

VALDOSTA YOUTH COUNCIL BY-LAWS

MAY 19, 2016

I. Mission

The mission of the City of Valdosta Youth Council (VYC) is for youth to build leadership skills and learn about civic responsibility, to gain a better understanding of municipal government, and to prepare youth for a lifetime of public and community service.

II. Membership

The VYC shall consist of no more than 30 members selected by the VYC Advisory Board. Eligibility for membership in the VYC is as follows:

- (1) Youth must be currently enrolled in the 7th and 8th grade in the Valdosta City School System or in one of the city's private schools.
- (2) Youth must have a minimum 2.5 GPA.
- (3) Youth must commit to attend the nine scheduled monthly meetings, September-May, with one excused absence permitted (Sickness, school function or family emergency.)
- (4) Youth must commit to complete eight hours of community service during the course of the program year. Community service hours will be maintained in the VYC Member's notebook and checked periodically by the VYC Advisory Board. Community service hours will be turned in at the last scheduled VYC Meeting.
- (5) Youth will be responsible for their transportation to and from meetings and events.

III. Terms & Oath of Office

Youth will serve a one-year term (September-May). Members will take an Oath of Office and be sworn in by the Mayor at the first VYC Meeting of the program year. Members will have the option of remaining on the board for another term, if they have met all other requirements of the VYC as outlined in section II above.

IV. Officers

Officers of the VYC shall be elected by the Members of the VYC for a term of one year. Officers will be elected as follows:

A. Election of VYC Officers:

- (1) The VYC shall elect from its VYC Members the following Officers:
 - (a) President

- (b) Vice President
 - (c) Secretary/Treasurer
 - (d) Parliamentarian
 - (e) Historian
- (2) The annual election of Officers shall take place on or by the second regular VYC meeting of each year; however, the VYC may choose to elect their President, Vice President and Secretary/Treasurer at the end of the program year for the following VYC year, giving current members the ability to meet and plan during the summer months while providing continuity to the organization.

B. Terms of VYC Officers:

- (1) The terms of the Officers shall be from September through May of the following year.

C. Duties of the VYC Officers:

(1) **President:**

- (a) The President shall preside at all regular and special meetings of the VYC and act as the spokesperson.
- (b) The President shall establish all Standing Committees or Special Committees of the VYC which may be deemed necessary for carrying out the functions and purposes of the VYC.
- (c) The President shall establish all points of order and procedures during the VYC Meetings. The President's procedural decision shall be final unless overruled by a majority of the voting VYC Members present.
- (d) The President shall sign Meeting Minutes and Resolutions upon approval by the VYC.

(2) **Vice President:**

- (a) The Vice President shall assume all duties of the President in the absence of the President.
- (b) The Vice President shall assist the Committees in fulfilling their responsibilities as needed.

NOTE: In case of the absence of both President and Vice President from any VYC Meeting, the Secretary/Treasurer will preside. If all three are

absent, an acting President shall be elected from among the VYC Members are present.

(3) **Secretary/Treasurer:**

- (a) The Secretary/Treasurer shall receive and record all exhibits, petitions, documents or other materials presented to the VYC in support of, or in opposition to, any questions before the VYC.
- (b) The Secretary/Treasurer shall be responsible for all communications related to the VYC at meetings and will solicit and keep records of the Minutes of the VYC.
- (c) The Secretary/Treasurer shall sign all notices prepared in connection with VYC business and attest to such record of actions.
- (d) The Secretary/Treasurer shall collect, receive, deposit, invest, and disburse the funds of the organization with guidance from the VYC Board.

(4) **Parliamentarian:**

- (a) The Parliamentarian shall maintain peace in the Meeting and know Roberts Rules of Orders. The Parliamentarian shall be available to assist with coordination the election of Officers, and resolve Meeting issues relating to rules of order. The Parliamentarian will also keep time of the Meeting and ensure that the Meeting starts and ends on time.

(5) **Historian:**

- (a) The Historian shall record in written and photographic form all VYC activities and will assist with the Social Media Committee.

NOTE: Any Officer elected by the VYC shall be subject to removal by the VYC at any time, if in the sole judgment of the VYC, such action is in the best interest of the organization.

V. Committees

A. Formation of Committees and Purpose:

- (1) Committees will be formed as needed with the majority vote of the VYC Members.

- (2) Committees will be used to accomplish community service projects and other goals of the VYC. Some examples of Committees include but are not limited to the following:
 - (a) Teen Talk (A Metro 17 Production)
 - (b) Social Media
 - (c) Community Service
 - (e) By-laws (Review and Update)
 - (f) If I Were Mayor Essay Contest

B. Committee Chairs:

- (1) Duties of Committee Chairs are as follows:
 - (a) The President of the VYC shall make all Committee assignments, and each Committee will select a Chair, Co-Chair, and Secretary to record actions of Committee.
 - (b) Committee meetings shall be held upon call of the Committee Chair.
 - (c) A verbal and written report may be made at any Meeting of the VYC or by the Chair of the Committee on any subject under consideration by such Committee, or such report may be requested by the President. A written copy of the Committee Report will be given to the Secretary for inclusion in the official VYC records.

VI. Meetings

Meetings shall be held once a month at the Valdosta City Hall located at 216 East Central Avenue, Valdosta, Georgia, in the Council Chambers on the second floor, unless otherwise specified. The day and time of the meetings shall be determined and a notice of all meetings shall be posted in accordance with the Georgia Open Meetings Law.

VII. Valdosta Youth Council Advisory Board

The VYC Advisory Board shall consist of the Mayor, a Council Member, a Staff Member from the schools, and two City of Valdosta Staff Members, all appointed by the Mayor. The VYC Advisory Board shall attend meetings of the VYC as necessary and shall be involved in an advisory role in the VYC activities. The VYC Advisory Board will also have the authority to amend the By-Laws as needed with a majority vote.