



**BYLAWS
of the
YOUTH ADVISORY COMMITTEE
For the
CITY OF SANTA CLARITA**

MISSION STATEMENT

The focus of the Youth Advisory Committee (YAC) is to advise the City and community on activities, issues, and decisions relating to teens in the Santa Clarita Valley.

ARTICLE I - Name

This organization shall be known as Youth Advisory Committee (YAC) of the City of Santa Clarita.

ARTICLE II - Membership

The membership of this organization shall be composed of any teenage student from ninth through twelfth grade, who resides or attends a school in the City of Santa Clarita. Various membership qualifications are defined in Article V.

Active Membership shall last either through the summer after high school graduation, or until the member turns 18 years old, whichever occurs second.

ARTICLE III - Officers

Section 1. **Elected Board**

Elected Board Members shall be: Comprised of five members elected at-large.

Section 2. **Term of Office**

All officers specified in Article IV, Section 1, shall be elected in a general election in April, and serve a term of office for 12 months, and will be known collectively as the Board.

Section 3. **Oath of Office for Officers**

I, _____, will faithfully discharge the duties of the office of _____ to the best of my ability and with my designated power shall promote the general welfare and growth of the Youth Advisory Committee of the City of Santa Clarita in accordance with this Constitution.



ARTICLE IV - Board

There shall be levels of operation established to assist in the operation of YAC activities. These levels shall be known as: YAC Board, and YAC Members At-Large.

Section 1. Officers

A. The governing body of YAC shall be composed of the five members named in Article III, Section 1.

Tasks

- Facilitate and oversee the planning of all meetings and the timely completion of all YAC projects, activities, and events.
 - Provide YAC with exposure to other community advocacy outlets.
 - Represent YAC to share YAC's interests, issues, goals, plans, events, activities, or needs with City staff or other interested organizations.
 - Responsible to plan and make presentations to the City Council, or to the City's Parks, Recreation, and Community Services Commission.
 - Responsible for the creation of agendas, note taking, and maintaining of attendance records and membership.
 - Responsible for the logistical operations of YAC. This includes: maintaining records of committee supplies/equipment, preparing the room before the meeting starts, making sure all hand-outs and name tags are available for distribution and display.
 - Greet members and guests, and assist with food coordination.
- B. Board Members shall have the ability to perform all acts necessary to promote the objectives of YAC.
- C. Board Members shall have an equal vote at board meetings.
- D. The Board is to schedule regular board meetings during their one year term in office, and open some of the meetings to the members at large.

Section 2. Members At-Large

A. All participating members of YAC are considered Members At-Large.

ARTICLE V - YAC Membership and Officer Qualifications

Every YAC member must have a signed Membership Form on file. Additional qualifications include:



Section 1. YAC Officers

- A. Each member must meet the following minimum requirements:
 - 1. Participation in YAC for one-year prior to their election.
 - 2. If a Board Member is removed from office, the remaining officers will appoint his/her replacement.
 - 3. Grounds for removal from office are three unexcused absences from the Board and general meetings.
- B. Elections
 - 1. Term Limits: Members may serve a maximum of two terms on the Board.

Section 2. Members At-Large

- A. All Members At-Large must have a completed YAC Membership Form and be in compliance with the requirements stated in them.

ARTICLE VI - Meetings

Section 1. Official meetings will be held on the fourth Wednesday of every month, from 4:00 – 5:30 p.m., unless notified otherwise.

Section 2. Special meetings may be called by the Board, City staff, or by a majority of YAC members.

ARTICLE VII - Discrimination

YAC shall not discriminate in any manner against any person by reasons of race, color, sex, sexual orientation, disabilities, national origin, economic status, or religious or political affiliations.

ARTICLE VIII – Ad Hoc Subcommittees

Subcommittees shall be developed, as needed, and YAC can and may elect a chairperson to each Subcommittee.

ARTICLE IX - YAC Logo





ARTICLE X - Attendance

YAC members shall be required to maintain a positive attendance record to regular meetings, YAC committed activities/ events, and represent YAC in a positive manner.

YAC members are to notify (call or e-mail) City staff at all times if unable to attend any YAC meetings or committed activities/ events.

YAC members shall be required to maintain a positive attendance record to regular meetings, in order to attend any of the special activities/events given for YAC members.

ARTICLE XI - Amendments

Section 1. Amendments to these Bylaws may be proposed by the Members at Large and submitted to the YAC Board.

- A. These amendments shall be presented to the YAC Board.
- B. These amendments shall be voted on at the next YAC Board meeting after the initial presentation.
- C. A majority vote by the YAC Board is required for ratification.

Section 2. Before any final Amendment changes, YAC Board members shall consult with City staff for approval.