



Communities Working to Unite Youth (CWUY)

501(c)(3) Nonprofit Organization

Members Manual

As of January 20, 2024

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MISSION:

CWUY embraces a holistic approach to uniting the youth in Rankin County communities, especially minority populations, through **positive reinforcement** of family **values and preventive education**, of which actively combats against community deterioration and juvenile delinquency.

VISION:

Envisions a community where all youth have **access** to the opportunities, skills, resources and relationships needed to **actualize** their full potential.

GOAL:

To develop Rankin County youth into **informed, motivated and committed** Leaders, **intentionally** working toward an improved **quality of life** and **improved community**.

CORE BELIEFS:

- Young people are a community asset, not a problem.
- It is important to build meaningful relationships across race, class, gender, sexual identity and generations to strengthen the existing social capital of all young people.
- Young people need to be actively engaged in the process of community change at all levels.
- Society must acknowledge and embrace the idea that youth are talented and capable of leading community change.
- Young people who receive the appropriate guidance, support and encouragement have the capacity to positively impact their peers, families and communities.
- Young people can increase their life options and opportunities through rigorous academic enrichment and leadership development.
- Collaborative partnerships with families are integral to student success.
- We believe in the value of parents as active partners in the social and intellectual development of young people.
- Schools and communities are also key partners in the development of tomorrow's leaders.
- CWUY affiliates must model a high standard of excellence, responsibility and accountability in their interactions with students, families and colleagues.

HISTORY:

Communities Working to Unite Youth (CWUY) has been serving the Rankin County, Mississippi community since 1987 as one of its primary non-profit 501C3 youth and family resource organization. Because of a vision from the hearts of two ladies, we now take a holistic approach to uniting the youth in Rankin County communities, especially minority populations. Through positive reinforcement of family values and preventive education, CWUY offers Rankin and surrounding counties ways of actively combating community deterioration and juvenile delinquency.

For the past thirty plus years our goals have included providing programming which provide a rallying place for shared problems and solutions. As a regular sponsor of such activities, we have also seized every opportunity to establish a County-wide venue through which parents can get the information that keeps them abreast of social issues affecting their youth and sharpen their parenting skills; strengthening their ability to help their own children to succeed. We also strive to assist children in choosing sexual abstinence as the best way to promote healthy relationships and lifestyles.

BI-LAWS:

ARTICLE I – Name

The name of this organization shall be Communities Working to Unite Youth.

ARTICLE II – BOARD MEMBERSHIP

1. Membership is targeted to adults and is opened to interested persons, whose application is accepted by the existing Board, regardless of race, age, or religious belief.

2. Members are accepted anytime of the year.

ARTICLE III – OFFICERS AND THEIR ELECTION

General meetings shall be governed by Robert's Rules of Order:

1. The following shall be a list of officers:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Assistant Secretary
 - E. Treasurer

2. The Officers shall be elected and installed in the month of August; however, they shall not assume responsibility of their duties until September 1.

3. A simple plurality vote shall constitute election to office.
4. The Officers of this organization shall be elected to a two-year term and are eligible to succeed themselves three times.
5. Nominations shall not be accepted without the agreement of the nominee.

ARTICLE IV – DUTIES OF THE OFFICERS

Section 1: The President Shall:

- A. Preside at all Executive committee and General Board Meetings of the organization.
- B. Perform such other duties as may be presented in these By-Laws or assigned to him/her the organization.
- C. Shall coordinate the work of the officers and the committees in order that their objectives may be promoted.
- D. Appoint special committees that may be necessary.
- E. Shall reserve the right to preside as ex-officio over all committees.
- F. Shall have co-signature authority for all checks of the organization.

Section 2: The Vice-President shall:

- A. Act as an aide to the president and shall perform in the absence or inability of that officer to serve
- B. Assume responsibility for the administrative details delegated by the President.

Section 3: The Secretary shall:

- A. Keep an accurate account of all meetings of the organization
- B. Read the minutes of the pervious general meeting
- C. Carry out all communications and correspondences for and to the organization
- D. Keep an attendance and financial record of all meetings.

Section 4: The Assistant Secretary shall:

- A. Perform the duties of the secretary when the secretary is absent or incapacitated
- B. Aid the secretary in carrying out the secretarial functions
- C. Perform other clerical duties as need be assigned.

Section 5: The Treasurer shall:

- A. Receive all monies of the organization
- B. Keep an accurate record of receipts and expenditures
- C. Expend money as designated by the budget and or president delegates
- D. Give Treasurer's report at each organization meeting and shall provide copy of report to all in attendance
- E. Have co-signature authority on all checks of the organization
- F. Formulate budget in conjunction with the Board's agreed upon request.

G. Report the IRS 990 form, fiscal year end (August); file no earlier than 30-days of the fiscal year end and no later than January 15 of the next year

Section 6: The Financial Secretary shall:

- A. Receive and record all funds transactions in the financial system
- B. Handle disbursements and refunds
- C. Reconcile and provide monthly and annual financial reports
- D. Prepare and issue payment authorizations as approved by the treasurer or president
- E. Ensure that financial records are in line with the CWUY's audit requirements
- F. Collaboration with the Treasure to consolidate the Annual treasure report
- G. Report the IRS 990 form, fiscal year end (August); file no earlier than 30-days of the fiscal year end and no later than January 15 of the next year

ARTICLE V – FUNDRAISING

Fundraising efforts will be discussed and agreed upon by the Executive and Regular Board.

