

**BY-LAWS
CITY OF OLEAN
YOUTH BUREAU & RECREATION DEPARTMENT
ADVISORY BOARD**

ARTICLE I

MISSION STATEMENT:

The Youth Bureau & Recreation Department will work cooperatively in the community to serve the citizens with quality programs and activities promoting self-esteem, good citizenship, physical well being, and safety while complementing the family unit.

GOALS/OBJECTIVES:

Recreation - To provide quality recreation programs and facilities for the City of Olean and surrounding communities.

Youth Bureau - Provide cultural enrichment and educational programs for the youth in the community.

ARTICLE II

DIVISION

The City of Olean, Youth Bureau & Recreation Department, is comprised of the following:

Program Coordinator
Office Manager

ARTICLE III

MEETINGS

- A. Meetings of the Youth & Recreation Advisory Board will be held bi-monthly. Meetings will be held November, January, March, May (Service to Youth), July, September.
1. Regular meetings of the Board will be held at regular intervals.
 2. Special meetings will be held at the request of the Chief Executive of the City of Olean, the Director and/or the Chairperson, or can be petitioned by fifty percent (50%) of the Board.
 3. All meetings will be held at a time and location reasonably convenient to members.
 4. The Service to Youth event will be held in May and will be considered a regular meeting.
 5. The September meeting will be the re-organizational meeting for the Advisory Board.

B. Notice of Meetings

1. At least one week's notice and not more than one month's notice in writing shall be given to the Board members for all regularly scheduled meetings.
2. Notice of special meetings shall be given by telephone one (1) day in advance of meetings.

C. Operating Procedure - See attached Agenda Sheet

**ARTICLE IV
MINUTES**

- A. Minutes in written form must be kept for each Board Meeting in the Youth & Recreation Office.
- B. Written minutes must include a record of votes on all motions (see attached Voting Record).
- C. Minutes of previous meetings will be distributed to all Board members prior to and/or at the next regularly scheduled meeting.
- D. Minutes of the regular meetings and the special meetings concerning plans, program, and expenditures will be delivered to the Mayor of the City of Olean and Cattaraugus County Youth Bureau Director.

**ARTICLE V
YOUTH & RECREATION ADVISORY BOARD**

- A. The Youth & Recreation Advisory Board will consist of not less than thirteen (13) and not more than fifteen (15) directors and will be appointed by the Mayor.
 1. The Advisory Board will consist of persons residing or maintaining a business address in the City of Olean, New York for the duration of the term of office.
 2. The Advisory Board will include at least two (2) youth representatives from area (Olean High School or ArchBishop Walsh High School). Students should be appointed annually by the Board Chairman or Mayor.
 3. The Advisory Board will include at least one (1) member of the Common Council to be appointed by the Mayor and act as a liaison between the Board and City.
 4. The Advisory Board will represent a cross section of society in the community.
 5. The Advisory Board will be appointed by the Mayor for a 4-year term.
 6. Perspective Board Members will meet with Chairman, Youth & Recreation Program Coordinator, and one other member of the Board prior to appointment.
- B. No Conflict

The Chairman of the Advisory Board may not also be employed by an organization receiving funds through the Youth Bureau when the salary of that employee is paid from such funds.

C. Attendance

Failure to regularly attend scheduled meetings or failure to attend one half of the meetings over the course of the year without excuse is grounds for dismissal from the Youth & Recreation Advisory Board.

D. Quorum

A quorum for Board meetings is fifty percent of the active members..

E. Duties

The Advisory Board are vested with the responsibility for the establishment of policy and general oversight of the operation of the Division of Youth & Recreation in accordance with the applicable laws and regulations of the State of New York and the City of Olean. In connection with such responsibility the Board will oversee and monitor without limitation the following matters:

- Program Development
- Program Compliance
- Youth Bureau Finance

ARTICLE VI VACANCIES

- A. Vacancies occurring on the Advisory Board due to death, resignation, ineligibility or removal must be reported to the Mayor and a new appointment shall be requested to replace the vacancy if needed. New appointments will be for the remainder of the term.

ARTICLE VII OFFICERS

- A. The Officers of the Youth & Recreation Advisory Board will consist of:
Chairperson (Elected by the Board)
Vice-Chairman (Elected by the Board)
Recording Secretary (Division Secretary)
- B. Duties of the Officers
1. Chairperson
 - Presides at meetings of the Board of Directors.
 - Presides at meetings of the Executive Committee.
 - Appoints committees and committee heads other than the Executive Committee
 - Performs all other duties assigned by the Board.
 - Performs his duties for the duration of his term on the Board.
 2. Vice-Chairperson
 - In the absence of the Chairperson, acts as Chairperson, and assumes all the Co-

chairperson's responsibilities and powers.

-Performs tasks and responsibilities assigned by the Board.

-Succeeds the Chairperson in the event of death, resignation, or ineligibility until a new chairperson is appointed by the Board.

-Performs his duties for the duration of his term on the Board.

3. Recording Secretary

-Takes the tally for all votes/motions.

-In the absence of the Chairperson and Vice-Chairperson acts as Chairperson, assuming all the chairperson's responsibilities and powers.

-Performs tasks and responsibilities as assigned by the Board.

-Performs his duties for the duration his term on the Board.

-Takes minutes at all meetings of the Board of Directors.

-Keeps correct and complete records of meetings and resolutions.

ARTICLE VIII COMMITTEE OF THE ADVISORY BOARD

A. All members of the Board are on the Committees of the whole. Committees of the whole includes:

Executive Committee

Program Development Committee

Finance Committee as Related to Youth Bureau

Monitoring Committee

ARTICLE IX DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors is comprised of the Officers of the Board and the Mayor.

A. Duties

1. The Executive Committee acts as the steering committee.

2. The Executive Committee decides in urgent cases only when it is relatively inconvenient to assemble the full Board or when there is not a sufficient number of members to have a quorum.

3. In the cases of emergency, the Executive Committee has the same duties, powers and rights of the Board of Directors, except that it cannot amend By-Laws or elect or appoint officers.

4. The Executive Committee must report in writing its decision to the full Board at its subsequent meetings.

ARTICLE X OFFICE MANAGER

A. The Office Manager performs the secretarial duties of the Department and acts as Recording

Secretary for the Youth & Recreation Advisory Board.

- B. The Office Manager is responsible for all requirements of the NYS Office of Children and Family Services in relation to State Aid.
- C. The Office Manager reports to the Program Coordinator.

**ARTICLE XI
YOUTH & RECREATION DIRECTOR**

- A. The Youth & Recreation Program Coordinator has responsibility for administration of the Youth Bureau program and the Recreation Program including guidance, counseling, public relations, agency coordination and business activities of the Youth Bureau; does related work as required.
- B. The Youth & Recreation Program Coordinator is responsible to screen, interview, and recommend a slate of suitable candidates for employment for their programs, who then presents them to the Mayor.
- C. The Youth & Recreation Program Coordinator presents at regular meetings of the Board of Directors a report of the status of the Youth Bureau program and Recreation program and performs duties as requested by the Board of Directors.
- C. The Youth & Recreation Program Coordinator reports to the Mayor in regards to the Youth Bureau and and Recreation matters.

**ARTICLE XIII
AMENDMENTS TO BY-LAWS**

By-Laws of the Division of Youth & Recreation Advisory Board may be amended by a two-thirds vote of the entire Board at a duly called meeting provided that proposed amendments must have been mailed to each member at least ten (10) days in advance of the meeting.