

**BYLAWS**  
**OF**  
**HEAD START CALIFORNIA**  
**(a nonprofit public benefit corporation)**

ARTICLE I.

NAME

Section 1. Name. The name of this corporation is HEAD START CALIFORNIA (hereinafter “HSC” or “corporation”).

ARTICLE II.

LOCATION OF PRINCIPAL OFFICE

Section 1. Principal Office. The principal office for the transaction of the activities and affairs of the corporation shall be located in California. The Board of Directors (“Board”) may change the principal office from one location to another so long as the principal office remains in California.

ARTICLE III.

PURPOSES AND LIMITATIONS

Section 1. General Purposes. This corporation is a California Nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable and educational purposes.

Section 2. Specific Purposes. Within the context of the general purposes stated above, the specific purpose of this corporation is to be a provider of quality professional development services, education projects, and advocacy to meet the needs of members and other organizations and/or individuals who are primarily involved in services to children and families.

Section 3. Limitations. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director or officer, or to the benefit of any private person.

## ARTICLE IV.

### MEMBERS

Section 1. Voting Members. HSC is organized with members, but without capital stock. Any business entity, nonprofit organization, or government entity (sometimes referred to herein as an “agency”) that provides Head Start services is eligible for voting membership in HSC upon approval by the Board or its designee, signing a membership agreement and other required documents, and payment of any dues, fees and/or assessments established by the Board.

All business entities, nonprofit organizations, and government entities admitted to voting membership in HSC shall have the rights afforded members under the California Nonprofit Public Benefit Corporation Law, including the right to vote on issues put before the membership and to serve on the Board of Directors. Each voting member shall have one (1) vote on membership issues.

Each voting member entity shall designate in writing the individual who shall exercise the voting rights and other privileges on behalf of the member. The designation shall be sent to the HSC Executive Director, and shall be maintained with the corporate records. Said designation may be changed by written notice to the Executive Director.

Section 2. Non-Voting Members. HSC may admit non-voting members from among entities that are part of an Early Head Start-Child Care Partnership (EHS-CCP) program. Non-voting members shall execute any required membership application/agreement and shall pay such dues, fees, and assessments as shall be established by the Board for non-voting members. Non-voting members shall not have any of the voting rights or other rights afforded voting members under the California Nonprofit Public Benefit Corporation Law.

Section 3. Dues, Fees, and Assessments. The dues, fees, and/or assessments for all members of HSC shall be set by the Board.

At least once per year, HSC shall provide a copy of any new or modified dues policy to all voting members, or provide a copy of the existing dues policy to all voting members and confirm that it remains in effect. An email to all voting members, or posting the dues information on the HSC website, shall satisfy this requirement.

Section 4. Good Standing. Those HSC members who have timely paid the required fees, dues, and assessments, who conduct themselves in accordance with any code of ethics established by HSC, and who are not in violation of any bylaw, rule, policy or procedure of HSC, shall be members in good standing entitled to vote at membership meetings and enjoy the other rights of voting membership.

Section 5. Termination of Membership. Membership shall terminate on the occurrence of any of the following events:

- (a) Resignation of a member upon written notice to HSC;
- (b) Dissolution of a member entity;

- (c) Expulsion pursuant to Sections 6 and 7 of this Article.

Section 6. Suspension or Expulsion from Membership. Any HSC member may be suspended or expelled in accordance with this Article, based on the good faith determination by the Board, or a committee authorized by the Board to make such a determination, that the member has failed to pay any fees, dues, or assessments within the period of time established by the Board after they become due and payable, or has failed in a material and serious degree to comply with HSC's articles of incorporation, Bylaws, policies, procedures, code of ethics if any, or any law applicable to HSC and its members, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of HSC.

A member whose membership is suspended shall not be a member in good standing during the period of suspension.

Section 7. Procedure for Suspension or Expulsion. If grounds appear to exist for suspension or expulsion of a member under this Article, the procedures set forth below shall be followed:

- (a) The member shall be provided at least 15 days prior notice of the proposed suspension or expulsion and the reasons for the proposed suspension or expulsion. Notice shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be sent first class or express mail to the member's last address as shown on HSC's records.
- (b) The member shall be given an opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed suspension or expulsion. The hearing shall be held, or the written statement considered, by the Board or by a committee authorized by the Board to determine whether the suspension or expulsion should take place.
- (c) The Board or authorized committee shall decide whether or not the member should be suspended, expelled or sanctioned in some other way. The decision of the Board or committee shall be final.
- (d) Any action challenging an expulsion, suspension or termination of membership, including any claim alleging defective notice, must be commenced within one year after the effective date of the expulsion, suspension or termination.

