

BY-LAWS OF THE NATIONAL MIGRANT AND SEASONAL HEAD START STAFF AFFILIATE

ARTICLE I: Name

The name of the Organization shall be the National Migrant and Seasonal Head Start Staff Affiliate
(Hereafter also referred to as the NMSHSSA of Staff Affiliate)

ARTICLE II: Address

The principal office of the NMSHSSA shall be located at the address of the current NMSHSSA President or such place as the NMSHSSA Executive Committee may designate from time to time

ARTICLE III: Purpose

The NMSHSSA is organized and will be 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). As part of the National Migrant and Seasonal Head Start Association (hereafter referred to as the NMSHSA or the Association) and in accordance with the Association's stated mission and purpose, the NMSHSSA will provide a national forum through emphasis on promoting child development programs and family services in migrant and seasonal farmworker communities throughout the United States.

ARTICLE IV: Membership Section 1: Criterion for Membership

Membership is open to all individuals who are employed by a Head Start Program within the Migrant and Seasonal Programs Branch of the Head Start Bureau.

Section 2: Voting Membership

In order to ensure equal representation of all grantees, two voting members shall be elected/selected from each Migrant and Seasonal Head Start grantee. It is the responsibility of voting members to represent the will of their constituents.

Section 3: Rights

All members of the NMSHSSA 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 NMSHSSA;
 - ii) Advance notice of meetings;

- iii) Information on all issues prior to voting on said issues, and;
- iv) Information and updates from the National Head Start Association
- b) Upon request, to receive a copy of the minutes of the NMSHSSA meetings
- c) To be eligible for appointment on committees, and;
- d) To bring any issue within the scope of the NMSHSSA's purpose before the membership

ARTICLE V: Meetings Section 1: Annual Meetings

The annual general membership meeting(s) of the NMSHSSA will be held in conjunction with the National Migrant and Seasonal Head Start Conference. Notice of the annual meeting(s) will be distributed to members in writing, via the grantees, within 30 days after official notification of the NMSHS Conference location and time.

Section 2: Voting and Quorum

At all membership meetings, one-fourth (1/4) of the members entitled to vote at such meetings, represented in person, shall constitute a quorum. Unless otherwise specified in these by-laws, the affirmative vote of a majority of members entitled to vote, and present to vote, shall be necessary for the adoption of any matter voted upon by members.

Section 3: Proxy Voting

Proxy voting is permitted if the designee has a letter of authorization from the absent voting member or the absent member's MSHS Program Director

ARTICLE VI: Executive Committee Section 1: Officers of the NMSHSSA

There shall be a body of officers (termed the Executive Committee) elected by the members of the NMSHSSA to facilitate the execution of business. This body shall be comprised of a President, Vice-President, Secretary, Treasurer, National Head Start Association Representatives and a Member at Large. Only the voting members of the NMSHSSA will be eligible to run for office of the NMSHSSA. Additionally, the immediate, past president of the board of Directors shall participate as an ex-officio, non-voting member of the executive committee.

Section 2: Election and Term of Office

The officers of the NMSHSSA shall be elected from among the voting members of the NMSHSSA by an affirmative vote of the majority of voting members of the NMSHSSA present. Officers will be elected into these positions in staggered terms. The President, Secretary, NHSA Representative will begin terms on even years. The Vice-President, Treasurer and Member-at-Large will begin terms on odd years. Each officer so elected shall hold office for a term of two (2) years

and until his/her successor shall have been elected and qualified 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 shall be elected at the annual meeting and no officer shall hold more than one office at a time. New members will be seated immediately with the exception of the NHSA Representative who will begin his/her term in July.

Section 3: Removal of Officers

Any officer of agent 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 bet interests of the NMSHSSA 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 NMSHSSA 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. The officer shall be chosen from the NMSHSSA voting membership.

