



## BYLAWS

Changes last Recommended by Board of Officers: August 3, 2020

Last Accepted by General Membership: September 21, 2020

### SECTION I

#### Article I - Name

This organization shall be known as the Chariho Youth Task Force and will be referred to as the CYTF throughout this document.

### SECTION II

#### Article I – Mission

Our mission is to educate, empower, and engage youth and adults to create a sense of community, to promote wellness, and to sustain opportunities for Chariho voices to be heard.

#### Article II – Vision

We envision a society driven toward physical and mental wellbeing created through collaboration, education, and activism to promote positive community climate.

#### Article III – Core Focus Areas

- Substance use prevention
- Mental health promotion
- Helping populations of need
- Promotion of healthy lifestyles

#### Article IV – Objectives

- Facilitate conversations to address the concerns and passions of the community regarding health and wellness.
- Support the community through a comprehensive, evidence-based approach and provide resources, education, and outreach.
- Through authentic youth engagement we will ensure that all young people will have a seat at the table of their choosing and provide opportunities for leadership.

## **SECTION III – MEMBERSHIP AND OPERATIONS**

### **Article I**

The purpose of this community youth task force is to protect lives and improve the general wellbeing of the Chariho community. In addition to general membership, youth and adult members are able to become Ambassadors for the organization as defined in Section III Article VI.

### **Article II - Operations**

The CYTF will operate as a community based, membership organization and will conduct business and maintain finances based on a calendar year. The CYTF will have ten public meetings, posted on the Rhode Island Secretary of State website, each year. The CYTF will operate according to [Robert's Rules of Order](#).

Staff person(s) of the CYTF is responsible for posting agenda, maintaining membership records, recording minutes, sending out minutes, and posting minutes on Secretary of State website.

All new members or potential members will receive information about the CYTF and where to access Bylaws. Current bylaws will be made available on [www.CharihoYouth.org](http://www.CharihoYouth.org)

Anyone 18 and older working or volunteering with youth (under 18) must have a background check in order to do so. Paid staff person of the CYTF will maintain a record of who has a current background check.

Members who have a concern with a staff person, member, or Officers are encouraged to discuss the matter in a private meeting with two or more Officers present.

Annual CYTF Meeting will be held in May and the budget will be approved in December for the following year.

### **Article III – Active Membership**

New members are considered active members after coming to two consecutive public meetings, a vote will occur following their second meeting. To remain as an active member of the CYTF, one must fit the following criteria:

- Abide by all laws related to drugs and alcohol
- Represent the CYTF in a positive and healthy manner
- Support the mission and vision of the organization
- Attend a minimum of 5 public meetings annually
- Live, work, or have an affiliation with the community of Chariho
- Assist or support a minimum of one community event/activity per calendar year

Questions regarding one's eligibility to be considered an Active member will be decided upon by the Governing Board of Officers.

#### **Article IV – Voting**

Only active members will be allowed to vote on CYTF matters, as defined in Section II Article III. Five (5) active members at a meeting constitute a quorum. Members with a vested interest in the matter being voted on must abstain from a vote. All CYTF Ambassadors over the age of 16 who are considered Active Members (as defined by the membership of the CYTF Ambassadors in Section II Article VI) are allowed to vote at CYTF public meetings.

Paid staff of the CYTF, Regional Prevention Coalition, and State Agencies are not allowed to vote on CYTF matters. Active members must be in person to vote on CYTF matters.

#### **Article V – Matters Requiring a Vote**

The following are items that must be voted upon at a public CYTF meeting:

- Organizational operating budget of the organization at the beginning of the year
  - Approval of budget and any modification made in excess of 10% of one line-item.
- Applying for new funding streams over \$7,500
  - Funding streams under \$7,500 can be approved by the Governing Board of Officers and will be presented to the membership at the next public meeting
- Approval of the Bylaws as recommended by Governing Board of Officers
- Election of Governing Board of Officers (as terms expire) at the Annual CYTF in May

#### **Article VI – Ambassadors**

CYTF Ambassadors are members of the CYTF who work to actively promote programs and campaigns. Ambassadors work hands-on with the community and are expected to positively promote the CYTF lifestyle during CYTF events and during their daily life. While primarily comprised of youth and young adults, community members of any age can be considered an Ambassador. Guidelines to determine active Ambassador membership will be decided upon by the Ambassador general membership.

