

Bylaws of the Raymond Coalition for Youth, Inc.

ARTICLE I - NAME, PURPOSE

Section 1.1: The name of the organization shall be The Raymond Coalition for Youth, Inc.

Section 1.2: The Raymond Coalition for Youth, Inc. (RCFY) is organized exclusively for charitable, scientific and educational purposes, more specifically to promote positive youth development and family strengthening activities in the community of Raymond, NH through a broad partnership among individuals and public and private organizations. This corporation is organized exclusively for charitable and educational purposes under section 501 (c) (3) of the Internal Revenue Code, or any corresponding section of future federal tax code.

Section 1.3: All members of the board shall support and endorse the mission and vision of the organization, in this case the Raymond Coalition For Youth:

Mission: Raymond Coalition For Youth empowers the community to promote positive youth development and reduce youth substance use and suicide risk

Vision: Build a strong Youth-empowered community

ARTICLE II - MEMBERSHIP

Section 2.1: Membership is open to all community partners

Section 2.2: Board membership shall consist only of the members of the board of directors

ARTICLE III - ANNUAL MEETING

Section 3.1: Annual Meeting. The date of the annual meeting shall be set by the Board of Directors and take place in the month of November, time and place to be determined.

Section 3.2: Notice - Notice of the annual meeting shall be provided to each voting member by mail or email according to their preference not less than ten days before the meeting. Public notice will also be made through the newsletter.

ARTICLE IV - BOARD OF DIRECTORS

Section 4.1: Board Role, Size and Compensation - The Board is responsible for overall policy and direction of the RCFY and delegates responsibility for day-to-day operations

to the RCFY Executive Director and committees. The Board shall have up to 15 and not fewer than 5 members. The Board receives no compensation but may be reimbursed for expenses incurred in the performance of their duties to RCFY with prior board approval.

Individual Board Member Responsibilities

- Attend board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization annually.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Section 4.2: Meetings - The Board shall meet at least four (4) times per year, at an agreed upon time and place. A consent agenda will be utilized for time management.

Section 4.3: Board Elections - An interested new member must follow the RCFY nomination process of filing an interest form and attending a minimum of at least three board meetings before possibly being elected to an officer's position. Special exemption – there will be standing open seats for School Superintendent and Police Chief, exempt from three meeting rule.

Section 4.4: Terms - Officers shall serve two-year terms, but no more than two (2) consecutive terms in the same position.

- Odd years X and X are elected Chair and Secretary
- Even years X and X are elected Vice Chair and Treasurer

Section 4.5: Quorum. A quorum must be attended by simple majority (>50%) of the Board members before business can be transacted or motions made or passed.

Section 4.6: Action by Unanimous Consent.: Electronic votes are the decision of the Board Chair after discussion with the Executive Director on items considered urgent and time sensitive.

If an electronic vote is taken the following will be adhered to:

- a. The subject line of the email shall contain – 'Vote required'.

- b. At the next Board of Directors meeting the vote and results shall be read and entered into the minutes.

Section 4.7: Notice. An official Board meeting requires that each Board member shall receive written notice via mail or email according to their preference at least five days in advance.

Section 4.8: Officers and Duties. There shall be **five (5)** Officers of the Board consisting of a Chair, Vice Chair, Secretary, Treasurer, and Sustainability Officer. Their duties are as follows:

Board Chair - The Board Chair is a member of the board of directors and in partnership with the Executive Director, leads the organization in the achievement of its mission. The Chair sets the tone for the board, creating an environment of mutual respect and productive working relationships among all board members. The Board Chair leads by example and plays an active role in fundraising, recruiting, and advocating for the organization.

