

YOUTH PROVIDERS ASSOCIATION, INC. BY-LAWS

ARTICLE I NAME, OFFICES AND OPERATING AUTHORITY

The name of the organization to which these By-Laws apply shall be Youth Providers Association, Inc. (hereinafter referred to as the Association). The Association shall operate as an autonomous registered association.

ARTICLE II PURPOSE AND RESPONSIBILITIES

The role of the Association shall be to represent the interest of the members and to be an advocate for a cooperative, coordinated system of care for youth in the State of Utah.

The Association shall:

- Section 1 Represent the interest of the members in regard to policy, legislative, and contract issues
- Section 2 Advocate for youth and a cooperative, coordinated system of care for such youth
- Section 3 Actively participate in the political and public policy arena in order to meet the above stated objectives

ARTICLE III MEMBERSHIP

Section 1 Composition

The Association shall include representatives (hereinafter referred to as Association members) from any agency which is a private provider, providing services to troubled youth, is eligible to or is contracting with the Division of Juvenile Justice Services (DJJS) or the Division of Child and Family Services (DCFS) or the Juvenile Court, and who is actively participating in the business of the Association.

To be considered for *new* membership within the Association, agencies should provide at least 75% of their services to Utah youth and/or their families. Renewals do not fall under this required threshold. Additionally, the Executive Committee can waive this requirement for new members by majority vote on a case by case basis.

An Association member and/or Agency must be in good standing with the Department of Human Services and its contract entities (DJJS, DCFS, Juvenile Court, etc.).

A Membership Application shall be completed by each agency desiring membership in the Association. Membership applications shall be reviewed and approved by the Association Executive Committee and Membership Administrator or Executive Director. Appropriate dues shall be paid by the applicant, in accordance with Article VII, upon approval of the Membership Application.

The Association reserves the right to expand membership if it deems necessary, and shall do so by majority vote. Association members may invite clients, parents, guardians, teachers, elected state and local officials, and DCFS, DJJS, Licensing, Juvenile Court, and other agency representatives to attend regular Association meetings.

Section 2

Selection

The Association members may recommend persons to serve.

Section 3

Voting Rights

Each Association member organization shall be entitled to one vote and may cast such a vote on each matter submitted to a vote of the Association Members. Each member organization may submit a vote in writing (including via email) or send a representative to Association meetings with the right to vote for them.

A quorum is necessary to conduct any Association business. One third (1/3) of the dues paying members is necessary for a quorum.

Section 4

Termination of Membership

Membership in the Association may be terminated by a majority vote for nonpayment of dues, serious ethical violations, or other causes as deemed necessary by the membership. A member may voluntarily terminate his or her membership at any time with 30 days' written notice, as

per contract requirements. A terminated membership will not receive a refund of dues paid.

Section 5

Appeal to Membership Denial or Termination

An Association member or prospective member may submit an appeal for membership denial or termination to the Association Executive Committee, which will remain confidential. However, as deemed necessary by the Executive Committee and applicant, an appeal may be taken to the Association general membership.

Section 6

Alternates

An Association member may designate another person to attend meetings and vote in his or her absence.

Section 7

Resignation

Resignation shall be made in writing and presented to the Association.

Section 8

Associate Membership

An organization may request consideration for Associate Membership if the organization is not a youth private provider, yet desires to be actively participating in the business of the Association.

There will be a membership fee for the Associate Membership. The Association has the option to waive this fee by Membership vote if it is determined that collaboration with the Associate Member is mutually beneficial to both parties.

ARTICLE IV

OFFICERS & EXECUTIVE COMMITTEE MEMBERS

Section 1

The officers of the Association shall consist of a President, Treasurer, Secretary, and President Elect and/or Past President.

The President and other executive committee members, as requested by the president or agreed upon by the executive committee, shall be designated to represent the Association members at meetings. The President shall represent the

interests of all Association members and will report back to the Association the outcome of such meetings.

An Executive Committee for the Association will have the authority to conduct business for the Association and will consist of the following:

- Officers
- A Legislative Chair
- Service-Type Chairs (including but not limited/mandated to):
 - Proctor Chair
 - Residential Chair
 - Outpatient Chair

Section 2

The President will conduct meetings. The President will formulate agendas for meetings with the assistance of the Executive Committee and Membership Administrator.

The Treasurer shall keep an account of any Association funds and provide an accounting of these funds at each Association meeting.

The Secretary shall record and distribute the minutes for Executive Committee and general membership meetings.

The President Elect or Past President will chair meetings and formulate agendas in the absence of the President with the assistance of the Executive Committee and Membership Administrator.

The Legislative Chair will coordinate between the association lobbyist (if any) and the association, organize provider participation in lobbying efforts, and help share the lead responsibility for lobbying with the rest of the executive committee.