Section 8. Effect of Termination, Suspension or Expulsion. All rights and privileges of a member of HSC shall cease upon termination, suspension or expulsion from membership. If a suspended member also has a director on the Board, they will not be eligible to serve on the Board during the period of the member's suspension. They may resume their Board duties if the suspension is lifted and good standing is restored.

In the case of termination or expulsion, the member's membership in HSC shall terminate on the effective date of the termination or expulsion. However, termination, suspension or expulsion shall not relieve the member (or former member) of any existing obligations to

HSC (e.g. unpaid dues, fees, or assessments of the member, or the duties of loyalty and confidentiality of any director/officer who represented the member, as well as their duty to return HSC property and documents, etc.).

Section 9. No property Rights/No Withdrawal Value. Membership in HSC does not constitute an ownership interest in any asset of HSC at any time. If a member is terminated or expelled for any reason, HSC shall not be liable for the payment of any amount or pro-rata amount whatsoever to the member. Each member is received into membership on its express agreement to this provision.

Section 10. Transfer of Memberships. A membership or any right arising from membership may not be transferred to another entity without the prior written approval of the Board.

Section 11. Limitations. No business entity, nonprofit organization, or government entity shall hold more than one membership in HSC.

Section 12. Liability of Members. Except as required by law, no member is liable for HSC's debts, liabilities, or obligations.

Section 13. Meetings of Members.

- (a) Place of Meetings. Meetings of the members shall be held in any place designated by the Board.

A meeting of the members may be conducted, in whole or in part, by electronic transmission by and to HSC, electronic video screen communication, conference telephone, or other means of remote communication if members have signed a consent to electronic transmission form, and if HSC implements reasonable measures: (1) to provide members a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear the proceedings of the meeting concurrently with those proceedings, (2) if any member votes or takes other action at the meeting by means of electronic transmission to HSC, electronic video screen communication, conference telephone, or other means of remote communication, to maintain a record of that vote or action in its books and records, and (3) to verify that each person who has voted remotely is in fact a voting member.

HSC shall not conduct a meeting of members solely by electronic transmission, electronic video screen communication, conference telephone, or other means of remote communication unless one or more of the following conditions apply: (A) all of the members consent; (B) the Board determines it is necessary or appropriate because of an emergency, as defined in paragraph (5) of subdivision (n) of California Corporations Code Section 5140; or (C) notwithstanding the absence of consent from all members pursuant to (A) above, the meeting is conducted on or before December 31, 2025, and includes a live audiovisual feed for the duration of the meeting.

If holding a meeting pursuant to (C), HSC may offer, in addition to remote audiovisual feed, an audio-only means by which a member may participate provided that the choice between participating via audiovisual or via audio-only

means is made by the member and HSC does not impose any barriers to either mode of participation. A de minimis disruption of an audio or audiovisual feed does not require HSC to end a meeting or render HSC out of compliance with the law.

- (b) **Annual Meeting.** An annual meeting of the members shall be held each year. At this meeting, any proper business may be transacted, including but not limited to the election of directors. Written notice of the annual members' meeting shall be given to all voting members of HSC, and to the Board, in accordance with the procedures provided in subsections (d) and (e) below. Only voting members of HSC may vote at the HSC annual membership meeting, and each member has only one vote. Other interested persons, including non-voting associate members, may attend (but do not vote), and may be excluded from some or all of the meeting in the discretion of the Board President.
- (c) **Special Meetings of the Members.** Other meetings of the members ("special meetings") may be called at any time by 1) the Board, (2) the President of the Board, or (3) five percent of the voting members.

The officer receiving the request for a membership meeting shall cause notice to be given promptly to the members entitled to vote, in accordance with subsections (d) and (e) below, stating that a meeting will be held at a specified time and date. If the meeting is called by anyone other than the Board or President, the meeting date shall be at least thirty-five (35), but not more than ninety (90) days after receipt of the request. If the Board or President calls the meeting, the meeting date may be any date for which appropriate notice is given in accordance with subsections (d) and (e) below. If notice of a requested special meeting is not given within twenty (20) days after receipt of the request, the person or persons requesting the meeting may give the notice.

- (d) **Notice Requirements for Members' Meetings.** Written notice of any membership meeting shall be given, in accordance with these Bylaws, to each voting member of HSC. Subject to any additional requirements in law or these Bylaws, the notice shall state the place, date and time of the meeting, the means of electronic transmission by and to HSC (Corporations Code Sections 20 and 21) or electronic video screen communication, if any, by which members may participate in the meeting, and the general nature of the business to be transacted, and no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all those who are nominees at the time the notice is given to members.
- (e) **Manner of Giving Notice for Meetings.** Except as otherwise provided in these Bylaws or by law, notice of any meeting of members shall be sent not less than 10 nor more than 90 days before the date of the meeting to each member who, on the record date for notice of the meeting, is entitled to vote; provided, however, that if notice is given by mail, and the notice is not mailed by first-class or express mail service, then that notice shall be given not less than 20 days before the meeting.

