**The Alliance for Bloomfield’s Children**

**BY-LAWS**

**ARTICLE I**

NAME

The name of the organization shall be the Alliance for Bloomfield’s Children, henceforth referred to in this document as “the Alliance” or “ABC.”

**ARTICLE II**

PURPOSES

 The purposes for which the Alliance is formed are as follows:

1. Convene an inclusive community collaborative that collectively promotes the importance of the early years.
2. Serve as the combined advisory entity for the Family Resource Center (FRC), the School Readiness Council (SRC) and the Maternal, Infant & Early Childhood Home Visiting (MIECHV)/Nurturing Family Network (NFN) and Child First Bloomfield grant.
3. Facilitate the development and implementation of strategies that address the identified needs of children ages birth to eight and their families.
4. Ensure compliance with the CT General Statutes as they relate to School Readiness and Family Resource Centers.
5. Administer and monitor all programs of the Alliance, including School Readiness sub-grantee programs.
6. Educate, engage and empower parents to move the public will in the interest of Bloomfield’s children.
7. Seek funding to support children’s initiatives in Bloomfield.

**ARTICLE III**
STRUCTURE

**Membership**

1. The Alliance shall represent a cross section of people with an interest in Bloomfield’s early childhood needs and issues.
2. The Alliance will operate on an operating year (July 1 – June 30) and shall meet at least eight (8) times each year. Special meetings may be called by the Alliance Co-Chairs or upon the request of three (3) members. Whenever possible, members will be given five (5) days’ notice of such meeting.
3. To become a voting member of the Alliance an individual must attend three (3) out of four (4) consecutive meetings and then complete a membership form indicating their membership category. To remain a voting member an individual must attend six (6) out of eight (8) meetings in the operating year (July 1 – June 30). There will be no term limits for voting members.
4. The Alliance shall strive for voting membership representation in seven (7) membership categories as follows:
5. ***Parent:*** Any parent/family with a child 0-8 living in or attending school in Bloomfield. Any adult who has the responsibility for a child, as a parent, guardian or caretaker that is not a professional social service provider in the community.
6. ***Community Member:*** Any adult living/working in Bloomfield who has an interest in the positive educational, social, emotional outcomes of Bloomfield children and youth. This category includes faith leaders, local businesses, civic groups and clubs.
7. ***City & State Government:*** City employees and elected officials charged with providing services and/or promoting the overall health and wellbeing of Bloomfield’s children, youth and families. May include: Mayor, City Council members, Legislators, and city service providers including: library, leisure services, housing, health, social services, youth services, police and fire departments.
8. ***Board of Education (BOE):*** Superintendent of Schools and Board of Education Employees (BOE) (administrators, teachers); Board of Education Members (BOE) and programs funded or overseen by the BOE.
9. ***Community Providers:*** Any social service, early care, health, child welfare and mental health organization that provide direct services to children and families including state agencies such as DCF and DSS.
10. ***Advisory Councils:*** Family Resource Center (FRC), School Readiness Council (SRC) & the Maternal, Infant & Early Childhood Home Visiting (MIECHV)/Nurturing Family Network (NFN) and Child First Bloomfield.
11. ***Fiduciary:*** The entity that serves as the fiscal agent for the Alliance.

**Decision Making**

The Alliance uses a shared decision making process. All decisions will be made by consensus by the voting membership present at Alliance meetings. A consensus decision is one to which no member objects. Consensus may be reached via email for time sensitive situations (i.e. Grant applications, budget, etc.). In the event that consensus cannot be reached, a vote will be taken with the majority of members present prevailing.

**Leadership**

1. The Alliance shall have Co-Chairs, elected by the voting membership at the Annual Meeting in June from a slate of nominees. The Co-Chairs shall be elected to serve a two-year term. They may be elected to serve an additional two-year term. In the event that either Chair cannot fulfill their entire term, nominations and an election will take place tofill the duration of the term.
2. The Alliance shall have a Secretary elected by the voting membership at the Annual Meeting in June. The Secretary may be elected to serve a two-year term. They may be elected to serve an additional two-year term. In the event that the Secretary cannot fulfill their entire term, nominations and an election will take place tofill the duration of the term.

**Committees**

1. The Alliance shall have a minimum of two standing committees: Parent Engagement and Mobilization (PEM) and the School Readiness Committee (SRC). Members of the standing committees are members of the Alliance.
2. The Chairs/Co-Chairs of the committees will be selected by the committee members and must be voting members of the Alliance. They will serve a two-year term.
3. The Alliance may establish ad-hoc committees as are necessary for the successful work of the Alliance.

