



ARKANSAS HEAD START ASSOCIATION

Friends Class Procedures

The Friends Class is comprised of friends of Head Start, Early Head Start, and Migrant Head Start in the State of Arkansas.

PURPOSE

To support the Arkansas Head Start Association (AHSA) through direct services and advocacy to strengthen Head Start in the State of Arkansas. Direct services shall mean volunteering in Head Start, fundraising for the Arkansas Head Start Association, motivating others to serve Head Start and to strengthen the Arkansas Head Start Association. Advocacy shall mean speaking and acting to bring favorable results for the Arkansas Head Start Association, Head Start grantees, and economically disadvantaged children and their families; and to act as a catalyst to increase involvement in the Arkansas Head Start Association.

MEMBERSHIP

The friend class members shall consist of those members of the AHSA who have been nominated, in writing, by a Head Start program to represent that program officially in this class. The member must live in the service area of the agency that nominates them. Members shall not be employed by Head Start programs or be parents/guardians of children enrolled in Head Start programs.

Members of the Friends Class will have representation at the Arkansas Head Start Association and the Region VI Head Start Association level.

MEETINGS

The Friends Class will meet in conjunction with the Arkansas Head Start Association.

STANDING RULES

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

- A. Welcome/Introductions
- B. Consideration of agenda
- C. Reading and approval of minutes
- D. Reports of Officers, Boards, and Committees
- E. Unfinished business
- F. New business
- G. Announcements/Next Meeting
- H. Summary

The Secretary's minutes shall include a statement of which officers and class members are not in good standing to missed meetings without notification.

QUORUM

A quorum shall be fifty percent (50%) plus one of the membership in attendance at the meeting.

OFFICERS

The Friends Class shall have three officers: Chairman, Vice Chairman, and Secretary
The officers constitute the Executive Committee of the Friends Class.

The Friends Class will elect six (6) representatives to the Arkansas Head Start Association Board of Directors. Officers of the Friends Class are eligible to serve as representatives on the Arkansas Head Start Association Board. In the event the Friends Class does not meet quorum requirements, the Board of Directors has the option to select the friend representative to serve on the Board of Directors for a term of one year.

A representative and an alternate will be elected by the Arkansas Head Start Association to serve on the Region VI Head Start Association Board of Directors.

Class officers and representatives to the Arkansas Head Start Association serve for one (1) two (2) year term with no officer serving more than two (2) consecutive terms in the same office. No member shall hold more than one office at a time.

The officers shall be charged with those duties, which usually devolve upon such officers as prescribed, where applicable, in Robert's Rule of Order, Newly Revised.

Vacancies among those elected may be filled between meetings by the Executive Committee and the appointee will continue in that capacity until the next meeting. At that time, the membership shall vote to retain the appointee in office or to elect a replacement.

COMMITTEES

The Executive Committee shall consist of the officers of the Friends Class. The Executive Committee shall conduct the business of the Friends Class between meetings, fix the date and place of meetings, and make recommendations to the Friends Class.

Other committees may be named by the Chairman as needed.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Orders, Newly Revised shall guide the Friends Class in all cases unless otherwise directed by the AHSA Bylaws, the Friends Class procedures, or any other special rules of order the Friends Class may adopt.

The AHSA Bylaws has authority of these and any procedures/amendments adopted by the Friends Class.

AMENDMENT OF CLASS PROCEDURES

The Friends Class Procedures may be amended at any meeting of the Friends Class by a majority vote of in attendance.

Amended: September 18, 2014

Approved: January 15, 2015