

# Self Help Inc. Coordinated Family and Community Engagement Advisory Council Fiscal Year 2018 By-laws

## Article I

- Section 1* The name of this group shall be the ***Self Help Inc. Coordinated Family and Community Engagement Advisory Council***. (Hereinafter referred to as “the Council”)
- Section 2* The service area shall be: Abington, Avon, Canton, Dedham, East Bridgewater, Easton, Foxboro, Franklin, Hanson, Holbrook, Mansfield, Middleboro, Norfolk, North Attleboro, Norton, Plainville, Randolph, Rockland, Sharon, Stoughton, West Bridgewater, Whitman, Wrentham.
- Section 3* The purpose of the Council is to provide comprehensive support for children and their families through family support programming and referrals to comprehensive service providers. Grant activities must also promote the Strengthening Families Protective Factors, which are parental resilience, social connections, knowledge of parenting and child development, concrete support in times of need, and healthy social and emotional development in children. By building these protective factors in families, in accordance with the following objectives, CFCE will support family stabilization and optimal child development, which link to school readiness and school success. In order to create a more consistent, high quality network of support for children and families across the Commonwealth, SHI CFCE ensures all programs and activities meet the following grant priorities, as determined by EEC:
1. ***Universal and Targeted Outreach Strategies*** – Reaching and meeting the needs of children, especially those with multiple risk factors and/or are hard to reach,
  2. ***Linkages to Comprehensive Services*** – ensuring that families have access to services that support their families well-being and children’s optimal development,
  3. ***Family Education*** – strengthening the capacity of families as their child’s first teacher through: Child development education (all domains -including social emotional), Evidence-based early literacy and family literacy opportunities.
  4. ***Transition Supports*** – Coordinating activities and resources that maximize families’ access to supports promoting successful birth to eight transitions, with a specific focus on Kindergarten transitions.

The SHI/CFCE program is committed to providing the services that are the core of this system and delivered at the local level, in the communities we serve. The SHI/CFCE programs are overseen by a collaborative Council, made up of early childhood professionals, community members and parents. The Council meets **quarterly, 4 times per year**, (*replaced-on a regular basis*) to address community needs, **provide budgetary input** (*replaced-make budgetary decisions*), and strategize ways to improve the services offered. The Council is open to anyone concerned or invested in early care and education in their community. The Self Help Inc. CFCE program is funded through the MA Department of Early Education and Care’s Coordinated Family and Community Engagement Grant (CFCE).

## Article II

- Section 1* The Council shall consist of representatives from all components of the community.
- Section 2* The membership, to encourage growth and participation, will recognize representatives from each component. Component entities shall include (but not be limited to) childcare providers, Head Start, Public Schools, Early Intervention, Resource and Referral Agencies, the Lead Agency of Self Help Inc., parents, other pertinent EEC Grantees (mental health, educator and provider support, etc), community and business representatives.

### **Article III**

- Section 1* The quorum for voting at the Council shall include 3 Representatives from different entities of the Early Care and Education Community, and 1 Lead Agency Representative.
- Section 2* CFCE Chair shall be elected annually by majority vote.
- Section 3* The elected Chair maintains voting privileges.
- Section 4* In the absence of the Coordinator, the elected Chair may chair the Council meeting. Elected Chairs will consult on agenda items. The elected Chair will assist the Council as needed.

### **Article IV**

- Section 1* The Self Help Inc. Coordinated Family and Community Engagement Program will make every effort to hold meetings (replaced- The Council meetings shall be held) in a centralized location that best accommodates all towns and schedules of members.
- Section 2* There will be one sub-committee that will review all guidelines and policies as needed. The Coordinator shall serve ex-officio as a member of all sub-committees in addition to the elected Chair. Recommendations from the sub-committee shall be ratified by the Council. Subcommittee membership is for one fiscal year and is open to all interested Council members.
- Section 3* Each entity shall not cast more than one vote. Motions shall pass by a simple majority as long as the quorum (*Article III, Section I*) has been met.
- Section 4* In the event of a tie, the matter will be tabled, and emailed out to the full Council for a deciding vote.
- Section 5* The Self Help Inc. Coordinated Family and Community Engagement Coordinator will provide Council Members all of the upcoming Council meeting dates in the fall each year.

### **Article V**

- Section 1* The Self Help Inc. Coordinated Family and Community Engagement Program will assist childcare programs with accessing (replaced-ensure childcare programs have access to) professional development information/resources/opportunities and community based resources to assist them in providing high quality comprehensive services to the families they serve.
- Section 2* The Self Help Inc. Coordinated Family and Community Engagement Program will act as a community based, information and resource hub for all families.
- Section 3* The Self Help Inc. Coordinated Family and Community Engagement Program will promote family education, engagement and literacy through community based activities and education.

### **Article VI**

- Section 1* Agencies (i.e.: Lead Agency or subcontractors) who present new and/or budget amendments to the Council for approval must abstain from voting at the time their budget is presented.
- Section 2* These by-laws will be reviewed annually. The by-laws may be amended, changed, or revised by a simple majority vote of the Council quorum (*Article III, Section I*), at any time during the fiscal year, provided prior notification is given to the Council within fourteen (14) calendar days and the subject appears as a scheduled agenda item.