

**CENTER FOR FAMILY RESOURCES, INC.
HIGHLANDS FAMILY SUCCESS CENTER – BY-LAWS**

Article I: The Organization

- A. Name: Center for Family Resources, Inc.
- B. Status: Non-profit Organization

Article II: Purpose of the Organization

(The) Center for Family Resources Highlands Family Success Center Community Advisory Board is a structure for providing a formal means for involving parents, community people and community stake holders in decisions about the Highlands Family Success Center Programs.

Article III: Functions of the Organization

The organization shall be able to perform meaningful functions in the management of the program. They will:

- A. Assist in the development of and provide advice on the development of the center program and services;
- B. Participate in the selection of the Highlands Family Success Center Program Administrator. Decisions on selection of the Program Administrator should reflect a consensus between the Advisory Council and the Center for Family Resources Board of Directors;
- C. Participate in the selection of candidates and approve or disapprove the hiring or firing of the Highlands Family Success Center staff personnel;
- D. Initiate suggestions and ideas for program improvements;
- E. Serve as a channel for hearing complaints about the program as per the complaint procedures of the Highlands Family Success Center Program;
- F. Assume some degree of responsibility for communicating with community members and encouraging their participation in the program;
- G. Work in conjunction with public and private organizations;
- H. Represent the professional organization and community members involved in the Highlands Family Success Center Program;

- I. Aid in recruiting volunteers and assist in mobilizing community resources.

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Article IV: Meetings

- A. Regular monthly meetings will be held at least ten (10) times per year at a convenient time and place for all Advisory Council members. When necessary, arrangements for teleconferencing will be made to accommodate members who cannot attend in person.
- B. Members will be notified of such meetings through personal phone calls from the center staff and/or e-mails from the Program Administrator.
- C. Special meetings may be called at the discretion of any Advisory Council member by notifying a member of the Administrative Committee, who in turn will notify the other members of the Advisory Council 48 hours in advance.

Article V: Membership

- A. The Advisory Council shall consist of at least Five (5) members.
- B. All members serving on the Highlands Family Success Center Advisory Council must be elected by members of the community currently serving on the Highlands Family Success Center program.
- C. A family member, or member of the staff of Center for Family Resources, Inc, The Highlands Family Success Center cannot serve on the Advisory Council.
Family consists of:

Mother – Father – Sister – Brother – Husband – Wife – Son – Daughter –
Aunt – Uncle and includes In-Laws of the above family members.

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- E. No staff member shall serve on the Advisory Council. Staff members may attend the meetings in a consultative non-voting capacity on request of the Executive Committee of the Advisory Council.
- F. All members shall be elected to the Highlands Family Success Center Advisory Council for the duration of one (1) year. Elections shall be held in **October** of each year;
- G. All members shall have the right to vote on important issues brought before the Advisory Council at its meetings;
- H. Vacancies in the Highlands Family Success Center Advisory Council must be filled within thirty (30) days; parent members must be elected from interested parents of the Parent Center Committee;
- I. One third (1/3) of the current total membership of the Highlands Family Success Center Advisory Council shall constitute a quorum for the purpose of conducting its business.
- J. In emergency situation, excluding personnel matters, a voice vote may be permissible pending formal approval at the following meeting.
- K. Absence from three (3) consecutive Advisory Council meetings may be cause for removal from the Advisory Council and would require a legitimate reason. Communication to the member absent for this amount of meetings shall be made by the Program Director in conjunction with the chairperson.

Article VI: Officers

- A. There will be an elected Chairperson, Vice Chairperson, Secretary and Treasurer.
- B. The election of officers shall take place annually, in October, in cases where vacancies arise during the school year, they must be filled within thirty (30) days.
- C. Voting shall take place by secret ballot and a majority of those voting shall be required for election to the office.
- D. The term of the office shall be one (1) year.
- E. The officers of the Advisory Council shall have certain duties to perform. They are:

Chairperson: The Chairperson shall preside at all meetings of the Highlands Family Success Center Community Advisory Board. He/She will have the powers and duties pertaining to his/her office. The Chairperson has the right to vote. In cases that a tie must be broken, he or she shall vote last. The Chairperson shall sit on the Advisory Board to serve as a liaison between the community and the center staff. The chairperson will be elected for a period of 1 (one) year.

Vice-Chairperson: The Vice-Chairperson shall take the place of the Chairperson in his/her absence, at which time he/she shall have the powers to perform the duties of the Chairperson. If the Chairperson resigns or leaves the office for any reason the Vice-Chairperson shall assume the role of Chairperson for the remaining time. The Vice-Chairperson will be elected for a period of 1 (one) year.

Secretary: A Secretary shall take the role call. The Secretary shall take the minutes of all regular and special meetings of the Advisory Council and shall be responsible for forwarding them to the Center Director and the Chairperson. The Secretary shall handle all correspondence and records and perform such duties as may be incident to his/her office. The Secretary will be elected for a period of 1 (one) year.

Treasurer: A Treasurer shall maintain and keep records of all financial activities. The Treasurer shall keep track and provide financial reports to the board Chairperson and Program Director as requested. The Treasurer shall handle all financial correspondence and records and perform such duties as may be incident to his/her office. The Treasurer will be elected for a period of 1 (one) year.

Article VII: Committees

A. Joint Committees

1. Administrative Committee

Function: consists of those activities which have as their purpose the general regulation, direction and control of the affairs of the Highlands Family Success Center programs that are system-wide and not confined to one component area or narrow phase of program activity.

2. Program Committee

Function: consists of those activities dealing with or aiding in improving the quality of child development and family support services.

4. Policy

Function: consists of the formulation of rules, setting the direction in which the program, administration, Board of Directors and Advisory Council shall function.

5. Buildings and Grounds Committee

Function: operation of facilities, consisting of the housekeeping activities concerned with keeping the physical plant open and ready for use. It includes cleaning, disinfecting, heating, lighting, communications, power, moving furniture and caring for grounds.

7. Component Committee – comprised of Advisory Council members, interested parents and Community Representatives.

Function: concerned with implementation of program contracted services.
Committees: Family Health committee, Parent Ed./Parent Child Activity, Employment/Housing Related committee and Life Skills/Advocacy/I&R and Linkages committee.

THE ADMINISTRATOR SHALL NON-VOTING EX-OFFICIO MEMBER OF EACH COMMITTEE.

Article VIII: Parent Representation

- A. A representative must be chosen from current Community Members.
- B. The representative shall be an Advisory Council Chairperson or his/her designee.
- C. Representative(s) shall be selected annually at the October Advisory Council meeting.

- D. Representative(s) are encouraged to attend all annual meetings. When necessary, arrangements for teleconferencing will be made to accommodate members who cannot attend in person.

Article IX: Amended By-Laws

The By-Laws of the Advisory Council shall be amended only with the approval of at least one third (1/3) of its members.