

Central City Family Resource Center

Advisory Council By-Laws

9/26/01

4/17/09 Amended

9/11/17 Amended

Article 1--Name

Central City Family Resource Center Advisory Council

Article II—Statement of Purpose

Section 1

The general purpose of the CCFRC Advisory Council is to assure school, parent, and community involvement in planning, implementing, and maintaining the Family Resource Center. This council will provide advertisement, expertise, and support to the FRC and its operations and will monitor the centers mission, purposes, goals, policies, programs, services, strengths, and needs.

Section 2. More specifically, the Advisory Council will;

- a) Assist in development and yearly renewal of grant proposal.
- b) Provide ideas, expertise, in planning and outside funding for FRC programming.
- c) Suggest changes/modifications of program/budget amendments as needs develop.
- d) Approve changes and documentation/forms needed for CCFRC.
- e) Assist in obtaining community support and services for students/families served by CCFRC.
- f) Assist in evaluation of program components.
- g) Attend at least bi-monthly CCFRC meetings and budget/program reviews.
- h) Have a shared role in hiring of the CCFRC coordinator.

Article III – Membership

Section 1. Membership to Advisory Council is open to all regardless of race, creed, age, sex, or religion.

Section 2. The Advisory Council shall consist of no more than twelve voting members; no less than six.

Section 3. Council members will maintain the following criteria:

- a) At least one third of membership will be represented of parents of students being served by the CCFRC.
- b) Community/Business representatives interested in education and services provided by the CCFRC.
- c) School and district staff will be represented by no more than one third of council. Principal and ad-hoc (non-voting members) of the council.
- d) Membership of Advisory Council should be representative of the diversity of the school population.

Section 4. Staff and community participants may serve on the CCFRC council as long as they participate in the purpose of the council.

Section 5. Parent representatives may serve may serve on CCFRC council as long as they are affiliated with the Central City Elementary school and as long as they participate in the purpose of the CCFRC council.

Section 6. The CCFRC coordinator will have the option to automatically replace any member who is absent form three consecutive meetings. Whenever a vacancy becomes available the coordinator will solicit suggestions for filling the vacancy from the remaining council members.

Article IV- Meetings

Section 1. The Central City Family Resource Center Advisory Council meetings shall be open to the public and will be publicized in advance.

Section 2. The CCFRC council will meet on a bi-monthly basis. Special meetings may be called by coordinator and/or chairperson to act on urgent matters.

Section 3. The agenda for bi-monthly meetings will be prepared by coordinator and chairperson.

Section 4. The meeting will be conducted by chairperson or recorder in an informal fashion. Decisions of the council will follow discussion, nomination, with a second and affirmative voice vote.

Section 5. A quorum shall be met when one-third of the council is present.

Section 6. In order to effectively document the meetings and all items of business, the secretary shall take minutes during the meeting, typed, and given to center coordinator. Advisory council minutes, agendas, and sign-in sheets shall be kept by the center coordinator.

Article V – Officers

Section 1. The officers of the council shall include a chairperson and a secretary (recorder). These officers shall serve as the executive committee of the council.

Section 2. The officers will be elected by nomination and majority vote of a quorum of council membership.

Section 3. The term of office shall be from August 1st to July 1st. The term of office is for one year and is renewable yearly as long as a member serves on the council.

Article VI – Amending By-Laws

Section 1. The by-laws may be amended by passage of a motion approving the change.

Section 2. A two-thirds vote of council members present may approve the proposed change in by-laws.

Section 3. In case of a change the new by-laws shall be typed and distributed to all council members.

Article VII Criteria/Limits for Expenditures

Section 1. Incentives, Awards

- a) If the center so wishes, funds may be used to purchase for goals of achievement/incentives with specific CCFRC student programs or activities.
- b) This will be done in moderation considering size of group participation. Council shall set a limit of \$1000.00 per fiscal year to be used for medals/certificates for 9-week

celebrations/recognition for students. Limits will also be set at \$500.00 for weekly/monthly attendance incentives for students.

Section 2. Food

- a) Funds may be used to purchase food and drinks for refreshments at parent/student activities and programs.
- b) CCFRC may provide refreshments or meals for Advisory Council meetings. This practice should be kept at a minimum to keep funds available for student/family activities and programs.

Section 3. Trips and Travel for individuals other than CCFRC staff.

- a) Funds will be limited to trainings for programs relevant to CCFRC that are then presented to students, staff, and/or parents.
- b) CCFRC Council will approve trainings/programs and a limit \$450.00 per training/mileage combined.

Section 4. Basic Needs or Emergency Assistance

- a) Funds are to be used as needed after all other resources have been exhausted.
- b) Coordinator/parent must have contacted and exhausted other funding resources.
- c) Amount will be limited to \$175.00 per student per fiscal year.
- d) Approval by CCFRC coordinator and executive advisory council members when the \$175.00 per student emergency funds are expended and basic needs are still not met.