections before the election process begin, Parent Affiliate voting representatives will not be eligible or allowed to run for an officer position.

Officers will be elected into each position on an annual basis and no officer shall hold more than one office at a time. Each officer so elected shall hold office for a term of one (1) year 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. 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 NHSA Representative shall participate as an observer at meetings and conference calls through June 30.

Section 3: Removal of Officers

In order to establish quorum NMSHSAPA Executive Committee Officers must be present for all scheduled in-person meetings and phone conferences. If/when a NMSHSAPA Executive Committee Officer is unable to participate in a scheduled in-person meeting or phone conference, he/she must inform at least two other NMSHSAPA Executive Committee Officers as soon as possible.

By- Laws of the National Migrant and Seasonal Head Start Parent Affiliate

If any officer elected by members is unable to perform their duties satisfactorily or is absent from more than 2 in-person meetings or fifty-one percent (51%) of scheduled phone conferences for any reason or excuse, s/he can 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 NMSHSAPA will be served thereby

In addition, an officer may resign a position by giving written notice to the Executive Committee

Section 4: Vacancies

Any vacancy occurring on the NMSHSAPA Executive Committee may be filled by an affirmative vote of a majority of the remaining Executive Committee. Any officer so elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in that office. A parent cannot represent more than one grantee.

The NMSHSA Executive Director will notify MSHS Grantees that nominations are open to fill the vacancy for the NMSHSAPA Executive Committee. Nominations will be open for two weeks from the date of notification. MSHS grantees must authorize their Parent Affiliate voting representatives to run for the vacant officer position of the NMSHSAPA by signing the NMSHSA Board of Directors and Executive Committee Authorization Form. This form must be provided to the Executive Director of the NMSHSA within two weeks from the date of notification for nominations. Only Parent Affiliate voting representatives with a signed NMSHSA Board of Directors and Executive Committee Authorization Form will be eligible to run for the vacant officer position of the NMSHSA PA. All of the nominations will be brought to the Executive Committee for final approval and to fill the vacancy within two weeks from receiving the authorized list of potential candidates.

The NMSHSAPA will make efforts to ensure that all the voting members have an opportunity to run for the vacancy of the Executive Committee Officer. In the case that no nominations are made from a grantee not currently represented on the NMSHSAPA Executive Committee, then a grantee may have the opportunity to have two elected voting members serving on the NMSHSAPA Executive Committee.

Section 5: Compensation

No officer shall receive any compensation for his/her services to the NMSHSAPA 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 NMSHSAPA;
- ii. Serve as a member of the NMSHSAPA Executive Committee and see that all orders of this Committee are enacted.
- iii. Appoint committee chairs and members;

By- Laws of the National Migrant and Seasonal Head Start Parent Affiliate

- iv. Inform the membership of developments affecting Head Start and National and Migrant and Seasonal Head Start;
- v. Serve as a member of the NMSHSA 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 NMSHSAPA;
- ii. Serve as a member of the NMSHSAPA Executive Committee;
- iii. Serve as a member of the NMSHSA Board of Directors;
- iv. Perform other such duties as assigned by the President.

C. Secretary

- i. Record and disseminate minutes of the NMSHSAPA meetings and conference calls;
- ii. Record and disseminate minutes of the NMSHSAPA Executive Committee meetings and conference calls;
- iii. Serve as a member of the NMSHSAPA 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 NMSHSAPA Finance Committee;
- ii. Provide financial reports to the NMSHSAPA;
- iii. Work with the NMSHSA Treasurer to maintain a full and accurate record of NMSHSAPA accounts;
- iv. Serve as a member of the NMSHSAPA 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 (NHA) Representative

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

F. Sergeant-at-Arms

- i. Serve as a member of the NMSHSAPA Executive Committee;
- ii. Serve as a member of the NMSHSA Board of Directors;
- iii. Maintain order at all meetings in ordinance with Robert's Rules of Order
- iv. Perform other such duties as assigned by the President.