ARTICLE VI – MONEY DISTRIBUTION IN CASE ORGANIZATION IS DISSOVLED

Any monies in treasury at the time that the CWUY organization dissolves will be given to a Rankin County Charity youth organization.

ARTICLE VII – MEETINGS

CWUY meetings will convene monthly, the first Monday night, unless suspended by the president for summer break or national holidays. Meeting time is 7:00 PM to 8:00 PM. Call meetings will be left to the discretion of the president.

ARTICLE VIII – ADMENDMENT OF BY-LAWS

Except as otherwise set forth herein, these Bylaws may be altered, amended, or repealed or new Bylaws may be adopted at any meeting of the Board of Directors at which a quorum is present, by the affirmative vote of a majority of the Directors present at such meeting.

ORGANIZATIONAL STRUCTURE:

Board Members:

1. Advance the mission of the organization
2. Has legal and fiduciary responsibilities
3. Required to attend Board meetings
4. Responsible for recruiting new members
5. Ensure proper governance and clear communication by employing technological resources that lead to highly-effect meetings and reduce miscommunication
6. Serve on at least one (1) committee
7. Serve as Chairpersons over the Committees

Volunteer Membership:

1. Provides preparation and execution support during CWUY hosted events
2. Serves as committee members

Youth Advisory Council:

1. Enhances the CWUY mission by providing innovative ideas and best practices
2. Serves as committee members
3. Provides support during planning, preparation, and execution of CWUY hosted events

Senior Mentor Advisory Council:

1. Serves as senior mentors and advisors to the Board members
2. Provides continuity of historical events, efforts, and achievements of the organization
3. Can serve as committee members

STANDING COMMITTEES

Executive Committee

- Board President,
- Vice President,
- Secretary and
- Treasurer

Program Committee

- To oversee new program development, and to monitor and assess existing programs
- To initiate and guide program evaluations, and

- To facilitate discussions about program priorities for the agency

Fundraising Committee

- To oversee fundraising done by the Board
- To establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, etc.
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective

Finance/Audit Committee

- To provide financial oversight for the organization,
- Including but not limited to include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies

Marketing/Public Relations/Communications Committee

- Provides oversight for communications, public relations and marketing of organization
- Develops strategies on how to communicate a CWUY's message to potential donors and to generate interest in what the organization represents.

Board Member Agreement

CWUY Board Member Agreement

I, _____, understand that as a member of the Board of Directors of **Communities Working to Unite Youth**, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend at least 75 percent of board meetings, committee meetings, and special events.
4. Each year, but no later than December 1 of each year and without having to be asked, I will make a personal financial contribution at a level that is meaningful to me.
5. I will actively participate in one or more fundraising activities.
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
8. While I am a member of this board, I will make every effort to vote in every public election.
9. I will work in good faith with staff and other board members as partners toward achievement of our goals.
10. If I don't fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.

The organization is responsible to the board members for . . .

In turn, the organization will be responsible to me in the following ways:

1. I will be sent, without having to request them, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law. (The "prudent person rule," applied in many legal settings in slightly differing language, states that an individual must act with the same judgment and care as, in like circumstances, a prudent person would act.)
2. Opportunities will be offered to me to discuss with the executive director and the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities to me.

Signed: by _____, Board Member

Date _____

and by _____, Chair of the Board of Directors

Date _____

PLAN, PROGRAM, BUDGET, AND EXECUTE (PPBE)

January: Martin L. King, Jr. Celebration “I Remember Martin” Parade and Festival – CWUY sponsors events that commemorates the life and legacy of Rev., Dr. Martin Luther King, Jr. Over the years, CWUY has hosted church sponsored events, You Made a Difference celebrations of Mississippi grown leaders, and in 2022 hosted the first MLK Parade and Festival in the city of Brandon, Mississippi. This event proves to be historically the largest fundraising opportunity of each year with monetary sponsorship from a plethora of Rankin County community businesses, churches and leaders.

March: Suicide Prevention Program – CWUY sponsors an event that focuses the community on fostering programs that help increase hope and reduce harmful behaviors such as suicide. This event invites like-minded organizations to one venue with children, youth, and parents from across the county and state to discuss ways that we as a community can ensure purpose-driven hope for all.

August: Benchmark Mentoring Program – CWUY’s innovative BENCHMARK (Bold Enough Now to Come to Him with a Meaningful Attitude and Responsible Knowledge) mentoring program was designed for youth, ages 12-18, who need responsibility and social education skills. BENCHMARK sharpens innate abilities which include entrepreneurial education, manners and social etiquette, healthcare, fitness, and community service programs. CWUY is committed to strategically expanding the availability of high-quality mentoring programs to meet the needs of all youth countywide. CWUY is solely dedicated to bringing youth mentoring to scale, ensuring that all young people will relate to caring adults who will listen to them, stand by them, and guide them.

September: Embrace Freedom (White Ribbon Sunday) – September CWUY observes White Ribbon Sunday. For the past 18 years, Churches all over the State of Mississippi are keeping the message of Abstinence or NO SEX before MARRIAGE, alive.

