

CITY COUNCIL ACTION REPORT

July 2, 2010

TO: John Szerlag, City Manager

FROM: Tonni L. Bartholomew, City Clerk

SUBJECT: Request for Recognition as a Nonprofit Organization Status from Leonette Ciepielowski – Chairman of Troy Youth Assistance

Background:

- Attached is a request from Leonette Ciepielowski – Chairman of Troy Youth Assistance seeking recognition as a nonprofit organization status for the purpose of obtaining a charitable gaming license for fundraising purposes. It has been City Management's practice to support the approval of such requests.

Financial Considerations:

- There are no financial considerations associated with this item.

Legal Considerations:

- There are no legal considerations associated with this item.

Policy Considerations:

- There are no policy considerations associated with this item.

Options:

- City Council can approve.

Suggested Resolution

Resolution #2010-07-

RESOLVED, That Troy City Council hereby **APPROVES** the request from *Troy Youth Assistance*, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license as recommended by City Management.

Yes:

No:



June 29, 2010

4420 Livernois
Troy, MI 48098
P 248/823-5095
F 248/823-5240

www.troyyouthassistance.org

SPONSORED BY:

City of Troy
Troy Schools
Oakland County
Circuit Court –
Family Division

**BOARD OF
DIRECTORS:**

Leonette Ciepielowski
Chairperson
Robin Beltrami
Vice Chairperson
Robin Lilly
Secretary
Mary Beth Halushka
Treasurer
Nancy Piotrowski
Advisor
Karen Wonsowicz
YA Caseworker
Bruce Baxter
Ann Comiskey
Pastor Larry Cranston
Cathy Fucinari
Kay Hankus
Dane Lepola
Sandy Macknis
Cindy Stewart
Jeff Stewart
Wendy Underwood
Daniella Youhan
Det. Sgt. George Zielinski

Dear Mayor Schilling and Honorable Members of Troy City Council:

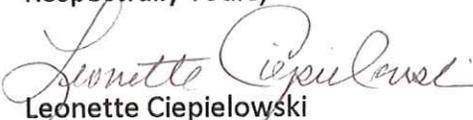
Troy Youth Assistance respectfully requests that the Troy City Council pass a resolution recognizing Troy Youth Assistance as a nonprofit organization operating within the Troy community for the purposes of obtaining a charitable gaming license from the State of Michigan, pursuant to MCL 432.103(K)(ii).

Troy Youth Assistance is sponsored by the City of Troy, the Troy School District, and the Oakland County Circuit Court-Family Division to coordinate services and resources through the involvement of local citizens for the prevention and reduction of delinquency and neglect in local youth.

As you are aware, the funding provided by the City of Troy to Troy Youth Assistance (TYA) for operational purposes has been cut in half for the 2010/2011 fiscal year and will most likely be entirely eliminated for the 2011/2012 fiscal year. As such, TYA must look at alternate sources of funding in order to continue our community services. TYA would like to request a Charitable Gaming License from the State of Michigan for the purpose of holding a Tuition Raffle from which half of the proceeds will be given to the winner to be used towards post-secondary education expenses and the other half of the proceeds will benefit the Troy Youth Assistance for continuation of services to prevent youth delinquency and neglect.

In order to obtain a Charitable Gaming License from the State of Michigan, TYA must submit a resolution passed by the Troy City Council stating that Troy Youth Assistance is a recognized nonprofit organization in the community. We appreciated your consideration of this matter. If you have any further questions, you may contact TYA Treasurer, Mary Beth Halushka at 248-641-0820.

Respectfully Yours,


Leonette Ciepielowski
Chairman-Troy Youth Assistance

Strengthening Families Through Community Involvement



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(II))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: June 4, 2001

Person to Contact:
Jodie Bradshaw 31-02167
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:

Troy Youth Assistance Committee, Inc.
4430 Livernois
Troy, MI 48098-4777

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August 1973, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

-2-

Troy Youth Assistance Committee, Inc.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1967, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

EXEMPTION APPLICATION

(To be made only by a principal officer of the organization claiming exemption)

To be filed in duplicate with the District Director for your District.

