



*Youth Resources of Southwestern Indiana, Inc.  
Teen Advisory Council*

**By-Laws**

**Article I**

***Name***

The name of this organization shall be called "The Youth Resources of Southwestern Indiana, Inc. Teen Advisory Council" hereafter known as the Teen Advisory Council.

**Article II**

***Purpose***

*The purpose of the Teen Advisory Council shall be:*

1. To empower youth through leadership development and community service activities
2. To demonstrate the valuable role youth can play in solving community problems
3. To make youth issues in the community a priority

*This purpose shall be achieved by Teen Advisory Council members as they engage in:*

1. Identifying problems that youth face in the community
2. Developing projects to solve these problems
3. Providing information about Youth Resources of Southwestern Indiana, Inc. (hereafter known as Youth Resources) in their schools, churches and other organizations
4. Representing diverse interests and activities
5. Increasing awareness of youth issues in the adult community
6. Impacting the adult community by being the source of solutions, not problems
7. Gaining leadership skills and experience
8. Organizing meaningful community service projects for young people
9. Building friendships and contacts from area high schools

10. Living a drug- and alcohol-free lifestyle as a role model for other youth

## **Article III**

### ***Membership***

Membership within the Teen Advisory Council shall be maintained according to the following regulations:

1. Each Teen Advisory Council member must perform 15 hours of community service each semester. A total of 30 hours of community service is required each school year to maintain membership within the Teen Advisory Council.
  - a. Four hours per semester may be completed by participating in drives; one drive is worth one hour. A drive is defined as a collection of items for an organization's specific need in the community. All drives must be sanctioned by the Service Committee of the Teen Advisory Council.
  - b. Four hours per semester may be earned through service projects not sanctioned by the Teen Advisory Council. The Teen Advisory Council Program Manager and the Executive Committee reserve the right to veto non-sanctioned hours if they are deemed inappropriate in some manner.
  - c. All other community service hours must be earned through Teen Advisory Council-sanctioned service projects.
  - d. Members may not complete all 15 service hours at the same event/service opportunity or location.
2. Each Teen Advisory Council member shall shadow a representative of the City Council or the Evansville Vanderburgh School Corporation Board or a County Commissioner at three scheduled meetings.
3. Each Teen Advisory Council member shall not accrue three or more unexcused absences in one year. An unexcused absence shall include but is not limited to the following:
  - a. Absence from an at-large meeting without prior notification to the Teen Advisory Council Program Manager.
  - b. Absence from a committee meeting without prior notification to the Teen Advisory Council Program Manager.
  - c. Absence from a scheduled City Council meeting, Evansville Vanderburgh School Board meeting, County Commissioners meeting without prior notification to the Teen Advisory Council Program Manager.
  - d. Absence from an Executive Committee meeting by an officer or chair without prior notification to the Teen Advisory Council Program Manager.
4. Failure to abide by membership requirements will result in member losing her or his eligibility to continue as a member of the Teen Advisory Council.
  - a. Such member may request reinstatement by the Executive Committee.
  - b. The Executive Committee may reinstate membership based on: reasonable excuse, prior attendance record and community service participation.

## **Article IV**

### ***Teen Advisory Council Officers***

The officers, to be elected by the council, will be:

President  
Vice President  
Secretary  
Historian

**President**

The President shall be elected during April and serve in the office for the following school year.

**1. Qualifications**

- a. The President shall be a member in good standing of the Teen Advisory Council.
- b. The President shall have held an office or chairmanship for at least one year prior to running for election to the presidency.

**2. Duties**

- a. The President shall live a drug- and alcohol-free lifestyle.
- b. The President shall serve as chairperson of the Teen Advisory Council.
- c. The President shall be responsible to the Teen Advisory Council Program Manager, the Executive Director of Youth Resources, and the Youth Resources Board of Directors for the activities of the Council.
- d. The President, with the assistance of the Teen Advisory Council Program Manager, shall prepare the order of business for meetings.
- e. The President shall preside at all meetings.
- f. The President shall plan and work closely with the Teen Advisory Council Program Manager.
- g. The President shall call for minutes and reports at each meeting.
- h. The President shall recognize and encourage all speakers.
- i. The President shall clearly state all motions made.
- j. The President shall call for votes and vote only in case of a tie.
- k. The President shall preserve order.
- l. The President shall enforce observance of the Teen Advisory Council By-laws.
- m. The President shall serve as an ex officio member of all committees.
- n. The President shall, upon joint decision with the Teen Advisory Council Program Manager and/or the Executive Director of Youth Resources, cancel at-large meetings or call special or extra meetings.
- o. The President shall serve as a youth member of the Youth Resources Board of Directors.

**Vice President****1. Qualifications**

- a. The Vice President shall be a member in good standing of the Teen Advisory Council.
- b. The Vice President shall have held an office or chairmanship for at least one year prior to running for election to the vice presidency.

**2. Duties**

- a. The Vice President shall live a drug- and alcohol-free lifestyle.

- b. The Vice President shall be acting authority in the absence of the President.
- c. The Vice President shall act as general assistant to the President.
- d. The Vice President shall maintain a current record of completed service hours and attendance for all members of the Teen Advisory Council.
- e. The Vice President shall bring to the attention of the President and Teen Advisory Council Program Manager the record of two and three unexcused absences of any Teen Advisory Council member.
- f. The Vice President shall serve as a youth member of the Youth Resources Board of Directors.

**Secretary**

1. Qualifications

- a. The Secretary shall be a member in good standing of the Teen Advisory Council.
- b. The Secretary shall have held an office or chairmanship for at least one year prior to running for election to the office of secretary.

