

# **New Mexico Head Start Association By-Laws**

## **Article I Name of the Organization**

### **Section 1.**

The name of this organization shall be the New Mexican Head Start Association (NMHSA). A non-profit association under the laws of the State of New Mexico and regarded by the State of New Mexico Corporation Commission as the proper body to carry out the purpose and functions set out in these by-laws.

## **Article II Location**

### **Section 1.**

The principle office of the NMHSA shall be located where the President resides. The principal repository of all the records of the NMHSA shall be sent to this location when the terms of the officers expire or at the request of the President. All the records shall be kept on file for 3 years.

## **Article III Purpose**

The purpose of this Association shall be to provide a vehicle for Directors, Staff, Parents, Honorary members, and Friends to support, improve and enhance New Mexico Head Start and Early Head Start programs and other programs providing early childhood services in New Mexico through the following activities:

### **Section 1.**

Assure that the Association reviews and provides input into local, state, and regional policies and directives, and state legislation affecting services of the NMHSA and young children from birth to five years of age in New Mexico.

### **Section 2.**

Promote the goals and purposes as stated in the Head Start Performance Standards, and other Head Start regulations, and serve as a partner in reaching the ultimate goals and purpose of every program component.

### **Section 3.**

Serve as an advocate and spokesperson for all the NMHSA programs, Head Start and Early Head Start children, families, directors, staff, parents, and friends.

**Section 4.**

Develop a system for communicating official policies, positions, or statements that reflect a consensus of the opinions of the NMHSA grantees and members.

**Section 5.**

Insure representation from the NMHSA to the Region VI Head Start Association as appropriate to the By-Laws of the Region VI Head Start Association.

**Section 6.**

Plan and conduct an annual Early Childhood Professional Development Institute and assist with the planning of the Region VI annual conference when designated to do so.

**Section 7.**

Implement and accomplish the goals and objectives of the current NMHSA Strategic Plan.

**Article IV**  
**Membership**

**Section 1.**

There shall be five (5) classes of members in this Association:

- **Class A**  
NMHSA Program Directors -the Director of Head Start/Early Head Start Grantee or Delegate Agency as recognized by the Region VI office.
- **Class B**  
NMHSA Program Staff- any person currently employed with any local Head Start/Early Head Start Program who is not in Class A above.
- **Class C**  
NMHSA Program Parents - any parent with a child currently enrolled in a local Head Start/Early Head Start Program.
- **Class D**  
NMHSA Program Friends - Class D members shall consist of individuals of the NMHSA other than Class A, Class B, or Class C.
- **Class E**

Non- Voting Honorary Members- Class E members shall consist of individuals of the NMHSA other than Class A, Class B, Class C, or Class D. This class of members is primarily available for individuals whose employment status prohibits voting privileges and shall include the State Collaboration Director and T and TA Specialist.

**Section 2.**

Membership in the NMHSA shall be automatically granted to all individuals who are paid members of the class they represent. Members shall receive a packet that includes the NMHSA By-Laws, Names of Officers, the NMHSA Brochure, and other relevant information.

**Section 3.**

Memberships are renewable annually. The membership year shall be January 1 through December 31. The dues are based on a sliding scale as follows:

**Class A Directors....\$40.00**  
**Class B Staff.....\$15.00**  
**Class C Parents.....\$ 5.00**  
**Class D Friends.....\$ 5.00**  
**Class E Honorary....\$15.00**

The individual registration fee for the annual Early Childhood professional Development Institute will include the annual membership dues for the NMHSA regardless of class distinction.

**Section 4.**

All paid members of the Association shall have equal rights and privileges to all business of the general body of the NMHSA. Members shall be required to sign in at each NMHSA meeting attended and sign-in sheets will be attached to the minutes of the meeting.

**Section 5.**

The immediate past president of the NMHSA shall become an ex-officio (Ad hoc) member of the Board of Directors should he/she not be re-elected.

**Article V**  
**Board of Directors**

The Board of Directors shall be responsible, among other duties, for (1) setting policy and overseeing the implementation of the policy; (2) approving all policy statements issued on behalf of the NMHSA; (3) approving disbursements for the NMHSA; ( 4) appointing and serving as chairpersons of committees; (5) devising and carrying into operation such other measures as they deem proper and expedient to promote the objectives of the NMHSA; (6) insure representation on the New Mexico Head Start Collaboration Project Advisory Committee; and (7) shall develop an annual budget for the NMHSA.

### **Section 1.**

The Board of Directors for this Association shall consist of four representatives from Class A, four representatives from Class B, two representatives from Class C, two representatives from Class D, the Ex Officio member (immediate past president) and at least two non-voting Class E members. Members will be elected for two year terms with two seats from Class A and B, and one seat from Class C and D available for election each year. Each year, the Board of Directors will select members to serve as officers. The officers include: President, Vice-President, Secretary, Treasurer, Parliamentarian, and Historian/Public Relations Liaison.

