

**BEAR RIVER HEAD START  
POLICY COUNCIL**

**BY-LAWS  
REVISED September 2025**

**ARTICLE I**            **NAME: Head Start Policy Council for Bear River Head Start**

**ARTICLE II**            **PURPOSE: This Policy Council shall have the authority to:**

- Section 1        Assist and train the incoming Policy Council.
- Section 2        May help in seeking out needs of low-income families.
- Section 3        Distribute pertinent information in cooperation with the Head Start staff to parents concerning school and community.
- Section 4        Foster appropriate problem solving using the Grievance Procedure to resolve problems that arise in the classroom and/or program in order to improve, strengthen, and fulfill the overall objectives of an effective Head Start program.
- Section 5        Initiate suggestions and ideas for program improvements and receive a report on action taken by the administrative agency in regards to our recommendations.
- Section 6        May plan, coordinate, and organize agency-wide activities and/or fund-raisers without the assistance of staff.
- Section 7        Approve the selection and location of new and existing Head Start Facilities.
- Section 8        Assist in recruiting volunteer services from parents, community residents and community organizations; and assist in the mobilization of community resources to meet identified needs. \*Refer to Performance Standard 1301.4 (b) (1)
- Section 9        In the event of a bereavement of immediate family of any persons involved in Head Start, Policy Council may give a gift or donation not to exceed \$25 from non-federal funds.
- Section 10       Approve Head Start personnel policies and procedures, hiring and firing policy, career development plans, and employee grievance procedures and any other policies as needed.
- Section 11       In conjunction with the Bear River Head Start Board, screen applicants and approve the selection and dismissal of Head Start Director. Also approve the selection and dismissal of all staff.
- Section 12       A: Approve/disapprove all grant applications and budgets.  
                      B: Approve all amended budgets.
- Section 13       Assist in the annual self-evaluation of the program.

- Section 14 Help establish and approve criteria for selection of Head Start children within applicable laws and ACYF guidelines. Also, approve of all information provided for preview to ACYF (Disabilities).
- Section 15 May initiate fund-raisers through Parent Committees. It is recommended that proceeds will go to fulfill the Dollar per Child campaign quota first before fundraiser money is used for other reasons.

### **ARTICLE III ALLOWANCES AND REIMBURSEMENTS**

- Section 1 Upon written request, Policy Council members may be reimbursed at the current approved program rates for travel, per diem, meal, and child care expenses incurred during any Policy Council approved business.
- Section 2 Official representatives of the Utah and Idaho Head Start Parent Associations shall receive all appropriate allowances and reimbursements while participating in the State Council meetings.
- Section 3 Dues to the Utah and Idaho Head Start Parent Associations shall be paid by parent-funded projects or Head Start budget.
- Section 4 Policy Council members can be reimbursed for dues required to become members of community development organizations, as approved by the Policy Council.

### **ARTICLE IV MEETING REGULATIONS: The regulations regarding the meetings of the Policy Council are that:**

- Section 1 They shall be held monthly on the third Thursday of the month at 5:00 p.m. unless otherwise stated. There will be a minimum of seven (7) meetings per year.
- Section 2 Special meetings may be called by the chairperson with consent of a majority of the officers of Policy Council.
- Section 3 A quorum will consist of 51% of currently seated Policy Council voting members. (This number does not include the Chairperson.)
- Section 4 Any issues must be presented to the Policy Council Chair/ Officers in order to control the agenda.
- Section 5 Executive Sessions will only be called after being screened by the Officers. Minutes will be kept, but remain closed to all but Policy Council Executive Committee members and be kept in the Fiscal/Administration Office.
- Section 6 Roberts Rules of Order must be followed in an Executive Session.
- Section 7 In order to avoid the appearance of a conflict of interest, only one person per household may serve on Policy Council.

### **ARTICLE V OFFICERS AND DUTIES**

- Section 1 Officers of the Policy Council (the Executive Committee) shall be:  
Chairperson, Vice-Chairperson, Secretary, Treasurer

- Section 2 Officers will remain in their position until new Officers are elected and trained. They will be responsible to assist in training the incoming Officers. In the case of an officer seat becoming vacant, Policy Council may elect a replacement.
- Section 3 All of the Officers must uphold the Code of Conduct. They must work towards problem solving and redirecting Policy Council when they get off track. Parent names and phone numbers will be made available to the Chair and Vice Chair on an as needed basis.
- Section 4 Duties of the Officers are as outlined on the attached “Policy Council Officer Duties”.
- Section 5 The Chairperson shall be the principal executive officer and, in general, oversees and controls all of the business and affairs of the Council. With the assistance of management, the Chairperson will approve an agenda for each meeting. He/she may sign any contract or instrument which needs to be executed. At the Chairperson’s discretion he/she may sign grants that must have Policy Council approval and be submitted by a specific date. A vote for final approval will be retroactive at the next meeting. If it is disapproved by vote, the grant application would be withdrawn. The Chairperson shall not have a vote, except to break a tie. The Chairperson will automatically be a voting member of the Board.
- Section 6 The Vice-Chairperson shall conduct the duties of the Chairperson in the absence of the Chairperson. The Vice-Chairperson shall also act as the parliamentarian during all meetings. The Vice Chair will be the Parent Liaison. They will assist in any grievances against parents as outlined in the policy.
- Section 7 The Secretary shall keep minutes of the meetings, and turn them into the Policy Council Specialist. The Secretary will keep track of attendance at the meetings and report to the chair.
- Section 8 The Treasurer will have a seat on the Budget Committee and will present a monthly verbal or written report to Policy Council. The Treasurer will be in charge of any funds obtained from fund-raisers by the Policy Council. Budget Committee meetings are typically held on the 3<sup>rd</sup> Tuesday of the month.

## **ARTICLE VI MEMBERSHIP**

- Section 1 Membership on Policy Council will be as stated in the “Policy Council Composition”.
- Section 2 Policy Council has the authority to remove any member on a majority vote for any behavior or act that is not conducive or appropriate to the program. Any member removed cannot be seated on Policy Council again in their lifetime.
- Section 3 Any staff that has been terminated for cause from Bear River Head Start may not serve on the Policy Council.
- Section 4 Policy Council has the authority to remove any member on a majority vote for an infraction of the attendance policy (3 unexcused or 5 total unexcused or excused absences). In this circumstance the Representative may participate in Policy

Council in the future. Partial Policy Council representative involvement counts towards the 5 year term limit.

**ARTICLE VII**      **CONDUCT**

Section 1      Defamation (also known as libel or slander) is when someone injures a person's character, integrity, honesty, or reputation by false and malicious statements, either orally or in writing. There are both civil and criminal penalties for such behavior. Policy Council members are not permitted to be involved in such behavior.

Section 2      As Policy Council members of the Head Start program we are responsible for maintaining Head Start's good reputation as well as the reputation of employees, staff, and other parents. This is the reason that it is very important for individuals involved with Bear River Head Start to be careful when making allegations about anyone to ensure that the information is accurate. The best way to ensure this is that the informant knows the information first-hand or brings witnesses or sworn affidavits.