

Town of Harrisburg Youth Council By-Laws

Article 1: Name

Section 1: Town of Harrisburg Youth Council

Article 2: Membership

Section 1: Potential members must be between the ages of 13 and 18 years old and enrolled in a Cabarrus County public, private, or home school within the Town of Harrisburg, NC.

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 in September to the Town of Harrisburg Youth Council. To be eligible for the current school year, applicants must turn in their application by September 15th. Acceptance/Denial Notification will occur shortly after the applicant's interview.
- B. The application will include a personal statement section, a letter of recommendation and an interview starting year two of the Youth Council, which will be handled by the Application Committee.
- C. 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, signoff from Chair and Vice Chair, and letter of recommendation. Prior performance and attendance will be used as criteria for the inclusion of the current member in the following year's council.

Section 4: Members in good standing shall have the right to vote on issues and elections, the right to propose, plan and implement any 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 the Youth Council immediately. Youth Council members who are suspended from any school will need to inform the Youth Council advisors immediately. A hearing before the Youth Council Advisors and Chair 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 advisors.

Section 5b: At any Youth Council fundraising, 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 Advisors.

- 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 an advisor.
- A. Auxiliary members cannot vote or attend state conferences. However, they may attend general meetings and participate in all community service, fundraiser and social events. Auxiliary members must accumulate 65 points per semester to maintain their status as an auxiliary member.
 - B. Auxiliary members must serve as such for the entire school year.
 - C. 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 be considered auxiliary members the second semester of their senior year and will be required to obtain 65 points that semester. Full membership requirements are required for the first semester of their senior year. Any senior who wishes to remain a full member may request this status to the advisors.
- Section 7b: Seniors who are officers are required to maintain full membership in the Youth Council.
- Section 8: All members are expected to maintain a "B" average per semester.

Article 3: Attendance

- Section 1a: Members must accumulate a minimum of 70 points per semester to remain active members. Points are given as follows:
- | | |
|--------------------------------|-----------|
| Regular Meeting | 15 points |
| Community Service | 25 points |
| Fundraiser | 15 points |
| Committee Meeting | 15 points |
| GPA >4.0/semester | 15 points |
| Executive Board Meeting | 10 points |
| Council Meeting | 10 points |
| Grade average "A"/semester | 10 points |
| Social | 5 points |
| Committee Chairs | 5 points |
| Grade average "A/B"/semester | 5 points |
| State Youth Council Conference | 30 points |
- Section 1b: Members are allowed no more than three (3) 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: If a community service event necessitates the creation of shifts, members may complete an additional shift for another 20 points. The completion of additional shifts are done at the member's own will.

- Section 1d: If a council member signs up for an event and fails to attend, he/she will be docked the number of points he/she would have earned completing that event.
- Section 1e: A member scheduled to participate in an event must give advisors a 48-hour notice with a valid excuse if they are unable to attend.
- Section 2: The year for members will run from September to May (9 meetings). There will be one general meeting per month.
- Section 3a: If three consecutive meetings are missed, the member is automatically dropped 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) community service project with the council per semester.
- Section 5: Each member must complete one (1) fund-raiser with the council per semester.
- Section 6: Members must attend one meeting of the Planning and Zoning Advisory Board, Town Council, or Parks and Recreation Advisory Board per year.
- Section 7: If a member is going to be absent, they must call or e-mail one of the Youth Council Advisors before 5 P.M. the day of the meeting with a valid excuse. Failure to contact an advisor will be an unexcused absence.

Invalid Excuses:

1. Social Events
2. Work
3. Club Sports
4. Vacation

Valid Excuses:

1. Illness
2. School Organized Events (school appointed schedule must be previously provided for excused absence)
3. SAT/PSAT/ACT
4. Death in the immediate family
5. Homework with explanation
6. Religious related organization and event with explanation

***Anything not listed here is up to the discretion of the advisor. ***

- Section 8: If a member is removed from the council they will be notified by a letter and phone call. A letter will also be sent to the member's school guidance counselor.

Article 4: Election of Officers

- Section 1: Elections will be held prior to the end of the year to select officers for the following year.
- 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.
- Section 6: Results may either be announced at the meeting in which the vote is taken or the next day by email.
- Section 7: If a tie exists the current Chair may cast the deciding ballot. The Chair 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.
- Section 10: Incoming members cannot vote in the general election.

