City of Concord Youth Council

By-Laws

**2020-2021**

# Article 1: Name

Section 1: The City of Concord Youth Council

# Article 2: Membership

Section 1: Potential members must be rising 9th-11th graders attending a public, private or home school within the Cabarrus County School district or be a City of Concord resident. Rising high school seniors are not eligible to apply.

Section 2: Candidates must complete the application process in order to be chosen. The application process is as follows:

A. Applicants are able to apply to Concord Youth Council before the deadline in May for the upcoming school year.

B. The application will include a personal statement section and a letter of recommendation. An interview will be handled by the Application Committee consisting of the President, Vice President and any other officer the Advisor deems necessary.

C. Acceptance/Denial Notification will occur shortly after the applicant’s interview and the application package is deemed complete.

1. Prospective applicants are encouraged to attend a Youth Council function prior to applying.

Section 3: Membership privileges will continue for members in good standing upon completion of the re-application form prior to the next school year. Previous performance and attendance will be used as criteria for the inclusion of the current member in the following year’s Youth Council.

Section 4: Members in good standing shall have the right to vote on issues and elections, the right to propose, plan and implement a Council endeavor.

Section 5: Any member charged with a misdemeanor shall be placed on auxiliary status. If convicted of the misdemeanor this member shall be removed from the Council; if not convicted of the misdemeanor, full membership will be restored. Any member charged or convicted of a felony shall immediately be removed from the Council.

Section 5a: Any member who is expelled from any school will be removed from Youth Council immediately. Youth Council members who are suspended from any school will need to inform the Youth Council Advisor immediately. A hearing before the Youth Council Advisor and President will be held and the Youth Council member may be removed from the Youth Council or placed on probation per the discretion of the Youth Council Advisor.

Section 5b: At any Youth Council function or community service event, it is mandatory for each member to wear a Youth Council shirt. Any member, who does not do so, will be penalized per discretion of the Youth Council Advisor.

Section 6: If a member decides that he/she cannot fulfill the requirements for full membership but would still like to be a part of the Council, he/she may opt for auxiliary membership. To become an auxiliary member, the member must put it in writing and deliver it to the Advisor before the beginning of the semester seeking auxiliary status.

1. Auxiliary members cannot vote or attend state conferences. However, they may attend general meetings and participate in all community service, fundraising and social events. Auxiliary members must accumulate 5 hours per semester to maintain their status as an auxiliary member.
2. Auxiliary members must serve as such for the entire school year.
3. Auxiliary members may only serve as such for one (1) year. They must serve as regular members if they participate in the years following the auxiliary membership in Youth Council, or must leave the council entirely. If a member is removed from the council they will be notified by letter.

Section 7a: Seniors will no longer be considered members—auxiliary or otherwise—during the final semester of their senior year. Any senior who wishes to remain a full member is welcome to do so and may request this status to the Advisor.

Section 7b: Members must attend the Spring Into Arts Festival. This is mandatory for all members, except seniors.

Section 8: Members are required to sell 7 boxes of Krispy Kreme donuts each year

in council. If a member fails to meet this requirement, he or she will lose 2 service hours. Members will receive 2 participation point for every 7 boxes sold.

**Article 3: Attendance**

Section 1a: Members will be held accountable for participation in community service events, meetings, and socials, and will earn hours according to the event attended.

Members must accumulate a minimum of 10 Community Service points a semester to remain active members. Each volunteer hour will equate to one point. While Community Service hours are mandatory for membership, members have the option to earn Leadership and Participation points. Leadership hours are earned through chairing events, and attending executive board meetings, City Council meetings and State Youth Council conferences. Participation points are earned by donating to projects when suggested. Every project donation will be equal to one Participation point and five Participation points will convert to one Community Service point.

Full Members must accumulate a minimum of 10 service hours (points) per semester to remain active members. Points are given as follows:

Community Service (amount of volunteer time)

City Council Meeting 1 Leadership hour

Executive Board Meeting 1 Leadership hour

Committee Chairs 1 Leadership hour

State Youth Council Conference 3 Leadership hours

Committee Meeting 1 Participation point

Social 1 Participation point

Project donation 1 Participation point

 (5 accumulative convert to one Community Service point)

Section 1b: Members are allowed no more than two (2) unexcused absences from general meetings per semester and must be present at all mandatory events. Participation is expected to be 100% for all members.