For use of organizations applying for exemption under section 501(a) and described in section 501(c)(3) of the Internal Revenue Code, which are organized and operated (or will operate) exclusively for one or more of the following purposes (check purpose(s)):

- Religious Charitable Scientific Testing for Public Safety
 Educational For the prevention of cruelty to children or animals Literary

Every organization that claims to be exempt must furnish the information and data specified in duplicate. If any organization fails to submit the information and data required, this application will not be considered on its merits and the organization will be notified accordingly.

This application shall be open to public inspection in accordance with section 6104(a)(1) of the Internal Revenue Code. See separate instructions for Form 1023 to properly answer the questions below.

1. a. Full name of organization: **Troy Youth Assistance Committee, Inc.** b. Employer identification number: **Applied for**

2. Complete address (number, street, city or town, State and Postal ZIP code): **190 West Big Beaver Road Troy, Michigan 48084**

3. a. Is the organization incorporated? Yes No b. If "Yes," in which State and under which law (General corporation, not for profit, membership, educational, eleemosynary, etc.)? Cite statutory provisions.
Michigan; non-profit; 284 PA 1972 and 327 PA 1931 as amended

4. a. If not incorporated, what is form of organization? **N/A** b. Date incorporated or organized: **April 30, 1973** c. Month and day on which the annual accounting period ends: **March 31**

5. a. Has organization filed Federal income tax return(s)? Yes No b. If "Yes," form number of return filed and Internal Revenue District where filed: **N/A** c. Year(s) filed: **N/A**

6. After July 1, 1950, did the creator of your organization (if a trust), or a contributor to your organization, or a brother or sister (whole or half blood), spouse, ancestor, or lineal descendant of such creator or contributor, or a corporation controlled directly or indirectly by such creator or contributor, enter into any of the transactions (or activities) enumerated below? NOTE: If you have any knowledge or contemplation that you will be a party to any of the transactions (or activities) enumerated in 6a through 6f, check "planned" in the applicable block(s) and see instructions.

	Yes	No	Planned		Yes	No	Planned
a. Borrow any part of your income or corpus?		X		d. Purchase any securities or other property from you?		X	
b. Receive any compensation from you?		X		e. Sell any securities or other property to you?		X	
c. Have any part of your services made available to him?		X		f. Receive any of your income or corpus in any other transaction?		X	

	Yes	No
7. Have you issued or do you plan to issue membership, stock, or other certificates evidencing voting power in the organization?		X
8a. Are you the outgrowth or continuation of any form of predecessor(s)?		X
b. Do you have capital stock issued and outstanding?		X
c. Have you made or do you plan to make any distribution of your property to shareholders or members?		X
d. Did you receive or do you expect to receive 10 percent or more of your assets from any organization, group of affiliated organizations (affiliated through stockholding, common ownership, or otherwise), any individual, or members of a family group (brother or sister whether whole or half blood, spouse, ancestor, or lineal descendant)?		X
e. Does any part or will any part of your receipts represent payment for services of any character rendered or to be rendered by you?		X
f. Are you now, have you ever been, or do you plan to be engaged in carrying on propaganda, or otherwise advocating or opposing pending or proposed legislation?		X
g. Do you participate or plan to participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office?		X
h. Have you made or do you plan to make any payments to members or shareholders for services rendered or to be rendered?		X
i. Does any part or do you plan to have any part of your net income inure to the benefit of any private shareholder or individual?		X
j. Are you now or are you planning to be affiliated in any manner with any organization(s)?		X
k. Do you hold or plan to hold 10 percent or more of any class of stock or 10 percent or more of the total combined voting power of stock in any corporation?		X

9. Has any State or any court (including a Court of Probate, Surrogate's Court, etc.) ever declared whether you were or were not organized and operated for charitable, etc., purposes? Yes No. If "Yes," attach copies in duplicate of pertinent administrative or judicial decisions. N/A

10. You must attach copies in duplicate of the following:

a. If incorporated, a copy of your articles of incorporation, or if not incorporated, a copy of your constitution, articles of association, declaration of trust, or other document whereby you were created setting forth your aims and purposes, a copy of all amendments thereto, and any changes presently proposed.

b. A copy of your bylaws or other similar code of regulations, all amendments thereto, and any changes presently proposed.

c. A complete statement of assets and liabilities as of the end of each annual accounting period (or as of the date of the filing of this application, if you were in existence for less than a year).

