



Colchester Youth Service Bureau

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Attest, Nancy A. Bray, Town Clerk

ADVISORY BOARD BY-LAWS

Article 1: Name

- 1.1 The name of the agency shall be the Colchester Youth Service Bureau, hereinafter called CYSB or the Bureau.
- 1.2 The Advisory Board of the Bureau shall be called the Colchester Youth Services Advisory Board hereinafter called the Board.

Article 2: Role of Board

- 2.1 Connecticut General Statutes, Sec. 10-19m, states that in order for a Youth Service Bureau to qualify for state cost sharing grants the Bureau shall have an Advisory Board who shall advise and make recommendations on overall policy and program direction for the Bureau.

Article 3: Membership

- 3.1 In accordance with Connecticut General Statutes, Sec. 10-19m,
"The Board shall have no less than seven (7) members. The Board shall be comprised of representatives from public agencies with statutory responsibility for youth and private sector organizations representing community social institutions. These representatives shall include at least one member who is under 21 years of age at the time of appointment, one member who is a representative of the school system, one member who is a representative of the police department, and one member who is a representative of a private youth-serving agency. At least one-third of the total membership shall be individuals who are interested in youth services and who receive less than fifty percent of their income by delivering services to youth."
- 3.2 The Board shall have a maximum of 15 voting Board members, as well as Liaisons appointed by the Town and other non-voting representatives when appropriate.
- 3.3 Non-electors who are under 18 are allowed to be voting members.
- 3.4 Non-electors who are employed by the Town of Colchester but do not reside in Colchester are allowed to be voting members, including but not limited to police and school representatives.

- 3.5 Board members shall be appointed by the Youth Services Advisory Board for a term of two (2) years. Members are limited to serving three consecutive terms, pending approval of the Board, with the third consecutive term expiring in June of their sixth year of consecutive service. Previous Board members are required to be inactive with the Board, but not necessarily with the work of the organization, for a period of at least 12 months before reapplying for Board membership.
- 3.6 The Director of the YSB is considered an ex-officio member of the Board.
- 3.7 Board vacancies will be advertised to the public.
- 3.8 If a Board Member is unable or unwilling to fulfill his/her duties on the Board, he/she must submit a letter of resignation to the Chairperson and Bureau Director.

Article 4: *Attendance*

- 4.1 Board members are expected to attend meetings regularly. Members missing three (3) consecutive meetings, or 50% of the meetings held within a twelve (12) month period, without an acceptable excuse (as deemed by the Executive Committee), may be asked to resign his/her position on the Board.
- 4.2 A Board member may apply to the Executive Committee for a temporary leave of absence. Up to a three (3) month leave may be granted if the member's personal circumstances deem necessary. If a leave is granted, the member will be temporarily removed from his or her position for the duration of the leave, thereby lowering the quorum qualifications.

Article 5: *Responsibilities of Members*

- 5.1 Membership on the Board requires a readiness to regularly attend and participate in meetings of the Board and actively work towards the advancement of CYSB's and the Board's goals. Responsibilities include:
 - a. Understand and be able to communicate the CYSB's mission, programs and services
 - b. Participate as needed in all fundraising and special events
 - c. Participate in annual strategic planning for the CYSB and the Board
 - d. Measure community's satisfaction with CYSB services and provide feedback
 - e. Advocate on the local/ state level for legislation and policy that impacts youth
 - f. Review and provide input on the Bureau's annual budget
 - g. Make recommendations on programs and services offered by the Bureau
 - h. Actively participate on a standing committee of the Board
 - i. Review agenda and supporting material prior to Board and committee meetings and be prepared to provide corrections, additions, or other input
 - j. Actively seek out and listen to community concerns that can be addressed by CYSB's mission and programs
 - k. Actively communicate and promote the mission and programs of the organization to the community
 - l. Understand the policies and procedures of CYSB and the Board

Article 6: *Executive Committee/Officers*

- 6.1 The Officers of the Board shall be: Chairperson, Vice Chairperson and Secretary. Collectively the three officers shall comprise the Executive Committee. The Board shall choose all officers from its voting members by ballot. New Board members may only begin service as a member of the Executive Committee after serving one complete year on the Board.
- 6.2 Officers shall be elected for a term not to exceed their membership term on the Board. Officers shall serve no more than two (2) consecutive two-year terms in any single office.
- 6.3 The Executive Committee shall have the duties and authority to:
 - a. Set the agenda for all Board meetings
 - b. Make decisions on behalf of the Board when the Executive Committee deems that a decision is required before a legally called meeting can be held
- 6.4 In the event of a vacancy in any office, that position shall be filled by a simple majority vote of the Board members present. All vacancies shall be filled within sixty (60) days.
- 6.5 The Chairperson shall preside at all Board meetings. He/she will be the liaison to the Bureau Director. The Chairperson may appoint the Chairpersons of all committees and shall be an ex-officio member of all committees.
- 6.6 The Vice Chairperson shall assist the Chairperson in the performance of his/her duties and shall serve for the Chairperson in case of the inability of the Chairperson to perform the duties of the office.
- 6.7 The Secretary shall be responsible for all Board correspondence as well as the agendas and minutes of all meetings. The Secretary shall record the minutes and attendance of all meetings and report those minutes to the Board membership as soon as possible, but no later than one week prior to the next meeting. The Secretary will provide a meeting agenda stating the place, day and hour of the meeting, to be delivered to each member not less than forty-eight (48) hours prior to the date of the meeting, either personally, by e-mail, or by regular mail, at the direction of the Board Chairman, Vice Chairman, Secretary, or Bureau Director.