### **Section 2.**

To insure uniform geographic representation of all members, every attempt shall be made to insure that members of the Board of Directors represent the four major regions of the state of New Mexico as defined in the NMHSA Strategic Plan. Members of the Board of Directors shall represent the region where they reside for Class C and D members or where they are physically located for Class A and B members.

### **Section 3.**

If a member of the Board of Directors resigns or changes class of membership during an un-expired term, the President of the Board of Directors shall appoint a member in good standing of the appropriate class to serve on the Board of Directors for the remainder of the un-expired term, in accordance with Article VI.

### **Section 4.**

The Board of Directors of the NMHSA shall not receive any compensation for their services as director of the NMHSA.

## **Article VI** **Officers**

All officers will be elected from the Board of Directors. Officers will serve for a one year term unless re-elected for a second term. No officer shall serve more than three consecutive 1 year terms in the same office.

### **Section 1. President**

The President shall preside at all meetings of the general membership and Board of Directors. The President shall attend the Region VI Board meetings to represent the NMHSA. The President shall appoint chairperson/s of standing and ad hoc committees of the Association. The President is responsible for writing correspondence for the Association and submitting to the Secretary for filing within five (5) days of mailing. The president shall be an ex-officio member of all committees except the Nomination Committee.

### **Section 2. Vice President**

In the absence of the President or in the event of his/her death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of the President. She/he shall chair the Audit Committee. She/he shall coordinate the class

caucus meetings at the Early Childhood Professional Development Institute with the Conference Committee Chairperson.

### **Section 3. Secretary**

The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Board of Directors and of the members. She/he shall give all notices of meetings. She/he shall sign such instruments as may require his/her signature. She/he shall keep a register of the Post Office address, the business telephone number, and the current e-mail address of each member and Board of Directors of the NMHSA. She/he shall perform all duties incident to the office of the secretary and such other duties as shall be assigned to him/her from time to time by the President.

### **Section 4. Treasurer**

The Treasurer shall deposit funds in a bank as determined by the Board and maintain financial records of the NMHSA including appropriate disbursements. The treasurer shall prepare and submit reports of all financial transactions to the Board and general membership and perform such other duties as may be assigned by the President. Reports shall be in writing. The treasurer shall maintain a current list of all paid members of the NMHSA and submit this list to the Chair of the Membership Committee.

### **Section 5. Parliamentarian**

The Parliamentarian shall be knowledgeable of Robert's Rules of Order. The Parliamentarian shall advise the President and membership of proper action in regards to meeting procedures.

### **Section 6. Historian/Public Relations Liaison**

she/he shall document all significant and notable events of the NMHSA in a systematic written and photographic record.

### **Section 7.**

If an officer of the NMHSA resigns\_ or changes class of membership during an un-expired term , the Board of Directors shall appoint a member to serve in that office for the remainder of the un-expired term, in accordance with Article VI.

### **Section 8. Elections and Nominations**

Nominations of any Class for the Board of Directors must be received by the Vice-President 15 days prior to the Annual Early Childhood Professional Development Institute. Elections of 6 Board of Directors will be held, from the nominations received by the Vice-President, at the general membership meeting at the Annual Early Childhood Professional Development Institute.

## **Article VII** **Meetings**

### **Section 1. Board of Directors Meetings**

The Board of Directors shall meet a minimum of Four (4) times each year, following the

membership meetings. A quorum of the Board of Directors shall consist of 50% plus one member. Because of the geographic distance represented by the Board of Directors membership, voting by proxy is allowed. Members of the Board of Directors may send a representative on their behalf, which must be a member, in good standing, of the same class. Members of the Board of Directors may also attend one meeting per year by conference call. Officers will be notified of their responsibility to maintain ongoing representation on the Board of Directors when they are absent at two consecutive meetings and will be asked to affirm this responsibility by written communication to the President of the NMHSA. If the President is absent for two consecutive meetings, he/she will be asked to reaffirm this responsibility to the other officers of the Board of Directors, in writing, before the next scheduled meeting.

### **Section 2. General Membership Meetings**

Members shall meet a minimum of four (4) times each year, prior to the Board of Director's meetings. An annual membership meeting will be held in conjunction with the Annual Early Childhood Professional Development Institute. Election of Officers will take place as described in Article V and Article VI. Classes A, B, C, D caucus meetings shall be held in conjunction with the annual membership meeting. Each class shall prepare an agenda, take roll of attendees, take minutes of the meeting, determine special issues to be considered as resolutions pertinent to the operation of the NMHSA, and submit minutes of the meeting to the Vice President.

