

Stockbridge Youth Council Advisory Committee
Bylaws



Article I Organization

The name of the Organization shall be Stockbridge Youth Council Advisory Committee. The principal office of the Stockbridge Youth Council Advisory Committee shall be in Stockbridge, GA, in the United States of America.

Article II Purpose

The purpose of this committee is to Advise and Support the students of the Youth Council. The Advisory Committee is led by volunteers in the Henry County area that have a strong passion to support our future leaders and guide them to a brighter tomorrow.

1. *Responsibilities of the Committee*

1.1 Assisting in the Execution of Events

The Stockbridge Youth Council will host at least 4 events per year that will require hands-on volunteerism. Calendar of Events is provided annually to properly plan for attendance purposes.

1.2 Guidance through the process of strategic planning.

With the help of Mayor, Council, and city staff, we shall attend their meeting to guide the SYC through the planning of events.

1.3 Motivate, Uplift, Educate and Empowered

We shall act as positive influences as leaders in the community to support and encourage all students in the community. The advisory committee also act as mentors to the students.

1.4 Obtain Resources and Opportunities

We encountered volunteers to seek resources and opportunities throughout the year to enhance the students and overall program.

All funds, whether income or principal, and whether acquired by gift or contributions or otherwise, shall be devoted to said purposes.

Article III Membership

1. Numbers, Tenure and Qualifications.

The number of Committee members shall be no more than 15 as determined by Mayor and Council.

Tenure. Each member once appointed has the ability to serve 2 years.

After Each term Mayor and Council will review members with the option to renew tenure.

Each member's "Good Standing" will be up for review before the next calendar year to determine active status.

2. Board Members and Board Volunteers

SYC Advisory Board Members

Qualifications. Members must reside in the Henry County area and agree to a background check.

Board Members agree to the following:

Complete an SYCAC Application

Submit experience resume.

Attend at least one retreat per calendar year.

SYCAC Members are sworn in by Mayor and Council.

SYC Board Volunteers

The SYC welcomes community citizens as board volunteers. Board Volunteers are encouraged to join monthly meetings, volunteer at SYC events, and share feedback during public comments.

Board Volunteers are required to complete an application and background check.

Article IV Meetings

The annual membership meetings of this organization shall be held on such date at such times as may be fixed by the Committee in the notice of meetings.

1. Regular meetings of the Committee shall be held monthly at such time and place as may be determined by the Chair. Written notice of all meetings, places, dates, and times will be sent to members at least two weeks in advance.
2. Special Call Meetings may be called by the Chair when he/she deems for the best interests of the organization.

Notices of such meetings shall be communicated by all channels of chosen communications.

A majority of the Committee currently appointed and serving shall be considered a quorum for each meeting.

Article V Attendance Policy

Advisory Council members are required to attend at least 70% of the SYCAC meetings (monthly and special call) and 50% of the YC work sessions for planning and 50% of YC activities(approved calendar events).

Call in attendance can be approved with a valid excuse and AC members will be provided an access code to participate in meetings via video or phone.

Advisory Members are required to attend at least 25%of volunteer events and request for support from external partners.

Article VI Good Standing

1. "Good Standing" is defined as
Conduct - displaying conduct that is a positive representation of the City of Stockbridge, showing respect for Mayor and Council, community members, SYCAC members and SYC students.
2. Attendance - meeting minimum attendance requirements as outlined above.
3. Actively Engaged - providing positive contribution to the mission and initiatives of the SYC. Active and consistent participation in SYC activities and opportunities.

The Stockbridge Youth Council Advisory Committee has the discretion to vote to remove members of the Advisory Committee based on the Code of Conduct, Bylaws and Attendance Policy by majority vote and submit to Mayor and Council for acceptance of request.

Resignation of any member must be in writing to the Advisory Committee.

