

By Laws

Cochecton Youth Commission

Article 1 – Name

The name of this organization shall be The Cochecton Youth Commission and herein will be called the “youth commission”, the “YC”, or the “CYC”.

Article 2 – Purpose and Objectives

The Cochecton Youth Commission plans, executes and evaluates activities for the youth of our town and their families. This is funded in part through assistance by the NYS Office of Children and Family Services, through sponsorship by the Sullivan County Youth Program and the Cochecton Town Board.

The CYC objectives are to:

- Create and encourage primarily cost-free opportunities for the youth of Cochecton as well as low-cost for their parents/guardians
- Create new opportunities based on the following criteria:
 - Physical Activity
 - Historical
 - Educational
 - Cultural/Musical
 - Recreational
- Strengthen relationships between the youth and their families through special events
- Strengthen relationships between the youth in the town.
- Encourage a sense of community and inter-family communications.

Article 3 – Membership and Attendance

Event membership shall be open to youth from the Town of Cochecton. A youth is defined as a person from birth through age 18 with a parent or legal guardian who lives in the Town of Cochecton. A youth whose parent or legal guardian pays taxes in the town, but does not reside in the Town of Cochecton, will be entitled to the youth rate. All 7 CYC members’ children are permitted to participate in all events.

Membership and Attendance (continued)

The CYC will have 7 voting adult members. Membership priority will be given to those who reside within the Town of Cochection. If there are no town of Cochection adults interested, membership will be open to adults who do not reside in the township. If at the end of a non-resident's term, a Cochection resident is interested, priority will be given to the non-resident who is completing the term. Terms for voting members will last seven years with one post open at the end of each calendar year. The Youth Commission may have non-voting members as well as one liaison appointed by the Town Board. The Cochection Town Board appoints the voting members of the CYC, however, the CYC shall make recommendations to the Town Board.

We encourage adults in the community to attend CYC meetings and events.

Major responsibilities of members are listed below.

- Attend all meetings.
The Cochection Youth Commission meets once a month.
- Special meetings may be called as necessary by the chair.
- Stay informed about the organization's mission, services, policies and programs.
- Inform the Chairperson of needed agenda items at least one week prior to the monthly meeting.
- Bring necessary data for action by the members.
- Be in charge of and responsible for at least two events per year from start to finish. This is described later as the event coordinator position.

New members:

When a new member is needed, either through a resignation or the end of a term, the CYC shall meet to acknowledge the opening of a position. The CYC will spend the month inviting interested parties to the next normally scheduled meeting. At that meeting, the CYC will invite the new candidates to discuss responsibilities. The CYC will then have a closed executive session at the close of the meeting or at a following meeting to discuss that personnel issue. After the executive session, a vote will be taken in an open meeting, and a recommendation will be written to the Town Board.

Article 4 – Member Obligations

The CYC officers are elected at the first meeting of each calendar year. A quorum is needed for elections to take place. The CYC should have a chairperson, secretary and treasurer but may add other offices if needed. These positions can be shared between

more than one member. Two signatures are needed on each Cochection Youth Commission check. Listed below are the functions of the CYC officers.

Member Obligations (continued)

Chairperson

- Attends and oversees all meetings
- Oversees the funding and application process
- Reviews and maintains minutes of meetings and ensures their accuracy
- Maintains registration forms
- Arranges for special meetings when necessary
- Co-Signer of checks
- Shares responsibility for debit card with Treasurer
- Prepares agenda for each meeting and has copies for each member
- Creates and reviews vouchers
- Files a monthly report to the Town Board
- May assign other duties/assignments as needed with majority CYC board approval

Secretary

- Attends all meetings
- Oversees the funding and application process
- Maintains registration form and keeps yearly data binder up to date and organized
- Reviews minutes at meetings
- Assumes the responsibilities of the chairperson in his/her absence
- Co-signer of checks
- Creates and reviews vouchers
- Reviews completed CYC packets at end of events for accuracy and completeness

Treasurer

- Attends all meetings
- Receives receipts and bills at monthly meetings

- Maintains all financial records and ensures their accuracy
- Prepares and provides CYC members with a copy of the monthly financial report and ensures records are up to date and organized in yearly financial data binder
- Copies cancelled checks for voucher process
- Ensures checks and funding are available for events
- Co-Signer of checks
- Shares responsibility for debit card with Chairperson
- Reviews minutes at meetings
- Check mail in post office box at least twice monthly

All Voting Members

- Attend all meetings
- Review minutes at meeting
- Assume the responsibilities for at least two events during the year

Event Coordinator Responsibilities

This includes, but is not limited to:

- Be the contact person
- Be the Sign Up person
- Create and utilize a waiting list, if necessary
- Collect the money
- Distribute the tickets
- Create email for the event, and contact those on the call list who do not have email access.
- Provide completed paperwork
 - Registration forms
 - Sign up sheets
 - Waiting list sheet
 - Proof of payment receipt
 - Evaluation forms
 - Consolidated registration sheets-Adult/Out of town and In town Youth
 - Event Cover sheet
 - Get the CYC funds from the treasurer before the event time.
- All checks must have two approved signatures.