2. Duties

- a. The Secretary shall live a drug- and alcohol-free lifestyle.
- b. The Secretary shall keep minutes of all Teen Advisory Council meetings including but not limited to at-large meetings, committee meetings and Executive Committee meetings.
- c. The Secretary shall present a copy of the minutes to the Teen Advisory Council Program Manager, officers and chairs within one week following the meeting.
- d. The Secretary shall present the minutes of the previous meeting for approval at Executive Committee meetings.
- e. The Secretary shall be acting authority in the absence of President and Vice President.
- f. The Secretary shall maintain and distribute copies of the by-laws.
- g. The Secretary shall serve as a youth member of the Youth Resources Board of Directors.

**Historian**

1. Qualifications

- a. The Historian shall be a member in good standing of the Teen Advisory Council.
- b. The Historian shall have held an office or chairmanship for at least one year prior to running for election to the office of Historian.

2. Duties

- a. The Historian shall live a drug- and alcohol-free lifestyle.
- b. The Historian shall take pictures at all Teen Advisory Council events including but not limited to at-large meetings, committee meetings, Executive Committee meetings, service events, fundraising events, recruitment events, retreats and banquets.

- c. The Historian shall design and provide announcements, service opportunities and other information in a medium most appropriate for members.
- d. The Historian shall creatively compile, organize and present all Teen Advisory Council pictures and memorabilia at the end of the school year.

***Teen Advisory Council Program Manager***

1. Qualifications

- a. The Teen Advisory Council Program Manager shall be the Executive Director or a staff member of Youth Resources
- b. The Teen Advisory Council Program Manger shall be approved by the Youth Resources Board of Directors.

2. Duties

- a. The Teen Advisory Council Program Manger shall act as liaison to the Youth Resources Board of Directors.
- b. The Teen Advisory Council Program Manager shall approve new Teen Advisory Council members.

***Teen Advisory Council Members***

1. Qualifications

- a. At-large members shall be admitted according to the following procedures:
  - i) A Teen Advisory Council application must be approved by the Teen Advisory Council Program Manager.
  - ii) New members will be accepted by rolling admission throughout the school year.
- b. At-large members shall be incoming freshmen to non-graduated seniors.

2. Duties

- a. Members shall live drug- and alcohol-free lifestyles.
- b. Members shall complete 15 hours of community service per semester.
- c. Members shall not accrue three or more unexcused absences in one year.
- d. Members shall shadow a representative of the City Council or the Evansville Vanderburgh School Corporation Board or a County Commissioner at three scheduled meetings.
- e. Members shall actively serve on one Teen Advisory Council Committee.
- f. Members shall act as youth representatives of Youth Resources.
- g. Members shall abide by yearly contract requirements, including but not limited to maintaining citizenship and behavior requirements both in and out of school.

## **Article V**

### ***Teen Advisory Council Committees***

1. Executive Committee
  - a. This committee shall consist of the current officers and chairs of the Teen Advisory Council and may act on behalf of the full council between council meetings.
2. Special Events Committee
  - a. This committee shall arrange parties and events for the Teen Advisory Council and appropriate civic organizations.
  - b. This committee shall organize at least one special event in the fall and at least one special event in the spring.
  - c. This committee shall organize the Senior Recognition Banquet.
3. Outreach Committee
  - a. This committee shall review, with the Make A Difference Grants Program Manger or a Youth Resources staff member, all applications for Youth Resources Make A Difference Grants.
  - b. This committee shall make recommendations to the Youth Resources Board of Directors for approval of Youth Resources Make A Difference Grants.
  - c. This committee shall actively recruit new Teen Advisory Council members by organizing at least one recruitment event per year.
4. Service Committee
  - a. This committee shall plan and implement all Teen Advisory Council service projects.
  - b. This committee will organize at least one mandatory service project in the fall and at least one mandatory service project in the spring at Kids Kingdom in Sunrise Park.
5. Leadership Committee
  - a. This committee shall plan and facilitate at least one team-building or icebreaker exercise for all Teen Advisory Council at-large meetings.
  - b. This committee shall plan and facilitate at least one leadership training per semester to take place at a Teen Advisory Council at-large meeting.
  - c. This committee shall prepare and maintain a schedule of at least two guest speakers in the fall and at least two guest speakers in the spring.
  - d. This committee shall publicize Teen Advisory Council events and correspond with the media about the Teen Advisory Council and Teen Advisory Council events.

## 6. Governance Committee

- a. This committee shall schedule and attend at least one meeting with the Mayor of Evansville each semester.
- b. This committee shall lead Teen Advisory Council fundraising efforts including but not limited to one large fundraising event in the fall and one large fundraising event in the spring.
- c. This committee shall be responsible for meeting or exceeding the Youth Resources Board of Director's fundraising goal for the Teen Advisory Council.

## **Article VI**

### ***Teen Advisory Council Elections***

#### 1. Officers

- a. All candidates for an Officer position will be elected by members of the full council in April of the year prior to serving in office.
- b. All candidates must complete an application to be approved by the Program Manager before running for a position.
- c. All candidates will be elected by secret ballot. The Program Manager and Executive Director will count and determine the winner by majority of votes for each office.

#### 2. Committee Chairs

- a. All candidates for a Committee Co-Chair position will be elected by the current Officers and Chairs in April after the main election for Officer positions.
- b. All candidates must complete an application to be approved by the Program Manager before running for a position.
- c. All candidates will be elected by secret ballot. The Program Manager and Executive Director will count and determine the winner by majority of votes for each position.

## **Article VII**

### ***Quorum***

A quorum shall consist of those present.

## **Article VIII**

### ***Amendments to the Teen Advisory Council By-laws***

The Teen Advisory Council By-laws may be amended by a majority of Teen Advisory Council members in attendance at any at-large or special meeting.