Article VII Voting, Financial & Intake

1: Voting

1:1 At all meetings, except for the election of officers and committee, all votes shall be by voice. From elections of officers, ballots shall be provided and there shall not appear any place on such a ballot that might tend to indicate the person who cast the ballot.

1:2 Committees must make quorum before any and all votes.

1:3 Chairman votes only in a tie breaker.

2: Financial

2.1 We are the SYCAC, governed by the city of Stockbridge. No other city or county. Our bylaws will reflect the U.S government and city ordinances.

2.2 Our budget is approved by mayor and council annually. We must adhere to the budget by each indicated line item. Budget revision must be presented to mayor and council for approval.

2.3 All uses of funds are decided by a majority vote. All votes are recorded in meeting minutes for record keeping.

2.4 Electronic receipts are to be turned in to the YC liaison for reimbursement.

2.5 All receipts must be submitted within 45 days of purchase for reimbursement.

2.6 The Liaison is required to turn in financial vouchers to the city accountant with two approved signatures (SYCAC Chair and 1 other SYCAC member) with photocopy of receipts.

Article VIII Order of Business

Roll Call

Reading of the Minutes of the proceeding meetings

Reports of Committees

Old and New Business

Work Session/Forum

Adjournment

Advisory Roles & Responsibilities

Chair

- must ensure that the Management Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out. They are to work between meetings, external representation of the organization , and work with staff and require diplomatic and leadership skills of a high level. They must be an effective strategist and a good networker.

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her committee members, building and leading the team. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

Vice Chair

- supports the chair, taking assigned tasks and serving in place of the chair when she is not available to conduct official business. An effective vice chair will not only learn as much as possible about the committee's goals and projects but will also learn the duties of the chair. If you serve as a committee vice chair, ask for a copy of the chair's job description so that you will be prepared in the event you need to perform some of her duties or take her spot as chair if she is removed or steps down.

Bookkeeper

- is the recording of financial transactions and is part of the process of accounting in business. Transactions include purchases, sales, receipts, and payments by an individual person. The bookkeeper will reconcile purchased made on behalf of the SYC and provide a monthly financial report.

*Liaison Financial Responsibility

- Create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies. Helpful policies to consider include check signing authority, expense reimbursement, credit card usage, and petty cash policies, if applicable.

Treasury Duties: These duties are shared responsibilities between City Staff, Chair, Vice-Chair, Secretary and Bookkeeper:

1. Financial management and/or oversight. May manage or oversee the management of the financial affairs of the organization, often including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow. In some organizations. Often responsible for preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such a budget. The development of a budget that supports the organization's goals and drives decision-making is an important part of an organization's success in effectuating its mission. The budget should be reviewed and approved by the board; however, the Treasurer should be prepared to explain and justify the document. Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health.

Parliamentarian

- is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the

drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

Secretary

- often acts as an information and reference point for the Chair and other committee members. A secretary keeps formal records of the board's process and decisions: the minutes of the meeting. This may include keeping records of correspondence.

SYC Liaison

- the student liaison communicates information between the Advisory and the students and assists the students in strategizing and making decisions.

Social Media

- Coordinator: Execute a results-driven social media strategy. They Develop and curate engaging content for social media platforms; Assist in the creation and editing of written, video, and photo content; Attend events and produce live social media content and maintain unified brand voice across different social media channels.

Article XI Fiscal Year

The fiscal year for the Stockbridge Youth Council is based on the Henry County School calendar. We are an active Advisory committee from August to May. The SYCAC will also, use July for planning sessions, meetings, and development of program structures that improve the SYC and make the program more robust.

Any events during the summer months are strictly voluntary.

Article XII Amendments

These Bylaws may be altered, amended, or repealed and may be adopted by a majority of the members of the committee at any regular or special meetings of the committee. Proposed amendments to the bylaws shall be sent in writing to all committee members at least 7 days prior to the meeting at which such amendments are to be considered and discussed by The Stockbridge Youth Council Advisory Committee.

Revised 2/25/2023.