Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than $500,000 and total assets less than $1,250,000 at the end of the year may use this form

▶ *The organization may have to use a copy of this return to satisfy state reporting requirements*

OMB No 1545-1150

2009

Open to Public Inspection

A For the 2009 calendar year, or tax year beginning October 1 **, 2009, and ending** September 30 **, 20** 10

B Check if applicable		C Name of organization		D Employer identification number
☐ Address change	Please use IRS label or print or type. See Specific Instructions.	Niskayuna Community Action Program, Inc		14-1642125
☐ Name change		Number and street (or P O box, if mail is not delivered to street address)	Room/suite	E Telephone number
☐ Initial return		PO Box 9009		518 374-0744
☐ Terminated		City or town, state or country, and ZIP + 4		F Group Exemption Number ▶
☐ Amended return		Niskayuna, NY 12309		
☐ Application pending				

• ***Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).***

G Accounting Method ☑ Cash ☐ Accrual Other (specify) ▶

H Check ▶ ☑ if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: ▶

J Tax-exempt status (check only one) — ☑ 501(c) (3) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527

K Check ▶ ☐ if the organization is not a section 509(a)(3) supporting organization **and** its gross receipts are normally **not** more than $25,000 A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if $500,000 or more, file Form 990 instead of Form 990-EZ ▶ $ 42017

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

Revenue	1	Contributions, gifts, grants, and similar amounts received			1	30454
	2	Program service revenue including government fees and contracts			2	
	3	Membership dues and assessments			3	
	4	Investment income			4	7
	5a	Gross amount from sale of assets other than inventory	5a			
	b	Less: cost or other basis and sales expenses	5b			
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)			5c	
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from gaming, check here ▶ ☐				
	a	Gross revenue (not including $ 26693 of contributions reported on line 1)	6a	11556		
	b	Less: direct expenses other than fundraising expenses	6b	30442		
	c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)			6c	-18886
	7a	Gross sales of inventory, less returns and allowances	7a			
	b	Less: cost of goods sold	7b			
	c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)			7c	
	8	Other revenue (describe ▶)			8	
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 ▶			9	11575
Expenses	10	Grants and similar amounts paid (attach schedule) ATTACHMENT A			10	3250
	11	Benefits paid to or for members			11	
	12	Salaries, other compensation, and employee benefits			12	
	13	Professional fees and other payments to independent contractors			13	1795
	14	Occupancy, rent, utilities, and maintenance			14	421
	15	Printing, publications, postage, and shipping			15	1009
	16	Other expenses (describe ▶)			16	613
	17	**Total expenses.** Add lines 10 through 16 ▶			17	7088
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)			18	4487
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)			19	12646
	20	Other changes in net assets or fund balances (attach explanation)			20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶			21	17133

MAIL UNIT #5
COVINGTON, KY
SERVICE CENTER DIRECTOR
DEC 08 2010
RECEIVED
INTERNAL REVENUE SERVICE

SCANNED JAN 05 2011

Part II Balance Sheets. If Total assets on line 25, column (B) are $1,250,000 or more, file Form 990 instead of Form 990-EZ.

	(See the instructions for Part II.)	(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	12646	22	17133
23	Land and buildings		23	
24	Other assets (describe ▶)		24	
25	**Total assets**	12646	25	17133
26	**Total liabilities** (describe ▶)	0	26	0
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	12646	27	17133

69

3

Part III **Statement of Program Service Accomplishments** (See the instructions for Part III.)

What is the organization's primary exempt purpose? **Provide programs and funding in areas of community need**

Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

		Expenses (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others)
28 Niska-Day is a one day community celebration that includes a parade with floats, bands and marchers, all day activities including kids games, entertainment, crafts, local business and not for profit displays, food, rides, fireworks. Attndance is ~5,000. (Grants $) If this amount includes foreign grants, check here ▶ ☐	28a	27714
29 Niska-Game is a two day event for middle school students. It is modeled after the "Monopoly" game theme and is designed to provide a community event for about 400 middle school students. (Grants $) If this amount includes foreign grants, check here ▶ ☐	29a	2726
30 NCAP provide two scholarships to high school seniors in the amount of $750 each. (Grants $) If this amount includes foreign grants, check here ▶ ☐	30a	1500
31 Other program services (attach schedule) ATTACHMENT B (Grants $) If this amount includes foreign grants, check here ▶ ☐	31a	2609
32 **Total program service expenses** (add lines 28a through 31a) ▶	32	34549

Part IV **List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated. (See the instructions for Part IV.)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-.)	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Ms. Carol Mondello 2287 Pinehaven Dr , Niskayuna, NY 12309	Co-President	0	0	0
Ms. Carol Baldwin 1014 WTRY Rd., Niskayuna, NY 12309	Co-President	0	0	0
Ms Sharon Wohl 2480 Whitehall Ct., Niskayuna, NY 12309	Vice President	0	0	0
Ms. Cheryl Adamec 861 Harris Dr , Niskayuna, NY 12309	Secretary	0	0	0
Ms. Aggie Barmash 2320 Sheridan Ave., Niskayuna, NY 12309	Treasurer	0	0	0
Mr William Leader 18 Norwood Way, Niskayuna, NY 12309	Assistant treasurer	0	0	0

Part V **Other Information** (Note the statement requirements in the instructions for Part V.)

			Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	33		✓
34	Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes ATTACHMENT C	34	✓	
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but **not** reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.			
a	Did the organization have unrelated business gross income of $1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?	35a		✓
b	If "Yes," has it filed a tax return on **Form 990-T** for this year?	35b		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		✓
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0			
b	Did the organization file **Form 1120-POL** for this year?	37b		✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the period covered by this return?	38a		✓
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ 0 ; section 4912 ▶ 0 ; section 4955 ▶ 0			
b	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		✓
c	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0			
d	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ 0			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.	40e		✓

41 List the states with which a copy of this return is filed. ▶ NY

42a The organization's books are in care of ▶ Ms. Aggie Barmash Telephone no ▶ 518 374-0744
Located at ▶ Iroquois Middle School, 2495 Rosendale Road, Niskayuna, NY ZIP + 4 ▶ 12309

			Yes	No
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b		✓
	If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.**			
c	At any time during the calendar year, did the organization maintain an office outside of the U S.? If "Yes," enter the name of the foreign country: ▶	42c		✓

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here ▶ ☐
and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43

			Yes	No
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	44		✓
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	45		✓

Part VI **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46–49b and complete the tables for lines 50 and 51.

			Yes	No
46	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		✓
47	Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	47		✓
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		✓
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		✓
b	If "Yes," was the related organization a section 527 organization?	49b		✓

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than $100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
None				

f Total number of other employees paid over $100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than $100,000	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over $100,000 ▶

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

▶ William Leader | 12/1/2010

Signature of officer | Date

▶ **William Leader-Assistant Treasurer**

Type or print name and title

Paid Preparer's Use Only

Preparer's signature ▶	Date	Check if self-employed ▶ ☐	Preparer's identifying number (See instructions)
Firm's name (or yours if self-employed), address, and ZIP + 4 ▶			EIN ▶
			Phone no ▶

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047

2009

Open to Public Inspection

Name of the organization: Niskayuna Community Action Program, Inc.

Employer identification number: 14 : 1642125

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☑ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An organization that normally receives: (1) more than 33⅓ % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33⅓ % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III)

10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.

a ☐ Type I **b** ☐ Type II **c** ☐ Type III–Functionally integrated **d** ☐ Type III–Other

e ☑ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).

f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box . . . . . ☐

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

		Yes	No
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?	11g(i)		✓
(ii) A family member of a person described in (i) above?	11g(ii)		✓
(iii) A 35% controlled entity of a person described in (i) or (ii) above?	11g(iii)		✓

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section **(see instructions)**)	(iv) Is the organization in col (i) listed in your governing document?		(v) Did you notify the organization in col (i) of your support?		(vi) Is the organization in col (i) organized in the US?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
Total									

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants ")	28854	20239	22620	23483	30454	125650
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	0	0	0	0	0	0
3 The value of services or facilities furnished by a governmental unit to the organization without charge	0	0	0	0	0	0
4 **Total.** Add lines 1 through 3	28854	20239	22620	23483	30454	125650
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						0
6 **Public support.** Subtract line 5 from line 4						125650

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4	28854	20239	22620	23483	30454	125650
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	40	23	15	10	7	95
9 Net income from unrelated business activities, whether or not the business is regularly carried on	0	0	0	0	0	0
10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	0	0	0	0	0	0
11 **Total support.** Add lines 7 through 10						125745

12 Gross receipts from related activities, etc. (see instructions) . . . 12 | 85680

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f)) . . . 14 | 99.9 %

15 Public support percentage from 2008 Schedule A, Part II, line 14 . . . 15 | 99.9 %

16a **33⅓% support test—2009.** If the organization did not check the box on line 13, and line 14 is 33⅓% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☑

b **33⅓% support test—2008.** If the organization did not check a box on line 13 or 16a, and line 15 is 33⅓% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10%-facts-and-circumstances test—2009.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part IV how the organization meets the "facts-and-circumstances" test The organization qualifies as a publicly supported organization ▶ ☐

b **10%-facts-and-circumstances test—2008.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here** Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**
(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support** (Subtract line 7c from line 6)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f)) | 15 | %

16 Public support percentage from 2008 Schedule A, Part III, line 15 | 16 | %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2009** (line 10c, column (f) divided by line 13, column (f)) | 17 | %

18 Investment income percentage from **2008** Schedule A, Part III, line 17 | 18 | %

19a **33⅓ % support tests—2009.** If the organization did not check the box on line 14, and line 15 is more than 33⅓ %, and line 17 is not more than 33⅓ %, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33⅓ % support tests—2008.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33⅓ %, and line 18 is not more than 33⅓ %, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Provide any other additional information. See instructions.

