

Farmingdale Youth Council, Inc.

Constitution

ARTICLE I - NAME

The name of this organization shall be the Farmingdale Youth Council, Inc., hereinafter referred to as the FYC.

ARTICLE II - PURPOSES

The purposes for which this organization has been established are as follows:

To organize, sponsor and conduct wholesome recreational activities for the youth in the Farmingdale community who are registered with or included within the census of the Farmingdale Union Free School District;

To encourage and sponsor activities of a social, educational and athletic nature for the youth in the community;

To coordinate youth activities with member organizations and provide guidance and direction;

To raise funds in any lawful manner to finance and support its youth activities;

To inculcate in the community an interest in and sense of responsibility towards its youth;

To buy, sell, lease, rent or control real or personal property or to do any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof, but not for the profit or financial gain of its members or officers.

ARTICLE III - YOUTH PARTICIPATION

"Youth" shall be defined as all persons who are registered with or included within the census of the Farmingdale Union Free School District.

The programs and activities of the FYC shall be provided first for the benefit of the Youth who are registered with or included within the census of the Farmingdale Union Free School District.

Any child/children who are not registered with or included within the census of the Farmingdale Union Free School District are to be considered as non-residents and not in the Farmingdale community, and, therefore are "Out of District."

If Organizations that are members of the FYC have more than 25% of that Organization's total registrants that are not Youth as defined herein and are therefore Out of District, that Organization shall not be considered a member "in good standing" and shall not be entitled to receive funding or other benefits of membership in the FYC as provided for herein and within the Farmingdale Youth Council, Inc. Policies and Procedures.

Any non-resident of Farmingdale or Out of District child/children who wishes to participate in a FYC activity will be assessed an Out-of-District fee in addition to the registration fee for that activity. This fee will be determined by the FYC membership, immediately following and at the same meeting of the Budget approval by the membership of the FYC. Any Out of District child/children may be accepted to participate in a FYC activity only if that activity shall have open spaces after Farmingdale Youth who have sought to register for that activity shall have registered for that activity and a waiting list which includes Farmingdale Youth does not exist. A Member Organization is not required to admit an Out of District child/children or permit participation by an Out of District child/children into its program

This fee will be a one-time annual charge per family per fiscal year that is to be paid to the first FYC program for which they register. The fiscal year runs from July 1 of a calendar year to June 30 of the following calendar year. It will be the responsibility of each non-resident to be able to prove that the Out-of-District fee has been paid by presenting their paid receipt to each and every program they register thereafter.

ARTICLE IV - MEMBERSHIP

Membership in the FYC shall not depend upon the payment of dues or assessments.

Section 1. Membership Requirements

- A. Any individual, organization, business or business corporation, residing or having a principal office or principal place of business within the community and interested in furthering the purposes of the FYC shall be eligible to apply for membership. Such application shall be in writing and may be brought before the FYC at any Regular meeting. Once received, the applicant shall be accepted by a majority vote of the voting members present at such meeting.
- B. Each organization, business or business corporation shall be represented on the FYC by one (1) representative. An individual may not represent more than one organization, business or business corporation.
- C. To maintain membership in the FYC as a Member in Good Standing, an individual, organization, business or business corporation must attend seven (7) regularly scheduled meetings within the last 10 months for the preceding period of September 1 through June 30.
- D. For an organization member to be eligible to apply for funding from the FYC, that organization must be a FYC member in good standing, registered as a not-for-profit corporation in the State of New York, and registered as a 501(c)(3) not-for-profit organization with the IRS.
- E. A Member Organization shall be considered a "Member in Good Standing" so long as that member organization (i) has no more than 25% of its total registrants that are considered Out of District; (ii) timely complies with all rules and regulations contained within the Farmingdale Youth Council, Inc. Policies and Procedures, as amended from time to time; and (iii) complies with all rules and regulations as contained within this Constitution, as amended from time to time.
- F. Any member who has served for a period of 25 years shall, with the approval of the Executive Board, may be granted Member Emeritus status with all rights, privileges and obligations as a member of FYC and as such shall not be subject to the Farmingdale residency requirement.

