

# Beaumont Middle School Youth Services Center Advisory Council

## By-Laws

### Article I: Name

Section 1: The name of this organization shall be the Beaumont Middle School Youth Services Center.

### Article II: Purpose

Section 1: To provide support to the Beaumont Middle School YSC and its staff.

Section 2: To promote high quality and effective programs and services to the school and community.

Section 3: To promote positive and strong communication between the school, parents and community through liaison and communication efforts.

Section 4: To identify priorities, suggest services, and obtain help for those services while planning for the needs of the school and community.

Section 5: To provide a broad base of support for the YSC programs and services.

Section 6: To provide representatives for a screening committee to be involved in the interviewing and hiring of a new center Coordinator.

### Article III: Membership

Section 1: Attendance at the Advisory Council meetings is open to all school families, faculty/staff of the school, neighborhood organizations and individuals from the community.

Section 2: No more than one-third of the total voting membership of the Council will be school staff. At least one-third of the voting membership will be parents. **No more than one-third of the voting membership will be community members.** In addition, two or three students will be members of the Council.

Section 3: The minority representation of the Advisory Council will be reflective of the percentage of the minority population of the school's student body. Minority representation can exceed this percentage.

Section 4: The school administrator and the YSC coordinator will be ex-officio members. They will not be counted in the total membership of the Advisory Council or have voting privileges. The principal will also be the link between the Advisory Council and the SBDM at the school.

Section 5: Membership on the Advisory Council will be for a maximum of two years. Those members who wish to continue as members may be reappointed at the end of two years. Council members may serve a maximum of four consecutive years, but may rotate back on the council at a later date. The Advisory Council will

strive to rotate the membership with a goal of keeping both experienced and new members on the Council.

Section 6: Membership will be open to any person interested in the YSC, but voting membership will be limited to parents, community members, school staff members and students voted on by the Advisory Council during the previous year.

Section 7: Members of the Council shall be appointed by the Council. Appointees shall be submitted to the Council (appointed by the Chairperson) who will assure appropriate representation to the Council. A call for nominees will be made public as an opening on the council occurs.

Section 8: Each Advisory Council member is expected to play an active role in the Council. Members must attend 50% of the meetings to remain members and will contact the Chairperson with justification for absences. If attendance cannot be regular or a member has missed three or more consecutive meetings, the Council is allowed to take action to replace that member.

**Article IV: Meetings**

Section 1: The Beaumont Youth Services Center Advisory Council will meet at least once every other month for a total of 5 meetings per year (Excluding June and July). Members will be notified via email of the monthly meeting dates during the summer prior to the school year beginning as well as by email the month of the meeting. Meetings will be announced via the Beaumont website.

Section 2: Special meetings may be called by notifying the YSC Coordinator or the chairperson with the request. The Chairperson or the YSC Coordinator will give written notice for the meeting to all members with twenty-four hours prior notice.

Section 3: All meetings will be open to the public except for those portions that are conducted as closed sessions. The Council may meet in closed session for the following reasons:

- To discuss proposed or pending litigation by or against the Advisory Council or the YSC
- To discuss candidates for a vacancy for the Coordinator or other paid position
- To discuss a matter that could compromise the confidentiality of a person or persons receiving services through the YSC.

**Article V Officers**

Section 1: The members of the Advisory Council will elect officers at the last meeting of the fiscal year. The first year's officers will be elected at the first Advisory Council meeting.

Section 2: The Executive Board will consist of the following:  
Chairperson who will:

- a. Schedule meetings
- b. Preside over such meetings
- c. Appoint all necessary committees
- d. Will guide the Council concerning the responsibilities of the Council
- e. Coordinate with the YSC Coordinator regarding each meeting agenda and projects

Section 3: The Executive Board will be elected at the August meeting each year and may serve a total of two years.

**Article VI Agenda**

Section 1: The Chairperson, with the assistance of the Coordinator, will be responsible for developing and providing an agenda.

Section 2: Any individual or group wishing to have an item placed on the agenda must submit their request in writing to either the Chairperson or the Coordinator twenty-four hours prior to meeting.

**Article VII Voting**

Section 1: A consensus or vote of the Council members will be required to decide on issues presented to the Advisory Council. If a consensus of members cannot be reached on an issue, a vote will be taken and a majority decision will determine the issue.

Section 2: A majority for a vote will consist of the majority of voting members present at the meeting.

**Article VIII Amendment Process**

Section 1: Written notice of the amendment to the by-laws is to be presented via meeting agenda and be presented at the meeting. By-laws can also be voted on at this same Advisory Council meeting.

Section 2: The By-Laws may be amended by a majority vote of the Advisory Council present at the meeting.

**Article IX Relationship with the School Based Decision Making (SBDM) Council**

Section 1: A member of the SBDM will serve on the YSC Advisory Council. If a parent or school staff member is not a member of both councils, a school administrator will be the link between the two councils.

Section 2: Members of the SBDM will not have voting privileges unless they are either a parent or staff member of both councils. The YSC is a state funded agency and adheres to state mandated legislature and regulations.

Section 3: The YSC Advisory Council and SBDM Council will have a shared role in the hiring of a coordinator.

**Article X Selection of a Youth Services Center Coordinator**

Section 1: The screening committee for the Coordinator's position will consist of at least one parent, one community member, and one school staff member, from the Advisory Council. One member of the SBDM will also be on the screening committee.

Section 2: At least two members of the Advisory Council and one member of the SBDM will be involved in the interview process. The committee will make a recommendation to the principal regarding the Coordinator's position.

Section 3: The principal makes the final decision after considering the Advisory Council's recommendation on the Coordinator position according to School Board policy.

**Article XI Finances**

Section 1: In compliance with state guidelines, the YSC will spend no more than \$1000 of its annual operational budget on direct, basic need assistance to families unless approved by the cabinet.

Section 2: The YSC will provide no more than \$50 per family for welfare assistance (including transportation) each year from YSC grant funding. Assistance will not be provided in the form of cash. In the event of extenuating circumstances for a family in need and the availability of funds the YSC will consult with the council to approve additional spending not to exceed \$200/family.

Section 3: The YSC will spend no more than \$200 per year on individual awards and incentives, none of which can be used for compulsory attendance.

Section 4: The YSC will spend no more than \$2000 on food for center activities per year. These activities must be listed in the center's core or optional components. If more money needs to be allocated for food, there must be approval by the Advisory Council first.

Section 5: The YSC will only pay for travel for individuals other than center staff when the activity is related to implementation of a specific program that meets one of the center's core components with a maximum of \$2000 per year.