Section 1c: Points accumulated during the summer months will be equally distributed between fall and spring semester. This excludes seniors whose summer points and hours will be added to the fall semester point total.

 Section 1d: A member scheduled to participate in an event must give the advisor and committee chair 48 hours’ notice with a valid excuse if they are unable to attend. If a member signs up for an event, but fails to attend, he/she will be docked the number of points he/she would have earned completing that event.

Section 1e: The Festival or Spring Into Arts Festival are mandatory for all members, except seniors to attend and participate. Failure to participate at this event will result in consequences determined by the executive board in each case. Members are expected to attend for the entire duration of the event and will not be permitted to leave before the end of the event or dismissed by the advisor.

Section 1f: The Awards Banquet in the spring is mandatory for all members, except seniors, to attend and participate. If a member in the 9th-11th grade is absent from the Awards Banquet, he or she will be deducted 1 hour of community service for the upcoming semester and will need to engage in a formal meeting with the Executive Board to present his/her excuse. An absent member who is a senior will not be able to apply for scholarships through Concord Youth Council and will need to engage in a formal meeting with the Executive Board to present his/her excuse. Only pre-approved excuses, which are outlined in Article 3, Section 7, will be accepted. Any excuse not listed will be up to the discretion of the Executive Board.

Section 2: The year for members will run from August to June (16 meetings). There are usually two meetings per month.

Section 3a: Three unexcused absences from council meetings will result in the automatic removal of the member from the council.

Section 3b: If a member arrives to a meeting fifteen (15) minutes after it has been called to order, they will receive half credit. Members are expected to notify advisors in advance if they know they will be late to a meeting.

Section 4: Each member must complete one (1) Youth Council community service project per semester.

Section 5: Members must attend one City meeting of the Planning and Zoning Commission, City Council, or Historic Commission per year.

Section 6: Seniors must attend a City Council meeting during the fall semester.

Section 7: If a member is going to be absent, they must call or e-mail the Youth Council Advisor and the President before 4 P.M. the day of the meeting with a valid excuse. Failure to contact the Advisor will be an unexcused absence.

 Invalid Excuses:

1. Homework
2. Social Events
3. Religious related organizations and events
4. Vacation

Valid Excuses:

1. Illness

2. School Organized Events (school appointed schedule must be previously provided for excused absence)

1. SAT/PSAT
2. Death in the immediate family
3. Work (can be counted as an excused absence up to 2 times, but will result in a member having to make up 1 community service hour per meeting missed)
4. Club Sports (can be counted as excused as long as a schedule is pre-approved, but 1 community service hour per meeting missed will be added to the absent member’s semester requirements)

Anything not listed here is up to the discretion of the Advisor and/or the Executive Board.

Section 8: If a member is removed from the Youth Council they will be notified with a phone call from the President. A letter will also be sent to the member and his/her school guidance counselor.

**Article 4: Election of Officers** **and Appointment of Executive Board Members**

Section 1a: Elections will be held in December to select officers for the year.

Section 1b: Executive Board members, not officers, will be appointed by the advisors.

Section 2: A quorum must be present at meeting (2/3 present) for an election to be valid.

Section 3: Written ballots will be used in the election.

Section 4: A speech may be given under a time limit of three (3) minutes on the day of elections.

Section 5: A member must be in good standing to run for an office. Potential candidates must report to the Advisor for evaluation and consideration. Qualified candidates will be approved by the Advisor and the Executive Board.

Section 6: Results will be announced by email after the election.

Section 7: If a tie exists the current president may cast the deciding ballot. The president cannot vote unless there is a tie.

Section 8: If a member leaves during the election, there will be no absentee ballots or votes. If a member is not present during the time of the speeches, their name will be removed from running for that office.

Section 9: Officers will be in place for the next meeting.

