

By-Laws

Dassel-Cokato Community Education Advisory Council

ARTICLE I PURPOSE

- Section 1 **COMMUNITY NEEDS**
The Advisory Council shall be receptive to indications of the educational, recreational and social needs of the community members.
- Section 2 **RESOURCES**
The Advisory Council shall utilize the maximum available human and material resources to serve the greatest number of community members of all ages.
- Section 3 **OBJECTIVES**
The Advisory Council shall have as its objectives to improve community living, promote cooperation and strengthen community action within the community.
- Section 4 **PROGRAM PARTICIPANTS**
The program is intended to serve the community members of Dassel and Cokato, and residents of ISD #466 residing within the jurisdiction of the sponsoring agencies.

ARTICLE II DASSEL-COKATO COMMUNITY EDUCATION ADVISORY COUNCIL

- Section 1 **COUNCIL MEMBERSHIP**
The development of the Community Education program shall be accomplished by the creation of a Community Education Advisory Council which shall exercise itself in such a way as to accomplish the Purpose set forth in ARTICLE I.
- a) The Dassel-Cokato Community Education Advisory Council shall serve as a citizens advisory council according to the provisions outlined in the Joint Powers Agreement.
 - b) The Community Education Advisory Council shall consist of one representative of ISD #466 Dassel-Cokato Board of Education, one representative of the Cokato City Council and one representative of the Dassel City Council. The Advisory Council will include a minimum of eight community representatives. It is recommended that a broad representation of the communities be included but not limited to: ministerial, senior citizen, student and interested citizens.

- c) Representatives of the sponsoring agencies shall be appointed to the Advisory Council by their respective agency with each serving one year renewable terms beginning January 1. Community representatives will follow an application and approval process with appointment by the Advisory Council at the December meeting in compliance with Minnesota Statute 121:88. Community representatives shall serve a two-year term beginning February 1. Appointment of community representatives shall be subject to School Board approval. Each representative shall be entitled to one vote.

Section 2

COMMUNITY EDUCATION STAFF

The Community Education Director shall be an ex-officio, non-voting member of the Advisory Council. The Director and Community Education staff shall advise and inform the Advisory Council.

Section 3

SUPERINTENDENT OF SCHOOLS

The Superintendent's duty is to advise and inform.

Section 4

MAYORS OF CITIES

The Mayor's duty is to advise and inform.

Section 5

OFFICERS – TERMS AND DUTIES

The Advisory Council shall elect a chairperson and a vice-chairperson at the February meeting. The terms of the officers shall be one year and shall begin at the February meeting and extend through January.

Section 6

RESIGNATIONS

Any Advisory Council members wishing to resign from the Council shall give notice of this intention in writing to the chairperson, who shall present the resignation at the next regular full council meeting.

Section 7

VACANCIES

A vacancy on the Advisory Council shall be deemed to exist in the case of the unexcused absence of any council member for two consecutive full Advisory Council meetings, by reason of resignation, term expiration, removal from office or death. New members will be appointed by the Advisory Council and recommended for approval by the School Board.

ARTICLE III
EMPLOYMENT OF PERSONNEL

Section 1 EMPLOYMENT OF DIRECTOR

The Community Education Director shall be employed according to the personnel policy of ISD #466 Dassel-Cokato with terms and conditions therein and with cooperation of the sponsoring agencies and the Advisory Council.

The Director shall supervise the recruitment and hiring of all employees of the Community Education program and determine their terms and conditions of employment, subject to the approval of the Community Education Advisory Council with recommendations forwarded to the School Board for final approval.

Section 2 EMPLOYMENT OF PERSONNEL

All personnel under the Community Education concept shall be employed according to the personnel policy of ISD #466 with terms and conditions therein.

ARTICLE IV
MEETINGS

Section 1 ADVISORY COUNCIL MEETINGS

There shall be a minimum of four Advisory Council meetings held each year. All meetings shall be open to the public with notices being sent to all sponsoring agencies and the local newspaper.

Section 2 SPECIAL MEETINGS

Special meetings may be called by the chairperson or the Community Education Director. Three days notice shall be given whenever possible, but in any event, all Advisory Council members must be advised of special meetings.

Section 3 MEETING PROCEDURES

Business of the meeting will be decided by a simple majority of those present voting members.

The proceedings of meetings of the Advisory Council shall be governed in accordance with "Robert's Rules of Order".

Section 4 VOTING BY E-MAIL/PHONE/FAX

In the event of timing constraints or inability to call a Special Meeting, the Council may discuss, make a motion, second, and vote on a particular issue via e-mail, telephone, fax, and if necessary, regular mail.

Presentation of the issue by the Chair or Community Education Director, motion, second, and discussion will proceed as in a formal meeting, with

the first member's motion or second being the member of record. Results will be agenda items at the next formal meeting, be reviewed, and formally reaffirmed, and thereby become a part of the permanent record.

ARTICLE V COMMITTEES

- Section 1 **STANDING COMMITTEES**
Standing committees shall be made up of only Advisory Council members; such standing committees shall be created by the Advisory Council as may be required to promote its goals and objectives. Each standing committee shall be created for a particular function.
- Section 2 **SPECIAL COMMITTEES**
The Advisory Council may create a special committee of interested citizens to address a particular community issue or special project.

ARTICLE VI FINANCE

- Section 1 **FISCAL YEAR**
The fiscal year of the Advisory Council shall be from July 1 through June 30 of the following year.
- Section 2 **FINANCIAL RECORDS**
The financial records for the Advisory Council shall be maintained by ISD #466.
- Section 3 **BUDGET APPROVAL**
The Advisory Council shall submit for approval a Community Education budget each year to each of the sponsoring agencies with respect to their budgeting timelines, with final ratification by the School Board.
- Section 4 **MONTHLY EXPENDITURES**
The Director shall submit an expenditure and revenue statement to the Advisory Council for review at each regular meeting.
- Section 5 **PAYMENT OF EXPENSES**
The Community Education Director, shall submit all expenditures to the Fiscal Agent with final approval by the School Board.
- Section 6 **ISSUING STATEMENTS**
The Community Education Director, shall submit a bill quarterly to the sponsoring agencies for their pro rata share for Community Education support.
- Section 7 **FINANCIAL REPORTS**

The annual audited financial report shall be made to the sponsoring agencies. Additional reports shall be made as necessary.

ARTICLE VII
AMENDMENTS

Section 1 AMENDMENTS

These by-laws may be amended at any regular meeting by a two-thirds vote of the members of the Advisory Council present and voting, providing notice of the proposed amendment shall have been given at the previous meeting.

These by-laws were amended and approved by a majority vote of ISD #466 Dassel-Cokato Community Education Advisory Council.

Chair

Date

Director of Community Education

Date