Walla Walla Valley Early Learning Coalition

BYLAWS
(Amended September 5, 2008)

OVERVIEW
In response to Washington State’s focus on Early Learning and statewide emphasis on providing quality early learning opportunities for all young children, the Walla Walla Valley Early Learning Coalition was formed in November 2006 to improve conditions for our youngest learners and their families.

MISSION
The mission of the Coalition is to support parents as their children’s first teachers, improve access to high quality childcare/preschool and develop a community mobilization that will result in quality early learning opportunities for all young children.

VISION
All children in the Walla Walla Valley will be healthy and ready for school and life, supported by well-informed parents, involved citizens, and collaborative community partners.

MEMBERSHIP
The Coalition will seek members who are ready, willing, and able to commit service and time, including attending meetings, committee involvement, and reading and becoming educated about many aspects of early childhood development and school readiness. Membership of the Coalition will be organized into three primary teams: Mobilization, Leadership, and Executive.

Mobilization Team
The Mobilization Team is a results driven, task-oriented group, focused on achieving the goals of the Coalition. The Mobilization Team will be assigned short term projects, with specific timelines for completion.

Possible organizations represented on the Mobilization Team include:
- United Way
- Children’s Home Society Head Start
- Educational Service District
LEADERSHIP TEAM
The Leadership Team provides insight and guidance, challenging the Mobilization Team to “Think Big”. They are decision-makers within their own organization and their input is required to make permanent and meaningful system changes.
Possible members of the Leadership Team include:
- A Department of Children and Family Services district administrator
- A district superintendent of schools
- A regional workforce board executive director
- A county health department director
- A children’s services council or juvenile workforce executive director
- An agency head of a local child care licensing agency
- A President of a community college or designee
- A representative of the Community College Foundation
- A representative from a private foundation or private funder
- A Head Start director
- An United Way executive director
- A Department of Human Services district administrator
- A Children’s Home Society executive director
- A local hospital administrator
- A member of the City Council
- A State Legislature

EXECUTIVE TEAM
The Executive Team is comprised of the Program Manager and four individuals from the following organizations: Migrant Head Start, Walla Walla Public Schools, Walla Walla Community College, and a private financial consultant.
- Invites participants to Coalition meetings; reviews recommendations for new members of Mobilization Team.
- Identifies committees or task force teams, selects the individual to lead the project.
- Along with Program Manager, develops Coalition meeting agendas and agenda action items.
- Approves urgent matters that occur between Coalition meetings.
- Drafts all Coalition operating policies and presents to Leadership Team for approval. Policies may include: governance, organizational structure, decision-making procedures.
OFFICERS
♦ A Chair will ensure that an agenda is prepared for distribution prior to Coalition meetings.
♦ A Vice-Chair will oversee the work of and ensure the submission of reports from the chairs of all committees.
♦ The Treasurer will keep an account of monies received and expended for the use of the Coalition and shall make a report at the annual meeting.
♦ The Secretary will keep records of all proceedings of the Coalition.

PROGRAM MANAGER
♦ Facilitates Coalition meetings with support from the Executive Team.
♦ Day-to-day activities are the responsibility of the Program Manager.
♦ In partnership with the Executive Committee, initiates and directs the development of policies and implements those policies.
♦ Represents the Coalition as its Program Manager in all dealings with other organizations, individuals, and the general public.
♦ Develops short range (one-year) goals for the Coalition and works with the Executive Team to prepare long-range plans for the coalition.
♦ Reports the progress towards Coalition objectives, new state policies, directives and legislation, and other issues of concern to the coalition.

MEETINGS

LEADERSHIP TEAM MEETINGS
The Leadership Team will convene four times per year.

EXECUTIVE TEAM MEETINGS
The Executive Team will meet monthly or as needed.

MOBILIZATION TEAM MEETINGS
The Mobilization Team will meet on the 3rd Thursday of each month or as needed.

MEETING NOTIFICATIONS
Notice of meetings will be made available primarily by email to each Coalition member, with an agenda prepared by the Executive Team. The meeting location, date and time, along with the agenda and meeting minutes will also be available on the Coalition website.

GOVERNING RULES
The Executive Team will adopt rules of procedure for the conduct of its business.

VOTING PROCEDURES
Under the guidance of the Leadership Team, the Executive Team will define the decision-making procedures for the Coalition.
COMMITTEES
Standing committees will be established by the Executive Team. Ad-hoc committees and task forces may be established by the Leadership Team or the Executive Team. All committees will provide a report to the Coalition at the regularly scheduled meeting.

PUBLIC AWARENESS COMMITTEE
This Committee’s function is to provide public awareness activities that support the initiatives and programs of the Coalition. The goal is to develop a plan for outreach to all targeted stakeholders and develop strategies to communicate our priorities, programs and needs.

RESOURCE DEVELOPMENT COMMITTEE
(This Committee description to be written)

AD-HOC COMMITTEES
Ad-Hoc Committees will be comprised of members of the Coalition and the community. An Ad-Hoc Committee may be established by the Executive Team or Leadership Team to address specific, short term school readiness issues. Ad-Hoc Committees will be established for specific time-limited issues. The duties of each committee will be determined at the time of establishment. The Ad-Hoc Committees will be responsible for bringing recommendations to the Executive Team, Leadership Team, or Mobilization Team, as requested.
Examples of Ad-Hoc Committees may include:
✦ Needs Assessment Committee
✦ Professional Development
✦ Family, Friend, Neighbor Outreach
✦ Event Committee

FINANCIAL MATTERS
Walla Walla Community College Foundation will act as fiscal agent of the Coalition and maintain all financial information for the Coalition, in accordance with the Foundation’s documented procedures.

GIFTS
Walla Walla Community College Foundation may accept on behalf of the Coalition any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Coalition.

BY LAWS

AMENDMENTS
The Bylaws will be reviewed annually and amendments will be presented to the Leadership Team. Any member of the Coalition can propose an amendment to the by laws. Proposed amendments should be submitted to the Executive Team.