**Article 5: Executive Board**

Section 1a: There shall be the following, selected by elections and they shall be in the corresponding grades.

 President - Junior with a semester of Council experience

 Vice President – Sophomore or Junior with a semester of Council experience

 Secretary –Sophomore or Junior with a semester of Council experience

Section 1b: There shall be the following, nominated by themselves and appointed by advisors and they shall be in the corresponding grades.

 Finance Chair- Freshman, Sophomore or Junior

 Program/ Mentor Chair- Freshman, Sophomore or Junior

 Social Chair- Freshman, Sophomore or Junior

Section 2: The Executive Board must attend meetings each semester.

Section 3: The Executive Board must attend 100% of general meetings per semester.

Section 4: The Executive Board will meet an hour before general meetings.

Section 5: If the President cannot fulfill his/her duties the Vice President shall assume the office.

Section 6: If the Vice President cannot fulfill his/her duties as vice-president an election shall take place to fill the position at the next meeting.

Section 7: The Executive Board shall be responsible for the following:

 **President**: Preside over general and executive board meetings

Gives final approval of committee recommendations.

Shall confer with the Advisor about the agenda for the executive board and general meetings.

Shall call special meetings of the Executive Board.

Notify members via phone when they are removed from Council.

 Notify members about meetings and events.

 Shall conduct elections.

 **Vice President:** Preside over meetings in absence of president.

 Keep order during meetings.

 Administer and oversee committees and event chairs.

May create special committees as needed.

 **Secretary:** Keep up with attendance and notify members when they are

close to being removed for absences.

Make note of decisions made by the Council and recording them

for future references.

Take minutes during the Youth Council and Executive Board meetings, submitting them within 48 hours after the meeting.

**Finance Chair:** Oversee general fundraising projects such as Penny

Wars and Krispy Kreme donut sales.

Chair the Finance Committee.

 Prepare performance reports to be included in the presentations to City Council.

**Program/Mentor Chair**: Shall research various projects suitable to the purpose of Youth Council and present them to the Board.

Shall assist with recruiting members for projects and events.

 Shall chair the Mentor program.

Shall submit articles for City publications such as City Circular and Leisure Times magazines, as needed.

**Social Chair:** Shall research possible socials for the purpose of members to get to know one another outside of meetings.

 Chair the Social committee.

**Article 5a: State Youth Council Officers**

Section 1: Any Youth Council member in good standing may, upon the consent of the Executive Board, may run for state office.

Section 2: After a State Youth Council Convention, the officer(s) must make a presentation to the council on what was discussed at the meeting.

**Article 6: State Charter**

Section 1: The Youth Council must become State Chartered within the first three (3) years of existence, by the end of the year 2004.

**Article 7: Yearly report to the City of Concord City Council**

Section 1: A report to the City of Concord City Council is required two (2) times a year, one in September to discuss goals and objectives for the upcoming year, and a second in April to discuss what was accomplished during the year.

Section 2: The President will give the report, but the entire executive body should be present at the meeting.

**Article 8: Committees**

Section 1: The following committees shall be established permanently:

* Application Committee - Consists of Advisor, President and/or Vice President. Responsible for reviewing applications and conducting interviews.
* Member Recruiting Committee - (Chaired by President) - Responsible for seeking new members for the Youth Council.
* By-Laws Committee – Responsible for updating and maintaining

the by-laws for the council. This committee will consist of the officers.

* Finance Committee – Assists the chair with fundraising duties. Responsible for sponsors when needed and general funds distribution.
* Social Committee- Responsible for planning and hosting social events.
* Program/Mentor Committee- assists the Program chair with planning and implementation of all activities and programs selected by the Executive Board.

Section 2: Other Committees shall be formed as needed.

Section 3: Committee Make-up - Committee size shall be no larger than four (4), members including the committee chairperson. They do not need to be chaired by an officer. The Advisors shall agree upon the chairperson for each committee.

Section 4: Selection for committees - Volunteers will be named to a committee. If a large interest exists, a bi-annual rotation could then be in-acted upon the decision of the Executive Board.

Section 5: Committee Attendance - Members shall attend 80% of the committee meetings. Each committee should meet at least twice a semester.