Notice of a members' meeting or any report shall be given personally, by electronic transmission (Corporations Code sections 20 and 21) if appropriate consents have been signed, or by regular, bulk, or express mail service, addressed to a member at the address of the member appearing on the books of HSC or given by the member to HSC for purpose of notice; or if no such address appears or is given, at the place where the principal office of HSC is located. An affidavit of giving of any notice or report in accordance with the provisions section, executed by the Secretary, shall be prima facie evidence of the giving of the notice or report.

Notice given by electronic transmission by HSC under this subdivision shall be valid only if it complies with Corporations Code Section 20. Notwithstanding the foregoing, notice shall not be given by electronic transmission by HSC after either of the following:

- (1) HSC is unable to deliver two consecutive notices to the member by that means.
- (2) The inability to so deliver the notices to the member becomes known to the Secretary or other person responsible for the giving of the notice.

Section 14. Record Date. The record date for determining members entitled to receive notice of a membership meeting shall be 10 days before the meeting notice is sent.

The record date for determining members entitled to vote at the meeting shall be 10 days before meeting date.

The record date for determining members entitled to vote by written ballot shall be 10 days before the date the written ballot is sent to members.

If not otherwise fixed by the Board, the date for determining members entitled to exercise any rights with respect to any other lawful action shall be the date on which the Board adopts the resolution relating to the action, or the 10th day before the date of that action whichever is later.

An entity/agency holding a membership at the close of business on the record date shall be a member of record.

Section 15. Waiver of Notice or Consent. The transactions of any members' meeting, however called or noticed and wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if (1) a quorum is present, and (2) either before or after the meeting, each member who is not present in person, signs a written waiver of notice, a consent to holding of the meeting, or an approval of the minutes. The waiver of notice, consent or approval need not specify either the business to be transacted or the purpose of any meeting of members. All such waivers, and consents, or approvals shall be filed with the corporate records or made a part of the minutes.

A member's attendance at a meeting shall also constitute a waiver of notice of and presence at that meeting, unless the member objects at the beginning of the meeting to the transaction of any business because the meeting was not lawfully called or convened. Also, attendance at a meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice of the meeting, but not so included, if that objection is expressly made at the meeting.

Section 16. Quorum for Membership Meetings. Twenty percent (20%) of the voting members shall constitute a quorum for the transaction of business at any meeting of members. Provided, however, that if any meeting of members is actually attended by less than one-third of the voting power, the only matters that may be voted on are those for which the general nature of the action was specified on the notice of the meeting.

Section 17. Loss of Quorum. The members present at a duly called or held meeting at which a quorum is present may continue to transact business until notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum (or by a greater number if required by law or by the articles of incorporation or these Bylaws). Any meeting may be adjourned by a majority of those members in attendance, whether or not a quorum is present.

Section 18. Act of the Members. If a quorum is present, the affirmative vote of a majority of the voting power represented at the meeting, entitled to vote and voting on any matter, shall be the act of the members, unless the vote of a greater number is required by law, or by the articles of incorporation or these Bylaws.

Section 19. Eligibility to Vote/Number of Votes. Voting members entitled to vote at any meeting of members or by ballot shall be all those voting members in good standing as of the date the vote is taken. Each voting member shall be entitled to one vote at any annual or special meeting of members.

Section 20. Proxies. Proxy voting is not allowed.

Section 21. Action of Members by Written Ballot Without a Meeting. Any action that may be taken at any meeting of members may be taken without a meeting by complying with the following procedure.

The President of HSC shall cause a ballot to be distributed to each voting member in accordance with Section 13(e) of this Article.

Any written ballot pursuant to this section shall: 1) set forth the proposed action, 2) provide an opportunity to specify approval or disapproval of any proposed action, and 3) provide a reasonable time within which to return the ballot to HSC.

The cover letter or memo soliciting ballots shall indicate the number of responses needed to meet the quorum requirement and, with respect to ballots other than for the election of directors, shall state the percentage of approvals necessary to pass the action submitted. The solicitation must specify the time by which the ballot must be received by HSC in order to be counted.

Approval of an action by written ballot pursuant to this section shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

Directors may be elected by written ballot under this section. If directors are to be elected by written ballot and the Board adopts a nomination procedure for the election process, the procedure may provide for a date for the close of nominations prior to the printing and distributing of the written ballots.

A written ballot may not be revoked. All written ballots shall be filed with the Secretary of HSC and maintained in the corporate records for at least three years.

