

**Self Help Inc. Coordinated Family and Community Engagement Advisory Council
Fiscal Year 2014**

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, Bridgewater, Canton, Dedham, East Bridgewater, Easton, Foxboro, Franklin, Hanover, Hanson, Holbrook, Mansfield, Middleboro, Norfolk, North Attleboro, Norton, Plainville, Randolph, Raynham, 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 objectives, as determined by EEC: Objective 1. Act as a community based, information and resource hub for all families in order to increase knowledge of and accessibility to high-quality early education and care programs and services for families with children birth through age 8. This includes information and resources that address a wide range of transitions for families with children birth to eight. Objective 2. Promote evidence-based education, family engagement and literacy support through activities that:

- recognize parents as their child’s first teacher;
- build on family strengths;
- bolster parental leadership;
- create parental opportunities for mutual support and social connections; and
- build early and family literacy skills.

Objective 3. Through a variety of methods, including, advisory council meetings, email distribution, community resource guides and web postings, provide access to information and resources that support early education and care and out-of-school time educators/providers and programs across the public and private sectors in delivering high quality services. 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 on a regular basis to address community needs, 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 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.

Article V

- Section 1* The Self Help Inc. Coordinated Family and Community Engagement Program will ensure childcare programs have access to professional development 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.