



Youth Activities Commission By-Laws April 21, 2017

The Youth Activities Commission (YAC) works with Recreation Services Department staff to develop, promote, conduct and evaluate a wide variety of activities and events for the youth and teens of Colma. YAC creates programs and special events where teens can cultivate Developmental Assets through building a bond with other teens and members of the community. Examples of activities and events are:

- Social events (ex. Teen Center, trips)
- Community involvement(ex. Holiday or environmental events)
- Fundraising opportunities
- Networking with other youth or teen groups (ex. YAC Attack, school activities)

1. Membership Eligibility & Requirements

- Any 7th to 12th grader who lives in Colma is eligible to submit an application to become a member of the YAC.
- Members will be appointed by the City Manager and shall serve a one-year term.
- Members in good standing can reapply for additional terms on the YAC.
- Every year members must reapply by submitting a renewal form. The deadline will be announced in the March issue of Livewire.
- Members must commit time and energy. At minimum attending monthly meetings.
- Members will represent, communicate, and build relationships with the youth/teens of Colma.
- Member will represent the youth of Colma by talking and listening to their peers, and sharing their thoughts and ideas at the monthly YAC meetings.
- Members will respond to all texts, emails, and calls within 24 hours from any YAC Members.

2. Good Standing

- Once on the YAC, members must meet the standards written in these by-laws in order to remain in good standing.
- Standards will include attendance at monthly committee or sub-committee meetings and service at YAC programs.
- Members missing four (4) regular meetings during the period of August through June of any Commission term will be subject to attendance evaluation by the board.
- All YAC members are expected to serve on event sub-committees.

3. Absences

In all cases exceeding the number of acceptable missed meetings is grounds for loss of office and/or loss of YAC membership.

- For members and committee board members of YAC:
 - Excused: sports, clubs, etc. and for family reasons. If a regular member is going to miss a meeting or event he/she must notify a member of the board. Up to **5 missed meetings are acceptable**, if he/ she misses more he/she will have a meeting with the board members and will be evaluated.
 - Unexcused: if a regular member has more than 4 unexcused absences from YAC meetings he/she will have a meeting with the board members and will be evaluated
- For Executive Board members of YAC (President, Vice President, Treasurer, Secretary)
 - Excused: sports, clubs, etc. and for family reasons. If a board member is going to miss a meeting or event he/ she must notify another member of the board. **Up to 5 missed meetings are acceptable**. If he/she misses more he/she will have a meeting with the advisors and will be evaluated.
 - Unexcused: up to 4 unexcused missed meetings are acceptable. If he/ she misses more he/she will have a meeting with the advisors and will be evaluated.
- **For all level of YAC members**: if a member misses one event that he/she are signed up to do he/she will receive a warning. If they miss another event they will have a meeting with the board and will be evaluated.

4. Resignation, Termination, Absences and Probation

- Resignation of a YAC member shall be in writing or electronic form and received by the YAC President, Co-Vice President, Co-Secretaries, or Advisor and an email confirmation will be sent back.
- If a member misses or is late to a combination of 4 regular monthly meetings, YAC meetings, sub-committee meetings, or special events in a year, this member will be in jeopardy of being terminated from YAC.
- Attendance records shall be kept by Co-Secretaries and members shall be informed by email or letter when he/she is in danger of being terminated from YAC.
- A member in charge of a project may be removed from their assignments if they are not performing the duties of their position.
 - A member may be removed by majority vote of the remaining committee members.
- When a YAC Member is in jeopardy of termination they will be put on probation. When on probation, they must complete a minimum of 6 hours of service in the following month after receiving their notice. Each case will be reviewed by The Executive Board.

5. Vacancies during a term of office

When a vacancy in any position exists, due to resignation or removal of a member, all members will be able to nominate any other member who has been actively involved in the YAC activities according to their position ranking. These nominations shall be done during the monthly meetings.

6. YAC Executive Board

- The YAC Executive Board shall be comprised of five members in grades 9 - 12 selected by the membership at the second meeting of each year.
- The Board will consist of the President, Vice President, Secretary, Treasurer and Membership Coordinator
- In the absence of a Board member, staff will select a member to preside at the meeting.
- Board members will be elected by September 15th.

7. Committee Chairs

- Committees will be formed at the discretion of the board.
- Committee chairs will be approved by vote of the YAC Board. They will serve for the term of the committee or the term-year, and will be subject to vote at the first meeting after the convening of the new board each year.
- Recommended committees are events, fundraising and publicity, with the following board members being de-facto members of each committee: Vice President - events; Treasurer- fundraising; Secretary-publicity.

8. Meetings

- The YAC shall meet at least once a month in regular business sessions during the school year.
- Any two Board members may call for a special meeting provided that at least three days' notice is given to all YAC members.
- A quorum of a simple majority of YAC or sub-committee members must be present in order to do business at any meeting.
- The YAC shall adopt an annual calendar indicating the regularly scheduled meetings for the entire year.

9. Committee Size

The YAC shall have at least 5 members. The total amount of members should be no more than 11 teens. Not all positions will need to be filled, but members can be promoted after 6 months if they show a higher level of commitment.

10. Interview Panel and Appointment

Appointment of new members will occur through an interview process. The interview panel may consist of the City Manager, YAC Advisor or Recreation Staff. A minimum of two people on the panel is required.

11. Sub-Committees

- YAC Members may create committees as needed.
- Sub-committees must be composed of at least 2 members.
- The Senior Members may appoint a chair to such committees, if that position has not already been volunteered for.

12. Purchases

- All purchases, payment for bills, invoices or obligations shall be approved and processed by the YAC Advisor. YAC Members will be reimbursed for any pre-approved expenses with a receipt.
- When a purchase is made using YAC resources, a receipt must be obtained for budgeting.

13. Cell Phone Use

- Cell phone usage is not allowed during meetings, unless used for calendar/notes.
- If a Member is expecting a call the cell phone must be on silent/vibrate and the YAC Advisor must be notified in advance.
- While talking on the phone common courtesy is expected.

Youth Activities Committee (YAC)

Steering Committee

YAC BOARD MEMBERS

The President shall preside at all meetings of the Youth Activities Committee, appoint standing or special committees as may be necessary to carry out Committee business, and supervise the efficient and responsible operation of the Committee. Prepares agenda, assigns meeting dates, facilitate meetings, set-up meetings.

The Vice President shall preside at Committee meetings in the absence of the President, assume specific leadership responsibilities as determined by the President, and assist the President in fulfilling his or responsibilities, as needed. The Vice President shall be our event coordinator and event chairs report to the Vice President.

Secretary shall be responsible for all communications and publicity of the Youth Activities Committee meetings, and shall solicit and keep records and attendance of the minutes of Committee meetings. Minutes from meetings shall be e-mailed to all members on the Committee.

Treasurer shall be responsible for keeping track of the budget and record all monies spent on events, meetings, and other business of the Committee in the form of an excel spreadsheet. Fundraising monies are reported to Treasurer from the Vice President.

Membership Coordinator shall be responsible for YAC memberships in the form of an excel spreadsheet, shall keep records for member volunteer hours. Membership Committee reports to Secretary.

GENERAL MEMBERSHIP

Event Chairs shall be responsible for the organization, member coordination, facilitation and sanitation of all YAC events, fundraising efforts, trips, and other YAC events. The event chair reports to the Vice President.

General Membership Members of YAC, who attend meetings, participate in community events, trips, and other events. General members also help promote YAC.