**BYLAWS**

**Todd County Youth Services Center Advisory Council**

**205 Airport Road**

**Elkton, KY 42220**

Reviewed and Approved October 2000

Reviewed and Approved February 2006

Reviewed and Approved June 2006

Reviewed and Approved June 2007

Reviewed and Approved June 2008

Reviewed and Approved April 2009

Reviewed and Approved August 2010

Reviewed and Approved August 2011

Reviewed and Approved August 2012

Reviewed and Approved October 2013

Reviewed and Approved August 2014

Reviewed and Approved August 2015

Reviewed and Approved August 2016

Reviewed and Approved August 2017

Reviewed and Approved August 2018

Reviewed and Approved August 2019

**ARTICLE 1 – NAME**

Section 1. This organization shall be known as the Todd County Youth Services Center

Advisory Council serving Todd County Middle School, Todd County Central High

School and the Todd County Horizons Academy.

**ARTICLE II - STATEMENT OF PURPOSE**

Section 1. The general purpose of the Advisory Council is to assure school, parent, community

and youth involvement in planning, implementing, and maintaining the Center. This

Council will provide advisement, expertise and support to the Center and its

operations and will monitor the Center’s mission, purposes, goals, policies, programs,

services, strengths and needs.

Section 2. More specifically, the Council will:

* 1. Assist in the development and yearly renewal of the grant proposal.
  2. Provide ideas and expertise for planning Center programming.
  3. Suggest modifications of program as needs develop.
  4. Approve documentation and other forms of the Center.
  5. Assist in obtaining community support and services for students and their families served by the Center.
  6. Assist in the evaluation of program components.
  7. At least bi-monthly budget review.
  8. Have a shared role in the hiring of the center coordinator.

**Article III – MEMBERSHIP**

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

Section 2. Membership of the Advisory Council shall maintain the following criteria:

* 1. At least one-third parents of students served by the center.
  2. At least two student representatives from the Todd County Middle, Todd County Central High School or Todd County Horizons Academy
  3. Community representatives should be persons interested in education and the services of the center.
  4. School and district staff members cannot comprise more than one-third of the Council. The principal and district contact shall serve as ad-hoc members of the council.
  5. Membership of the council should be representative of the diversity of the school population.

Section 4. School staff and community members may serve on the Council as long as they desire

to serve and participate in the purpose of the Council. Principals, assistant principals,

guidance counselors or Todd County Schools’ Supervisor of Instruction and

Curriculum and/or DPP administrator shall serve as ex-officio members of the

Council. Community representatives may include local public and private service

providers, as well as other community members interested in education.

Potential representatives for this group may include the following:

* Pennyroyal Mental Health
* Community Based Protective Services
* Community Based Family Support
* Law enforcement officers/Court designated worker
* Private industry personnel
* County Extension Office
* Public Library
* Sanctuary, Inc.
* Todd County Housing Authority;
* Child Care Providers
* Fiscal Court
* Ministerial Association
* Todd County Health Department
* Interfaith Center
* and other community partners of the Todd County Youth Services Center

Section 5. Parent and student representatives may serve on the Council as long as they are

affiliated with the Todd County Middle School, Todd County Central High School or

the Todd County Horizons Academy. These members shall be appointed by the

Coordinator of the Center. Parents who are appointed to serve on Council may not be

employees of the Todd County Board of Education.

Section 6. The coordinator will have the option to automatically replace any member who is

absent from three consecutive meetings without due cause. Whenever a vacancy

becomes available the coordinator will solicit suggestions for filling that vacancy

from the council membership.

Section 7. The Coordinator and the Assistant Coordinator (when available) of the Todd

County Youth Services Center shall serve as ex-officio members of the Council. The Coordinator shall assist the chairman of the Advisory Council with the preparation and organization of all council meetings.

Section 8. All voting members on the Advisory Council may serve on the Council for

three (3) consecutive one-year terms. After being off the Council for one-year they may serve again. However, special considerations may be made if Council member expresses a strong desire to continue on the Council after three years of service. The Coordinator will be responsible for replacing members when needed.

Section 9. The Advisory Council will have a shared role in hiring a new coordinator by nominating and appointing at least two members to be on the hiring committee with the Todd County Board of Education hiring committee. The council will be in charge of informing the board of the shared role of council participation in the hiring process. The selected members of the council will help review applications, interview applicants and recommend a candidate for the position to the Board of Education for employment.

**Article IV – Meetings/Committees**

Section 1. The Todd County Youth Services Center Advisory Council meetings are open to all

and will be publicized in advance. Reminders will be sent out to Council members

at least two weeks prior to meeting.

Section 2. The Todd County Youth Services Center will meet on a bi-monthly basis at a

time/location, determined best by Council membership.

Section 3. The agenda will be prepared by the Coordinator and the Chairperson.

Section 4. The meeting will be conducted by the Chairperson or Vice-Chairperson in an

informal fashion. Decision of the Council will follow discussion, nomination with a

second and affirmative voice vote.