G. G) Alternate(s) Officers

- i. Serve as a member of the NMSHSAPA Executive Committee with the right to vote ONLY in the absence of a current NMSHSAPA Officer.
- ii. Serve as a member of the NMSHSA Board of Directors when one member of the NMSHSAPA Executive Committee is absent;
- iii. Perform other such duties as assigned by the President.

By- Laws of the National Migrant and Seasonal Head Start Parent Affiliate

Section 7: Executive Committee Meetings

The Executive Committee shall meet in person or via conference call as needed between general meetings of the NMSHSAPA to conduct business on behalf of NMSHSAPA. All actions undertaken by the Executive Committee must be reported to NMSHSAPA. A quorum of the Executive Committee shall consist of three (3) current committee members.

Section 8: Training/Orientation

Each NMSHSA Parent Affiliate Representative should receive training from the local grantee at the Policy Council level, on the following topics:

- A. The NMSHSAPA By-laws
- B. Roles and responsibilities of NMSHSAPA Parent Representatives,
- C. Roles and responsibilities of NMSHSAPA Executive Committee Officers.

ARTICLE VII: Committees

Section 1: Types of Committees

There will be the following types of committees:

- A. Executive Committee
 - i. The Executive Committee shall have the power to conduct business for the NMSHSAPA between meetings of the NMSHSAPA. Their activities shall be reported to the full group at the next meeting.
- B. Ad Hoc Committee
 - i. The Ad Hoc Committee shall be named only as they become necessary. When their tasks have been presented to the NMSHSAPA they shall be dissolved.
- C. Other committees may be formed from time to time as needed by the appointment of the President.
- D. NMSHSAPA members shall participate in Association Board Committees as defined in the Association by-laws Article VIII, Section 1.

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 VIII: Finances

Section 1: Checks and Payments

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

By- Laws of the National Migrant and Seasonal Head Start Parent Affiliate

Section 2: Deposits

All checks, accounts and fundraising or other income received by the NMSHSAPA shall be transferred to the National Migrant and Seasonal Head Start Association accounts. All funds of the NMSHSAPA shall be appropriately documented and submitted to the Treasurer of the National Migrant and Seasonal Head Start Association for deposit into the National Association account. NMSHSAPA funds will be tracked and reported separately from the funds of the other affiliates of the Association.

Section 3: Gifts

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

Section 4: Fiscal year

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

ARTICLE IX: Parliamentary Procedures

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

ARTICLE X: Amendments

These By-laws may be amended by the Executive Committee of the NMSHSAPA at any meeting of the NMSHSAPA, provided that the amendment has been submitted in writing to the members of the Executive Committee with a postmark date at least 30 calendar days prior to the meeting where the change is to be considered. Any changes to the By - laws will require the presence of a quorum of the Executive Committee.

ARTICLE XI: Dissolution

In the event of dissolution of the National Migrant Head Start Parent's Affiliate Group for any reason whatsoever, the plan for the distribution of assets during the process of dissolution shall be as follows:

Section 1:

All liabilities and obligations of the Group shall be paid, satisfied and discharged in full and in case its property and assets are not sufficient to satisfy or discharge all of the corporate liabilities and obligations, the Group shall apply them as far as they will go toward the just and equitable payments of such liabilities and obligations.

By- Laws of the National Migrant and Seasonal Head Start Parent Affiliate

Section 2:

Any assets held by the Group upon condition requiring return, transfer or conveyance which conditions occur by reason of dissolution shall be returned, transferred or conveyed in accordance with such requirements.

Section 3:

Any and all other assets of the corporation upon its dissolution for any reason, which shall remain on hand after final audit of the books, shall be reverted back to the NMSHSAPA who supported initial costs of the Group, or to another eligible 501(C)(3) organization, which may be designated by the Board of Directors.

ARTICLE-XII Approval of By- Laws of the NMSHSPA

Amendments to the NMSHSAPA by-laws were submitted in writing to the members of the Executive Committee on August 30th, 2016; 30 calendar days prior to the meeting where the amendments were reviewed.

The NMSHSAPA Executive Committee approved the revised by-laws on September 30th, 2016. The presence of a quorum of the NMSHSPA Executive Committee was established.