

**Mid-Del Youth and Family Center, Inc
Policy and Procedures**

200 Board of Directors/Governance

201 Governance Authority (Revision Approved 03/19/04).....	3
202 Board Management (Addition Approved 03/19/04)	3
203 Organization Compliance (Addition Approved 03/19/04).....	4
204 Fund Development (Addition Approved 03/19/04)	4
205 Fiscal Management (Addition Approved 03/19/04)	4
206 Community Representation (Addition Approved 03/19/04)	4
207 Board Recruitment (Addition Approved 03/19/04)	5
208 Information Accessibility (Addition Approved 03/19/04)	5
209 Succession Planning (Addition Approved 03/19/04)	5
210 Staff Relationships (Addition Approved 03/19/04)	5
211 By-Laws (Approved 11/01/00)	6
Article I Name.....	6
Article II Form of Organization and Limitations.....	6
Article III Section 1: Goals, Purposes, and Objectives.....	7
Section 2: The functions of this Board will include the following.....	8
Article IV Section 1: Annual Meeting.....	9
Section2: Composition and Term of Organization Membership.....	9
Article V Officers.....	10
Section 1: Selection and Qualification.....	10
Section 2: Duties and Powers of the Board of Directors.....	13
Section 3: Meetings of the Board of Directors.....	13
Section 4: Duties of Officers.....	14
Article VI Committees.....	15
Section 1: Appointment of Chairmen.....	15
Section 2: Membership of Committees.....	15
Section 3: Standing Committees.....	15
Section 4: Functions of Standing Committees.....	16
Article VII Professional Staff.....	17
Article VIII Legal Counsel.....	18
Article IX Fiscal Year.....	18

**Mid-Del Youth and Family Center, Inc
Policy and Procedures**

Article X Parliamentary Authority.....18

Article XI Amendments.....18

Article XII In Event of Dissolution.....19

212 Board of Directors Meeting Minutes (Approved 11/01/00)20

213 Request for Policy Changes (Approved 11/01/00).....21

214 Communication of Policy Changes (Approved 11/01/00).....21

**Mid-Del Youth and Family Center, Inc
Policy and Procedures**

200 Board of Directors/Governance

201 Governance Authority (Revision Approved 03/19/04)

Mid-Del Youth and Family Center, Inc., is governed by a Board of Directors comprised of citizens from Oklahoma County communities with a primary recruitment emphasis on Eastern Oklahoma County. The business and affairs of the organization is governed by its Board of Directors, which has full legal authority for the overall function of the agency, including all programs, and components. The day-to-day organization operations are managed by the Executive Director who reports directly to the Board of Directors.

The Board of Directors determine the organizations mission, sets policy, and assesses and approves programs and services that are congruent to the organization operational mission readiness. The Executive Director, Board and other leadership will define, focus on, and annually review the organization's mission, purposes, and policy. The Board of Directors sets and monitors emerging policy issues and reviews organizational policies to ensure specific outcomes and organizational safeguards are achieved. The Executive Director, Board and other leadership will regularly monitor and review programs and services to ensure organization purposes are tied to specific outcomes.

202 Board Management (Approved 03/19/04)

Mid-Del Youth and Family Center staff supports the Board and its committees in order to ensure that interest, commitment, and productivity of all members is maintained. The Executive Director and Board leadership are committed to find ways to sustain maximum board attendance, this is accomplished through the development of compelling agendas and presentation, recognition and appreciation of service, and incentives to participation; develop a well-defined structure of effective Board committees and outside advisory committees which have a clear purpose and task to be accomplished; ensures that there is consistent staff support for Board committees and other activities.

All Board members will receive orientation regarding Board member responsibilities, legal requirements, and conflict of interest. The Executive Director and Board leadership ensure competency in understanding legal

Mid-Del Youth and Family Center, Inc
Policy and Procedures

requirements and the restrictions and facilitate communicating such matters to the whole Board. The Board leadership ensures that when necessary, the removal of non-compliant Board members is addressed. In order to support the continual growth and contribution of all Board members, Board leadership and the Executive Director ensure that there are regular orientations and ongoing training opportunities for Board members, in areas such as team building, communication skills, fundraising, meeting management, public relations, marketing, and leadership and succession development.