## ARTICLE V.

### CLUSTERS

Section 1. Clusters. Voting members are divided into 11 Clusters as follows:

Cluster I – Imperial, Orange, Riverside, San Diego, and San Bernardino counties

Cluster II – Los Angeles County Office of Education (LACOE) Grantee and Delegates

Cluster III – Los Angeles County Grantees

Cluster IV – San Luis Obispo, Santa Barbara, and Ventura counties

Cluster V – Alameda, Contra Costa, Monterey, San Francisco, San Mateo, Santa Clara, San Benito, and Santa Cruz counties

Cluster VI – Amador, Tuolumne, Calaveras, Fresno, Inyo-Mono, Kern, Kings, Madera, Mariposa, Merced, Stanislaus, and Tulare counties

Cluster VII – Humboldt/Del Norte, Lake Mendocino, Marin, Napa, Solano, and Sonoma counties

Cluster VIII – Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Sierra, Shasta, Siskiyou, Tehama, Yuba, and Sutter counties

Cluster IX – El Dorado, Placer, Nevada, Sacramento, San Joaquin, and Yolo counties

Cluster X - Tribal Head Start

Cluster XI - Migrant/Seasonal Head Start

Section 2. Purpose. The purpose of Clusters is to ensure regional and group-specific representation on the Board and to facilitate meetings and activities in order to lessen the travel time and expense for participation.

## ARTICLE VI.

### BOARD OF DIRECTORS

#### Section 1. Powers.

(a) General Corporate Powers. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, HSC's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board.

(b) Specific Powers. Without prejudice to the general powers set forth in subsection (a) above, but subject to the same limitations, the Board shall have the right to do the following:

(1) Policies. Adopt policies, rules and procedures for the management and operation of the corporation.

(2) Administration. May retain an individual employee, or a management firm, or contract with another entity, to administer the day-to-day activities of the corporation. An individual hired to run the day to day operations of HSC shall be known as the Executive Director. Unless specifically withheld or withdrawn in writing by the Board, the Executive Director shall have the authority to employ or retain such other employees, independent contractors, agents, accountants, and legal counsel as they from time to time deems necessary or advisable in the interest of the corporation, prescribe their duties and fix their compensation. If there is no Executive Director, the Board shall have that authority.

(3) Bonds. May require officers, agents, and employees charged by the corporation with responsibility for the custody of any of its funds or negotiable instruments to give adequate bond.

(4) Borrowing money. Borrow money and incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, liens, and other evidences of debt and securities.

(5) Gifts. Receive and accept gifts, devises, bequests, donations, annuities, and endorsements of real and personal property, and use, hold and enjoy the same, both as to principal and income, and to invest and re-invest the same or any part thereof for the furtherance of any objects, interests or purposes of this corporation.

(6) Contributions. Make such contributions as the Board determines are necessary and advisable in furtherance of the interests and purposes of this corporation.

(7) Fiscal Year. Establish and change the fiscal year of the corporation.

- (8) Contracts. Enter into contracts and agreements with individuals and with public and private entities for the advancement of the purposes for which the corporation is organized.
- (9) Property. Acquire, construct and possess real, personal, and intellectual property.
- (10) Bank Accounts and Special Funds. Establish one or more bank accounts and/or special funds in order to accomplish and further the purposes of the corporation.
- (11) Committees. Appoint committees as provided in these Bylaws.
- (12) Other. Do and perform all acts and exercise all powers incidental to, or in connection with, or deemed reasonably necessary for the proper implementation of the purposes of the corporation.

Section 2. Number and Composition of Directors/Qualifications.

The Board shall consist of not less than 23 and not more than 29 directors, the exact number to be determined from time to time by a resolution of the Board.

Of the total number of directors, as determined by the Board, twenty-two (22) directors shall be elected by and from among the voting member agencies within each cluster (2 directors from each cluster). Each elected director shall represent a voting member agency and shall be an executive director, director, administrator, or other person with authority over Head Start or Early Head Start program operations. One director shall be the immediate past President of the Board. The Board may also contain up to six (6) directors appointed by the Board from any source.

Directors must be committed to the mission and purposes of HSC. California law prohibits non-voting directors on the Board and alternates/proxies for directors. No employee or contractor of HSC may be a director on the Board.

Section 3. Election/Appointment of Directors. Elected directors shall be elected by and from among the voting members in each cluster. The appointed directors shall be appointed by the Board at the first Board meeting after the elections of elected directors. The Board shall adopt additional, separate procedures relative to the nomination and election/appointment of directors.

Section 4. Terms of Office. The term of office for all directors shall be three (3) years and all directors shall serve until expiration of the term for which elected or appointed and until a successor has been elected and qualified. There shall be no limit on the number of terms a director may serve if they continue to be qualified and elected to a director position. The Board may stagger the terms of directors using any reasonable method.

