

# **Community Connections for Youth Bylaws**

## ARTICLE I

### Name

This organization shall be known as Community Connections for Youth (here after referred to as CCY).

## ARTICLE II

### Mission

The mission of this organization shall be to promote the healthy development of Woodstock youth through community wide application of the 40 developmental assets identified by 40+ years of research conducted by the Search Institute of Minneapolis, Minnesota.

## ARTICLE III

### Policies

(Section 1) This organization shall be a non-profit organization. The use of funds, dues, and proceeds derived by this organization shall be utilized for asset building promotion, training, and activities for the benefit of youth in the Woodstock community.

(Section 2) This organization shall be non-commercial, non-sectarian, non-partisan and non-political. Members' affiliation with CCY may not be used in any manner other than in the regular work of the organization.

(Section 3) In the event of the dissolution of the organization, the Executive Board shall disburse all funds on hand within thirty days of the dissolution date. The funds will be disbursed in a manner that benefits the youth of the Woodstock community under the laws of the State of Illinois.

## ARTICLE IV

### Membership and Dues

(Section 1) There shall be one class of members in this organization. Each member shall be entitled to one vote on all matters for which a membership vote is permitted by law, the Articles of Incorporation, or the Bylaws of this organization.

(Section 2) Membership shall consist of any individual committed to the youth of the Woodstock community who attend three or more regular meetings annually and pays annual dues.

(Section 3) The annual dues shall be \$5 per member. Membership in CCY shall be based on the calendar year beginning January 1.

(Section 4) The organization shall meet on a monthly basis. The place and time shall be determined by the membership.

(Section 5) Membership present at a duly called meeting shall constitute a quorum.

## ARTICLE V

Executive Board

(Section 1) The Executive Board (hereafter referred to as the Board) is responsible for overall policy and direction of the corporation, and the delegates day to day operations to the chair and committees. The Board shall have no fewer than 7 members and no more than 11 members. The Board shall consist of four (4) officers (Chair, Vice-Chair, Secretary, and Treasurer) and 3-7 at large members.

(Section 2) Any current member may nominate another current member for a seat on the Board. Board members will be elected by the current membership based on number of votes received on the day elections are held. Elections will be held in the fall and Board members shall assume their seat on the Board at the first meeting of the new calendar year. Board members will be elected for a term of two years.

(Section 3) Officers shall be elected by the Board by a majority vote. Officers shall be elected for the length of their term. An officer can be removed from his/her current position by a unanimous vote of the remaining Board members.

(Section 4) When a vacancy on the board exists, the Board shall seek nominations from the current members at the next meeting after the vacancy occurs. A replacement will be elected by a majority vote of the Board at the meeting following the nominations.

(Section 5) Resignation from the Board must be in writing and received by the Secretary. A Board member shall be removed from the board for excess absences if they have two unexcused absences from Board meetings in a one year period. A Board member can be removed for other reasons by a three-fourths vote of the remaining Board members.

(Section 6) At least two-thirds of the Board members must be present before business can be transacted or motions made or passed.

(Section 7) An official Board meeting requires that each Board member receive written notice at least seven (7) days in advance delivered by mail, e-mail, or in person. Messages sent solely by e-mail will require a response. If a response is not received within 3 days, the non-responding Board member must be contacted in another manner.

(Section 8) Special meetings of the organization shall be called upon the request of the Chair or by a majority of the Board. Notices of special meetings shall be sent or caused to be sent, by the Secretary, to each Board member and member seven (7) days in advance. Notices may be delivered by mail or in person. Messages sent solely by e-mail will require a response. If a response is not received within 3 days, the non-responding member must be contacted in another manner.

## ARTICLE VI

### Duties of Officers

(Section 1) The Chair shall preside over all meetings of the organization and of the Executive Board, shall appoint the committees and committee chairpersons, and shall perform all other duties pertaining to the office.

(Section 2) The Vice-Chair shall take charge of all responsibilities of the chair in his/her absence. He/she shall also work in any capacity delegated by the chair and the Board for the benefit of CCY.

(Section 3) The Secretary shall keep a complete record of the proceedings of each meeting and present the minutes for approval, and shall perform other such duties as may be delegated.

(Section 4) The treasurer shall collect all dues and money forthcoming from any and all projects and make a clear record of the same and report thereon to the membership whenever called upon to do so. The treasurer shall pay all bills and accounts against the organization when properly certified, upon notification of the chairman. The treasurer is responsible for financial integrity, monthly report of income and expenses, and year-end reporting of income, expenditures, and remaining balance. The treasurer will file all required yearly tax returns.

## ARTICLE VII

### Committees

Committees are formed to provide a specific service for one year or more. Committees may be appointed or dissolved by the Board.

## ARTICLE VIII

### Amendments

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting provided the proposed amendment has been presented to the Board and has been read at the previous meeting of the organization.

## ARTICLE IX

### Parliamentary Authority

*Robert's Rules of Order, Newly Revised* shall govern CCY in all cases to which they are applicable and in which they are consistent with these bylaws

*Presented for approval of Membership 10/17/2002*

*Accepted 12/19/2002*

*Ammended 05/10/2004 (article VI)*