203 Organization Compliance (Approved 03/19/04)

The Board of Directors ensures that Mid-Del Youth and Family Center is in compliance with regulations affecting nonprofit organizations and has sound risk-management practices in place. The Executive Director will provide the Board with information and consultation regarding risk management practices that apply to the organization. The Board leadership defines and applies the various bylaws and regulation that effect Mid-Del's risks and the Executive Director with Board leadership guidance will identify appropriate types of liability and other insurance and benefit plans to meet the organizations needs, including facility management, professional services, personnel, health care, Employee Assistance Programs, and D & O coverage.

204 Fund Development (Approved 03/19/04)

The Mid-Del Youth and Family Center Board of Directors holds itself accountable for raising revenue and ensures there is an adequate structure and supports available in which members can fulfill their responsibilities. The Board leadership and the Executive Director will orient all new and current Board members to their role in fund development and develop strategies for increasing members in fund development activities.

205 Fiscal Management (Approved 03/19/04)

Mid-Del Board members ensure effective fiscal management is accomplished and reviews financial reports that are accurate, timely, and easy to comprehend. The Executive Director ensures that the Board has staff support to accomplish goals within designated finance committee

Mid-Del Youth and Family Center, Inc
Policy and Procedures

activities, including the provision of reports that meet the committee's needs for financial information. The Board leadership is responsible for defining the Board roles in fiscal management and oversight; identifies which Board members have the skills to provide that oversight. The Board leadership ensures member awareness of Corporate Compliance policy and Director Bylaws to ensure awareness of procedures for confidential reporting of suspected improprieties.

206 Community Representation (Approved 03/19/04)

Mid-Del Board members represent the organization in the community and actively solicit input from the communities and constituencies they represent. The Executive Director and Board leadership develop processes for soliciting input from constituencies that are served and represented by the organization. These task will be accomplished within the organization strategic planning process and will be continually monitored to ensure continuous improvement in service delivery and overall organization effectiveness. The Board members will represent the organization to government, business, other agencies, funders, constituencies, and the community at large to ensure agency responsiveness with all relevant stakeholders. The Executive Director will ensure there are mechanisms for involving the Board in community outreach activities that include civic, political, government, and relevant community activities as they pertain to the effectiveness of the organization.

207 Board Recruitment (Approved 03/19/04)

Mid-Del Board members ensure they represent the interest of the communities to be served and bring the proper balance of expertise to provide guidance to the accomplishment of organization goals and objectives. The Board leadership nominating committee, defines the criteria for strategically selecting Board members, based on experience, organizational needs and community representation; develops a process and timeline for Board recruitment based on the above criteria and identified organizational needs.

208 Information Accessibility (Approved 03/19/04)

Mid-Del Board members ensure that the public has reasonable access to information about the agency mission, activities, Board membership and

Mid-Del Youth and Family Center, Inc
Policy and Procedures

basic organization financial data. An annual report is published to inform the public of Mid-Del organization operational activities. The Executive Director and designated staff leadership prepare all the elements necessary for an annual report and communicate key organization information in writing in a way that is understandable to the general public. All records appropriate for public access will be maintained by the Executive Director or designated staff to ensure ease of public accessibility. In addition to the published annual report, through the Mid-Del web page and other electronic communication media, public access to key organization information will be made available on an ongoing basis.

209 Succession Planning (Approved 03/19/04)

The Mid-Del Board of Directors recruits, hires, sets salary, and evaluates the performance of the Executive Director and oversees succession of that position and other key employee staff positions. The Board will review the Executive Director annually and sets performance goals as necessary for the coming year. The Board leadership ensures that an effective Executive Director evaluation process is in place and a written policy is maintained regarding Board oversight (ED monthly reports, Corporate Compliance, etc...) of the Executive Director and succession of other pertinent key staff positions. Any formal steps that are identified for succession planning for the organization will be written and approved as policy. Upon time for hiring a new Executive Director, the Board will design and implement a process for ensuring an effective recruitment and interviewing process occurs.

210 Staff Relationships (Approved 03/19/04)

Mid-Del Board members maintain a good relationship with organization staff and understand the policy making role of the Board. The Executive Director and Board leadership identify strategies for helping Board members understand appropriate roles with respect to organization management, staff and operations, including possible conflicts of interest that may occur. A median to ensure Board and staff communication about organization and program issues is carried out through organization retreats, employee surveys, and any other means deemed necessary to ensure continuity of information is being accessed across all levels of the organization. The Executive Director and Board leadership will identify and select other

Mid-Del Youth and Family Center, Inc
Policy and Procedures

effective coaching and communication strategies for building sustaining proactive Board/staff relationships.

