

Great Start Collaborative- Charlevoix, Emmet, and Northern Antrim Counties Bylaws

ARTICLE I: NAME

Section 1.1 Name. The name of this committee is the Great Start Collaborative- Charlevoix, Emmet, and Northern Antrim, hereafter referenced as either the GSC or “the collaborative”.

ARTICLE II: AFFILIATION

Section 2.1 Affiliation. Under the direction and guidance of the Early Childhood Investment Corporation (ECIC), this is the official collaborative committee engaged in the planning and enhancement of the Charlevoix, Emmet, and Northern Antrim Counties early childhood education, care and parenting services system.

Section 2.2 Charlevoix/Emmet County Human Services Coordinating Body (HSCB). The HSCB agrees to be involved with the GSC at Level One of the HSCB program operating guidelines. As per the designation the HSCB will encourage collaboration, provide leadership, and assist in direction and program planning. The GSC will provide regular communication of strategic goals and end results. In cooperation with the GSC, the HSCCB will:

- commit the Coordinator and/or one active member to serve on the GSC to assure the responsible implementation of the ECIC Grant;
- invite the Chairperson, coordinator or designee, of the GSC to give progress reports semi-annually;
- include GSC as a financed initiative within the structure of the Community Collaborative and will provide leadership and direction in the development and implementation of the strategic plan for serving the children, youth and families of Charlevoix and Emmet Counties.
- be provided a consumer representative from the GSC to serve as a regular member subject to the HSCB bylaws.

ARTICLE III: PURPOSE

Section 3.1 Great Start Collaborative Purpose. The purpose of this collaborative committee is to:

- A. Participate in the on-going process of making decisions about the nature and operation of early childhood-related programs and services in Charlevoix, Emmet, and Northern Antrim Counties.
- B. Assist the local Great Start Collaborative Coordinator in accomplishing early childhood-related tasks, goals and objectives to improve the local system.
- C. Assist in the development and implementation of a local early childhood and parenting services action plan.
- D. Initiate suggestions for local systems improvement.
- E. Encourage parent participation to:

1. Assist in building public support and will for early childhood investments; and
 2. To support and be engaged in the assessment and strategic planning work of the Great Start Collaborative.
- F. Assist in recruiting volunteer efforts and local support, including philanthropic, faith-based, public and private support.

ARTICLE IV: GREAT START COLLABORATIVE MEMBERSHIP

Section 4.1 Great Start Collaborative Membership. Composition of the GSC will be:

- ECIC-prescribed standing members with delegated alternates and
- At-large members who will be considered on a per request basis.

A: GSC Membership

1. At a minimum, the GSC membership must include the following:
 - **Parents**^[1] of children (aged 12 or younger) who represent the diversity of the county(ies) constitute at least 20% of the total membership
 - At least one, **business leader**, e.g. a president of a local chamber of commerce, a director of workforce development or economic development for the county or counties or a manufacturing association.
 - At least one, **director of philanthropic and/or charitable organizations**, e.g. the United Way, a community foundation, a service organization
 - At least one, director of a **faith-based organization**
 - At least two, **directors of organizations that provide services on behalf of minority populations** in the county and/or counties.
 - The **superintendent** of the Intermediate School District
 - The **directors of the local departments of public health, human services and community mental health**
 - At least one, **director/CEO from a hospital, health care system and/or managed care plan** serving the area represented by the GSC
 - At least one, **juvenile or family court judge**
 - The **Early On Coordinator**
 - The **director of the Zero-to-Three Secondary Prevention Program**, if the county has one, and if not, a director of a parenting education or family support program not administered by the ISD
 - The **director of the Head Start Program** that serves the county and/or counties
 - A **director of a local Great Start Readiness Program** that serves the county and/or counties
 - At least one, **director of Licensed Child Care Center** and/or Home or Group Home
 - At least one, **principal from an elementary school**
 - At least one, **elected governmental official**
- 2) The GSC may include other members as pertinent to the county or counties it serves.

B. Members-at-large are not eligible to vote and are considered ex-officio. They bring with them varied and valuable input on discussions and should represent diverse interests of the community. Their membership differs from standing members in that:

- They are not counted in the membership total that applies to the 20% rule for parents.

Section 4.2 Parent Membership. Parent members must be reflective of the ethnic and racial makeup of the community and be parenting children aged twelve (12) or younger. Parent members must receive the same supports and resources available to non-parent members. This will include financial reimbursement for expenses incurred as a member, access to professional development, and mentoring opportunities.

Section 4.3 Attendance. Members are required to attend 50% of GSC meetings. In the event a GSC member cannot attend a Great Start Collaborative meeting, he/she will designate an alternate with the authority to vote on behalf of the member. Notification of this substitution should be provided to the GSC Coordinator prior to the meeting. It is the responsibility of the alternate to report the actions of the Collaborative to the member and/or the member's organization/agency.

Members who miss two (2) consecutive meetings will be contacted to ascertain their interest in continued participation. The member organization may be asked to appoint another representative from the organization that can attend the meetings regularly, who has the authority to represent the organization and will actively participate. Such action will be noted in the Executive Committee's minutes.

Section 4.4 New Non-Categorical Members. Parents and professionals may request, in writing, inclusion in the Charlevoix, Emmet, and Northern Antrim Counties Great Start Collaborative. Requests will be reviewed by the GS Executive Committee and recommendations will be prepared for the GSC regarding Standing or At-Large Membership for the requestor. Such membership will be approved with a simple majority vote of the members present at the next scheduled Great Start Collaborative meeting.