Section 5. Removal of Directors. An elected director may be removed from the Board at any time, with or without cause, by a majority vote of the voting members in the cluster from which they were elected at any properly called and noticed meeting where a quorum is present. An appointed director may be removed from the Board at any time, with or without cause, by a majority vote of the Board at any properly called and noticed Board meeting.

Section 6. Vacancies on Board.

(a) Events Causing Vacancy. The vacancy or vacancies on the Board shall exist on the occurrence of the following:

(1) The death or resignation of any director;

(2) The removal of a director by the members or the Board;

(3) The declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by an order of court, convicted of a felony, or found by final order or judgment of any court to have breached a duty under the California Nonprofit Public Benefit Corporation Law; or

(4) The increase of the authorized number of directors;

(5) The failure of the members to elect some or all of the elected directors, or the Board's failure to appoint an appointed director(s);

(6) Where an elected director no longer works for the agency where they worked when they were elected to the Board;

(7) Automatic removal pursuant to Section 7.(m) below.

(b) Resignations. Except as provided below, any director may resign by giving written notice to the Executive Director, the President, or the Secretary. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. No director may resign if the corporation would be left without at least one director.

(c) Filling Vacancies. Vacancies on the Board that occur between the regular elections may be filled by a majority vote of the Board at any properly called and noticed Board meeting from among voting members in the cluster where the vacancy occurred and based on recommendations from the cluster leadership. The voting members in the cluster where the vacancy occurred may elect a director to fill any vacancy not filled by the Board. Individuals filling a vacancy must meet all qualifications for a director and shall serve until the end of the term of the director whose seat they are filling.

(d) No Vacancy on Reduction of Number of directors. No reduction of the authorized number of directors shall have the effect of removing any director before that director's term of office expires.

Section 7. Board Meetings.

(a) Annual Board Meeting. The Board shall hold an annual meeting for purposes of organization, appointment of directors when applicable, election of officers, and transaction of other business. Notice for the annual Board meeting shall be in accordance with the procedures provided in subsection (c) below.

(b) Special Board Meetings. Special meetings of the Board for any purpose may be called at any time by the Board, the Board President, or any two directors. Notice of any special meeting shall be given in accordance with subsection (c) below.

(c) Notice. Notice of meetings of the Board, specifying the time and place of the meeting, shall be given to each director at least ten (10) days before the meeting if sent by first-class mail or express mail service, or forty-eight (48) hours before the meeting if personally delivered or delivered by telephone (including a voice messaging system), or by electronic transmission (e.g. email).

Notice shall be deemed delivered when deposited in the U.S. mail or with an express mail service, postage prepaid, or when received if delivered personally or by telephone, or on its confirmation of delivery if by electronic transmission.

(d) Place of Meetings. Annual and special meetings of the Board shall be held at any place within or outside California that has been designated by resolution of the Board or in the notice of the meeting or, if not so designated, at the principal office of the corporation.

(e) Meetings by Telephone or Video Conference or by Electronic Transmission. Directors may participate in a meeting of the Board through use of conference telephone, electronic video screen communication, or electronic transmission by and to the corporation (Corporation Code Sections 20 and 21).

Participation in a meeting through use of conference telephone or electronic video screen communication constitutes presence in person at that meeting as long as all directors participating in the meeting are able to hear one another.

Participation in a meeting through use of electronic transmission by and to the corporation, other than conference telephone and electronic video screen communication, constitutes presence in person at that meeting if both of the following apply:

(1) Each director participating in the meeting can communicate with all of the other directors concurrently.

(2) Each director is provided the means of participating in all matters before the Board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation.

(f) Quorum/Act of the Board. A majority of the authorized number of directors shall constitute a quorum for the transaction of business, except to adjourn. Except as specifically provided in these Bylaws or in the California Nonprofit Public Benefit Corporation Law, every action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be the act of the Board. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

(g) Waiver of Notice. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice, a written consent to the holding

of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting need not be given to any director who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

(h) **Adjournment.** A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place.

(i) **Notice of Adjourned Meeting.** Notice of the time and place of holding an adjourned meeting need not be given unless the original meeting is adjourned for more than twenty-four hours. If the original meeting is adjourned for more than twenty-four hours, notice of any adjournment to another time and place shall be given, before the time of the adjourned meeting, to the directors who were not present at the time of the adjournment.

(j) **Action by Written Consent.** Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board individually or collectively consent in writing to that action. All directors must vote on the action, and all directors must vote yes in order for a written action to pass. The written consent or consents shall be filed with the minutes of the proceedings. An action by written consent shall have the same force and effect as a unanimous vote of the directors at a meeting.

(k) **Voting Power.** For all purposes, the voting power of each voting director shall be one vote.