d. A statement of receipts and expenditures for each annual accounting period of operation (or for the period for which you were in existence, if less than a year).

e. A statement which clearly indicates what State statutes or court decisions govern the distribution of assets upon dissolution. (This statement may be omitted if your charter, certificate, or other instrument of organization makes provision for such distribution.)

f. A brief statement of the specific purposes for which you were formed. (Do not quote from or make reference to your articles of incorporation, constitution, articles of association, declaration of trust, or other document whereby you were created for this question.)

g. A statement explaining in detail each fund-raising activity and each business enterprise you have engaged in or plan to engage in, accompanied by copies of all agreements, if any, with other parties for the conduct of each fund-raising activity or business enterprise.

h. A statement which describes in detail the nature of each of your activities which you have checked on page 1, activities which you sponsor, and proposed activities.

i. A statement which explains fully any specific activities that you have engaged in or sponsored and which have been discontinued. Give dates of commencement and termination and the reasons for discontinuance.

j. A statement which describes the purposes, other than in payment for services rendered or supplies furnished, for which your funds are expended or will be expended.

k. A schedule indicating the name and position of each officer, director, trustee, etc., of the organization and the relationship, if any, by blood, marriage, adoption, or employment, of each such person to the creator of the organization (if a trust), to any person who has made a substantial contribution to the organization, or to a corporation controlled (by ownership of 50 percent or more of voting stock or 50 percent or more of value of all stock), directly or indirectly, by such creator or contributor. The schedule shall also indicate the time devoted to position and compensation (including salary and expense account allowance), if any, of each officer, director, trustee, etc., of the organization.

l. A copy of each lease, if any, in which you are the lessee or lessor of property (real, personal, gas, oil, or mineral) or in which you own an interest under such lease, together with copies of all agreements with other parties for development of the property.

SIGNATURE AND VERIFICATION

Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief it is true, correct, and complete.

May 7, 1973

Date

Ann Wills

Signature of officer

Chairman

Title

GPO : 1971 O - 108-187

FORM 1023 (REV. 4-65)

TROY YOUTH ASSISTANCE COMMITTEE, INC.

10. A. Articles of Incorporation attached.
- B. By-Laws attached.
- C. Balance sheet dated May 7, 1973, attached.
- D. Statement of receipts and expenditures attached.
- E. See Article VII of Articles of Incorporation attached.
- F. See Article II of Articles of Incorporation attached.
- G. The main source of funds is from contributions from the City of Troy government. In addition, the corporation will solicit donations from the public at large.
- H. (1) The corporation runs a free employment office open to all youth in the community.
- (2) The corporation sponsors babysitting training seminars open to all youth in elementary school.
- (3) The corporation sponsors and pays the tuition and expenses to send several underprivileged youth to a summer camp.
- (4) A committee of the corporation's members works with the Juvenile Division of the Oakland County Probate Court and with caseworkers to aid disturbed youth and their parents and to rehabilitate the youth and their families to prevent further disorganization and disintegration and to prevent the youth or their families from becoming involved with the official court.
- (5) A more complete explanation of the above activities and the others sponsored by the corporation is contained in the By-Laws of the corporation enclosed herewith.
- I. None.
- J. See answer to (H) above. In addition, funds will be expended for equipment, supplies and other related items connected with and necessary for the sponsorship of the activities of the corporation.
- K. See schedule attached.
- L. None.

TROY YOUTH ASSISTANCE COMMITTEE, INC.
Balance Sheet
May 7, 1973

Assets

None

Liabilities and Members' Equity

Liabilities

None

Members' Equity

None

Statement of Income and Expenses

Income

None

Expenses

None

TROY YOUTH ASSISTANCE COMMITTEE, INC.
 Schedule of Officers and Board of Directors

Form 1023, Item (k)

<u>Name</u>	<u>Position</u>	<u>Related by Blood</u>	<u>Marriage</u>	<u>Employment</u>	<u>Time Devoted</u>	<u>Salary from this Organization</u>	<u>Expense Allowable</u>	<u>Related to Substantial Contributor</u>
Ann Wills	Chairman Director	No	No	Housewife	Part- time	None	None	No
Barbara Felmlee	Secretary Director	No	No	Housewife	Part- time	None	None	No
Tom Jones	Treasurer Director	No	No	Businessman	Part- time	None	None	No
Eileen Flucker	Vice-Chairman Director	No	No	Housewife	Part- time	None	None	No