Section 2. Voting Requirements

- A. A new member, organization, business or business corporation is eligible to vote once the member has attended any seven (7) regular meetings in the ten (10) months prior to the date of the vote in question for the period September 1 through June 30.
- B. Each member, organization, business or business corporation shall have one (1) vote.

Section 3. Ex Officio Members

The following are ex-officio members of the FYC and are eligible to vote so long as the ex-officio members comply with the meeting attendance requirements contained within Article IV of this Constitution:

- Mayor of the Incorporated Village of Farmingdale or his/her designee
- Clerk-Treasurer of the Incorporated Village of Farmingdale or his/her designee
- Superintendent of the Farmingdale Union Free School District or his/her designee
- The President of the Board of Education of the Farmingdale Union Free School District or his/her designee.

ARTICLE V - MEETINGS

A quorum for the transaction of business at any regular meeting shall consist of nine (9) voting members except for special meetings called with less than seven (7) days notice where a quorum of fifteen (15) voting members must be present for the transaction of business. All meetings shall be conducted in accordance with Robert's Rules of Order.

Section 1. Regular Meetings

- A. Regular meetings shall be held on the third (3rd) Tuesday of each month unless circumstances occur that require an alternative date. Regular meetings shall not be held in the months of July and August.
- B. The November meeting shall be the annual meeting for the election of officers whose term has expired per the schedule in Article VI.
- C. Voting at any meeting shall be in person and not by proxy.
- D. An attendance roster shall be maintained by the Secretary for a minimum period of eighteen (18) months preceding the date in question and shall be available for inspection at each regular meeting of the FYC.

Section 2. Special Meetings

- A. Special meetings may be called by the President or any fifteen (15) voting members.
- B. Notices of all special meetings shall be sent either by postal mail or any electronic method to each member, voting and non-voting, not less than seven days or not more than forty (40) days prior thereto and may be announced in the Farmingdale Observer or any other news media that services the community. The failure to receive any notice by any member shall not, however, affect the special meeting.

- C. The President of the FYC has the authority to call an emergency meeting of the membership with a twenty-four (24) hour notice for the express purpose of business transactions necessary that, unless acted upon immediately, would be detrimental to the purposes of the FYC.

ARTICLE VI - OFFICERS

The elected officers of the FYC shall be:

- President
- Executive Vice President
- Vice President
- First Trustee
- Second Trustee
- Treasurer
- Secretary

Together these officers shall be known as the Executive Board.

- A. In even numbered years, elections will be held for the positions of:
- President
 - Vice President
 - Second Trustee
 - Secretary
- B. In odd numbered years, elections will be held for the positions of:
- Executive Vice President
 - First Trustee
 - Treasurer

Section 1. Nominations

- A. The nominating committee must be formed at the September meeting. Nominees to the Executive Board shall be selected by a nominating committee of 3 members, one of whom shall be a member of the Executive Board whose position is not up for election. No employee of FYC may be a member of the nominating committee. The chairperson of the nominating committee shall be chosen by the President of the Executive Board. The chairperson of the nominating committee shall appoint the third member of the nominating committee.
- B. The nominating committee will present the slate of officers at the October meeting. In addition, nominations may be made from the floor by any voting member present at the October meeting. All nominees must declare and accept nomination prior to the conclusion of the October meeting. All nominees must be members in good standing who reside or have their principal place of business in the community or are members of a resident community organization.

Section 2. Elections

Nominees shall be elected to their respective office by majority vote of the membership at the annual meeting in November and shall serve for a term of two (2) years or until successors are elected. Terms shall start at the next meeting. If the nominating committee fails to find a candidate for any position up for election, the Executive Board may vote to extend the current officers term until their positions next scheduled election. No employee of FYC may serve as a member of the Executive Board. If an employee

of FYC is elected to the Executive Board, then in such event that employee shall resign from his/her employment position.

