

Benton Middle School Advisory Council Bylaws

Revised November 2024

Article I: Purpose

The Benton Advisory Council will represent the school's various stake-holder groups in the development and monitoring of the school's strategic plan. The Council will advise the principal by providing recommendations pertaining to objectives, strategies, and action plans that will support continuous school improvement. Additionally, the council will assist and support the school leadership team in ensuring alignment with the Division Strategic Plan and providing budgetary and staff development support for our school goals. The Council shall use the continuous improvement planning process (PDSA cycle) for the development of the school plan.

Article II: Membership

All Council members will be volunteers and will be representative of the various stake holders of the Benton community.

The membership shall consist of:

Administration: The principal and assistant principals shall serve as permanent members of the council.

Staff: Staff representing various departments and rolls will serve on the Council. Classified staff, Certified staff, and the Family Liaison will be represented.

Parents: There will be at least five parents/guardians representative of the Benton community. Members must have a currently enrolled child at Benton in order to serve on the Council.

SACI Representative: The school representative to the SACI will be included on the Council.

Students: There will be two students representative of the Benton community.

Article III: Membership Terms

Council terms shall run from August to August. Replacements for vacant positions will be selected each year, as needed.

- A) In the spring of each year, volunteers for the available parent positions will be sought. If needed, selections will be made by lottery.
- B) In the spring of each year, staff representatives will be sought.
- C) Staff members shall be appointed by the administration.
- D) The school SACI representative and a representative from the PTO will be included.

Article IV: Resignation/Non-fulfillment of Term

Any member who must resign will notify the Council. Parent representatives must resign if they no longer have children at Benton. Staff members must resign if they are no longer employed at Benton. Vacancies will be appointed by the administration. The Council member replacement shall be chosen from the stake holder group of the vacant position.

Article V: Council Officers

The Council will have three officers: Chairperson, Vice Chairperson, and Secretary. A parent or guardian will serve as the Chairperson. The officers will be appointed by the principal for one-year terms. Officers may serve additional terms. The Chairperson may not serve for more than two consecutive years. Officers who fail to meet their responsibilities shall be removed from office by a consensus of the Council.

The Chairperson shall:

- A) Preside at all meetings and have general supervision of the affairs of the Council.
- B) Work with the administration in planning and directing the affairs of the Council including monitoring the committee's progress.
- C) Prepare the yearly timeline to be published for the staff and the community on the school's website.
- D) Prepare the agenda in collaboration with the administration, see that the agenda is distributed at least one week prior to each meeting, and authorize modification of the agenda if it is determined to be in the best interest of the Council's work.

The Vice Chairperson shall:

- A) Preside at meetings when the Chairperson is unable to attend.
- B) Assist Chairperson as needed.

The Secretary shall:

- A) Keep full and accurate accounting of the proceedings and transactions of all meetings of the council.
- B) Provide a copy of the minutes to all members.
- C) Provide a copy of the minutes to be shared with school staff and published on the school website.

Article VI: Training

Advisory Council training will be provided on a yearly basis. The Principal will provide the training during the first meeting of the year.

Article VII: Meetings

The Council shall meet six times during the school year. The yearly calendar will be posted on the school website. Meetings will include virtual options to meet the need of the members. Any changes to the calendar will be communicated to members at least one week in advance and posted on the school website.

The meeting agenda shall adhere to the following schedule:

- A. Administrative Business
- B. Principal's Report
- C. Superintendent's Advisory Council Report
- D. Round Table
- E. Additional Topic as needed throughout the year

Article VIII: Round Table and Community Time

Council meetings are open to the public. Round Table time will be scheduled each meeting to allow members to share comments and concerns. Any community member who wishes to address the Council shall contact the Principal prior to the meeting. The Principal will allow time during the meeting for these remarks. The procedures for addressing the Council will be posted on the school Website.

Article IX: Revision of By-laws

A yearly review of the by-laws will be conducted at the final meeting of the school year. Any member may propose amendments to the by-laws. Any proposed changes must be discussed and read at a regularly scheduled meeting. Amendments to the by-laws shall be adopted by the consensus of the Council.