



ECAP Parent Policy Council

Bylaws

ARTICLE I -- Name

The name of the organization shall be **ECAP Parent Policy Council**, hereinafter referred to as "the Council."

ARTICLE II -- Purpose

The purpose of the Council is to improve and enhance the educational goals and growth of the parents/guardians, teachers, and students of the Early Childhood Assistance Program (ECAP). It shall further be the object of the Council to enhance educational goals of the ECAP by acting as advisory to the Administration and Agency Board of Directors on program, philosophy, curriculum, staffing, organization, as well as school rules and procedures.

ARTICLE III -- Goals

The Goals of the ECAP Parent Policy Council shall be:

- a. Community Building - To develop and sponsor activities that involve more parents in ECAP programs, plan and participate in open houses, workshops, and monthly parent meetings, and assist in communicating school activities and important information to all parents.
- b. Advocacy - To provide an arena for parents to air concerns and ask questions that relate to school programs and activities; and transmit this information, as necessary, to the Administration and Agency Board of Directors.
- c. Parent Education - To help organize and promote information sessions for parents on any issue concerning the social, health, and educational well-being of the parents, guardians and children of the ECAP in coordination with existing programs and agency services.
- d. Fundraising - To plan and implement activities for the primary purpose of collecting moneys for resources, special projects, and the other needs of the students, community and ECAP.
- e. Organize and/or Facilitate ECAP events - To assist in organizing and attending projects that will enhance the social and educational well-being of parents, guardians and students in the ECAP.



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ARTICLE IV - Structure of the Council

1. Membership

Membership of the Council shall be comprised of all ECAP parents/guardians. Members shall have the right to attend all meetings, to vote at general meetings and to sit on committees of the Council. It is each member's responsibility to bring forward ideas to improve the ECAP for students and families.

2. Parent Representatives

The parent representative is expected to attend general meetings of the council and to advise other classroom parents of the business of the Council. Parent representatives may choose to communicate with other parents by personal note, by including information in a Council newsletter, by phone calls or in person conversation with families of the classroom.

In addition to a representative for each age level, there will also be one (1) representative from a parent whose child previously attended the ECAP program.

Each parent representative can volunteer to serve in one of the following roles:

- President
- Vice President
- Secretary
- Treasurer

3. Term

Officers of the Council shall be determined by a majority vote of those members present at the first meeting in September. Elected Board members term will then begin September and last the length of the program year. The months of June, July and August will serve as the transition period. If any seats are vacant at the beginning of the school year those positions will be determined at the earliest regular meeting of the Council.



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ARTICLE V -- Meetings

1. Regular Meeting

A regular membership meeting for the Council shall be held every month.

2. Quorum

A quorum for regular meetings shall consist of three (3) parents and one (1) community representative.

ARTICLE VI - Officers

Officers of the Council are obligated to attend all meetings. In the event absence is unavoidable, they are expected to contact the Chair, Vice-Chair, Secretary or Parent Liaison to advise them of their inability to attend. Officers exceeding three unexcused absences may be excused from the Board. Replacement elections for any Board member not serving a full term shall be held at the next general meeting of the Council.

ARTICLE VII -- Committees of the Council

There shall be three standing committees of the Council: 1. Programs and Activities; 2. Fundraising, and 3. Communication. Other ad hoc committees may be formed and disbanded as determined necessary by Council members.

1. Programs and Activities

The goal of the Program and Activities committee shall be to plan and execute all educational programs and non-fundraising activities especially as related to the Community Building and Parent Education goals of the Council. One member of this committee will likewise act as representative to the Family Services Coordinator and Head Start/ECAP Coordinator.



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2. Fundraising

The goal of the Fundraising Committee shall be to plan and execute all fundraising activities of the Council.

3. Communication

The goal of the Communications committee shall be to encourage involvement of parents in activities of the Council and in the ECAP community. The communications committee will assist the Family Services Coordinator in contacting parents regarding Council meetings, parent meetings, workshops, and other ECAP events.

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