

UMATILLA-MORROW HEAD START, INC.

STAFF DEVELOPMENT ASSOCIATION BY-LAWS

Created: February 1980
Revised: July 2004
Last Revised: March 2012

ARTICLE I NAME

The name of the organization shall be Umatilla-Morrow Head Start, Inc. Staff Development Association (SDA). A smaller Staff Development Committee (SDC) represents all employees.

ARTICLE II OBJECTIVES

Section I Objectives

Through smaller representative committees the Staff Development Association will:

- a. Devise a written Staff Development Plan, review and revise the By-laws as needed. Help ensure active participation in all SDA committees.
- b. Work in conjunction with Human Resources to give approval for individual personnel trainings.
- c. Have input into the design and delivery of services and assist in the budget process.
- d. Promote and award safe practices in the work place.
- e. Have input into determining how we select and enroll families.
- f. Have input into the development and revision of the curriculum of all programs.
- g. Help develop activities for the whole wellness of employees.
- h. Keep informed of agency policies and any proposed changes in such.

ARTICLE III MEMBERSHIP OF STAFF DEVELOPMENT ASSOCIATION

Section I Voting Members

The voting membership shall consist of all staff,

Section II Terms of Membership

The term of membership will be for the duration of employment by UMCHS.

Section III Vacancies

Member vacancies will be automatically filled by the hiring of a new staff member.

Section IV Special Types of Membership

- a. Ad-Hoc members may include two resource persons.
- b. These members will not have voting privileges.
- c. Appointment of Ad-Hoc members will be on an as needed basis by the voting members of the Staff Development Committee.

ARTICLE IV STATE REPRESENTATION

Section I State Meeting Representatives to OHSA

Two staff members represent UMCHS at the Oregon Head Start Association (OHSA) meetings, which occur three times per year (November, February, May)

They:

- *participate in trainings
- *attend skill building workshops
- *share information, ideas, and successful practices and strategies
- *receive updates from the Department of Education and HHS
- *Gain new ideas and advocacy plans to bring back to the program

One UMCHS representative is elected by the agency staff to represent UMCHS and the second representative is chosen based on their position.

Term of elected position is two years.

Elections will be held at the completion of each representative's term.

Section II Nominations

Self nominations will be requested early in May by the Chairperson of the Staff Development Committee. Members of UMCHS SDA in good standing can nominate themselves for the elected state representative position. The Executive Director or Associate Directors will not be nominated to hold any position.

Section III Elections

Nominations of individuals will be revealed via e mail and voting will proceed by the same method. The process must be complete prior to the last day of work for the part day staff.

Section IV Voting

Early in May the SDC Chairperson will call for nominations via e mail.

Interested staff will submit their name and a short statement explaining why they would make a good representative to the chair via e mail.

Names and statements will be e mailed to all staff for their vote.

All voting will be via e mail and be sent directly to the chair.

The Chair will tally votes and announce the results via e mail.

Majority vote will be based on total number of individuals responding via e mail.

All voting will be held in the strictest of confidence by the chair and only the name of newly elected representative will be revealed.

ARTICLE V COMMITTEES

Section I Staff Development Committee (SDC)

Staff Development Association (SDA) is made up of all staff. A smaller executive committee (SDC), representative of all employees is formed to help ensure active participation in all SDA committees.

Responsibilities include:

- Overseeing election of 1 state representative

- Ensuring publication of committee minutes

- Review and revision of SDA bylaws

- Act as a liaison between the various SDA committees and SDC (At least one member of the SDC will serve on each of the other committees to aid in the attainment of this responsibility)

Membership in the SDC is open to all staff.

Representation will include at least one member from CCR&R, WIC, and Head Start (with a variety of positions represented).

Committee size will be limited to 15, with membership being on a first come basis as long as each faction of the agency is represented.

Membership may continue from one year to the next.

The committee will meet at least quarterly, with the initial meeting being held in September.

OFFICERS

Chairperson, Vice Chair and Secretary will be elected by the entire SDA from within the SDC committee.

Elections will be held immediately after the initial fall meeting of the committee, with members from within the committee offering their names for nomination of the various positions.

Elected positions may be held for consecutive years provided the SDA membership has had the opportunity to vote on the selection.

Duties of Officers

- a. Chairperson - prepares agenda, conduct meeting, contact staff for training needs, and appoint committees.
- b. Vice-Chairperson - presides in the absence of the Chairperson, and performs all other duties as assigned by the Chairperson
- c. Secretary - take minutes of each meeting, be responsible for finalizing minutes, and submit them to all staff members via e mail.