Section 5. The members present at a regular or special called meeting shall constitute a quorum

for the transaction of Council business.

Section 6. A special called meeting is any meeting other than the regularly scheduled meeting.

A special meeting may be called by the Chairperson or Coordinator when urgent matters arise.

Section 7. Committees shall be created by the Council to promote objections of the Council or the Center. Chairperson or Vice-Chairperson must be present. Committee members shall be appointed by Council chairperson. Chairperson also reserves the right to appoint ad-hoc committees when needed.

**Article V - Officers**

Section 1. The officers of the Council shall be a Chairperson, Vice-Chairperson, and a

Secretary.

Section 2. Officers shall be elected annually at the first meeting of the fiscal year.

1. Officers will be elected by nomination from the floor and majority vote

of quorum present.

1. The terms of these offices shall run from July 1 to June 30th. The term of office is for one year and is renewable yearly for up to 3 consecutive years.

Section 3. The duties of officers include the following:

a) The Chairperson shall call and conduct Advisory Council meetings and shall

be an ex-officio member of any committee.

b) The Vice-Chairperson shall call and conduct Advisory Council meetings in the absence of the Chairperson.

1. The Secretary shall be responsible for keeping accurate records of all meetings of the Advisory Council and shall forward a copy to the Youth Services Center Coordinator prior to the next regularly scheduled meeting.

**Article VI - Resignations**

Section 1. Any officer or Chairperson wishing to resign from his/her office shall give

notice of his/her intention in writing to the Secretary, who shall present the resignation at the next regular meeting of the Council.

Section 2. Any Council member wishing to resign from the Council shall give notice of

his/her intention in writing to the Secretary, who shall present the resignation at the next regular meeting of the Council.

**Article VII – Decision Making**

Section 1. The decision making process of the Advisory Council will be made by the majority of

members present and voting. If repeated attempts to reach a majority vote are not

successful, a roll call vote will be recorded in the minutes of the meeting, and a majority vote of the Council membership present shall be required for the Council to take action.

Section 2. Roberts Rules of Order-Revised shall govern this document and this organization.

**Article VIII – Amending By-Laws**

Section 1. These by-laws may be amended at any time by a motion approving the change.

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

the by-laws.

Section 3. In the case of a change, Coordinator must provide each Council member with new

Bylaws, including proposed changes, within 24 hours of the next meeting scheduled

to review for approval.

**Article IX – Hiring of New Coordinator**

Section 1. The FRYSC advisory council plays an active role in the selection and hiring of a

FRYSC Coordinator. When a Coordinator position opens in a district the applicant

must follow district regulations for applying for position. At least two

representatives from the local FRYSC advisory council (chairperson and a parent)

will review applications with the superintendent or board designee to make

suggestions for interviewing. Those same advisory council members will help to

interview applicants as well as have a shared role in recommending a candidate to

hire for the Coordinator position.

**Article X – Criteria for Special Expenditures**

Section 1. Incentives, Awards, Recognition

1. If the Center so chooses, funds may be used to purchase items for reaching goals of program components or student achievement in YSC program or activity.
2. This will be done in moderation considering the size of group participation.
3. Funds may not be used to pay for regular school day attendance incentives.

Section 2. Food

1. Funds may be used to purchase food, drinks or refreshments at parent, community or student activities and/or programs in which YSC is involved.
2. Center may provide refreshments or meals for Advisory Council members. This practice should be kept to a minimum so as to keep funds available for student and family activities and programs.

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

1. Funds will be limited to trainings for programs relevant to FRYSC that are can be utilized during Center activities and programs.
2. Council will approve travel and/or training for individuals other than center staff.
3. Limit for training will be $300 per training.

Section 4. Basic needs, emergency assistance or financial need

a) All students and/or families in need must fill out an application for assistance. b) Free and reduced lunch students are given first priority and assistance

will be up to the discretion of the YSC Coordinator.

c) Financial assistance will be given to only students and their families enrolled

at Todd County Middle, Todd County Central High School and/or Todd

County Horizons Academy.

1. The Center will no longer help pay for utilities (water, electric, gas) as of August 2011 due to budget cuts. This also includes any housing, to include rent and house payments, costs as well.
2. The Center will allow up to but no more than $200 per family on medical (dental, psychological exams, eye exams and eye glasses, and initial doctor visits) once a year when no other financial resources are available.

f) Camp fees may be offered when funding is available. The Center may assist a student up to $100 on camp fees once a year (to include 4-H Camp, athletic camps and educational camps).

g) School fees (to include graduation attire, summer sports and school sports, and/or leadership building school field trips) may be paid at half the cost of the trip or fee when no other financial resources are available.

h) Assistance by the center does not include college transition costs (college housing costs, books, food etc…) considering that the center can only

financially serve students while enrolled in the Todd County school system.

i) Other needs that are not stated in this document must have approval by Coordinator and Advisory Council member.