The Service-Type Chair will take the lead in recruiting providers within their service type to join the association, coordinate recruitment efforts, and gather feedback and input from members and potential members relevant to the value of the association and ways to enhance the benefits of membership. These Chairs will also be responsible for coordinating and organizing efforts within the association to identify best-practice standards and research-based practices to promote with state partners, with particular

reference to the services provided by members and the needs and interests of the children and youth members serve, in conjunction with the rest of the Executive Committee and other members. This Chair will also help arrange and coordinate association trainings in conjunction with the Executive Committee.

Any assistance needed in the responsibilities of Executive Committee members can be assigned to other Association members by the Executive Committee.

Section 3

The officers shall be selected by nominations received from the general membership of the Association. The Executive Committee shall be responsible to solicit nominations as needed and ensure eligibility. To be eligible to serve on the Executive committee, the agency that the individual is connected to (either through employment or as a volunteer) cannot currently be sanctioned and any past sanctions must be resolved. Additionally, the agency must have had no conditional licensing for the previous three years

The nominees for officers will then be voted on by the general Association members at the annual meeting and elected by a majority vote. An annual meeting of the members will be held in May of each year for the purpose of electing officers for the coming year. Terms shall begin in July and shall last for the following periods of time:

- The Treasurer shall serve a two-year term and shall be eligible for re-election.
- The President-Elect shall serve a one-year term as President-Elect, immediately followed by a two-year term as President, immediately followed by a one-year term as Past President. In an elected member's first year as President there is no President-Elect. In their second year as President a President-Elect is elected and there is no Past-President.

Chairs on the Executive Committee shall be appointed by the Executive Committee. The appointees for Chair positions will be voted on approval by the general Association membership and accepted by a majority vote at a general membership meeting held in August each year. Terms shall begin in September and shall last for a period of one year.

Votes may be submitted via email by members who are unable to attend an Association meeting as determined necessary by the Executive Committee.

ARTICLE V

EXECUTIVE DIRECTOR, MEMBERSHIP ADMINISTRATOR, AND/OR LOBBYIST

Section 1

An Executive Director, Membership Administrator and/or Lobbyist may be hired on a full-time or part-time basis, as determined by the Association membership.

Section 2

The responsibilities and pay of the Executive Director, Membership Administrator, and/or Lobbyist will be determined by the Association membership and detailed in a Letter of Understanding or contract between the Executive Director, Membership Administrator, and/or Lobbyist and the Youth Providers Association.

Section 3

The Executive Director, Membership Administrator, and/or Lobbyist performance will be reviewed by the Executive Committee on an annual basis.

ARTICLE VI

MEETINGS

Section 1

Regular Meetings

The Association shall meet monthly, unless determined otherwise. These General Monthly Membership Meetings are closed to current membership and considered confidential. However, a prospective agency may attend one meeting prior to joining with the approval of the Executive Director/Membership Administrator. The visiting agency will have no voice in votes and may be muted/asked to remain silent during portions of the meeting.

Section 2

Special Meetings

Special meetings may be called by the President or by a majority vote of the Association members. Due notice shall be given.

Section 3

Sub-committees

Special sub-committees may be appointed by the President to work on specific issues related to the implementation of Association business.

Section 4

Notifications

All members shall be notified either in writing or by telephone or by e-mail of regular and special meetings at least five (5) days prior to such meetings. Notice shall include date, time and location.

If notification is by mail or e-mail, an agenda shall be included.

Cancellations will be given five (5) days notice.

ARTICLE VII

DUES

Section 1

Each member agency shall pay the monthly dues. Dues will be calculated on the number of full-time equivalent employees (FTE), both administrative and direct care, in youth services. The dues shall be due and payable on the 15th day of the month. Failure to pay dues will terminate the agency's membership in the Association.

Annual Dues Structure: Youth Services Administrative & Direct Care FTE of 1 to 20 equals \$720 in annual dues (\$60 per month), 21 to 40 FTE equals \$1440 in annual dues (\$120 per month), 41 to 80 FTE equals \$2160 annual dues (\$180 per month), over 81+ FTE equals \$2,880 in annual dues (\$240 per month). Annual dues will be charged over a twelve-month time period.

A change in dues structure may be amended at any time by a two-thirds affirmative vote of the members attending an Association meeting as herein expressed.

Section 2

Definition of Full-time/Full-time Equivalent Employee

A full-time employee hired by an Association member is defined as any individual employee who works a total of 40 hours per week working for any provider under the scope of a DHS license. A full-time equivalent employee is any combination of employees hired by an Association member to work a combined total of 40 hours per week.

Section 3

A 20% dues waiver shall be offered to members serving as volunteers on the executive committee.

ARTICLE VIII

AMENDMENTS

These By-Laws may be amended at any time by a two-thirds affirmative vote of the members attending an Association meeting as herein expressed.