211 By-Laws (11/00)

Article I

Name

Section 1: The name of the organization will be Mid-Del Youth and Family Center, Inc.

Article II

Form of Organization and Limitations

Section 1: This organization is incorporated under the laws of Oklahoma. It will be voluntary and non-profit. It will be non-partisan and will make no discrimination on the basis of race, religion, sex, national origin, age, disability, or any other characteristic. The agency assures compliance with Title VI of the Civil Rights Act of 1964. No part of the net earnings of the organization will inure to the benefit of, or be distributed to its members, directors, officers, or other private persons, except that the organization will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the organization will be carrying on of propaganda (or otherwise attempting) to influence legislation. Notwithstanding any other provision of these articles, the organization will not carry on any other activities not permitted to be carried on:

- A. By a corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or by the corresponding provision of any future United States Internal Revenue Law)
- B. By a corporation, contributions to which are deductible under

Mid-Del Youth and Family Center, Inc
Policy and Procedures

Section 170 (c) (2)
of the Internal Revenue Code of 1954 (or the corresponding
provision of any future United States Internal Revenue Law).

Article III

Goals, Purposes, and Objectives

Section 1: The goal and purpose of this organization is to promote mentally and emotionally healthy youth and their families by reducing delinquency and child abuse through counseling, and by providing community-based counseling for children and youth. Also, to provide public education programs and training seminars to schools, churches, organizations, professionals, and community groups, upon request.

The mission of this organization is **“Empowering youth, families, and communities to develop, strengthen, and promote relationships in building brighter futures”**(Revised 12/16/03). This organization believes this philosophy to be the cornerstone for planning, development, and coordination of a quality service delivery system. Services will be based on a process of prevention, education, counseling, and advocacy. The primary objective of our services is to preserve, strengthen, and restore the family unit. The principal goals and objectives of this organization are as follows:

- A. Foster the development of programs and facilities in behalf of such persons
- B. Aid and advise parents and interested groups in the solution of such problems and coordinate the efforts and activities of these groups
- C. Develop a better understanding by the public of the challenges of persons with developmental and behavioral problems
- D. Serve as a clearinghouse for gathering and disseminating information regarding persons served and to foster the

Mid-Del Youth and Family Center, Inc
Policy and Procedures

development of integrated programs in their behalf

- E. Solicit and receive funds, and do any/all other acts necessary for the accomplishment of the above objectives and purposes.

Section 2: The functions of this Board will include the following:

- A. Provide leadership for implementation of the aforementioned goals, purpose, and objectives.
- B. Provide emergency shelter, care, and related services for the children of the Mid Del areas or others as deemed appropriate.
- C. Develop and implement service programs and projects for children, youth, and families in need of protection or assistance.
- D. Identify and study trends and concerns regarding youth and families in the Mid Del area.
- E. Be involved in the rehabilitative and preventive aspects of youth and family services with strong emphasis on preventive work.
- F. Cooperate and promote relationships with organizations, agencies, and voluntary groups in carrying out these purposes and objectives.
- G. Promote community and agency funding of current and future programs.

Article IV

Annual Meeting

Mid-Del Youth and Family Center, Inc
Policy and Procedures

Section 1: The annual meeting of Mid-Del Youth and Family Center, Inc. will be held in August for the purposes of electing the members of the Board of Directors and the corporate officers, for the approval of annual committee reports, and for the transaction of such other business that may properly come before the meeting. Two (2) business day notice in advance of the meeting will be given by mail or in person to each member in good standing of the organization. A majority of the membership will be required to constitute a quorum. A majority of those present and voting will decide all questions, except amendment of these By-Laws, which will require a two-thirds (2/3) vote of those present.

Section 2: Composition and Term of Organization Membership

- A. Membership: The membership will consist of a Board of Directors of not less than (7), but no more than twelve (12) members.

- B. Term: The term of Board membership will be for an unlimited time as long as the member(s) are active on the Board. In the event an officer of the Board member resigns, the remaining Board members will vote to replace the resigned officer.

- C. Nomination: All Board members and the Executive Director of the organization will serve as recruiting officers for new Board members.

- D. Compensation: Members of the Board of Directors will not be entitled to compensation for any service rendered to the organization except for expenses incurred in the performance of their duties as representatives of the organization. **No Board Member may seek employment with the organization until one year after actively serving on the Board of Directors (Addition Approved 10/03).**

- E. Relationship: No person related to any member of the Board of Directors or the Executive Director, by

Mid-Del Youth and Family Center, Inc
Policy and Procedures

blood or marriage within the third degree, will be employed by the organization.