Section 5: Compensation

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

Section 6: Bonds

The Executive Committee may, by resolution, require any officer or agent of the NMSHSSA to give bond to the NMSHSSA with sufficient sureties, conditioned on the faithful performance of the duties of his/her respective office or position, an to comply with such other conditions as may be required from time to time by the Executive Committee. The premiums for all such bonds shall be paid by the NMSHSSA.

Section 7: Duties of the Executive Committee

Officer will carry out the duties of their offices as specified in the "Bylaws of the National Migrant and Seasonal Head Start Association."

Section 8: Meetings

The Executive Committee shall meet in person or via conference call, as needed, between general meetings of the NMSHSSA to conduct business on behalf of NMSHSSAA. All actions undertaken by the Executive Committee must be reported to the NMSHSSA.

Section 9: Quorum

A quorum of the Executive Committee shall be sixty percent (60%) of current committee members.

ARTICLE VII: Committees Section 1: Types of Committees

a) The following standing committees shall be formed, chaired and conduct business as specified in the bylaws of the NMSHSA

- i) Executive Committee
- ii) Finance Committee
- iii) Bylaws Committee
- iv) Nominations Committee

b) In addition, the NMSHSSA shall have the following standing committees:

- i) Parent Support Committee
Composed of volunteers from the general membership and chaired by a member of the Executive Committee. The National Migrant Seasonal Head Start Parent Affiliate (hereafter referred to as NMSHSPA or Parent Affiliate) NMSHSPA President, or designated representative, has the option to co-chair this committee. The purpose of this committee is to provide support and assistance, in partnership with parents, to the Parent Affiliate. This would include helping to develop and maintain effective communication, planning and information sharing systems for the NMSHSPA at the discretion of the NMSHSPA Executive Committee.
- ii) Government Affairs Committee
Composed of volunteers from the general memberships and chaired by the NMSHSSA Representative to the NHSA. The purpose of this committee is to support and enhance the efforts of the NHSA Representative including information gathering and dissemination and organizing letter writing campaigns and advocacy efforts on local and national levels.

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

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 meeting of each committee shall be kept by a member of such committee.

ARTICLE VII: Parliamentary Procedures

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

ARTICLE IX: Finances

Section 1: Contracts

The NMSHSSA may authorize any officer(s) of the NMSHSSA (in addition to President and Treasurer) to enter into any contract, or execute and deliver any instrument in the name of, and on behalf of, the NMSHSSA. Such authority may be general or confined to specific incidences.

Section 2: Checks, Drafts, etc.

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the NMSHSSA shall be requested from the NMSHSA Treasurer in such a manner as shall from time to time be determined by resolution for the NMSHSSA Executive Committee. All financial transactions will be appropriately documented by the NMSHSSA Treasurer.

Section 3: Deposits

All checks, accounts and fundraising or other income received by the NMSHSSA shall be transferred to the NMSHSA Treasurer to be deposited in the NMSHSSA account. All funds of the NMSHSSA shall be appropriately documented by the NMSHSSA Treasurer and the NMSHSSA Treasurer. NMSHSSA funds will be traced and reported separately from the funds of the other Affiliates and the Association.

Section 4: Gifts

The Executive Committee may accept, on behalf of the NMSHSSA, any contribution, gift, bequest, or devise for the general purpose of for any special purpose of the NMSHSSA

Section 5: Fiscal year

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

ARTICLE X: Dissolution

In the event of the Dissolution of the National Migrant and Seasonal Head Start Staff Affiliate the plan for the dissolution of assets shall be the following:

1. All liabilities and obligations of the group shall be paid, satisfied and discharged in full. 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 payment of such liabilities and obligations
2. Any assets held by the group upon condition requiring return, transfer, or conveyance which condition occurs by reason of dissolution shall be returned or transferred or conveyed in accordance with such requirements.
3. Any and all other assets of the corporation upon its dissolution for any reason which shall remain on hand after the final audit of the books shall be reverted back to the NMSHSA which supported the initial costs of the group.

ARTICLE XI: Amendments

These laws may be amended by a majority of votes by the voting members present at the general meeting, stipulating that a notice has been made available to all members at least two days prior to the meeting date.