Article 5: Executive Board

- Section 1: There shall be the following officers and they shall be in the corresponding grades.
- Chair - Junior or Senior preferably with a semester of Council experience
 - Vice Chair – Sophomore, Junior, or Senior with a semester of Council experience
 - Secretary -Sophomore, Junior, or Senior
 - Social Media -Sophomore, Junior, or Senior
 - Committee Coordinator – Sophomore, Junior, or Senior
 - Sergeant-at-Arms – Any Grade
- Section 2: Officers must attend the executive board meetings each semester.
- Section 3: Officers must attend 100% of general meetings per semester.
- Section 4: Executive board meeting will be held an hour before general meetings.
- Section 5: If the Chair cannot fulfill his/her duties the Vice Chair shall assume the office.
- Section 6: If Vice Chair cannot fulfill his/her duties as Vice Chair an election shall take place to fill the position at the next meeting.
- Section 7: Officers shall be responsible for the following:
- Chair:**
- Preside over general and executive board meetings.
 - Prepare agenda for executive board meetings.
 - Notify members when they are removed from council via phone and letter.
 - Administer and oversee committees.
 - Notify members about meetings and events.
- Vice Chair:**
- Preside over meetings in absence of Chair.
 - Assist president in overseeing committees.
 - Additional tasks as delegated by the Chair.

Secretary:

- Prepare agenda for general meetings.
- 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 for the Youth Council and Executive Board meetings and email them to the advisors within 48 hours.

Social Media:

- Shall create and update Youth Council Social Media pages on Facebook, Instagram, and Twitter.
- Promote Youth Council and events on social media platforms.
- Create a calendar for Youth Council events.
- Set reminders for events on social media platforms.
- Take pictures of meetings, special quests, and Youth Council events.

Committee Coordinator:

- Take proposed ideas from Youth Council meetings and research and put action steps into place to accomplish ideas.
- Advise of events in community for Youth Council Members.
- Create a Google Document of events for all members.
- Setup Remind app for Youth Council Members.
- Maintain calendar for Youth Council events.

Sergeant-at-Arms:

- Keep order during all meetings.
- Report all disturbances to the Chair at the end of the meeting.

Article 5a: State Youth Council Officers

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

Section 2: After a State Youth Council Convention, the state officer(s) must make a presentation to the council on what was discussed at the meeting. Five (5) points will be awarded for each presentation.

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 2023.

Article 7: Yearly report to the Town of Harrisburg Council

Section 1: A report to the Town of Harrisburg Council is required two (2) times a year, one in November 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 Chair 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 advisors and newly elected Chair. Responsible for reviewing applications and conducting interviews.
- Member Recruiting Committee - (Chaired by Chair) - Responsible for seeking new members for the Youth Council.
- By-Laws Committee - Responsible for updating and maintaining the by-laws for the council.
- Social Committee- Responsible for planning and hosting social events and social media posts.

Section 2: Other Committees shall be formed as needed.

Section 3: Committee Make-up - Committee size shall be no larger than six, (6), members including the committee chairperson. They do not need to be chaired by an officer. The Advisors shall agree upon and appoint 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

Section 6: Reports - The committee chairperson shall give a report to the general body at the 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 1a: No inappropriate social media postings.

Section 2: No sexual interaction as defined by the Executive board or Advisors 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 3a: 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 Advisors immediately. A hearing before the Youth Council Advisors and President will be held and the member may be removed from the Council or placed on probation per the discretion of the Advisors.

Section 4: Consequences will be determined by the Executive Board and Advisors 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

- A. Exceeding the number of allowed absences per semester according to Article 3; Section 1 will result in removal from council.
- B. Failure to attend service projects and fund-raisers as listed in Article 3; Section 4 and 5 will result in removal from council.
- C. Violations to the Code of Ethics as defined in Article 9; Sections 1 and 2 may be grounds for removal.
- D. Failure to attend one meeting of the boards listed in Article 3; Section 6 per year will result in removal from Youth Council.
- E. 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

- A. 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.
- B. Officers shall also be removed for failure to fulfill obligations as stated in Article 5; Section 7.
- C. 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

- A. Violation of Article 10; Section 3; parts A and C, will result in immediate removal from the Executive Board and Youth Council.
- B. Violations of Article 10; Section 3; Part B will result in the following course of action:
 - i. A meeting will be held between the Executive Board, Advisors, 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.
 - ii. 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.

- C. 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.
- D. Removed officers will be notified of their probation or removal at their hearing, by a letter, and a phone call.
- E. 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: Social Media

Section 1: All members are expected to keep all personal social medial profiles to an acceptable standard.

Section 2: Social media posts regarding Youth Council will need to be approved by the Chair and/or Vice Chair.

Section 3: All members are expected to be courteous in all social media interactions.

Section 4: Failure to do so can lead to probation or removal as deemed appropriate by the executive board and advisors.

Article 12: Procedures

Section 1: Parliamentary Authority

- A. The rules contained in Robert's Rule of Order shall govern the Youth Council in all cases to which they are applicable and in which they are consistent with the By-Laws and the special laws of order of the Youth Council.