TROY YOUTH ASSISTANCE COMMITTEE, INC.
190 West Big Beaver Road

Troy, Michigan 48084

Form 1023, Exemption Application

Statement of Public Foundation Status

Section 509(a) of the Internal Revenue Code of 1954, in defining the term "Private Foundation", states that a private foundation is an organization described in Section 501(c)(3) other than:

(2) An organization which . . .

(a) Normally receives more than one-third of its support in each taxable year from any combination of . . .

(i) Gifts, grants, contributions or membership fees, and

(ii) Gross receipts from admissions, sales of merchandise, performance of services, or furnishing of facilities, in an activity which is not an unrelated trade or business, in any taxable year to the extent such receipts exceed the greater of \$5,000.00 or one percent of the organization's support in such taxable year,

from persons other than disqualified persons . . . , and

(b) Normally receives not more than one-third of its support in each taxable year from gross investment income.

As explained, in answer to Questions 10(g) and 10(h) on Page 2 of Form 1023, the primary fund-raising activity of this corporation will be from solicitation of donations from the public at large which is used to supplement the funds provided the organization from the City of Troy, Michigan.

The corporation, as sponsor, will provide substantial services in connection with the summer camping program, youth employment services, counseling for youth in trouble, sponsorship of babysitting courses and miscellaneous other related programs

for the youth of the community. The publications and mailings to the public, in addition to soliciting donations, will attempt to inform the public of the types of programs sponsored and the benefits the youth of the community derive therefrom.

To the best of my knowledge and based on the foregoing, there is a reasonable basis in law and fact that this corporation is entitled to tax exemption under Section 501(c)(3) of the Internal Revenue Code of 1954 and that the information submitted is complete and correct.

TROY YOUTH ASSISTANCE COMMITTEE, INC.

BY: _____

Ann Wills, Chairman

DATED: May 7, 1973

STATEMENT

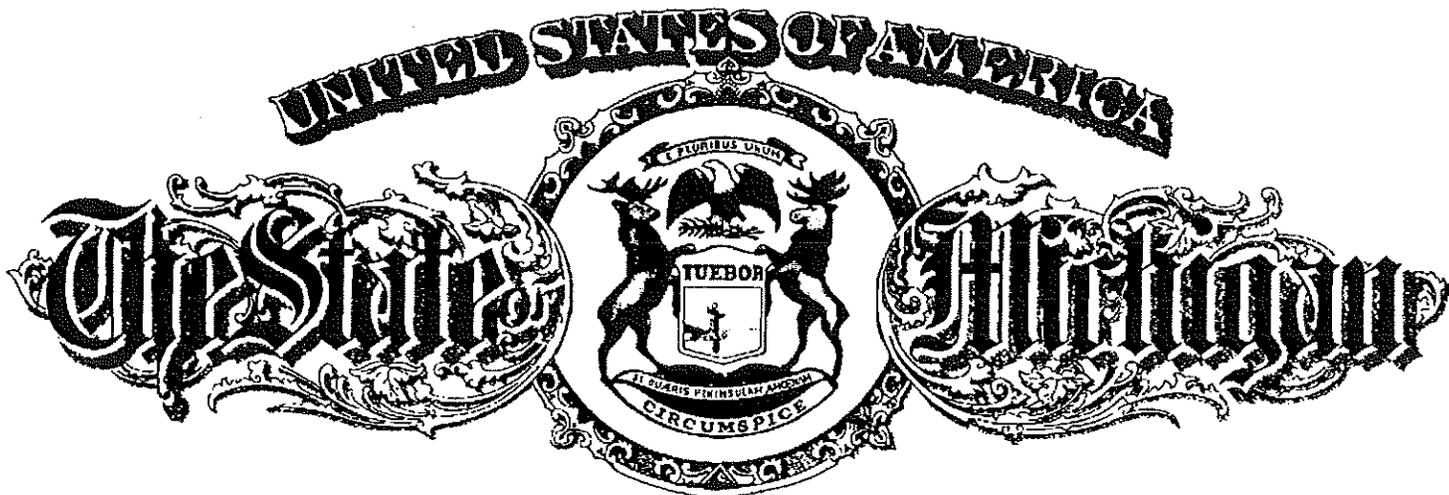
Troy Youth Assistance Committee, Inc.