Key Responsibilities

- Provide governance leadership to the organization and oversight of all board roles.
- Serve as a trusted advisor to the Executive Director in implementing the organization's vision and reviewing concerns and issues.
- Lead the board in the approval of the annual budget, reviewing audits, and complying with legal and fiduciary responsibilities.
- Function as a signing authority on behalf of the board on financial and legal documents.
- Work in partnership with the Executive Director to develop and manage relationships with key funders, community, and government leaders.
- Plan board meetings in partnership with the Executive Director and preside over them.
- Lead the board in regular reviews of key metrics measuring outcomes against plans.
- Engage the board in an annual strategic planning process.
- Ensure an annual performance evaluation of the Executive Director is conducted.
- Serve as champion and role model for strong board participation in all fundraising efforts.
- In consultation with other board members, appoint adhoc chairpersons.
- Attend committee meetings as appropriate.

Board Vice Chair is a member of the board of directors and fulfills the Chair role in absence of the Board Chair. The Vice Chair is a key member of the board and works in concert with the Chair in setting an environment of mutual respect and strong working relationships among all board members.

Key Responsibilities

- Fulfill duties of Chair position in absence of Chair including planning board meetings in partnership with the Executive Director and presiding over them.

- Assist the Chair in providing governance leadership to the organization and oversight of all board roles.
- Serve as a member of the Executive Committee of the board.
- Work with the Chair to ensure smooth and successful transitions in board officer roles.
- Fulfill all other duties expected of every board member.

The Board Secretary is a member of the board of directors and is the custodian of all records of board meetings, actions, resolutions, policies and procedures adopted by the board. The Secretary is responsible for ensuring required communications are sent to board members and that accurate minutes of board meetings are kept and approved by the full board. In partnership with fellow board members, the Secretary provides strategic direction and oversight to the organization and leads the nonprofit in achieving its mission.

Key Responsibilities

- Oversee the accuracy and safekeeping of all electronic and hard copies of board records.
- Record, review and distribute board minutes 5 days following meeting to board members.
- Lead the board in regular review and affirmation of required policies such as Whistleblower Protection, Conflict of Interest, Document Retention/ Destruction, Privacy Policies, Human Resources, Confidentiality, and By-laws.
- Shall be responsible for keeping records of Board actions
- Overseeing the taking of minutes at all board meetings
- Sending out meeting announcements
- Assuring that corporate records are maintained.

Board Treasurer is a member of the board of directors and is responsible for ensuring that all members of the board have the financial information they need to monitor the performance of the organization and make responsible fiscal decisions. While the Treasurer focuses on overseeing the financial operations, policies and procedures of the organization, the entire board shares accountability for the organization's finances.

Key Responsibilities

- Work with the Board Chair and RCFY Finance Coordinator to ensure that regular financial reports and legal filings, including the 990, are properly prepared and shared with the board.
- Present the annual budget, audit results and financial business decisions to the board for approval.
- Serve as Chair of the RCFY Finance Committee and convene the committee quarterly to review financial statements prior to board meetings.
- Serves as signing officer on contracts, documents, checks and bank accounts as appropriate
- Partner with staff to create the annual budget.

- Present financial information in terms the full board can understand for decision-making.
- Ensure that the organization's financial policies and procedures are followed. Recommend the development of new policies and procedures when appropriate.

Sustainability Officer will work with the Treasurer to prepare regular board meeting reports for fundraising efforts and be responsible for chairing Sustainability committee and to take the lead in developing fundraising plans and sustainability plan.

Section 4.9: Removal. Any Director may at any time be removed from office for any cause deemed sufficient by the Board of Directors by the affirmative vote of two-thirds of the full number of Directors then in office acting at a meeting of the Board, the notice of which has specified the proposed removal. In addition, three consecutive absences from regular meetings of the Board shall constitute an automatic resignation without any further action of the Board of Directors, unless the President of the Board has excused the absences.

Section 4.10: Vacancies. Vacancies on the Board of Directors arising at any time and from any cause may be filled at any meeting of the Board of Directors by a majority of the Directors then in office. A Director elected to fill a vacancy shall be elected for the unexpired term of the member's predecessor in office.

Section 4.11: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary, Board Chair and Executive Director. Any Director, may at any time be removed from office for any cause deemed sufficient by the Board of Directors by an affirmative two-thirds vote of the full board. In addition, three consecutive absences from regular meetings of the Board shall constitute an automatic resignation without any further action of the Board of Directors, unless the Chair of the Board of Director has received notice that a member is unable to attend and has excused the absence.