Article V

Officers

Section 1: Selection and Qualification

- A. The officers of this organization will be: President, Vice-President, Secretary, and Treasurer, whose duties will be those usually performed by such officers; those specified in these By-Laws, in addition to such other duties as the organization may prescribe.
- B. All Board members will comprise the Executive Committee.
- C. The officers will be elected at the annual meeting of the organization to serve for an unlimited term. If none of the officers wish to step down and no other Board members object, there will be no officer voting at the annual meeting. Officers will assume their duties immediately upon election.

Section 2: Duties and Powers of the Board of Directors

- A. Management: Management will be vested in the Board of Directors with full power and authority to establish policies requisite to the achieving of the goals of the organization and to carry out the affairs of the organization. The Board of Directors is charged with the responsibility for the management of the organization, and establishing a salary schedule for the Executive Director. The Board of Directors will approve a salary schedule for all employees of the organization, established by the Executive Director.
- B. Funding: The Board of Directors is charged with seeking, with the assistance of the Executive Director, funds through local, state, and federal sources to enable the organization to function at the optimum

Mid-Del Youth and Family Center, Inc
Policy and Procedures

level.

- C. Annual Budget: The Board of Directors will consider the annual budget, to be prepared by the Executive Director, and after such revisions as may be determined to be advisable, will adopt the same, making subsequent revisions in the budget as may be deemed advisable. The Board of Directors is charged with authorizing and approving expenditure of funds, within budget limitations, necessary for the operation of the organization.
- D. Reports: The Board may require monthly reports on operations from Officers, and the Executive Director. It will see that an annual report on the entire program, prepared by the Executive Director, is presented to the Board of Directors at the annual meeting.
- E. Duties and Principles of Conduct:
1. I will uphold the duties of my office, and support and promote our mission statement, which are intended to improve the quality of life for the consumers who are receiving our services.
 1. I will support programs that help consumers achieve wellness and a productive lifestyle.
 2. I will promote services, which embody prevention, outpatient counseling, outreach, education, emergency youth shelter care, and consumer advocacy options in a community setting.
 3. I will help to improve the quality and cost efficiency of services provided by our organization.
 4. I will be an advocate in the development and promotion of public policy, which addresses the needs, and concerns of youth and their families, and individual consumers.
 5. As a member of the Board, I will attend meetings and

Mid-Del Youth and Family Center, Inc
Policy and Procedures

participate in decisions affecting the governance and policy setting functions of the Board of Directors.

6. I will cultivate and promote Mid-Del Youth and Family Center's mission and values statements.
7. I will oversee a complete and accurate accounting of all funds received and dispersed, and ensures the annual completion of a certified audit conducted by an outside firm.
8. I will be actively involved to ensure effective organizational planning.
9. I will approve all policies affecting the organization.
10. I will support the Executive Director in his/her day-to-day activities as administrator and annually evaluate his/her level of performance.
11. I will help in the identification of appropriate resources and the management of such resources in an effective and efficient manner.
12. I will assist in the establishment and monitoring of all organizational programs and services.
13. I will promote the organization's public image.
14. I will attend all regularly scheduled meetings, unless otherwise excused.
15. I will uphold all actions and resolutions adopted by the Board of Directors.
16. I will recognize the worth, dignity, and rights of all persons associated with Mid-Del Youth and Family Center.
17. I will recognize that the progress of individuals is what makes Mid-Del Youth and Family Center successful in the promotion and implementation of its programs and goals.
18. I will value and promote effective management and public

Mid-Del Youth and Family Center, Inc
Policy and Procedures

accountability.

19. I will not use my professional relationship with Mid-Del Youth and Family Center to further my own interests.
20. I will respect the privacy of all persons served and hold in confidence all information obtained in the course of professional service.
21. I will respect the rights and views of my colleagues and treat them with fairness, courtesy, and good faith.
22. I will not engage in or condone any form of harassment or discrimination.
23. I understand that violation of this code may be grounds for dismissal from the Board of Directors.

Section 3: Meetings of the Board of Directors

- A. The Board of Directors will meet a minimum of eight (8) times per year. The Board of Directors may provide, by resolution, the time and place for holding regular or special meetings without other notice than such resolution.
- B. Special meetings of the Board of Directors may be called at any time by the President or on the written petition of three (3) members of the Board.
- C. A quorum will consist of a majority of the members of the Board of Directors and a majority vote on all those present will decide all questions.
- D. A member of the Board who fails to attend four (4) consecutive regularly scheduled meetings of the Board, without requesting an excused absence in advance from the Secretary or President, will automatically be dropped from the membership of the Board. The Secretary following an unexcused absence must advise a member of this attendance rule.