<u>Attachment A</u>

Niskayuna Community Action Program
ID # 14-1642125

<u>990EZ Part I Line 10</u>

Sponsorship of athletic teams	$150
Financial Support of High School Safe After Prom Party	$500
Sponsorship of Misc. High School Activities	$225
Financial Support of High School Senior Gala	$500
Sponsorship of Presidents Volunteer Service Award Program	$375
Sponsorship of High School Awards	<u>$1,500</u>
Total line 10	$3,250

Attachment B

Niskayuna Community Action Program
ID # 14-1642125

990EZ Part III, Line 32

Sponsorship of athletic teams	$150
Financial Support of High School Safe After Prom Party	$500
Sponsorship of High School Forums	$309
Sponsorship of Misc. High School Activities	$75
Financial Support of High School Senior Gala	$500
Sposorship of Presidents Volunteer Service Award Program	$375
Sponsorship of Youth to Youth Program	$700
Total line 31	$2,609

Attachment C

Niskayuna Community Action Program
ID # 14-1642125

Part V, Line 35 Explanation

The revenue reported on line 6a was not unrelated trade or business income as it was qualifying sponsorship payments as defined in the instructions for Form 990T, thus Form 990T was not filed.

By-Laws

NISKAYUNA COMMUNITY ACTION PROGRAM

Mission Statement

N-CAP is a non-profit, volunteer organization dedicated to providing programs and supporting existing programs important to the people who live and/or work in the Niskayuna Central School District or the Town of Niskayuna.

ARTICLE I - NAME

The Name of this Organization shall be NISKAYUNA COMMUNITY ACTION PROGRAM, INC. (N-CAP).

ARTICLE II - PURPOSES

A community organization, whose members live or work in the Town of Niskayuna and or the Niskayuna Central School District, whose purpose is to provide an outlet for clarifying and resolving community concerns as identified by residents, students, teachers, government officials and other community members. This is to be primarily accomplished by means of educational programs and community events.

N-CAP is committed to improving the quality of life for all residents regardless of age or length of residence. The organization will serve as an umbrella group to address community concerns, identify new needs and explore funding for new programs in order to develop a more positive and healthy environment in which to live and grow.

The Corporation is formed principally for educational and charitable purposes and said purposes shall be accomplished within the intent and meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended from time to time.

ARTICLE III - MEMBERSHIP

The membership of the organization shall be people who live or work in the Town of Niskayuna or within the Niskayuna Central School District. Annual Dues, to be determined by the Board of Directors, shall be collected.

ARTICLE IV - BOARD OF DIRECTORS

Section 1 Members of the Board shall be elected by a simple majority of the members present at the meeting at which the election occurs, and shall serve for a term two years, to commence on July 1.

Section 2 The Board of Directors of the Corporation shall consist of the officers and up to twenty (25) additional members, which includes the Executive Board, Committee Chairpersons, and Members at Large.

Section 3 Vacancies on the Board of Directors arising from any cause whatever shall be filled by a majority of the directors present. Such vacancies shall be filled for the unexpired portion of the term. At the discretion of the Board, three consecutive unexcused absences may result in the vacancy of that position.

Section 4 Representatives from the Town Board, School Board, High School Staff, High School student body, Middle School student body, Parent Teacher Organizations and Community Groups will be appointed as liaisons to N-CAP by the organization they represent, as needed and determined by that organization. These liaisons are non-voting representatives to the N-CAP Board.

ARTICLE V - OFFICERS

Section 1 The corporation shall have up to eight (8) officers consisting of a President, Vice-President, Secretary and Treasurer. These officers of the Corporation shall be elected by the Board of Directors at the Annual Meeting, shall serve for terms of one year.

Section 2 The President shall preside at meetings of the Board of Directors.

Section 3 The Vice-President shall perform the duties of the President in the absence of that officer and shall chair the Program Committee.

Section 4 The Secretary shall take minutes at all meetings and prepare them for distribution to the Board of Directors and Representatives. In the absence of an Office Manager, the Secretary shall issue adequate notice of all meetings of the Board of Directors, shall keep on file all committee reports and shall perform other duties pertinent to the office.