Ambassadors are expected to abide by all laws related to alcohol, tobacco, and other drugs and actively promote themselves in person and on social media in a way that aligns with CYTF mission and vision. Any deviation from the above expectations will be addressed by staff / Officers on a case by case basis.

### **SECTION IV -Governing Board of Officers**

#### **Article I – Positions**

- Operations Officer

- Call general public meetings to order, run general public meetings, organize board meetings as needed. Able to be a signatory for contracts as needed.
- Sustainability Officer:
  - Sustain work of the CYTF alongside Executive Director related to funding, programming, and outcomes in the community.
  - Assist Operations Office in the case they are not able to be at a meeting
- Mission Officer
  - Ensures that the organization stays true to its mission and vision and covers all Core Focus Areas (defined in Section II Article III).
- Finance Officer
  - Work alongside Executive Director to manage finances and report back to the board and general membership on a quarterly or as-needed basis. Serves as one of the bank signatories for the CYTF and able to be signatory for contracts as needed.
- Relations Officer
  - Responsible for maintaining positive relations with community members, sending thank you cards or emails to those who interact with the CYTF, and assist with partnership development. Responsible for welcoming new membership and assisting with membership concerns.

## **Article II – Composition and Expectations of Governing Board of Officers**

- The Governing Board of Officers will be made up of a minimum of 5 Officers and a maximum of 7.
- Officers must maintain active member status in CYTF
- Officers must attend a minimum of 9 monthly general meetings and must competently execute their duties.
- The Governing Board of Officers will include at least one representative from the Ambassadors age 18 and over.
- The Governing Board of Officers can appoint a maximum of 2 liaisons from the Ambassadors to serve a 1-year term.
  - Liaisons must be 16 - 25 years of age.
  - Liaisons provide input to the Board without official voting privileges
  - Liaisons must maintain active member status in CYTF
- Officers will hold a two-year term and have the option of being re-elected for a second consecutive term in the same position.
- In order to step down from a position, Officers must submit an email to the remaining Officers. Any Office becoming vacant will be filled for the unexpired term by the active membership.
  - Any Office becoming vacant during the year shall be filled by a special election at the next monthly meeting. Nominations for the vacancy will be accepted from the floor. The newly elected officer shall assume his/her office immediately after the election.

- Officers who do not abide by the above expectations may be removed by active membership of the CYTF through a vote.
- There cannot be more than two related persons serving on the Board of Officers.
- Executive Director will be expected to be in attendance at all Board of Officers meetings unless otherwise specified.
- Board of Officers will meet quarterly or as needed.

### **Article III – Matters Requiring a Vote**

Board of Officers will vote on the following:

- New funding streams above \$7,500.
- Hiring and termination of staff
- Changes to logo and branding
- Recommend bylaws (to be officially voted on by active membership)
- General Operating Budget:
  - Create and recommend annual budget for membership approval
  - Create and recommend budgets for grant applications

Board of Officers are able to vote in person or via conference call and must abide by the following rules:

- Four (4) Officers constitute a quorum
- A motion passes when the majority of those present vote in the affirmative.
- Votes must be recorded in meeting minutes.

## **SECTION V – Organizational Staff**

### **Article I – Positions**

- Executive Director
  - Executes the Operational Budget as defined by the Board of Officers. Abides by the missions and vision of the organization. Maintains accurate records of membership, grant expenditures, partnerships, and all organizational operations.
  - Reports to the Governing Board of Officers and responsible for attending General Monthly meetings and Board Meetings to record meeting minutes.
  - Executive Director is a non-voting member of the CYTF.
  - Responsible for posting meeting(s) on Secretary of State Website and notifying active membership of meetings with a minimum of four days in advance.
  - Coordinates social media platforms and the CYTF website updates.
- Grant Coordinators
  - As needed, dependent on current grants
  - Manage community-based grants in the Chariho community
  - Reports to the Executive Director