Article 5 – Youth Commission Meetings

The CYC shall meet once a month. The schedule of meetings will be decided at the first meeting of the calendar year so that all members are able to attend. If a member is unable

to attend, they are to provide the Chairperson at least 2 hours notice to be excused. Members who miss two consecutive meetings or attend less than 75% of scheduled meetings will need to present to the other members a valid reason. At this time, an executive session may be called to discuss and vote on whether to continue or terminate the membership.

Article 6 – Quorum

A quorum of the CYC shall consist of at least four members.

Article 7 – Amendments

These bylaws may be amended by an affirmative vote of at least five members at regularly scheduled meetings of the CYC. A written request for an amendment needs to be on the agenda one month prior to the first reading. Two readings and approvals are needed before the Amendment can be added.

Article 8 – Events

Only participants in good standing may attend CYC sponsored events. If anyone is found to have falsified forms, those listed on the form will no longer be considered ‘in good standing’. They will then need to provide proof that they reside in the town or will need to pay out-of-town fees. A participant will no longer be considered ‘in good standing’ if they do not show up to an event that they have signed up for and therefore take the place of a waiting list member without notifying the event coordinator. Inappropriate or any other behavior at an event voted unacceptable by the CYC will also result in loss of ‘in good standing’ status.

Reported inappropriate behavior will be discussed by the CYC and the CYC members will vote on the length of the suspension.

- Participants must have a responsible adult supervising them throughout the event. A person cannot be considered a youth participant and a responsible adult at the same function.

- It is the responsibility of the CYC event coordinator, as well as the individual participant's responsibility, to have all of the appropriate forms filled out fully and completely. Additionally, to ensure the safety of the participants, the CYC event coordinator needs to remain at the event until all participants have left.
- Sign Ups:
 - All events for 2015 will have sign ups at the new Cochection Town Hall in Lake Huntington.
 - All events will close the night of the sign up.
 - If you are unable to be at the sign up, you must contact the event coordinator, by phone, 3 hours to the sign up start time.
 - If space is limited for an event, first preference will be given to those who physically came to the sign up. Those who call will be put on a waiting list.
 - Monies for trips must be received at the time of the sign up.
 - Sign up for Cochection youth will take place before out-of-town youth sign ups.
 - Participants are expected to inform the coordinator with at least 48 hour notice if those who signed up cannot attend.
 - Slots are not transferable as the waiting list must be utilized.
 - All monies forfeited shall be placed in the general fund.

Sign Ups (continued)

- In matters of extenuating circumstance, a forfeited deposit may be returned only after the CYC reviews all facts during the regular monthly meeting.
- The CYC will not be responsible or held liable for any actions of individuals during an event, nor will any consideration for refund be entertained when a participant has violated any local laws/ordinances that prevent participation in event activities at any time during the event.
- Alcohol consumption is not allowed at CYC events.
- To be considered a Cochection Youth:

A parent or legal guardian must sign off on the following parts of the registration form:

“I believe my child (children) to be in satisfactory physical condition and grant my approval for participation in the Town of Cochection Youth Group Program. I assume all risks and hazards incidental to such participation including transportation to and from the event and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the Town of Cochection, its employees and all volunteer coordinators and organizers.”

“I further acknowledge that the youth listed above who are circled as ‘yes’ as a Town of Cochection resident have a parent/guardian who resides in the Town of Cochection.”

- Overnight Trips:

The CYC will decide on the arrangements for all overnight trips on a per trip basis. The general rules will be that:

- The same criteria of being a Cochection youth apply.
- To encourage our family bonding goals, a family needs to remain together in a room.
- In-town sign up must be held first. If the CYC decides to allow out-of-towners, that sign up will be held later.

Article 9 – Rules of Order

The CYC is a professional volunteer organization. All members will act in accordance with the objective of community unity.

Proposed for Adoption - December 11, 2012
January 8, 2013 - Second Reading February 5, 2013 Approved

Proposed for Adoption – May 5, 2015
June 2, 2015 – Second Reading July 7, 2015 - Approved