Section 5 The Treasurer shall be the chief financial officer of the Corporation; shall have custody and control of its funds; shall maintain a proper set of books which shall be open to inspection by the Directors and Auditors at all times; shall give a report of the financial condition of the Corporation at each meeting of the Board of Directors; shall furnish an annual statement of all receipts and disbursements at the Annual Meeting; is chairperson of the Finance Committee; and shall perform such other duties as directed by the Board of Directors.

ARTICLE VI -MEETINGS

Section 1 The Board of Directors shall meet at least four (4) times a year, date, time and place determined in advance.

Section 2 The Annual Meeting of N-CAP, Inc. shall be held in May for the purpose of the election of officers, reviewing the annual financial statement, and any other business deemed necessary by the Board.

Section 3 Special Meetings of the Board may be called by the President, or, at the written request of three members of the Board. The Call to the Meetings shall include the business to be conducted. A seven-day prior written notice of special meetings shall be given to each director in writing and only business specified in the Call to the Meeting may be conducted.

Section 4 A quorum at meetings of the Board of Directors is determined by 1/4 of the members of the Board.

Section 5 Decisions shall be made by a majority of the members present unless otherwise specified.

ARTICLE VII - COMMITTEES

Section 1 Standing Committees shall be established by the Board to include:

1. **Nominating.** The Nominating Committee shall prepare in writing a slate of officers and prospective Board members for distribution to the entire Board not less than four (4) weeks prior to the May meeting. The President shall appoint three (3) committee members from the Board membership, or representative liaisons, with approval of the Board.

2. **Budget and Finance.** A Finance Committee, composed of the Treasurer, President and Vice-President shall prepare a budget for the fiscal year beginning the first (1st) day of October and submit it to the Board of Directors at the annual meeting. The Finance Committee can, from time to time, submit supplements to the budget for the current fiscal year.

3. **Niska-Day.** The Niska-Day Committee shall serve to enhance community spirit by assembling members of all community organizations, businesses, merchants, faith congregations, schools, Neighborhood associations and residents of Niskayuna for an enjoyable time. This is to be accomplished by means of parades, athletic events and other games, exhibits, booths, etc. Committee membership shall be comprised of as many individuals as needed by the chairperson to support its function.

4. **Niska-Game.** The Niska-Game Committee shall plan and coordinate the annual Niska-Game and may make recommendations to the Board concerning disbursements of funds raised.

5. **Membership.** The Membership Committee shall maintain and update a computerized membership list and coordinate membership recruitment.

6. **Program.** The Committee shall function to evaluate the program needs of the community, including those concerning alcohol and substance abuse, and to propose means of addressing these matters. The Committee shall be chaired by the Vice-President. Membership shall consist of as many interested individuals as deemed necessary by the chairperson to carry out its function.

7. **Presidents Volunteer Service Award (PVSA).**
The Committee shall encourage all members of the community to participate in Community Service activities. Participants meeting the established criteria will receive recognition for their service at an annual awards ceremony organized by the Committee. Membership shall consist of as many interested individuals as deemed necessary by the chairperson to carry out its function.

Section 2 Standing Committee Chairpersons shall submit an annual report by the final meeting of the fiscal year.

Section 3 Special Committees of the Board may be appointed by the President as necessary.

Section 4 The Board may establish any other Standing Committee deemed necessary.

ARTICLE VIII - BUDGET

Section 1 The fiscal year shall be October 1 through September 30 of each year.

Section 2 Any expenditure neither specifically budgeted nor made from a discretionary fund must be approved by the Board at a Board Meeting.

ARTICLE IX - PARLIAMENTARY AUTHORITY

All meetings of the Corporation shall be conducted in accordance with Robert's Rules of Order, newly revised, unless otherwise specified in these By-Laws.

ARTICLE X - AMENDMENTS

Section 1 These By-Laws may be amended by two-thirds (2/3) vote of the members of the Board of Directors duly present at a meeting of the Board, a quorum being present.

Section 2 Any proposed amendment to the By-Laws shall be submitted in writing to all members of the Board at least two (2) weeks prior to the date at which the vote is to be taken.

Section 3 By-Laws will be reviewed every five years by a committee appointed by the President.

ARTICLE XI - DISSOLUTION

In the event of dissolution of N-CAP, all funds and assets of the Corporation shall be distributed as a donation to other not for profit organizations in keeping with purpose of N-CAP.

12/22//82

Rev. 10/10/84

Rev. 06/04/90

Rev. 04/02/91

Rev. 04/19/93

Rev. 09/25/00

Rev. 10/23/03

Rev. 05/17/10