### **Section 3. Committees**

The Committee Chair appointed by the President shall conduct committee meetings. The Committee Chair shall report to the Board of Directors at their meetings at the request of the President. Accurate records of the acts and proceedings of all meetings of each committee of the NMHSA shall be kept by the Committee Chair of each committee and shall be submitted to the President for review and to the Secretary for filing and recording. Committee meetings shall be held as deemed by the Committee Chair in order to complete the duties assigned to such committee or as deemed necessary by the President of the NMHSA.

### **Section 4. Proclamations**

Proclamations may only be made by the Board of Directors and must be made only on behalf of the NMHSA. Proclamations may not be used to benefit a particular Class or Region. All members of the Board of Directors must approve a proclamation before it may be issued by the President.

## **Article VIII** **Committees**

### **Section 1. Nominating Committee**

The Nominating Committee shall consist of two members from each Class membership. Current members of the Board of Directors cannot serve on the Nominating Committee. Nominations for the Board of Directors will be accepted in writing and must be received

by the Vice-President 15 days prior to the annual Early Childhood Professional Development Institute. Based on the nominations, the committee shall present a slate of nominees to the general membership for election.

### **Section 2. Conference Committee**

The Conference Committee is open to all classes of members of the NMHSA and to representatives appointed by any Grantee or Delegate Agency. The duty of the Conference Committee shall be to plan, facilitate, coordinate and be responsible for all aspects of the annual Early Childhood Professional Development Institute and the Region VI Conference when held in New Mexico.

### **Section 3. Scholarship Committee**

Membership in the scholarship committee is open to all classes of members of the NMHSA and to representatives appointed by any Grantee or Delegate Agency. The duty of this committee shall be to seek nominations from Grantee or Delegate Agencies to recognize deserving individuals who are making outstanding contributions to the Head Start/Early Head Start Program. Scholarship awards shall be announced at the Annual Early Childhood Professional Development Institute.

### **Section 4. Audit Committee**

An audit committee shall consist of two (2) members from each class. The duty of the Committee shall be to audit the Treasurer's account at the close of the fiscal year or any other time deemed necessary. The Vice-President shall act as the Chairperson for this committee.

### **Section 5. Budget Committee**

The duties of the Budget Committee shall be to develop an annual budget for the NMHSA and report to the general membership.

### **Section 6. Membership Committee**

The Membership Committee is open to all classes of membership in the NMHSA. This committee is responsible for sending a NMHSA packet to all new members and for holding a new member orientation session at the annual NMHSA Pre-Service Conference. This committee shall conduct an annual review of all information in the NMHSA packet and make necessary revisions.

### **Section 7. Other Committees**

Additional committees shall be appointed as deemed necessary by the President and the Board of Directors.

### **Section 8. Meeting Minutes**

Committee minutes are due to the President 10 days prior to the next board meeting for review and disbursement to Board Members

## **Article IX** **Financial Requirements**

NMHSA funds will be deposited in a Bank approved by the Board of Directors.

**Section 1.**

The bank signature card shall have two (2) signatures as designated by the Board of Directors.

**Section 2.**

The Treasurer will provide financial reports for the Board of Directors and membership at all meetings.

**Section 3.**

A ledger of all NMHSA receipts and disbursements shall be maintained in accordance with Article VI, Section 4, above.

**Section 4.**

The NMHSA shall provide reimbursement for expenses incurred by one (1) Class C (parents) and one (1) D (friends) representative to attend Region VI Head Start Association meetings.

**Article X**  
**Amendment of By-Laws**

**Section 1.**

The By-Laws of the NMHSA may be amended or appealed at any regular meeting of the general membership, provided that the amendment has been submitted in writing to each member and each grantee at least seven (7) days prior to the vote. New By-Laws adopted must be passed by the majority of members present at the meeting.

**Article XI**  
**Standing Rules**

**Section 1.**

The customary order of business shall be comprised of the following subdivisions:

- 1. Roll Call/Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
- 4. Committee Reports/Treasurer's Report**
- 5. Correspondence**
- 6. Old Business**
- 7. New Business**



- 8. Announcements/Set date and time for next meeting
- 9. Adjournment

**Article XII**  
**Effective Dates**

These article and amendments adopted this 29th day of May in the year two thousand and 14.

Signed and approved by:

Amanda Gibson-Smith  
NMHSA President

5/29/14

Crystal Pena  
NMHSA Secretary

5/29/14

**NEW MEXICO HEAD START ASSOCIATION**  
**BOARD OF DIRECTORS**  
**ORGANIZATIONAL CHART**

