

BY LAWS
Springville Youth, Inc.
Post Office Box 71
Springville, NY 14141

ARTICLE I - NAME

This organization shall be known as Springville Youth, Inc.

ARTICLE II - PURPOSE AND RESPONSIBILITY

The purpose of this organization and responsibility of its Board of Directors shall be:

- a. To stimulate community interest and involvement in planned, organized and supervised recreation for, but not limited to, the youth of the Town of Concord, including the Village of Springville - provided the ratio of nonresident participants to resident participants shall not exceed the ratio of private funds to public funds used to support the programs under the direction of the organization and provided participation by nonresident shall not result in denial of participation by residents.
- b. To provide guidance and promote the health, social, educational, vocational and character development of boys and girls, without regard for race, color, creed or national origin.
- c. To discover and interpret community needs.
- d. To plan for and develop a quality recreation and youth service program to best meet community needs.
- e. To maintain high standards in recreation leadership and quality of service.
- f. To be a recognized youth advocacy organization.
- g. To supervise the distribution of certain public funds for recreation and youth service - public funds being monies disbursed through the Town of Concord and Village of Springville Joint Youth Account.
- h. To coordinate the actions of the Town Board of the Town of Concord and the Village of

Springville Board of Trustees relative to programs of recreation and youth service.

- i. To appoint, on a yearly basis, Activity Director(s) and Staff to implement the recreation and youth services program.
- j. To prepare an annual program budget and maintain good fiscal accountability, including the use of generally accepted accounting practices for public and private funds.
- k. To prepare an annual budget review report at the termination of the program, showing all categories of expenditure.
- l. To secure and maintain facilities to operate the program through the use of public funds and private funds- private funds being from all sources other than public funds.
- m. To audit, yearly, the records of the treasurer and all other program budgets under the Board's jurisdiction.
- n. To evaluate the effectiveness and quality of the ongoing program.
- o. To cooperate and coordinate efforts with other public or private recreation or social programs, including the New York State Division of Youth and the local Board of Education.

ARTICLE III - DIRECTORS

Section 1 - Number

The property, affairs, and business of the organization shall be vested in a Board of Directors consisting of up to eleven members, all of whom must be at least 18 years of age and residents of the Springville-Griffith Institute Central School District for at least 60 days prior to their appointment to the Board.

The members of the Board of Directors shall, upon appointment, immediately enter upon the performance of their duties and continue in office until the expiration of their terms.

Section 2 - Compensation

The Board of Directors shall serve without compensation.

Section 3 - Appointment

Interested parties shall submit a letter of interest to the Board of Directors. The individual will participate in a monthly meeting with board members to better understand the Board of Directors' roles and responsibilities. The Board of Directors shall vote on membership of the individual at that meeting or at the following month's board meeting.

Section 4 - Meetings of the Board

Regular meetings of the Board of Directors shall be at 6:30 p.m. on the second Wednesday of each month. The President may, when he or she deems necessary, or the Secretary shall, at the request of one half of the sitting members of the Board, issue a call for a special meeting of the Board.

Section 5 - Quorum

One-half of the sitting members of the Board of Directors shall constitute a quorum for the transaction of business. In the absence of the President and Vice President, the quorum present shall choose a chairman for the meeting.

Section 6 - Attendance

It shall be the duty of each member of the Board of Directors, if unable to attend a meeting, to notify the President or Recording Secretary as far in advance of the meeting as possible. Any member missing three meetings within a six-month period will be contacted by the President concerning his or her interest. The absence of an expression of continued interest, either in writing or by resumed attendance, shall be interpreted as the member's

resignation and the vacancy will be filled.

Section 7 - Committees

The President may appoint such committees as he or she may deem necessary to the orderly conduct of business and in the best interest of the organization.

ARTICLE IV - Officers

Section 1 - Number

The officers of this organization shall be President, Vice President, Secretary, and Treasurer.

Section 2 - Election of Officers

At the regular December meeting, the Board of Directors shall elect for terms of three years the President, Vice President, Secretary, and Treasurer. All officers of the organization must be members of the Board of Directors and will be entitled to vote on all matters brought before the Board of Directors.

Section 3 - Duties of Officers

The duties and powers of the officers of this organization shall be as follows:

PRESIDENT - The President will preside at all meetings of the Board of Directors. He or she will also, at meetings of the Board and such other times as he or she deems appropriate, communicate to the Board such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the organization, and will perform such other duties as are necessarily incident to the office of President of the organization. At any regular or special meeting with a quorum present, the Board, by resolution, may authorize the President to enter into any lawful agreement. The

President will be the official spokesperson for the organization and will represent the Board at any Town of Concord, Village of Springville, or the local Board of Education meetings as deemed necessary.