Section 4.12: Special Meetings. Special meetings of the Board of Directors may be called by the Chairman, or by any five (5) Directors, on five (5) days notice to be held at such time, day and place as shall be designated in the notice of the meeting.

ARTICLE V – COMMITTEES

Section 5.1: Executive committee - reviews personnel and financial issues and reports to the full Board.

Section 2: Finance committee – day-to-day finances and expenses - Finance Coordinator, Treasurer, and Executive Director.

Section 3: Sustainability committee - responsible for outlining a process to obtain the human and financial resources necessary for the long-term life of the coalition.

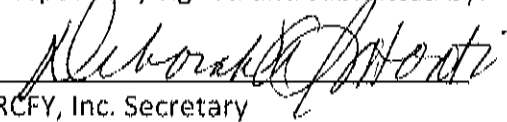
Section 4: Other committees – to be formed as needed.

ARTICLE VI - AMENDMENTS

Section 6.1: These Bylaws may be amended when necessary, by a two-thirds majority vote of the Board of Directors. Proposed amendments must be submitted to the Chair to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of the Raymond Coalition for Youth, Inc. on February 7, 2022

Respectfully signed and submitted by:


RCFY, Inc. Secretary

2/7/2022
Date

**Raymond Coalition For Youth Board
Members 2021**

Position	First	Last	Year joined	Tem Ex.
Chair	Patrick	Arsenault	2012	2023
V. Chair	Mark	Hassenpflug	2017	2022
Secretary	Deborah	Intonti	2019	2023
Treasurer	Cutler	Brown	2017	2022
Sustainability				
Member	Dustin	Ramey	2016	
Member	Carrie	Chooljian	2016	
Member	John	Gagliardi	2019	
Member	Alison	Bousquin	2011	
Member	Jessica	Caron	2021	
Member	Dave	DeRuosi	2021	

Raymond Coalition For Youth

New Board Member Nomination/Selection Process Proposal

Establish a nomination committee, as needed, to oversee responsibility to execute the approved process.

Key Responsibilities:

1. Oversight to ensure the coalition maintains the minimum number of board members as designated in the by-laws.
 2. Work to maintain a diverse board that is representative of the community and the many constituents the coalition reaches.
 3. Through the selection process, identify the strengths and weaknesses of the board. Target board member selection/recruitment for areas of needed competencies.
 4. Review/ grant preliminary approval for proposed new board members prior to full board approval.
- All board members will be responsible/permitted to submit candidates for board member consideration.
 - Potential board member candidates will first be asked to complete a RCFY prospective board member questionnaire. (Separate attachment)
 - This questionnaire will be reviewed by the nominating committee for preliminary approval.
 - If the nominating committee does not grant preliminary approval of a candidate- They must present their findings/reasoning to the full board and allow for a full board vote to make the final determination for approval or denial of the application.
 - If approved, the prospective member will be asked to attend at least 3 board meetings prior to final vote and approval. These 3 meetings will allow time for questions, discussions and the opportunity for all parties to become better acquainted.
 - Following their attendance of the third complete meeting, the candidate will be asked to step out for final board discussion and vote for final approval. The vote for final approval will be on the agenda for the beginning of the 4th board meeting attended by the potential new board candidate.



Raymond Coalition For Youth Board Member Interest Form

Thank You for your interest in joining the RCFY board of directors. We are always looking for new members and the talents they can share with us. Please take a moment to fill out this questionnaire so we can better understand how your talents fit with our mission.

Name: _____

Employer or Organization: _____

Address _____

City: _____ **State / Zip:** _____

Phone: _____

Email Address: _____

Why do you have an interest in joining the RCFY board of directors?

What specific talents, skills, expertise and experience do you believe you can share with the RCFY:

What do you hope to achieve while on the board of directors for RCFY :

What RCFY activities would you be interested in:

___ Finance ___ Sustainability ___ Outreach/Fundraising ___ Programs / Services

Is there anything else you would like to share with us about yourself?

Signature: _____ **Date:** _____