(l) **Closed Meetings of the Board.** Any meeting of the Board may be closed by the Board President so that only directors and individuals deemed necessary by the President are present. Members of the corporation who are not directors may attend any Board meeting unless excluded by the President as described in this Section.

(m) **Attendance.** Any director who misses three (3) consecutive Board meetings for any reason automatically loses their seat on the Board. The HSC Executive Director or Board President will notify the removed director via email regarding the removal within 15 days after the third missed Board meeting.

The Board may waive the automatic removal as to a particular director by majority vote at the next Board meeting. The Board's waiver of the automatic removal provision can be based on any excuse acceptable to the Board or any other justification deemed appropriate by the Board. Any vacancy created by this provision shall be filled in accordance with Section 6.(c) above.

The email to the removed director referenced above will notify the removed director that they may 1) appear at the next Board meeting in person to seek reinstatement, or 2) submit a written statement at least 48 hours before the next Board meeting explaining the reason(s) for the three missed meetings and asking to be reinstated. The notification email shall also state the date of the next Board meeting, or if the meeting date has not been set, that the removed director will be notified of the date and time of the next Board meeting at least 10 days before the meeting so they may appear or provide the written statement requesting reinstatement.

Section 8. No Compensation; Reimbursement. Directors shall not receive compensation for their services on the Board. Directors may receive such reimbursement of expenses as the Board may determine by resolution to be fair and reasonable at the time that the resolution is adopted.

Section 9. Property Rights. No director shall have any property rights in any assets of the corporation.

## ARTICLE VII.

### OFFICERS

Section 1. Officers of the Corporation. The elected officers of the corporation shall be a President, Vice President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be combined and held by one person, in the discretion of the Board. If combined, the officer shall be known as the "Secretary/Treasurer". The Executive Director shall be an officer for business and banking purposes, but not an elected officer.

Section 2. Election of Officers. The elected officers of the corporation shall be elected by and from among the elected directors at the annual Board meeting each year.

Section 3. Terms of Office; Term Limits. Elected officers shall serve at the pleasure of the Board for one-year terms. There is no limit on the number of terms an elected officer may serve if they are a director and continues to be elected to an officer position by the Board.

Section 4. Removal of Officers. Any officer may be removed from their officer position at any time, with or without cause, by a majority vote of the Board at any properly called meeting where a quorum is present.

Section 5. Resignation of Officers. An officer may resign at any time by giving written notice to the President or the Secretary. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective.

Section 6. Vacancies in Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause may be filled by a majority vote of the directors present at any annual or special meeting of the Board where a quorum is present. The individual filling a vacant officer position shall serve until the end of the term of the officer whose vacancy they are filling.

Section 7. No Compensation; Reimbursement. Elected officers shall not receive compensation for their services. Officers may receive such reimbursement of expenses as the Board may determine by resolution to be fair and reasonable at the time that the resolution is adopted.

Section 8. Responsibilities of Officers.

(a) President. The President of the Board shall preside at meetings of the Board and membership and shall exercise and perform such other powers and duties as the Board

may assign from time to time. If there is no Executive Director, the President shall assist with the management duties of HSC on a volunteer basis until new management is hired or retained.

(b) Vice President. If the President is absent or unable to serve, the Vice President shall perform all the duties of the President. When so acting, the Vice President shall have all powers of and be subject to all restrictions on the President. The Vice President shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

(c) Secretary.

(i) Minutes. The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board may direct, minutes of all meetings, proceedings, and actions of the Board, and committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual or special, and, if special, how authorized, the notice given, and the names of those present at the Board and committee meetings. The Secretary shall keep or cause to be kept, at the principal office in California, a copy of the Articles of Incorporation and the Bylaws, as amended to date.

(ii) Notices and Other Duties. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of its committees required by these Bylaws. The Secretary shall have such other powers and perform such other duties as the Board, the President, or the Bylaws may prescribe.

(iii) If the President and Vice President are both absent or unable to serve, the Secretary shall perform all the duties of the President. When so acting, the Secretary shall have all powers of and be subject to all restrictions of the President.

(iv) Some duties of the Secretary may be delegated to paid staff or other volunteers, though the Secretary must retain oversight of all responsibilities.

(d) Treasurer.

(i) Books of Account. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Treasurer shall send or cause to be given to the directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

(ii) Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate, shall disperse the corporation's funds as the Board may order, shall render to the President and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as the Board, the President, or the Bylaws may prescribe.

(iii) Some duties of the Treasurer may be delegated to paid staff or other volunteers, though the Treasurer must retain oversight of all responsibilities.