REMOVAL OF OFFICERS

Any officer or State Representative of SDC may be removed from the position s/he holds by a 2/3 majority of the committee membership by secret ballot vote if the following procedures have been followed:

When an SDC officer is deemed not to be performing his/her work satisfactorily, s/he will be informed by the Staff Development Committee Chairperson and Agency Director in writing of h/her performance deficiencies and shall be given not less than thirty (30) days to make the necessary improvements. If the officer does not make necessary improvements within the period to justify retention, s/he may be removed from the office following the previous recommendation by the Chairperson and Agency director to SDC and final secret ballot vote by the membership. All matters concerning removal procedures shall be made part of written SDC records.

A SDC officer, who claims s/he has been reprimanded unjustly, shall be provided with an opportunity to appeal such action if it remains unsolved after discussion with the chairperson. The officer will submit within ten (10) days following the written reprimand a letter- of explanation to the Appeal Committee's Chairperson with a copy to the SDC Chairperson. The Appeal Committee will act on the appeal within ten (10) days following receipt of the letter and the decision of the committee shall be final.

The APPEALS COMMITTEE will consist of five (5) SDC members representing all service areas.

The Appeal Committee Chairperson will be elected by the members of the Committee.

Cause for removal shall include, but not be restricted to:

- a. Habitual absence from SDC meetings without just cause
- b. Unauthorized release of privileged or confidential information.
- c. Inability to cooperate with fellow members.
- d. Repeated violations of SDC By-Laws

Section II Appeals Committee

As explained under heading "Removal of Officers" in Article V Section I

Section III Budget Committee

Participants have the opportunity to have input into the design of the delivery of services and budget. Voting membership is limited to 5 staff positions. Positions will be appointed by the SDC based on staff members who have expressed interest. Positions will be representative of a variety of programs and communities served. Preference will be given to members who have not been voting members in the past. Representatives also include Executive Director, Fiscal Director, UMCHS Board and Policy Council. All staff members are invited to attend.

The purpose of this committee is to assist in the completion of the Grant Application for Head Start, EHS, and Oregon Prekindergarten and build the budget for the entire agency.

The Budget Committee meets at least twice per year, once in January and again in February. It is the responsibility of the Executive Director (chairperson) to ensure that grants are submitted to funding agencies on time and meet all federal and state requirements and addresses agency goals.

Section IV Selection Committee

This is a great opportunity to have input into determining how we select and enroll families and learn how the performance standards guide this process.

The Selection Committee is responsible for ensuring that Recruitment, Selection, and enrollment follow the federal performance standards by identifying high risk families through the community assessment process.

The committee is open to all staff, board members, and policy council members. The committee will be chaired by the Director of Child and Family Services, additional required members are the Family Services Manager and ERSE Specialist. Voting members will consist of two Family Advocates, two non-family services staff members appointed by the SDC and any board members and policy council members in attendance. The committee meets once a year, in March.

Section V Curriculum Committee

As a member of this committee you will be able to give input into the development and recommendations for the revision of curriculum for all programs. The committee meets at least three times a year. It is chaired by the Education Director. The committee is open to all staff, Board Members, and Policy Council Members.

Section VI Training Committee

The training committee is comprised of 3 appointed staff members, the Executive Director, and the Associate Director of Administrative Services. The committee is chaired by the Associate Director of Administrative Services. The committee reviews training requests through emails. Depending upon funding and relevancy to position, this committee either approves or denies the request. In addition, they make recommendation on the amount of funding that will be available

for each request.

Section VII Safety Committee

Safety Committee promotes and awards safe practices, helping all staff understand and use safe practices in the work place.

The committee meets once a month to discuss:

- Safety programs
- Safety hazards
- Program site inspections
- Staff incident reports

The committee is open to all staff. Membership is based on OSHA standards. Chairman, Vice Chair and Secretary are elected from within the committee. Elections are held in March.

Section VIII Employee Health, Morale, and Wellness Committee

This committee is comprised of the following sub-committees: Wellness Day, Awards, and Employee Morale. The committee works on developing topics and activities that are fun and beneficial for the "whole" wellness of staff and parents. "Whole" wellness covers physical, nutritional, social/emotional, mental, and spiritual wellness. Membership is open to all staff, board members, and parents.

ARTICLE VI AMENDMENTS

Proposed Amendments to the By-Laws may be submitted to the Chairperson of the SDC via e mail.

- a. The Chairperson will submit the proposals to the Executive Director for review and/or revision and approval.
- b. The Chairperson will notify the total membership of the SDA of the proposed amendment via e mail.
- c. This will be voted on via e mail and may pass with a 2/3 majority vote of the respondents within five days of e mail notification.
- d. Votes will be tallied by SDC Chairperson and approved amendments will be included in the SDA By-laws.