

# **BY-LAWS OF THE QUEEN ANNE'S COUNTY COUNCIL FOR CHILDREN AND YOUTH**

## **Preamble**

Pursuant to the authority conferred upon the Queen Anne's County Commissioners by the provision of Senate Bill 63, enacted by the General Assembly and codified as Article 49D of the Annotated Code of Maryland, Section 4, as amended, the following By-Laws are hereby established for the governance of the Queen Anne's County Council for Children and Youth. Although the Maryland General Assembly repealed Article 49D in 2005, the Queen Anne's County Commissioners felt that the work the Council does is important and thus decided to endorse and support the Council.

## **Article I – Name**

The name of this organization shall be the Queen Anne's County Council for Children and Youth.

## **Article II – Purposes**

The purposes of the Council are (1) to identify the met and unmet educational, health, and social needs of children and their families, (2) to assist in the organization of community resources to meet the needs of Queen Anne's County children and their families, and (3) to act as an advocate for children and their families.

## **Article III – Objectives**

The objectives of the Council are as follows:

1. To identify, document, and communicate needs, resources, and priorities of children and youth in Queen Anne's County and report to the Board of County Commissioners.
2. To stimulate community awareness and understanding of the needs of children and youth and to renew interest and participate in meeting such needs effectively, and to assist families in knowing and obtaining information about children programs and services in Queen Anne's County.

3. To cooperate with other public and private agencies in finding ways to solve the challenges that face the children and youth in Queen Anne's County for the purpose of identifying duplications, inefficiencies, effectiveness of the programs, resources, and unmet needs.
4. To maintain concern and to make provisions for the developmental needs of children and youth in Queen Anne's County to include, but not limited to, the intellectual, physical, emotional, and spiritual needs of the youth.

#### **Article IV – Membership**

The County Commissioners shall appoint members of the Council. There shall be no less than nine (9) members. Members shall include representatives from, but not limited to: county, state, and federal agencies, such as the Maryland Department of Education-Office of Child Care, Social Services, Parks and Recreation, the Health Department, and programs of the Judy Center Partnership; educational institutions and organizations, such as Queen Anne's County public schools, pre-schools, private schools, parent/teacher organizations, and colleges; private and non-profit organizations, such as the American Cancer Society, American Red Cross, the Arts Council and Camp Wright; civic, service and fraternal organizations, such as Boy Scouts, Girl Scouts, Homemakers clubs, and Lions; churches; media outlets; law enforcement agencies and youth. It is understood that some of these positions may not be county residents. The term of membership shall be a three (3) year term. The term will be based on the calendar year beginning on January 1 and ending on December 31<sup>st</sup>. Membership terms will be renewed every three (3) years. In the event of the resignation of a member or a vacancy in the membership of the Council for any reason, the Executive Committee shall recommend to the County Commission a qualified person to fill the unexpired term of the member. There will be two (2) levels of membership (1) Full Members - attend meetings regularly, sign "Commitment to Serve" form, and have voting rights and (2) Supportive Members – do not attend meetings regularly, do not sign "Commitment to Serve" form, and do not have voting rights. They are approved by Executive Committee. Both Full and Supportive members will receive monthly minutes. All full members serve on at least one Ad Hoc Committee.

#### **Article V– Officers**

The officers of the organization shall be a Chairperson or upon approval by the Council there may be a co-Chairperson (one shall be an agency representative and one shall be a community representative, if possible), the Secretary (the secretary shall be an agency representative), and a Treasurer (the treasurer shall be an agency representative, who shall be elected annually at the first Council meeting of that year by the members of the organization. Officers shall hold office for one (1) year or until their successors are elected. An Executive Committee shall consist of all four Officers and the Membership

Chairperson. Based on the agenda, other Committee Chairpersons may be invited to the Executive Committee meetings. The Executive Committee will meet as needed.

The Executive Committee accepts nominations for Officers at the May meeting. Nominations must be approved by the Nominee prior to submission to the Executive Committee via the Chairperson. No member may hold more than one (1) of the aforesaid offices at the same time. The Chairperson will send out the slate of proposed officers to the voting membership by May 25<sup>th</sup>. Voting will occur at the June meeting.

The Chairperson shall preside at all meetings of the organization and shall have general supervision responsibilities. In case of the absence or disability of the Chairperson, these duties shall be performed by another member of the Executive Committee.

The Secretary shall issue notices of all meetings and shall perform all such duties as are incidental to this office. The Secretary is responsible for maintaining historical records and all approved minutes. The Secretary will prepare an annual report.

The Treasurer will work with the Treasurer of the Queen Anne's Advocates for Youth, Inc., who will handle all financial transactions and maintain records for such. The Council Treasurer will make regular reports (based on information from the Advocate's Treasurer) at the monthly Council meetings. The Treasurer will prepare an annual proposed budget based on input from committee chairs. The Advocates Treasurer will maintain and file all tax related paperwork. For accounting purposes, the Council Fiscal year is July 1 to June30. The Queen Anne's Advocates for Youth, Inc. is a 501c3, the fiscal sponsor of the Council, and is authorized to accept tax deductible donations for the Council.

The Officers shall, by and with the consent of the membership, appoint committees and chairpersons to be responsible for specific assignments, and these committees shall exist for a term of one year to deal with specific issues or until properly dissolved by the Council. Each committee should have a chair and co-chair. The following AD-Hoc committees shall be established as deemed necessary:

1. Membership Committee – Function: This committee will work to identify and recruit new members, stimulate Council awareness within the community, maintain membership listing, the Volunteer Log and plan Annual Meeting.
2. Public Relations Committee – Function: To develop a working relationship with the media to serve as a vehicle for position statements and for raising issues which will stimulate public awareness; and recognizing local efforts in the area of children and youth programs.
3. Out-of-School Time Committee– Function: To recognize and advocate for the needs of students during out-of-school time.

4. Legislative Committee – Function: To inform memberships of Legislative issues and advocate with local Legislators for issues important to children and families.
5. Early Childhood Committee – Function: To recognize and advocate for the needs of early childhood.
6. Community Outreach Committee– Function: To promote community awareness of issues impacting children and families in Queen Anne’s County.

#### **Article VI – Meetings**

The Council shall hold a minimum of six (6) scheduled meetings. The regular meetings of the membership shall be held every month except during July and August.

A quorum is not required for regular scheduled meetings

The voting on all questions coming before the meeting shall be by a voice vote answering yea or nay, unless the situation warrants a show of hands or secret ballot.

Committees will meet as deemed necessary.

#### **Article VII – Amendments**

Any member may propose amendments to the by-laws of the Council. All amendments must be presented in writing at a regular meeting of the Council and voted on at the next regular meeting. A majority vote of the “full” Council members is required to adopt an amendment.

#### **Article VIII – By-Law Revision**

The Queen Anne’s County Council for Children and Youth shall review their by-laws on an annual basis for any changes deemed necessary by the Council members.

Revised April, 1989  
Revised October, 1994  
Revised March, 2004  
Revised October 2004  
Revised October 2005  
Revised May 2012  
Revised November 2017