Section 4.5 Term. Members shall be asked serve a term of at least three (3) years in accordance with membership requirements.

Section 4.6 Resignation. Members may resign at any time by giving written notice to the chairperson who shall advise the Collaborative of such resignation as soon as possible. It is the resigning member or their agency's responsibility to fill the position on the committee. Exceptions may hold true for parents and child care providers who are not part of an organization. In these cases, the GSC Coordinator may assist in finding a replacement. Until the position is filled, the member's alternate will fulfill all responsibilities.

Section 4.7 Removal. Any member may be removed from the Collaborative by the vote of a majority of Executive Committee members at any Executive Committee meeting.

Section 4.8 Officers. Great Start Collaborative officers will serve the same role for the GSC as they do for GS Executive Committee (see *Section 5.3*).

ARTICLE V: GREAT START EXECUTIVE COMMITTEE

Section 5.1 Purpose. The purpose of the GS Executive Committee is to assist the GSC by having the authority to:

- act with full authority of the GSC between meeting when necessary;
- review and make recommendations to the GSC regarding issues of funding;
- act as a sounding board for the GSC Coordinator, serving as a source of ready advice on executive decisions;
- monitor GSC and staff issues;
- report to GSC at each meeting on committee activities; and
- review annually the GSC Coordinator and recommend any changes to the GSC.

Section 5.2 Membership. Membership will be comprised of individuals serving on the Great Start Collaborative. Representation will be:

- the GSC Coordinator as non-voting staffing;
- at least one (1) parent liaison and (1) parent;
- one (2) Great Start Collaborative Members serving as Chairperson and Vice-Chairperson
- Any current serving standing committee chairpersons.

Section 5.3 Elections GSC members will be asked at an annual meeting to volunteer to be considered for the GSC Executive Committee membership. This will make up the slate of candidates for consideration.

A. Elections will be held for both the Executive Committee membership as well as the officers for the committee.

1. Committee- Every two (2) years, three (3) non-prescribed positions will be refreshed through a voting process.

a. From the slate of names offered for consideration, three (3) members will be selected by:

- i. An anonymous Response System voting process to be completed by a majority of the membership;
- ii. Members receiving the most votes will be elected.

2. Officers

a. From the Executive Committee membership, three (3) officers will be elected by anonymous majority vote to be taken within the GSC Executive Committee during a regularly scheduled meeting:

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary

B. Vacated positions will be filled by special election for the remainder of the term.

Section 5.4. Terms. Terms of office will be staggered through elections scheduling:

A. Committee

1. Members will hold these positions for two (2) years.

B. Officers

1. Chairperson will serve for one (1) year.
2. Vice Chairperson will serve one (1) year as vice.
3. The Secretary will serve a two (2) year term.

Section 5.5 Attendance. Attendance of 50% of all the meetings are required of Great Start Collaborative members and directors must attend at least 2 GSC meetings yearly.. Executive Committee members who do not notify the chairperson in advance of an absence or have more than two (2) absences, will be contacted by the chair to assess their continued interest/availability. In addition, members are required to serve on Ad Hoc committees as needed. No alternate attendance will be accepted for Executive Committee meetings.

Section 5.6 Duties of the Officers. Responsibilities include but may not be limited to:

- Prepare meeting agendas with Great Start Coordinator;
- Assure completion of attendance roster and minutes;
- Conduct all meetings using good techniques of leadership;
- Call special meetings of the subcommittees; and
- Act as the spokesperson for the GSC when requested by the Great Start Coordinator.

ARTICLE VI: COMMITTEES

Section 6.1 Great Start Collaborative Ad Hoc and/or Standing Committees.

- Committees will be established as needed/required. Recommendations for additional committees should be submitted to the Great Start Collaborative Chair to be considered at the next regularly scheduled GSC meeting.

A. Great Start Collaborative Standing Committees are permanent committees that are formed to address matters as defined by ECIC contract requirements.

B. Great Start Collaborative Ad-Hoc Committees will be formed to deal with particular issues, and disbanded after the issue is resolved. These committees provide stop gap or temporary measures to solve problems that are not resolved by ordinary processes of the Great Start Collaborative.

ARTICLE VII: VOTING

Section 7.1 Voting.

- A. Standing members of the collaborative, with the exception of parents, must have sufficient authority to commit funds, staff, and other resources on behalf of their organization.
- B. Each standing member organization and parent has one vote.
- C. Standing members who deem that they have a conflict of interest on a topic shall excuse themselves from the vote and/or the discussion.
- D. The GSC Coordinator will be a non-voting standing member.
- E. At-large members may be present during voting, but may not vote themselves.
- F. Decisions will be made by virtue of a simple-majority vote.
- G. If expedited decisions need to be made between regularly scheduled meetings, simple-majority vote can be taken using phone or e-mail.

ARTICLE VIII: GSC OPERATIONS

Section 8.1 Operations.

- A. A quorum will equal 2/3 rd of standing/alternate GSC members.
- B. Formal action will not take place unless parents are participating.
- C. Attendance shall be facilitated by the use of a conference calling alternative.
- D. Members of the Collaborative will join in efforts to make the public aware of the Michigan Early Childhood Investment Corporation, the Great Start Initiative, and the Charlevoix, Emmet, and Northern Antrim Counties' Great Start Collaborative.

ARTICLE IX: AMENDMENTS

Section 9.1 Amendments. Amendments can be made to this document with a 2/3rds vote of the representatives present. Notice of the meetings to consider amendments shall be given in writing at least two weeks in advance of the meeting.

[1] Parent is defined as birth, adoptive, foster, non-custodial or legal guardian.