Section 6: Reports - The committee chairperson shall give a report to the general body at the bi-monthly meetings updating the Council on progress.

Section 7: Committees will meet separately from the general body.

**Article 9: Code of Ethics**

Section 1: No possession and/or consumption of illegal drugs or alcoholic beverages are allowed during any Youth Council meetings or functions.

Section 2: No sexual interaction as defined by the Executive Board or Advisor will be allowed at any Youth Council meeting or function.

Section 3: Any member charged with a misdemeanor shall be placed on auxiliary status. If convicted of the misdemeanor this member shall be removed from the Council; if not convicted of the misdemeanor, full membership will be restored. Any member charged or convicted of a felony shall immediately be removed from the Council.

Section 4: Any member who is expelled from any school will be removed from the Youth Council immediately. Youth Council members who are suspended from any school will need to inform the Advisor immediately. A hearing before the Youth Council Advisor and President will be held and the member may be removed from the Council or placed on probation per the discretion of the Advisor.

Section 5: Consequences will be determined by the Executive Board and Advisor ranging from, but not limited to, notification of parents to removal from Youth Council.

**Article 10: Removal and Replacement of Officers and Members**

Section 1: Member removal

1. Exceeding the number of allowed absences per semester

according to Article 3; Section1 will result in removal from Council.

1. Failure to attend service projects as listed in

Article 3; Section 4 and 5 will result in removal from council.

1. Violations to the Code of Ethics as defined in Article 9; Sections 1

and 2 may be grounds for removal.

1. Failure to attend one meeting of the boards listed in Article 3; Section 6 per year will result in removal from Youth Council.
2. Removed members are not eligible to reapply to the council.

Section 2: Notification of Removal - Members who are removed will be notified by a letter and phone call. The member’s school guidance counselor will also be notified.

Section 3: Officer Removal

* + 1. Officers shall be removed for failure to attend 90% of general meetings and 75% of Executive Board meetings, as stated in Article 5; Sections 2 and 3.
		2. Officers shall also be removed for failure to fulfill obligations as stated in Article 5; Section 7.
		3. Officers are also held to any and all of the standards of regular members and may be removed for violation of any activity listed in Article 10; Section 1.

Section 4: Removal and Reappointment

1. Violation of Article 10; Section 3; parts A and C, will result in immediate removal from the Executive Board and Youth Council.
2. Violations of Article 10; Section 3; Part B will result in the following course of action:
	1. A meeting will be held between the Executive Board, Advisor, and officer in question. At this meeting the officer in question will be notified of their violations and given a chance to justify their reason for the violations.
	2. After the hearing is completed, a vote will be taken by the Executive Board as to the punishment of the officer in question. This may include, but is not limited to, a written reprimand, Executive Board probation, or removal from the Youth Council. The vote must be a simple majority to pass.
3. Officer Probation - An officer on probation will be removed from their office and the Youth Council for any violation of Article 10; Section 3; Part B. The probation will be determined by the Executive Board at the hearing discussed in Article 10; Section 3; Part B.
4. Removed officers will be notified of their probation or removal at their hearing, by a letter, and a phone call.
5. If the President cannot fulfill his/her duties the Vice President shall assume the office. If Vice President cannot fulfill his/her duties as Vice President, an election shall take place at the next general meeting. (Article 5; Sections 5 and 6). If any other office is vacated an election will be held at the next general meeting.

**Article 11: Finances**

Section 1: The finance chair shall prepare a balanced budget at the beginning of each year.

Section 2: The finance chair shall keep the books accurate and up to date. He/she will also give a monthly report to the council on the state of its finances.

Section 3: The finance chair shall work closely with Advisors and the City of Concord’s finance department.

**Article 12: Procedures**

Section 1: Parliamentary Authority

1. The Youth Council shall be governed by the By-Laws and will follow

a predetermined agenda.

**Article 13: Restrictions**

Section 1: Youth Council members cannot be required to volunteer at programs/events that are for-profit.

Section 2: Participation at any events where alcohol is served is at the discretion of the advisors, i.e., Music on Means!