**Advisory Functions**

1. The Alliance will serve as the Advisory Board for Laurel Family Resource Center (FRC), School Readiness Council (SRC) and Maternal, Infant & Early Childhood Home Visiting (MIECHV)/Nurturing Family Network (NFN) and Child First Bloomfield. This will promote collaboration, system development, learning, early identification and referral, improved quality and sustainability of the programs. Representatives from Laurel Family Resource Center (FRC), School Readiness Council (SRC) and Maternal, Infant & Early Childhood Home Visiting (MIECHV)/Nurturing Family Network (NFN) and Child First Bloomfield will actively participate in The Alliance. All programs are available to Bloomfield families.

**ARTICLE IV**

Parent Engagement and Mobilization Committee (PEM)

Membership:

1. Any Alliance member or Bloomfield parent meeting the criteria of the parent category.

2. There will be a minimum of two parents.

Duties and Meetings:

1. The purpose of the PEM Committee is to:

* Offer parents opportunities to build leadership skills through programs like Parent Leadership Training Institute (PLTI), People Empowering People (PEP), Parents Supporting Educational Excellence (PSEE) and Positive Parenting Program (PPP);
* Develop parent focused trainings and workshops and;
* To cultivate collaboration toward the result that all Bloomfield children, birth to eight, are healthy, educated, nurtured and supported by their families and their communities.

2. PEM will meet regularly as determined by the committee.

**ARTICLE V**

SCHOOL READINESS COMMITTEE (SCHOOL READINESS COUNCIL) (“SRC”)

Membership:

1. The SRC shall present a membership slate for approval by the Mayor and Superintendent of Schools annually, including a recommendation for Chair. The Mayor shall appoint the School Readiness Committee Chair.

2. The SRC members shall be representative of the community and shall include:

 The Mayor or designee

 The Superintendent of Schools or designee

 Parents of Bloomfield Children

 Representatives of local programs associated with children, including but not limited to:

a. Family Resource Centers

b. Not-for- Profit pre-schools

c. For-profit pre-schools

d. Head Start

e. School Readiness sub-grantees

 Public Librarian

 Public Sector Services

 Non-profit general sector groups

 Local business

 3. Membership shall not exceed 20 percent (20%) of the membership from any one organization or group.

School Readiness Liaison:

 1. The role of the School Readiness Liaison is outlined in Connecticut State Office Of Early Childhood Administered State-Funded Program General Policy 14-10 (Item 4. The Role of the Council Liaison).

Duties and Meetings:

1. The purpose of the SRC is to oversee the school readiness grant.

2. The SRC shall meet at least 4 times each year. All meetings shall be open to the public. Minutes shall be kept of such meetings. Attendance at all meetings is expected and recorded. The Chair of the School Readiness Committee in collaboration with the Alliance Co-Chairs, may request that the Mayor replace any member with excessive, unexcused absences.

3. Special meetings may be called by the SRC Chair or upon the written request of three (3) members. Whenever possible, members will be given five (5) days’ notice of such meeting.

4. The School Readiness Committee will make recommendations to the Alliance at the Alliance meetings on issues which need a vote

5. Resignation of any Committee Member will be in writing and will be submitted to the SRC Chair. If no effective date is stated, the resignation shall be effective upon receipt. It is the responsibility of the SRC Chair to make sure that vacancies are filled in accordance with the process outlined in Article V Membership#1.

6. The SRC Chair will serve a two-year term.

7. Sub-grantees may not vote on any policy, budget or other matter in which they have a conflict of interest.

**ARTICLE VI**

CONFLICT OF INTEREST

1. A conflict of interest exists when a member may receive a direct or indirect professional and/or personal financial or other benefit as a result of voting a certain way or supporting a particular action by the Alliance. The Alliance seeks to avoid any conflict of interest between a member’s personal or professional interests and the interests of the Alliance.

2. Voting Alliance members shall disclose any conflict of interest prior to any vote.

3. Members may not vote on any policy, budget or other matter in which they have a conflict of interest.

4. In the event a member questions whether a conflict of interest exists, the issue shall be decided by a majority vote of the Alliance. The issue will be brought before the Alliance for a resolution.

**ARTICLE VII**

FINANCES

A Collaborative Sponsor/Fiduciary shall be appointed by the Alliance in accordance with any grant and other requirements. The Collaborative Sponsor/Fiduciary shall provide such financial reports as may be required to the Alliance.

**ARTICLE VIII**

BY-LAWS

1. The Alliance shall enact such by-laws and rules and regulations governing the proper conduct of its business as necessary.

2. The by-laws may be amended at any meeting of the Alliance by consensus. The proposed change(s) must be sent to the membership in the call of the meeting.

3. At least once every five (5) years, the Alliance will appoint a committee to review by-laws and make recommendations to the Alliance regarding the by-laws.

Approved on this 23th day of August 2017 by the Alliance for Bloomfield’s Children.

Recorded by: \_\_\_\_\_Julius Clark\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary.

Amended: October 26, 2016