Troy Youth Assistance Committee, Inc., and the members of this corporation, will not engage in any legislative activity or political activity whatsoever. Said corporation and its members will not attempt to influence any election or legislation pending in any legislative body of any city within the County of Oakland nor the State of Michigan nor in Congress.

Troy Youth Assistance Committee, Inc.

By: Marilyn Vance

Marilyn Vance, Chairman



Michigan Department of Consumer and Industry Services

Lansing, Michigan

This is to Certify That

TROY YOUTH ASSISTANCE COMMITTEE, INC.

was validly incorporated on April 30, 1973, as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1982 PA 162, as amended, to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 22nd day of December, 2004.

Andrew L. Mettelf, Director

Bureau of Commercial Services

TROY YOUTH ASSISTANCE BYLAWS

TROY YOUTH ASSISTANCE BY LAWS

ARTICLE I: NAME

The name of this organization shall be "Troy Youth Assistance"

ARTICLE II: SPONSORSHIP AND CREATION

Section A Troy Youth Assistance is sponsored by: The City of Troy, the Troy School District and the Oakland County Circuit Court-Family Division.

Section B Troy Youth Assistance was created by the following groups passing resolutions and/or ordinances: The City of Troy Resolution #58-183, the Troy School District on the 18th day of March, 1958, and the Oakland County Probate Court on the 2nd day of April 1958. On January 1, 1998 due to the restructuring of the court system by the State of Michigan, the court sponsor of Troy Youth Assistance became Oakland County Circuit Court-Family Division.

Section C Troy Youth Assistance and its related committees are non-political and non-profit.

ARTICLE III: PURPOSE AND OBJECTIVES

To coordinate services and resources through the involvement of local citizens for the prevention and reduction of delinquency and neglect, including the administration, coordination, implementation, and policy making functions of Troy Youth Assistance.

ARTICLE IV: POLICY

Section A Troy Youth Assistance shall operate within the policy framework of: The resolutions and/or ordinances passed by: the Troy School District on the 18th day of March, 1958, and the City of Troy Resolution #58-183.

Section B The mission, purpose and philosophy of Oakland County Youth Assistance Unit.

Section C The Statutes of the State of Michigan and the Oakland County Circuit Court-Family Division Policies.

Section D Additional policy statements will be attached to but not a part of the By-Laws. The current Executive Board is responsible for maintaining the policy statements.

ARTICLE V: MEMBERSHIP

Section A Members of Troy Youth Assistance serve on a volunteer basis and no dues are charged.

Section B Membership shall be by appointment, open to civic leaders, organizational, school and governmental persons, and individuals who live and/or work in the City of Troy, the Troy School District, and who are interested in serving youth and their families.

Section C A two-thirds (2/3) majority vote of members present at any official meeting shall be sufficient to remove any member for conduct unbecoming in light of the purpose, philosophy and policies of Troy Youth Assistance.

ARTICLE VI: BOARD OF DIRECTORS' MEMBERSHIP

Section A The Board of Directors roster shall be limited to thirty (30).

Section B Membership is for a period of three (3) years. A member may serve two (2) consecutive three (3) year terms. Then the individual must retire from the Board of Directors for one (1) year, before being eligible for another appointment. During the one (1) year of non-eligibility, the individual may serve as a task or subcommittee volunteer.

Section C Annually the Board of Directors roster will be submitted to the sponsors for consideration.

Section D The Board of Directors shall consist of the officers, Chairpersons of Troy Youth Assistance committees, and programs, and chairperson appointed community liaisons.

Section E Vacancies of officers on the Board of Directors shall be filled in a manner left to the discretion of the Board of Directors.