## ARTICLE VIII.

### COMMITTEES

Section 1. Committees of the Board. The Board may create one or more “committees of the Board”, each consisting of two or more directors *and no persons who are not directors*, to serve at the pleasure of the Board. Appointments to committees of the Board shall be made by the Board. Any such committee, to the extent provided in the Board resolution creating the committee, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- (a) Fill vacancies on the Board or on any committee that has the authority of the Board;
- (b) Provide compensation for directors for serving on the Board or on any committee;
- (c) Amend or repeal Bylaws or adopt new Bylaws;
- (d) Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable;
- (e) Create any other committees of the Board or appoint the members of committees of the Board; or
- (f) Approve any contract or transaction to which HSC is a party and in which one or more of its directors has a material financial interest, except as allowed by the California Corporations Code.

Section 2. Executive Committee. The Executive Committee shall be a “standing committee of the Board” subject to all the rules applicable to “committees of the Board” described in this Article.

The Executive Committee shall consist of the elected officers – President, Vice President, Secretary, and Treasurer, as well as the Immediate Past President so long as that individual is still a director on the Board. The President of the Board shall serve as the chair of the Executive Committee.

The Executive Committee shall have the authority of the Board between Board meetings to make decisions and take actions relative to the operation of HSC, except for actions that no committee may take pursuant to Section 1 above. The Executive Committee shall report actions taken at each Board meeting.

Section 3. Notice Requirements for Committees of the Board. Written notice for meetings of committees of the Board shall be the same as for Board meetings. Provided, however, that this notice may be waived in writing, or by the committee member’s actual attendance at the meeting.

Section 4. Quorum for Committees of the Board. A majority of the voting members of any committee of the Board shall constitute a quorum, and the acts of a majority of the voting members present at a meeting at which a quorum is present shall constitute the act or recommendation of the committee.

Section 5. Advisory Committees. The Board may also establish advisory committees composed of any number of directors and/or non-directors who shall be appointed by the President. Advisory committees shall provide advice and recommendations to the Board but shall not have the authority of the Board or any final decision making authority.

Section 6. Meetings by Telephone or Video Conference or by Electronic Transmission. Any meeting of a committee may be held by telephone or video conference or by electronic transmission in the same manner provided for in Article V of these Bylaws.

## ARTICLE IX.

### LIABILITY, INDEMNIFICATION, AND INSURANCE

Section 1. Liability. No volunteer director or officer shall be liable to third parties if the volunteer director or officer has met the requirements for good faith performance of their duties prescribed by the California Nonprofit Public Benefit Corporation Law and the corporation has met its duties relative to insurance required by the California Nonprofit Public Benefit Corporation Law.

Section 2. Right of Indemnity. To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Section 5238(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding", as that term is used in that section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this Bylaw, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 3. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238I of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met and, if so, the Board shall authorize indemnification.

Section 4. Insurance. The Board shall authorize the purchase and maintenance of an insurance policy or policies on behalf of its directors, officers, and employees against any liabilities, other than for violating provisions against self-dealing, incurred by the director, officer, or employee in such capacity or arising out of their status as such. Such policy shall meet the requirements set forth in Corporations Code Section 5239.

## ARTICLE X.

### RECORDS AND REPORTS

Section 1. Maintenance of Corporate Records. The corporation shall keep:

- (a) Adequate corporate books and records of account;
- (b) Written minutes of the proceedings of its Board and committees of the Board;  
and
- (c) A record of each member's and each director's name, street address, telephone number(s), and email address(es).

Section 2. Maintenance of Articles, Bylaws and IRS documents. The corporation shall keep at its principal office the original or a copy of the Articles of Incorporation and Bylaws, as amended to date, as well as copies of its application for IRS tax exempt status (Form 1023), its IRS determination letter granting 501(c)(3) status, and copies of its last three years' 990 tax returns.

Section 3. Inspection of Corporate Records. Members and directors shall have the right to inspect the corporation's books, records, and documents to the extent allowed by the California Nonprofit Public Benefit Corporation Law.

Section 4. Annual Report. The Board shall cause an annual report to be sent to all members and directors within 120 days after the end of the corporation's fiscal year. That report should contain the following information, in appropriate detail, for the fiscal year:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year.
- (b) The principal changes in assets and liabilities, including trust funds.
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes.
- (d) The expenses or disbursements of the corporation for both general and restricted purposes.
- (e) Any information required by Section 5 of this article.

The annual report shall be accompanied by any report of independent accountants or, if there is no such report, by the certificate of an authorized officer of the corporation that such statement were prepared without audit from the corporation's books and records.

This requirement of an annual report shall not apply if the corporation receives less than \$25,000 in gross receipts during the fiscal year, provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all directors who request it in writing.

Section 5. Annual Statement of Certain Transactions and Indemnifications.

