

Town of Coventry
Youth Advisory Board & Coventry Council for the Prevention of Student Drug & Alcohol Abuse

By-laws revised 2018

Article I. Name

The name of this organization shall be the Coventry Youth Advisory Board & The Coventry Council for the Prevention of Student Drug & Alcohol Abuse.

Article II. Charter

The purpose of this organization is to advise and make recommendations on the overall program direction to the Youth Services Coordinator. The Board will assist the Youth Services Coordinator in developing and enriching the lives of the youth in Coventry and will assist both in coordinating existing services and in the planning of new programs. The function of the Youth Advisory Board is to act as a resource and as a monitor for youth service programs by assessing the progress of youth programs.

Article III. Membership

- A. The Youth Advisory Board shall have no less than seven (7) members, all of whom are voting members. This group shall include the following:
 - 1. One (1) representative of the Coventry Schools.
 - 2. One (1) community representative under the age of 21.
 - 3. One (1) representative from the Police Department.
 - 4. One (1) representative from a private youth serving agency.
 - 5. Three (3) service consumers. Service consumer shall mean any Coventry resident who receives less than 50% of his or her wages or livelihood by delivering services to youth and their families, and who has a vested interest in Youth Services.

- B. Membership Approval:
 - 1. To ensure there is no conflict of interest, any new application for membership to the Youth Advisory Board & Coventry Council for the Prevention of Student Drug & Alcohol Abuse will be reviewed by current board members.
 - 2. Approval of applications will be determined by a majority vote.
 - 3. Interested applicants should contact Youth Services to request a membership form.

Article IV. Term of office

Article V. Organization

- A. The board shall choose from among its membership a Chairperson, a Vice-Chairperson, and a Secretary.
 - 1. The Chairperson shall preside at all meetings of the board, appoint sub-committee members and may call special meetings.
 - 2. The Vice-Chairperson shall assume the duties of the Chairperson, as needed.
 - 3. The Secretary shall keep records of the Board activities as deemed necessary, as well as handle the correspondence of the Board.
 - 4. The above officers shall serve for one (1) year.

- B. The Board shall meet 10 times per year (September- June) at the call of the Chairperson. A written notification of the meeting, including the agenda shall be sent to all members at least one week in advance.

- C. The presence of four (4) of the Board membership shall constitute a quorum.
- D. A simple majority vote of the quorum present is needed to pass any resolution of the Board, unless specified otherwise in these by-laws.

Article VI. Amendment

These by-laws may be amended by the Youth Advisory Board as follows:

A proposed amendment must be accepted by 2/3 of the membership of the Youth Advisory Board voting at the next regular monthly meeting following the discussion meeting.

Article VII. Effective Date

These by-laws are effective as of 10.11.18