

Adopted: September 17, 2009

Lake Superior School District Community Education Bylaws

Section I. PURPOSE OF THE ADVISORY COUNCIL - The purpose of the Advisory Council will be to determine and ensure the implementation of the Community Education Program in the Lake Superior School District so that educational, recreational, and social needs of the community are met.

Section II. COMPOSITION

- A. The advisory Council shall consist of members who represent: various service organizations; churches, public and non-public schools; local government including elected officials; public and private nonprofit agencies serving youth; park, recreation or forestry services of municipal or local government units located whole or in part within the boundaries of the School District, any other groups participating in the community education program in the school district (MN.Stat.121.88 Subd. 2) and community-at-large volunteers throughout the District.

The Community Education Director and the Superintendent will be ex-officio, nonvoting members of the Council.

- B. Selection/Appointment of Members – The Council will periodically invite nominations for appointment of representatives from appropriate groups and organization and from the communities at large. The council will then make recommendation to the School Board for consideration and action.
- C. Notification of Appointment - Individuals appointed to the Council will receive a letter of appointment from the Community Education Director, a copy of the Policy of the Community Education Program, Bylaws of the Advisory Council, a copy of the major state laws which relate to Community Education programs and a list of the names and contact information of the members of the Advisory Council.
- D. Terms of Appointment– Each member will be appointed for a term of two (2) years, and will be eligible for reappointment. Terms will be on a staggered basis.
- E. Resignation and Vacancies – Any Council member wishing to resign from the Council will give notice of his/her intention in writing to the Director, who will present the resignation to the Council at the next regular meeting. All vacancies will be filled in the manner cited in Section IIb.

Section III. DUTIES OF THE COUNCIL – The duties of the o Council members shall be to:

- A. Carry the stated purpose of the Council;
- B. Serve as Chair of Ad Hoc Committees;
- C. Attend scheduled meetings;
- D. Plan for a needs and interest assessment on a scheduled basis
- E. Serve as liaison for the citizens, groups, and /or organizations which they represent.
- F. Establish goals and objectives on an annual basis

Section IV. OFFICERS – TERMS AND DUTIES – The officers of the Council will be the chair and vice-chair.. At the first meeting of the school calendar year, the Council will elect a chair and vice-chair. The terms of the officers will be one (1) year, with the option for reelection.

The Chair will preside at all meetings of the council and will be an ex-officio member of all committees, and will approve the agenda for each meeting, in consultation with the Director

The Vice-Chair will perform the duties of the Chair in the event of an absence or vacancy.

Section V. COMMITTEES

- A. Standing Committees – Standing Committees will be made up of the Council members and additional standing committees may be created by the Council as may be required to achieve the Council’s purpose.
 - 1. Curriculum/Course Design/Program – The purpose of this committee is to:
 - a. assist to review the development and scheduling of courses and programs offered generally and specifically to the citizens of the community and;
 - b. give help in evaluation design and implementation into courses/programs offered.
 - 2. Membership – The purpose of this committee is to implement the provisions of Section II B.
 - 3. Needs Assessment – The purpose of this committee is to implement Section III D.

SECTION V. COMMITTEES (continued)

4. Scholarship - The purpose of this committee is to
 - a. annually review Ann Wood Scholarship applications and select award winners
 - b. recommend and solicit possible sources of scholarship funds for the Community Education Department.

- B. AD HOC Committees – The Council may appoint one or more ad hoc committees in fulfilling its purposes. These committees may consist of interested Council members and community members with particular expertise and concern for youth, senior citizens, young adults, and/or parents. Each Ad Hoc committee will be created for a particular function.

When the function is accomplished the committee will be dissolved. The Chair of each Ad Hoc committee will be a member of the Council and will report, inform, and advise the Council of the recommendations of the committee.

Section VI MEETINGS

- A. Regular Meetings - Regular meetings of the Council will be held at least 4 times throughout the year. Written notice accompanied by an agenda will be sent to each member at least a week in advance of the meeting date.
- B. Special Meetings - Special meetings may be called by the Chair of the Council or by three voting members of the Council, but in any event, all council members must be advised of special meetings. Three (3) days notice will be given whenever possible, but in any event, all Council members must be advised of special meetings
- C. Quorum - Four Council members with voting rights will constitute a quorum for the transaction of business in any meeting of the Council.
- D. Secretary – Minutes of the meetings will be taken and reproduced by an administrative assistant employed by Community Education.
- E. Cancellation – Cancellation of any meeting will be by the Chair

Section VII COMPENSATION - Members of the Council shall serve without compensation

Community Education business travel will be reimbursed at the current school district reimbursable rate, including travel to and from Council meetings.

Section VIII SUBSIDERARY ADVISORY COUNCILS – Communities where there are schools or programs (ex. Early Childhood Family Education) within the district may develop local advisory councils to provide input to the District Advisory Council.

Section IX AMENDMENT – These bylaws may be amended at any regular meeting be a two-thirds vote of the members of the Council present and a voting, a quorum being present, provided notice of the proposed amendments(s) shall have been given at least two weeks in advance.

Section X. PARLIMENTARY AUTHORITY – The rules contained in the current edition of Robert’s Rules of Order – Newly Revised will govern this Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and lake Superior School District Policy 901 Community Education

Adopted _____