

**BOWLING GREEN-WARREN COUNTY
COMMUNITY EDUCATION ADVISORY COUNCIL
BY-LAWS**

Article I: Name

The name of the organization is the Community Education Advisory Council.

Article II: Purpose

The purpose of the Advisory Council is to serve as a link between the community and the Community Education staff.

Article III: Responsibilities

The responsibilities of the Advisory Council are as follows:

- Assist in the development of goals and objectives.
- Provide input for development and management of programs and services.
- Collaborate with Director to conduct community needs and resource assessments.
- Assist in the development and implementation of a marketing and public relations plan.
- Assist with evaluation of existing activities.
- Be an active advocate for community education.

Article IV: Membership

Section 1. – Composition

The council membership should be representative of the community, including 75% non-school employees and 10% youth. Members should reflect the interests of the community and reside, work, or attend school in Bowling Green – Warren County. The council should have fair representation by gender, age, geographic residency and ethnicity. The council membership shall not exceed 20 members, nor fall below 10.

Section 2. - Nondiscrimination

Membership shall be open to all persons regardless of race, color, creed, religion, economic status, age, gender, political views or handicapping conditions.

Section 3. – Vacancies

A council development committee, including the Executive Director and Chairperson, will recruit new members to fill vacancies.

Section 4. - Term

Advisory Council members shall serve a three-year term with 1/3 of the council retiring each year. Advisory Council members can serve no more than two terms consecutively.

Section 5. – Resignation

A member may choose to resign by submitting a written statement to the Executive Director of Community Education at any point in his or her term.

Section 6. – Removal

If a member misses three unexcused consecutive meetings, then that member shall automatically be removed from the Advisory Council.

Article V: Meetings

The council shall meet monthly, with additional meetings as deemed necessary by the Chairperson or a quorum of the Advisory Council.

A quorum shall be composed of one half of the membership

Article VI: Officers, Duties

The council will elect the Chairman, Vice Chairman and Secretary.

Article VII: Fiscal Year

The fiscal year of the Advisory Council shall be from July 1 through June 30.

Article VIII: Amendments

Two-thirds of the membership is required to amend the by-laws after advance written notice of the meeting specified that such amendments would be considered at the meeting.

Amended 2010