ARTICLE VII: OFFICERS

- Section A The officers of Troy Youth Assistance shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer and an Advisor. (Such As Past Chairperson).
- Section B Officers shall be elected in a biannual rotation at the regular meeting in May, to serve for a period of two (2) years. The Chairperson and Vice-Chairperson shall be elected in odd numbered years, thereby also determining the Advisor. The Secretary and Treasurer shall be elected in even numbered years.
- Section C The officers, however, are expected to serve until their successors are elected. An officer may serve more than two (2) consecutive terms in the same office.
- Section D The Nominating Committee shall be appointed in March by the Chairperson and a slate of officers shall be presented to the board of Directors in April. Additional nominations may be made from the floor at the April meeting.
- Section E The election of officers shall be conducted by the Nominating Committee. Election requires a simple majority vote of the members present. Ballots will be used for elections to assure privacy.
- Section F In order to be eligible to hold office, a person must be a member in good standing.

ARTICLE VIII: DUTIES OF OFFICERS

Section A Chairperson:

1. Represents Board of Directors on Oakland County Youth Assistance Coordinating Council or appoints a designee.
2. Arranges for and presides at all meetings of the Board of Directors.
3. Appoints chair of all committees for his (or her) term of office with consultation of elected officers.
4. Expedites the business of Troy Youth Assistance.
5. Represents the Board of Directors and promotes Troy Youth Assistance and its programs to various segments of the local community.

6. Works closely with Troy Youth Assistance staff and the sponsors.
7. Acts as signatory on financial items related to the operation of Troy Youth Assistance.

Section B

Vice Chairperson:

1. Serves in the absence of the Chairperson.
2. Assumes additional responsibilities delegated by the Chairperson.
3. Acts as signatory on financial items related to the operation of Troy Youth Assistance in the absence of the Chairperson.
4. Serves as liaison between Troy Youth Assistance and other local community organizations.

Section C

Secretary:

1. Notifies members of the Board of Directors meetings.
2. Keeps minutes of records of all Board of Directors meetings and certifies that a quorum has been obtained
3. Prepares and sends out necessary correspondence at the direction of the Board of Directors.
4. Keeps an up-to-date roster of the Board of Directors membership attendance and refer membership attendance and membership attendance matters to the Membership Committee.
5. Records minutes of meetings and official correspondence which shall be housed in the Troy Youth Assistance office.

Section D:

Treasurer:

1. Keeps an accurate and up-to-date account of disbursements and receipts.
2. Makes monthly written reports on Troy Youth Assistance's financial situation to the Board of Directors.
3. Acts as primary signatory on all financial items related to Troy Youth Assistance.
4. Assists in the preparation of a yearly budget and presentation to the sponsors.
5. Manages all bank transactions and arrangements for co-signers.
6. Disburses monies at the discretion of the Board of Directors.

7. Assists with audits and financial reviews
8. Records of treasurer's reports and past fiscal checks (bills, disbursements) are housed in the Troy Youth Assistance office.
9. Serves as a member of the Finance Committee.

Section E Advisor:

1. The Advisor shall act in an advisory capacity to the elected officers and members of Troy Youth Assistance.
2. In the event of the absence of the immediate past Chairperson, the officers may select a long term member of Troy Youth Assistance to serve as Advisor, subject to approval by the Board of Directors.

ARTICLE IX: DUTIES OF THE BOARD OF DIRECTORS

- Section A** Oversees and approves the actions of the committees.
- Section B** Advocates for the needs of the caseworker, (e.g. office, staff, supplies, equipment, furniture and space).
- Section C** Maintains records related to Board of Directors business.
- Section D** Conducts all the business of Troy Youth Assistance.
- Section E** Meets on a monthly basis.
- Section F** Conducts an annual meeting and provides an annual report to its members, sponsors, and the public.

ARTICLE X: DUTIES OF THE EXECUTIVE COMMITTEE

- Section A** Executive Committee consists of Chairperson, Vice-Chairperson, Treasurer, Secretary, and Advisor.
- Section B** Meets on a monthly basis to discuss topics regarding the direction of Troy Youth Assistance programming and office operations.
- Section C** Prepares agendas for the Board of Directors' meetings.
- Section D** Advises Chairperson regarding the selection of committee chairs.

- Section E Discusses and evaluates program plans, goals, and other administrative and program matters.
- Section F Acts, in conjunction with Chairperson and caseworker staff, as a catalyst to stimulate community awareness and involvement, while also exploring new directions congruent with the prevention objectives of Troy Youth Assistance.
- Section G Oversees annual budget.

