

FRYSC Advisory Council – Sample Bylaws



Thoroughbred FRYSC Advisory Council By-Laws Revised and approved 8/10/18 Revised and approved 8/8/20

Article I: Name

- Section 1. The name of this organization will be the Thoroughbred Family Resource Youth Services Center Advisory Council.

Article II: Purpose

- Section 1. To assist the center coordinator in realizing the mission of the FRYSC program by promoting the healthy growth and development of children and youth; identifying and addressing home or community barriers to a child's success in school; and promoting young people's progress toward capable and productive adulthood.
- Section 2. To assist the center coordinator in assessing the needs of the school community and developing programs and services to meet those needs.
- Section 3. To assist the center coordinator in evaluating center services and activities for effectiveness.
- Section 4. To promote a positive and strong communications system between the community, community organizations, businesses, parents, the school and the Thoroughbred FRYSC.
- Section 5. To enhance the public image of the Thoroughbred FRYSC.
- Section 6. To assist in the hiring of the new center coordinator in the event of a vacancy.

Article III: Membership and Voting

- Section 1. Membership in this council shall not discriminate due to race, creed, age, gender, religion or sexual orientation.
- Section 2. The council shall consist of at least 9, but no more than 15 members.
- Section 3. Representatives shall be at least 1/3 parents, no more than 1/3 school staff, 2 students, and the remainder from community. Parents and student may serve on the council as long as they are affiliated with the schools served by this center. Members shall reflect the diverse make-up of this school community.
- Section 4. The center coordinator, center staff, school principals and district-level administrators shall serve ex-officio. These members attend meetings and have input, but are not counted in the quorum for voting.
- Section 5. The advisory council will have the option to replace any member who is absent from three consecutive meetings.
- Section 6. Members shall serve a two-year term and may serve an additional term if they still qualify.
- Section 7. New members shall be selected as follows:

- Parent representatives shall be recommended by the center coordinator and/or current parent members.
- Community members shall be recommended by the center coordinator or current community representatives.
- School representatives shall be recommended by the center coordinator, principal and/or school staff.
- Student representatives shall be recommended by the center coordinator, principal or school staff and/or current student representatives.

Section 8. A quorum will be the majority of members present. An official vote can only be called in an actual council meeting, where there is opportunity for discussion. Consensus is preferred for passing a motion, but if consensus cannot be reached a majority vote will suffice.

Article IV: Meetings

Section 1. Council meetings will be held every other month, except June and July. The meeting site will alternate between Thoroughbred Elementary School and Thoroughbred Middle School.

Section 2. Meetings are open to all, and will be publicized within the community in advance.

Section 3. Special meetings may be called by the chairperson.

Section 4. The advisory council shall conduct meeting business according to Roberts Rules of Order.

Article V: Officers

Section 1. The officers of the council shall be a Chairperson and Secretary. Both officer positions will be for one, two-year term. Officers will be selected by nomination (can be self-nominated) and vote by secret ballot.

Article VI: Committees

Section 1. Ad hoc committees can be created by the council chairperson as needed.

Section 2. In the event of a coordinator vacancy, an advisory council hiring committee will be activated by the chairperson. At least one representative from each category of council members (parent, community, school) will serve on the hiring committee along with the building principals. This committee shall screen and interview candidates, and recommend their choice of candidate to the SBDM and superintendent.

Article VII: By-Law Amendments

Section 1: Proposed amendments to the by-laws must be distributed one week prior to a scheduled meeting, at which time the vote to amend will be taken.

Article VIII: Financial Policies

- Section 1: Basic Needs Expenditures:**
Center funds (state allocation and non-state) can be utilized to provide for the basic needs of students after community resources have been attempted. "Basic needs" is defined for this center as: Food, school supplies, clothing, medical/health/dental/vision care assistance. No more than \$1,000. will be allocated for basic needs expenditures per year. A maximum of \$75. Per student per school year is allowed. Assistance for utility and housing costs will be referred to community helping agencies.
- Section 2: Food Expenditures**
Center allocation and non-state funds can be utilized to provide food for FRYSC programs and activities, when it is agreed that doing so may increase the quality of and/or attendance at the program. No more than 2% of grant funds will be spent on food.
- Section 3: Incentives, Awards and Recognition Expenditures**
Funds may be used to purchase incentive, award or recognition items or activities students or parents participating in FRYSC programs for reaching academic, behavioral, or other goal or achievement as a part of that program at a maximum of 1% of grant funds.
- Section 4: Travel Expenditures for Non-FRYSC Staff**
FRYSC funds can be used to provide travel expenses for the following person(s) and activities (Maximum \$1,200):
- a. Students: FRYSC designated field trips only
 - b. Parents: As part of parent involvement efforts, i.e. transportation to/from school for academic/education purposes, parent attendance at school conferences, etc.

(Thanks to Estill Co. Middle School YSC, Harlow Early Learning Center/Mercer Co. Intermediate School FRC, and Breckinridge Co. Ben Johnson/Custer FRC for contributing to these sample by-laws)