Mid-Del Youth and Family Center, Inc
Policy and Procedures

Section 4: Duties of Officers

- A. The President will be the chief officer of the organization and will preside at all meetings of the organization, and the Executive Committee. The President will appoint the chairmen of all committees. The President will be an ex-officio member without a vote of all committees. The President will sign all contracts and obligations made by the Board and will be empowered to appoint legal counsel on behalf of the organization, with the approval of the Board of Directors. The President will be empowered to provide a signature for the purpose of signing checks for the organization.

- B. The Vice-President will perform all the duties of the President in the event of temporary absence or temporary inability of the President to act. The Vice-President will succeed automatically to the office of the President upon the death, resignation, removal, incapacity or expiration of term of office of the President. Upon the President's request, the Vice-President. Upon the President's request, the Vice-President may represent the President at the meetings of any standing or special committee of which the President is an ex-officio member. The Vice-President will be empowered to provide a signature for the purpose of signing checks for the organization.

- C. The Secretary will keep a record of all business meetings of the organization and the Executive Committee, and will preserve all papers and transactions of these groups. The Secretary will see that notices are issued of all special meetings of the organization and the Executive Committee. The Secretary will be custodian of the organization seal, will attest with the Secretary's signature impressed with the corporate seal, all written contracts of the organization and will perform all such other duties as are incident to this office.

- D. The Treasurer will be responsible for the funds of the organization and will be empowered to sign checks and drafts and other papers requiring the payment of money for the organization to be paid. The Treasurer will keep or cause to be kept an account of all receipts and disbursements and will prepare a monthly report to the Board of Directors reflecting financial activities and disbursements of the organization. This report will be presented in a timely fashion at each Board meeting.

Mid-Del Youth and Family Center, Inc
Policy and Procedures

- E. The President, Vice-President, Treasurer, and Executive Director will be empowered to sign checks on behalf of the organization, the signature of any two of these being required on each check. The President, Vice-President, Treasurer, and Executive Director may be required by the Board of Directors to furnish surety bond, the cost of which is to be paid by the organization.

Article VI

Committees

Section 1: Appointment of Chairmen

- A. The President will appoint the chairmen of all committees.

Section 2: Membership of Committees

- A. When committees are formed, chairmen of each committee, in consultation with the Board President, select his/her committee members, with the exception of the Executive Committee, which is chaired by the Board President. Members of all standing committees and all special committees will hold office until the work of the committee(s) have been completed, or until the committee is dissolved by the Board.

Section 3: Standing Committees

- A. There will be one (1) standing committees:
1. Executive Committee
- B.** The President of the Board and/or the Executive Committee may create from time to time, such committees as it sees fit and define the powers and duties of each. These designated committees may include finance, fundraising, legal, public and community relations, organization evaluation, and/or advisory committees and any other committees deemed appropriate to assist and support the corporation in carrying out its mission (**Addition Approved 10/03**).

Mid-Del Youth and Family Center, Inc
Policy and Procedures

- C. No committee, standing, or otherwise, will have the power to commit the Board of Directors on matters of general policy.

- D. Designated committees such as finance, legal, public and community relations, fundraising, and/or organization evaluation shall be composed of active board members as assigned by the Board President. Voluntary advisory committee members are to be composed entirely of non-directors, (although former directors may serve within this capacity) and shall not have the ability to exercise power on behalf of the Board. Additionally, volunteer advisory committee members shall not have the ability to represent the Board in a public forum or legal matters pertaining to the corporation. The President of the Board and/or Board members maintain oversight of volunteer advisory committee members and may remove any members from service to the organization if deemed unqualified or unfit (**Addition Approved 10/03**).

Section 4: Functions of Standing Committees

- A. Meetings of each Executive Committee may be called by the Chairman, by the President of the Board, or by any two (2) members of the committee itself on prior notice. A majority of each committee will constitute a quorum and the act of a majority of a quorum present at a meeting will constitute the act of such committee.

- B. Meetings of all other committees designated by the Board President will occur on a quarterly basis as requested by the Board President.

1.Executive Committee: Will assist the Board of Directors in performing the functions in the management of the affairs of the organization. The committee will meet as needed. All action taken by the Executive committee will be presented at the next regular meeting of the Board of Directors.

