

FRYSC Advisory Council – Bylaws Review Checklist



- Name of Council
- Purpose of Council
- Membership and decision-making section
 - **BEST PRACTICE IDEAS:**
 - Composition (ratio parents/caregivers/school/community/students)
 - Diversity (race, gender, age, to reflect the school/community)
 - Length of term
 - Process for removing non-active members.
 - Who are non-voting members?
 - Consensus or formal vote?
 - Is a quorum needed? What constitutes a quorum?
- Selection process for new members.
 - **BEST PRACTICE IDEAS:**
 - Describes how new parents/caregivers, community members, and school staff members are selected. Coordinator nominates? Parent/Caregiver reps nominate?
 - If YSC, how new student members are selected. Coordinator nominates? Staff nominates?
- Meetings
 - **BEST PRACTICE IDEAS:**
 - How often (*i.e.*, “At least 5 meetings per year, every other month excluding June & July”)?
 - How is the public notified about meetings?
 - How are members notified?
 - Who calls special meetings?
 - How are meetings conducted? Roberts Rules of Order, Open Meetings Laws, or other?
- Officers
 - **BEST PRACTICE IDEAS:**
 - Which “officer positions” will the Council have?
 - Process for how they are chosen.
 - Length of term
- Process to amend.
- Process for removing inactive members.
- Narratives detailing criteria and limit expenditures for:
 - Basic Needs and emergency assistance
 - Food for center programs and activities
 - Individual awards, recognition, incentives
 - Trips and travel for individuals other than Center staff
- A policy relating to the advisory council’s involvement in the screening and recommendation for the position of coordinator.
 - **BEST PRACTICE IDEAS:**
 - Who from the council will be involved? How are they selected?
 - How will AC be involved (*i.e.* Screen applications, Interview, Recommend candidate)?
- By-laws should be revised at least once every three years.
 - **BEST PRACTICE IDEAS:**
 - Date By-Laws are reviewed and revised by Advisory Council
 - Suggested that the bylaws be revisited at least bi-annually to ensure that new members are fully aware of their contents and that any required changes can be addressed.