

## **The Youth Advisory Project Bylaws and Regulations**

**Vision:** The youth of Youth Advisory Project will be equal partners empowered and involved in the community helping the areas youth.

**Mission:** To empower, improve and connect the lives of the area's youth.

### **Guiding Principles:**

- Through empowerment young people know they are valued by the adults in their community.
- Through involvement, young people serve useful roles in their school, family and community.
- Through volunteering, young people provide service to others in the community.
- Through respect, young people feel safe in their community.

### **Bylaws-**

- The Youth Advisory Project shall consist of 14 members.
- Any youth who is 16-22 is eligible for membership.
- Any vacancies left after the normal recruitment process should be filled as soon as possible.
- New members require a thirty day trail period before full membership status and its privileges will be awarded. This includes attendance at two regular meeting and all project activities scheduled for that time period. Exceptions to attendance requirements will be considered on a candidate to candidate basis.
- The Youth Advisory Project will maintain relations with local businesses and organizations with a common interest in the Youth Advisory Project.
- Any member of the Youth Advisory Project may propose an amendment to the Bylaws at any regular meeting of the Youth Advisory Project.
- The amendment shall be voted on by the members present but requires a vote of  $\frac{3}{4}$  of the total membership to pass.

## **Structure and responsibilities of the Youth Advisory Project**

- There shall be four (4) elected officers, the President, Vice President, Treasurer, and Secretary.
- Terms are for one year.
- No officer shall serve more than 2 consecutive terms.
- Candidates for elected office must be members of the Youth Advisory Project for 3 months and are elected by majority vote of the membership.
- Members may only hold one elected office at a time.
- All officers must also serve as meeting coordinators.
- Each candidate for elected office must make a brief speech to the full membership prior to the election of officers even if running unopposed.
- Speeches shall run less than 5 minutes each and shall include information about the candidates' background, interests, and how their goals for YAP relate to YAP'S vision, mission, and goals.
- Elections shall be held at the first Youth Advisory Council meeting in October of each year.
- General Youth Advisory Project meetings occur twice a month.
- Officers meeting occur once a month.

### **Duties of Elected Officers:**

**President** – The President shall be responsible for facilitating meetings and ensure the Council is working together toward its goals, mission, and vision. He/she is responsible for creating agendas based on current issues of the Council and topics from previous meetings.

**Vice President** – The Vice President shall assume the duties of the President, Secretary, and Treasurer in his/her absence. Also responsible for Social Marketing (Facebook, etc.)

**Secretary** – The Secretary's duty is to take notes of the meetings and assist the President in setting the agenda. He/she is also responsible for distributing meeting agendas to members. He/she must have good note-taking and organizational skills.

**Treasurer** – The Treasurer's duty is to keep track of the Council's monetary assets. He/she reports on the Council's finances at each meeting and is in charge of fundraising.

### **Mid-Term Resignations**

In the event of the resignation of the President during his/her term, the Vice President shall assume the office of President. A special election shall be held at the next regular meeting to elect a new Vice President. In the event of the resignation of any other elected officers, a special election shall be held at the next regular meeting of the Youth Advisory Project following the effective date of the resignation. In the event of a resignation of any regular Youth Advisory member who is not an officer or committee chair, the Youth Advisory Council shall fill that vacancy immediately.

### **Recruitment**

Recruitment will be done on an ongoing basis until the 14 membership seats are filled. Recruitment shall be done in accordance with the mission and vision. Due diligence should be taken to ensure a well rounded membership including those from all surrounding towns, both male and females, those who are disabled and those from all cultural backgrounds. New members will complete a 30 day trial period and during that time must not have any unexcused absences to take part in any YAP field trips that use YAP funds.

### **New Member Policy:**

New members will be recruited on a rolling basis based on current need. Candidates for membership will be invited to the first available meeting to introduce themselves and decide if their membership will be mutually agreeable. If the candidate decides to continue to pursue membership and there are no objections from existing board members then their thirty day trial period shall begin. To successfully complete the thirty day trial period and become a board member the candidate will need to attend the two regularly scheduled project meetings and all project activities that fall during the thirty day time period. Exceptions to the attendance requirement will be considered on a case by case basis. Candidates for membership will not participate in any YAP funded field trips until full membership is awarded.

### **Attendance:**

- Members are expected to attend all meetings and community service projects of the Youth Advisory Project.
- If a member needs to miss a meeting due to illness or another important event, the member is responsible to notify any elected officer or Adult Liaison.
- Prior notice of an illness, important event, and family emergency shall constitute an excused absence. 24 hours notice is appreciated.
- Members who have 3 unexcused absences or any combination 5 excused or unexcused absences over a 12 month period will be put on probation. Probation will continue until the member has satisfactorily completed all probationary activities laid out by the President and Adult Advisors. If the member does not complete their probationary requirements they will be removed from the Youth Advisory Project.
- Members are responsible to obtain notes and/or assignments from any general or committee meetings they miss.
- **Leave of Absence:** Any member can, with permission take up to a 3 month leave of absence. The leave must be approved by a majority vote of the full membership. The absence will hold that individuals membership for up to 3 months. If that person is an elected officer, that person must resign their seat.

**Duties:**

Each member of the Youth Advisory Project is expected to conduct himself/herself in accordance with the following ground rules:

- i. This Youth Advisory Project belongs to YOU and its success rests largely on YOU.
- ii. Enter into the discussion ENTHUSIASTICALLY and RESPECTFULLY.
- iii. CONFINE your comments to the issue under discussion.
- iv. Say what you THINK.
- v. Only ONE PERSON should talk at a time (Avoid private conversations while someone else is speaking.)
- vi. LISTEN ALERTLY to the discussion.
- vii. BE PATIENT with other members.
- viii. APPRECIATE the other person's point of view.
- ix. BE PROMPT and REGULAR in attendance.
- x. ASK A QUESTION when you have one.
- xi. Members will conduct themselves in a responsible manner while in the community. This expectation holds both during YAP functions and during personal time. Members represent the Youth Advisory Projects at ALL TIMES.

**Ratified by the following Original Youth Advisory Project members:**