Article 7: *Meetings*

- 7.1 The Board shall hold regular meetings September through June. The meetings shall be held on the first Wednesday of the month at 5:30 p.m. Board meetings will be held at the Colchester Youth Center, unless the Bureau Director deems that a Board meeting may interfere with CYSB's use of the Youth Center for programs.
- 7.2 An annual meeting will be held in June for the purpose of the election of officers and reappointment of members. Officers shall be elected at the annual meeting as needed and shall begin their term as of July 1 of that year.
- 7.3 Special Board meetings may be held upon call of the Chairperson or any five (5) Board members with not less than 48 hours notice to Board members. Any such meetings shall be in accordance with all applicable State and Town regulations.

- 7.4 A simple majority of the total voting membership of the Board shall constitute a quorum for any regular or special meeting of the Board. In the event that there is no quorum, any discussions that are held, or decisions made, by those assembled shall be regarded as informal and non-binding.

Article 8: Committees

- 8.1 The following committees shall be standing committees: Membership, Fundraising and Special Events, Advocacy and Public Relations. Committees shall consist of a Chairperson and at least two (2) additional Board members.
- 8.2 The Membership Committee shall have the following responsibilities:
- a. Review records of attendance at meetings and events to identify any ongoing issues or needs
 - b. Aid in the development of, and help maintain, a volunteer pool
 - c. Monitor member terms according to the Bylaws and inform the Chair of upcoming term expirations
 - d. Determine specific membership needs for the Board
 - e. Identify and recruit new Board members to fill specific membership needs
 - f. Develop and provide a Board orientation program for new members
- 8.3 The Fundraising and Special Events Committee shall have the following responsibilities:
- a. Set a fundraising goal for each working year (September – August)
 - b. Develop and implement ideas for appropriate fundraising opportunities
 - c. Develop and implement ideas for the use of funds raised by the Board
 - d. Develop and implement ideas for special events centered around bringing attention to the Bureau, with fundraising as a secondary component
- 8.4 The Advocacy Committee shall have the following responsibilities:
- a. Keep the Board apprised of legislation pertinent to the Bureau's mission and the welfare of children and families
 - b. Promote awareness of the Bureau's services through direct communication with local officials, legislators, and other stakeholders
- 8.5 The Public Relations Committee shall have the following responsibilities:
- a. Establish working relationships with papers, reporters, etc.
 - b. Determine opportunities to publicize the work of CYSB and the Board (i.e. around fundraising and special events, award and recognition ceremonies, anniversary dates, youth-focused days or weeks, etc.)
 - c. Provide drafts of communication pieces (i.e. for newspapers, legislators, etc.) to be reviewed by the Executive Committee
 - d. Submit approved communication pieces to target audiences and/or for publication to media outlets. Catalog the publication of communication pieces.
 - e. Periodically review and provide input to the Bureau on the Bureau's web page

- 8.6 Other standing and ad hoc committees shall be formed by the Board as needed and may include non-Board members. They shall investigate, research, and or make special recommendations to the Board or to other appropriate groups regarding youth and family-related issues relevant to the Bureau.

Article 9: Compensation

- 9.1 All members of the Board shall serve without compensation.

Article 10: *Parliamentary Rules*

- 10.1 The Board will be governed by Robert's Rules of Order.

Article 11: *Removal of Board Members*

- 11.1 Board membership may be terminated for any of the following reasons:
- a. Failure to meet the meeting attendance requirements
 - b. Conduct in conflict with the purpose of the Board
 - c. Behavior divergent from the mission of the CYSB
- 11.2 Board Officers shall be removed from their office by a two-thirds (2/3) majority vote of voting Board members, provided the Board can show due cause for such removal.

Article 12: *Amendments*

- 12.1 These Bylaws may be amended at any meeting of the Board by a two-thirds (2/3) majority vote of the voting members present, providing at least fourteen (14) days written notice of the proposed amendments has been given to all Board members prior to the meeting.
- 12.2 Unless otherwise provided in the motion, an amendment shall become effective upon adjournment of the meeting at which it is adopted.

Article 13: *Adoption and Effective Date*

The foregoing Bylaws were adopted at a meeting of the Colchester Youth Services Advisory Board, and shall be effective as of _____ day of _____, 2010 and from time to time amended.