VICE PRESIDENT - In case of absence of the president, or the inability from any cause for him or her to act, the Vice President will perform the duties of president. The Vice President will also perform such duties as will be delegated by the president.

SECRETARY - It will be the duty of the Secretary to keep a record of the meetings of the Board of Directors; to keep a record of meeting attendance; and to conduct all correspondence not otherwise committed. In the absence of the Secretary, the presiding officer may appoint a Secretary pro-tem.

TREASURER - The Treasurer will keep an account of all private funds received and expended for the use of the organization; deposit all sums received in a bank, or banks, approved by the Board of Directors; and make a monthly report of receipts and expenditures of private funds to the Board, a copy of which will be provided to the Secretary. The Treasurer will also be responsible to direct the activities of those persons who are charged with the responsibility of carrying out these related duties as directed by the Board of Directors.

In addition to the monthly report of private funds, the Treasurer will make a monthly report of disbursements by the Disbursing Agent of public funds. Copies of this report will be provided to the Secretary and each of the municipal Representatives.

The funds, books, and vouchers in the Treasurers hands will at all times be under the supervision of the Board of Directors of the organization and subject to the Board's

inspection and control.

In the absence of the Treasurer, the presiding officer may appoint a Treasurer pro-tem.

ARTICLE V - DISBURSING AGENT OF PUBLIC FUNDS

The Disbursing Agent of Public Funds is designated by the Board of Directors of Springville Youth, Inc.

ARTICLE VI - REPRESENTATIVES

Section 1 - Purpose

In the interest of protecting public funds, maintaining the best communications, coordinating youth activities, obtaining new ideas, exchanging useful information, and avoiding conflicts of interest in interpretation, the Board of Directors will welcome community input - from the municipal Boards and local students in particular and from the community in general. In the same interest, the Board will attempt to be best represented before interested parties and groups.

Section 2 - Participation

The Representatives appointed by the Town and Village Boards will be invited to participate at all regular and appropriate special meetings of the Board of Directors. Except for voting rights, they will be afforded the same privileges as members appointed to the Board of Directors.

Section 3 - Town and Village Representatives

The Representatives appointed by the Town Board of the Town of Concord and The

Village of Springville Board of Trustees will act as the regular means of communications between the Board of Directors of the organization and the municipal Boards.

Section 4 - Student Representatives

Two students, one male and one female, recommended through the guidance office, from the Junior Class at Springville-Griffith Institute, will act as the regular means of communication between the Board of Directors of the organization and the youth of the area.

ARTICLE VII – EXECUTIVE DIRECTOR, ACTIVITY DIRECTOR(S) AND STAFF

Section 1 - Advertising and Interviewing

The Board of Directors shall advertise, screen, and interview candidates for the position of Executive Director when a vacancy exists and will consider all applications for the position.

The Executive Director shall advertise for and consider all applications for vacant Staff positions.

Section 2 - Appointments

At a regular Board meeting, the Board of Directors shall appoint Activity Director(s). After considering the recommendations of the Activity Director(s), the Board of Directors will appoint all other Staff. The Activity Director(s) shall notify the Disbursing Agent of Public Funds of such appointments.

Section 3 - Executive Director Responsibilities

The Board of Directors shall prepare, and revise when appropriate, the job description(s)

for all staff positions. The Executive Director will be directly responsible to the President, as Chairman of the Board, or to the Board only as a group at regular and special meetings duly called.

ARTICLE VIII - BOARD REPORTS

The Board of Directors of this organization will only be accountable to the Town Board of the Town of Concord and the Village of Springville Board of Trustees for public funds but will act independent of those Boards in those areas relating to the private funds and other assets and activities of this organization. The following reports shall be made to the municipal Boards:

- a. An annual program budget based on the projected program needs will be considered by the Board of Directors at its September meeting and presented to the Town and Village Representatives. This proposed budget will include a comparison of the previous year's approved budget, a preliminary report of the previous year's actual expenditures, and the proposed budget for the next year.
- b. An annual report will be reviewed by the Board of Directors at the December meeting for presentation to the Municipal Boards as soon thereafter as practical. This comprehensive report of activities, accomplishments, and future plans will also be circulated among interested civic groups and available for public information in the Town and Village offices.
- c. A copy of the Treasurer's monthly report of disbursements by the Disbursing Agent of the Public Funds will be submitted by the Town and Village Representatives to their respective Boards.

ARTICLE IX - AMENDMENTS

The By-Laws may be amended at any regular meeting of the Board of Directors of the organization provided 15 days written notice has been made to the members of the Board of Directors prior to the meeting at which the proposed amendment(s) will be voted upon.