Section 3. Duties and Powers

A. President

The President shall be the chief executive officer of the corporation who shall preside at all meetings of the membership and who shall be responsible for the general management of the FYC and shall see that all orders and resolutions of the Board and the membership are carried into effect.

The President shall appoint such committees as may be necessary to carry out the purposes of the FYC and shall be an ex-officio member of all committees but shall not cast a vote at meetings of these committees unless the President is acting as chairperson of such committee.

The President shall have the power to direct the expenditure of sums up to two-hundred dollars (\$200.00) on behalf of the FYC without approval of the membership. Such expenditures are not to exceed an aggregate of six-hundred dollars (\$600.00) per calendar year.

The President and Treasurer shall engage the services of a qualified New York State certified public accountant to perform an annual independent audit of the FYC's tax and non-tax funds.

B. Executive Vice President

During the absence or disability of the President, the Executive Vice President shall have the powers and functions of the President and shall also perform such other duties as may be assigned to him/her by the President or FYC.

C. Vice President

During the absence or disability of the President or Executive Vice President, the Vice President shall preside at any regular meeting of the FYC and shall perform such other duties as may be assigned to him/her by the President or FYC.

D. First Trustee

The First Trustee shall act as a liaison with and visit activities and programs sponsored by the FYC and report to the membership; he/she shall also perform such other duties as the President shall direct.

E. Second Trustee

The Second Trustee shall perform the same duties as the First Trustee in his absence and such other duties as the President may direct.

F. Treasurer

The Treasurer shall be in general charge of public tax funds and non-tax funds of the corporation. He/she shall deposit funds in the name of the FYC in such bank or trust company as the Executive Board may elect or as designated by the Incorporated Village of Farmingdale; he/she shall, when duly authorized, sign and execute all contracts, warrants and payroll when countersigned by the President, Executive Vice President and/or Vice President in the name of the corporation.

The Treasurer shall see the disbursement of public funds in accordance with approved budget or programs of the FYC and all other orders for payment authorized by the membership. A continuing record of such expenditures of funds by budget line with subsidiary records as necessary shall be maintained by the Treasurer with the unexpended balances of each budget line reported to the FYC.

The Treasurer shall be responsible to ensure the completion and filing of those reports as required by legal authority on a timely basis; he/she shall at all reasonable times exhibit all books and accounts to any officer or voting member of the FYC during regular business hours.

The Treasurer shall report the total financial status of the FYC at each regular meeting and shall perform such other duties as may be assigned by the President or FYC.

G. Secretary

The Secretary shall keep the minutes of all regular and special meetings of the FYC; he/she shall have custody of the corporate seal and shall affix and attest the same to documents when duly authorized; he/she shall attend to the giving and serving of all notices of the FYC and shall have charge of such books and papers as the FYC or President may direct.

The Secretary shall keep a membership roll containing the names of all members, their mailing address, e-mail address and phone number. An attendance roster shall be maintained by the Secretary for a minimum period of eighteen (18) months preceding the date in question and shall be available for inspection at each regular meeting of the FYC.

Section 4. Vacancies

All vacancies in any of said offices shall be filled for the unexpired balance of the term by the FYC, by majority vote at the next regular meeting.

ARTICLE VII - ASSETS OF THE FYC UPON DISSOLUTION

Whereas the FYC is a non-profit corporation, none of whose property or income of the FYC shall accrue to the benefit of any individual or member unless the same conforms with the dictates of the FYC as set forth in the Certificate of Incorporation; upon dissolution any assets remaining after the payment of all creditors shall be transferred to such entity as shall, by two-thirds vote of the membership be deemed best equipped to achieve the purposes of the corporation, subject to the approval of the Board of Trustees of the Incorporated Village of Farmingdale and a Justice of the Supreme Court of the State of New York.

ARTICLE VIII - AMENDMENTS

This Constitution may be amended by a three-quarters vote of the voting membership present at any meeting, provided that a copy of the proposed amendment is distributed by either postal mail or any electronic method by the secretary to each member not less than seven (7) days prior to such meeting.