ARTICLE XI: FINANCE

- Section A Under the co-sponsorship of Troy Youth Assistance, there shall be a dual financial responsibility as:
1. The local community shall obtain office space, telephone, secretarial services and miscellaneous office supplies and equipment related to the operation of an office, as well as monies to provide Troy Youth Assistance programs.
 2. The Oakland County Circuit Court-Family Division shall furnish the salary and fringe benefits for the casework staff and costs associated with supervision and administration.
- Section B In the event the local community develops its own youth services and programs, or additional casework services are provided a review of financial responsibility shall be made by the Board of Directors.

ARTICLE XII: MEETING AND QUORUM

- Section A The regular meeting of the Board of Directors shall take place once a month unless otherwise determined by the Board. The meeting date shall be a designated day of each month to be determined by the Board of Directors.
- Section B Special meetings may be called by the Chairperson or shall be called upon written request of four members of the Board of Directors.

- Section C Members of the Board of Directors shall be notified of meetings at least one week in advance.
- Section D The number of Board of Directors present shall constitute a quorum.
- Section E The Board of Directors shall establish its own procedure for conducting its meetings. Otherwise, the rules contained in the then current Robert's Rules of Order, revised, shall govern all meetings of the Board of Directors.

ARTICLE XIII: COMMITTEES-STANDING AND PROJECT

- Section A Chairpersons of all Standing and Project Committees shall be appointed by the Chairperson of the Board of Directors with consultation of the elected officers.
- Section B The Chairperson of the Board of Directors shall provide for the Chairperson of each Standing and Project Committee appointed, a written statement of the duties and responsibilities of said committee.
- Section C Members of the Standing and/or Project Committees do not have to be previous members of the Board of Directors.
- Section D Standing Committees of Troy Youth Assistance are:
1. Camp/Skill Building Committee
 2. Executive Committee
 3. Family Education Committee
 4. Finance Committee
 5. Fund Raising Committee
 6. Membership Committee
 7. Mentors Plus Committee
 8. Publicity Committee
 9. Youth Involvement Committee
 10. Youth Recognition Committee
 11. Other committees as deemed necessary by the Board of Directors.

ARTICLE XIV: DUTIES OF THE CAMP/SKILLBUILDING COMMITTEE

Section A Purpose:

The purpose of this committee is to evaluate the programs of recreational, skill building and camping activities with regard to preventing delinquency, neglect and abuse.

Section B Objective:

1. To promote the availability of camp, recreational and skill building experiences for the youth of Troy who have special needs of a financial or other nature.
2. To be informed regarding the availability of camp, recreational and skill building programs in the greater Troy community.

ARTICLE XV: DUTIES OF THE FUND RAISING COMMITTEE

Section A Purpose:

The purpose of this committee is to assist the Board of Directors in fiscal planning and development and to coordinate activities to raise funds for Troy Youth Assistance programs in relation to the prevention of delinquency, neglect and abuse.

Section B Objectives:

1. Determine fund raising needs.
2. Set annual goals, mobilize resources and implement fund raising activities.
3. Recognize contributions.
4. Evaluate fund raising methods.

ARTICLE XVI: DUTIES OF THE MENTORS PLUS COMMITTEE

Section A Definition:

P.L.U.S. historically is an acronym in Youth Assistance for People, Listening, Understanding, Sharing. The Mentors Plus Program matches adult volunteers one to one with youths in need of a supportive adult role model. The Mentors Plus Program operates under the guidelines of Oakland County Youth Assistance Volunteer Programs.

Section B Purpose:

The purpose of this committee is to assist in finding adult volunteers to “match” with a referred youth. To provide screening training and support of the adult volunteer.

Section C Objectives:

1. To collaborate with Oakland County Youth Assistance program in screening new volunteers and Mentors Plus programming.
2. To monitor Mentors Plus matches.
3. To assist the caseworker in interviewing families and prospective Mentors Plus children to be matched.
4. To facilitate the matching of adult volunteers with youth.
5. To maintain appropriate Mentors Plus records which shall be housed in the Troy Youth Assistance office.