If any of the following types of transactions or indemnifications occurred during the previous fiscal year, then as part of the annual report to all members and directors, or as a separate document if no annual report is issued, the corporation shall prepare and mail or deliver to each director a statement of any such transaction or indemnification within 120 days after the end of the corporation's fiscal year:

- (a) Any transaction:
  - (i) in which the corporation, its parent or its subsidiary was a party, and
  - (ii) in which an "interested person" had a direct or indirect material financial interest, and
  - (iii) which involved more than \$50,000, or was one of a number of transactions with the same "interested person" involving, in the aggregate, more than \$50,000.

For purposes of this section, "interested person" means:

- (i) Any director or officer of the corporation, or its parent or subsidiary.
- (ii) Any holder of more than 10 percent of the voting power of the corporation, its parent or its subsidiary.

The statement shall include a brief description of the transaction, the names of "interested persons" involved, their relationship to the corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the "interested person" is a partner, only the interest of the partnership need be stated.

(b) Any indemnifications or advances aggregating more than \$10,000 which were paid during the fiscal year to any officer or director of the corporation.

ARTICLE XI.

MISCELLANEOUS

Section 1. Fiscal Year. Unless changed by the Board, the fiscal year of the corporation shall begin on July 1 and end on June 30.

Section 2. Conflicts of Interest. The Board shall adopt a Conflict of Interest Policy and each Board member shall annually sign a statement that they have received, read, understood, and agreed to comply with such policy.

Section 3. Intellectual Property. All intellectual property prepared or purchased by or on behalf of the corporation, including but not limited to the corporate name, logo(s), newsletters, educational, promotional, and fundraising materials, research results, contracts, service marks, membership lists, contributor lists, websites and website content, and vendor lists, shall be the exclusive property of the corporation and Board members and members agree to deal with it as such. Board members and members agree that they will not sell,

transfer, publish, modify, distribute, or use for their own purposes, the intellectual property belonging to the corporation without the prior approval of the Board memorialized in a writing signed by the President.

Section 4. Required Filings and Disclosures. The Board shall ensure that the required filings are made at applicable state and federal agencies, including but not necessarily limited to filings required by the Secretary of State, the California Attorney General's office, the Internal Revenue Service, and the California Franchise Tax Board.

Pursuant to IRS rules, HSC shall also provide copies of its application for IRS tax exempt status (Form 1023), its IRS determination letter granting 501(c)(3) status, and its last three years' 990 tax returns to anyone who requests them.

Section 5. Construction and Definitions. Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of this provision, the singular includes the plural, the plural includes the singular, the masculine includes the feminine and neuter, and the term "person" includes both an individual and an entity.

## ARTICLE XII.

### AMENDMENTS

Section 1. Amendments. These Bylaws may be adopted, amended, or repealed and new Bylaws adopted, by a majority vote of the Board at any properly called and noticed meeting where a quorum is present.

However, approval by a majority of the voting members at a properly called and notice membership meeting is also required for any amendment or for new Bylaws that would:

- (a) Materially and adversely affect the members' rights as to voting or dissolution;
- (b) Effect an exchange, reclassification, or cancellation of all or part of the memberships;
- (c) Authorize a new class of membership;
- (d) Change the number of authorized directors;
- (e) Change from a fixed number of directors to a variable number of directors, or vice versa;
- (f) Increase or extend the terms of directors;
- (g) Allow any director to hold office by designation or selection rather than by election by the members;
- (h) Increase the quorum for members' meetings; or
- (i) Repeal, restrict, create, expand, or otherwise change proxy rights.

All proposed bylaw amendments or new Bylaws must be sent to all directors and/or members eligible to vote on such amendments or new Bylaws at least ten (10) days prior to the meeting at which the amendments or new Bylaws will be discussed and voted on (or at least fifteen (15) days prior to the deadline for returning any ballot if approval of new or amended bylaws is requested pursuant to written ballot).

## ARTICLE XIII.

### DISSOLUTION

Section 1. Voluntary Dissolution by Vote. The corporation may be dissolved at any time by a two-thirds (2/3) vote of the voting members at any properly called and noticed membership meeting where a quorum is present. If the membership votes in favor of dissolution, the Board shall promptly cease operations and proceed to dissolve the corporation.

Section 2. Remaining Assets. Upon the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit organization which is organized and operated exclusively for charitable and/or educational purposes, which is engaged in activities that support early childhood education or poverty intervention, and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

**CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting Secretary of HEAD START CALIFORNIA, a California nonprofit public benefit corporation; that the above Bylaws, consisting of 22 typewritten pages including this page, are the Bylaws of this corporation as approved by the Board on April 30, 2025, and by the Voting Members on August 29, 2025; and that they have not been amended or modified since that date.

Executed on the 27<sup>th</sup> day of October, 2025 at  
Orland (city), CA (state).

Heather Aulabaugh  
Signature of Board Secretary

Heather Aulabaugh  
Print name of Board Secretary