2.Designated Committee/s: Will advise and assist the Board of Directors, Executive Director, and all other designated organization staff as is necessary to provide additional support to the corporation's mission and overall effectiveness and efficiency. Volunteer Advisory Committee members will be composed of community leaders, volunteers, and other

Mid-Del Youth and Family Center, Inc
Policy and Procedures

supporters and community representatives who bring knowledge and experience that will further enhance the corporation's ability to carry out its mission. Volunteer Advisory Committee members will serve as needed and/or requested by Board leadership. All pertinent information and issues related to designated committee/s and/or advisory committee members will be reported to the Board of Directors in a timely manner for their review.

Article VII

Professional Staff

- Section 1: The Board of Directors will be empowered to employ professional staff as needed to carry out the programs of Mid-Del Youth and Family Center, Inc.
- Section 2: The Executive Director, employed by the Board of Directors, is responsible for the operation of the organization with respect to the policies established by the Board of Directors. The Executive Director is responsible for preparing a monthly report of organization operations and expenditures for presentation to the Board of Directors.
- Section 3: The Executive Director will see that confidential records are securely maintained, and that persons served information is released to professionals providing supplemental services to the child or family, with written permission of the parent(s) or guardian, or as provided by law.
- Section 4: The Executive Director will see that the staff is qualified to perform the duties necessary to achieving the goal of the organization.

Article VIII

Legal Counsel

- Section 1: Legal counsel will be appointed by the President with the

Mid-Del Youth and Family Center, Inc
Policy and Procedures

approval of the Board of Directors. All matters involving interpretation of state law, local ordinances, and tax questions, will be promptly referred to such counsel for opinion and advice. By-Laws and subsequent amendments and revisions, should be submitted to legal counsel for suggestion before adoption.

Article IX

Fiscal Year

Section 1: the Board of Directors will determine the fiscal year of the organization.

Article X

Parliamentary Authority

Section 1: Roberts Rules of Order Revised will constitute the ruling authority in all cases in which they are not consistent with these By-Laws or with any statute of this state.

Article XI

Amendments

Section 1: These By-Laws may be amended by two-thirds (2/3) vote at a Board meeting, or at a special meeting of the organization, providing notice of the proposed amendment has been sent to all members not less than two (2) business days before the meeting, at which the amendment is to be voted upon and providing that a copy of the proposed amendment will accompany the notices.

Article XII

In Event of Dissolution

Mid-Del Youth and Family Center, Inc
Policy and Procedures

Section 1: Upon the dissolution of the organization, the Executive Committee will, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations, organized and operated exclusively for charitable, educational, religious, or scientific purposes, and will at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors will determine. Any of such assets not so disposed of will be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations as said Court will determine, which are organized and operated exclusively for such purposes.

President of the Board

Date

212 Board of Directors Meeting Minutes:

Minutes of the Board of Directors meetings will be kept and will include:

Date of the meeting

The names of members who attended

Approval of minutes from the last meeting

Topics discussed

Decisions reached and actions taken

Dates for implementation of recommendation

Reports of the Executive Director and others

A signature of a Board officer on the minutes upon approval and on all items requiring documentation

213 Request for Policy Changes:

Mid-Del Youth and Family Center, Inc
Policy and Procedures

The Board of Directors will approve all policy changes before they go into effect. Mid-Del Youth and Family Center provides a way to bring to the attention of the Board of Directors the need for a change in policy.

As the need develops for new policy and policy changes, the procedures are:

1. Fill out “Request for Revision for Policy Change” Form.
2. Submit form to supervisor for approval.
3. After signing, supervisor submits to Executive Director who approves or denies the policy change request.
4. If the Executive Director approves the policy change, the revised part gets put on the Board agenda for the next Board of Directors meeting.
5. Final approval by the Board of Directors before new policy or revised policy goes into effect.

214 Communication of Policy Changes

To ensure appropriate communication of policy changes the following has been put in place:

Documentation of all approved changes, along with the original policy change request form, will be kept in the Board of Director’s meeting minutes and a copy of the form at the **Director of Programs and Service’s (Revised 03/19/04)** office.

Maintenance and updates of the agency policy is the responsibility of the **Director of Programs and Services (Revised 03/19/04)**.

Approved policy changes will be distributed to all supervisors by the **Director of Programs and Services (Revised 03/19/04)**.

Supervisors will be responsible for notifying and keeping their staff continually aware of changes in policy and procedure.