ARTICLE XVII: DUTIES OF THE MEMBERSHIP COMMITTEE

Section A Purpose:

The purpose of this committee is to identify and to recruit potential members to Troy Youth Assistance and keep the roster of Troy Youth Assistance filled according to the bylaws.

Section B Objectives:

1. To recruit new Troy Youth Assistance volunteers.
2. Provide orientation program of Troy Youth Assistance.
3. To recommend prospective members to Troy Youth Assistance Board of Directors.
4. To submit the names of persons accepted by the Troy Youth Assistance Board of Directors to the local City Officials and School Board for consideration and those accepted by these bodies to the Judges of the Oakland County Circuit Court-Family Division for appointment.

ARTICLE XVIII: DUTIES OF THE PUBLICITY COMMITTEE

Section A Purpose:

The purpose of this committee is to promote public relations and to circulate information about Troy Youth Assistance in the greater Troy community.

Section B Objectives:

1. To assist in the development of media releases, material and brochures to promote community awareness of Troy Youth Assistance programs and events.
2. To distribute literature about Troy Youth Assistance to the greater Troy community.

ARTICLE XIX: DUTIES OF THE YOUTH INVOLVEMENT COMMITTEE:

Section A Purpose:

To provide positive youth development programs, with adult guidance, for the prevention of juvenile delinquency, neglect and abuse.

Section B Objectives:

1. To educate and inform the youth of Troy regarding how to interact with other youth in a positive manner.
2. To encourage the youth to develop a positive image through various youth oriented programs.
3. To provide preventative educational programs for youth.

ARTICLE XX: DUTIES OF THE FAMILY EDUCATION COMMITTEE

Section A Purpose:

The purpose of this committee is to provide educational opportunities which focus on improving parent/child relationships, enhancing growth and development of children, and preventing delinquency, neglect, and abuse.

Section B Objectives:

1. To develop parent education or family life projects.
2. To collaborate with other community agencies and Youth Assistance programs to promote parental and youth awareness on topics and issues related to the prevention of delinquency, neglect and abuse.

ARTICLE XXI: DUTIES OF THE YOUTH RECOGNITION COMMITTEE

Section A Purpose:

To provide programs to honor youth for volunteerism as a means of preventing juvenile delinquency.

Section B Objectives:

1. To educate and inform the youth of Troy how better to serve their community.
2. To encourage the youth to be positive, action-oriented citizens in the community.
3. To recognize the outstanding youth of Troy for their volunteerism.

ARTICLE XXII: DUTIES OF THE FINANCE COMMITTEE

Section A

Purpose:

The purpose of this committee is to provide Troy Youth Assistance with an annual budget and ways and means of acquiring financial support where and when necessary for Troy Youth Assistance office operations and programs in relation to the prevention of delinquency, neglect, and abuse.

Section B

Objectives:

1. Preparation of an annual budget including presentation and proposals to sponsors.
2. Responsible for raising funds and resources to meet the budget.
 - a. To assist the Fund Raising Committee in coordinating fund raising activities.
 - b. To actively pursue funding partnership within the Troy community (e.g., businesses, organizations, service providers, community foundations/grant writers).
 - c. To assist the Troy Youth Assistance committees with fund raising, when necessary.
 - d. To assist the Treasurer with accounting and reporting, especially in seeking regular internal and external financial reviews of treasurer records.
 - e. To develop short and long term financial plans to present to Troy Youth Assistance committees and casework staff.
3. The Treasurer shall serve as a member of this committee.

ARTICLE XXIII: AMENDMENTS

These by-laws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting; provided due notice of the proposed changes has been given at least one (1) regular meeting in advance. All by-law changes shall be submitted to the sponsors.

ARTICLE XXIV: DISSOLUTION

Section A In the event of dissolution, Troy Youth Assistance shall reimburse its sponsors for all prepayments of real assets based on the date of termination.

Section B In the event of dissolution, all other assets, real and personal, of Troy Youth Assistance shall be distributed at the discretion of the Board of Directors subject to the approval of its sponsors.

Policy Statements:

Finance: Line item can be spent without Executive Committee approval up to \$100.00 on agreement with Caseworker and Chairperson. December 10, 2003

External financial reviews should be conducted every three to five years. September 20, 2007

Revised: September 20, 2007