

# 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.