

**NATIONAL CONGRESS OF AMERICAN INDIANS YOUTH
COMMISSION – BYLAWS**

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BYLAWS of
the
**NATIONAL CONGRESS OF AMERICAN INDIANS YOUTH
COMMISSION**

ARTICLE I - NAME

The name of this commission shall be known as the National Congress of American Indians Youth Commission [NCAI-YC]

ARTICLE II – PURPOSE

- Section 1. To function as a working body within NCAI as a collective Native Youth voice.
- Section 2. To establish and provide youth input into all areas relating to American Indian and Alaska Native Youth, hereinafter “AI/AN”.
- Section 3. To serve as a resource to tribal leaders, the NCAI Executive Committee, and other stakeholders when engaging with AI/AN Youth.
- Section 4. To work alongside tribal leaders, the NCAI Executive Committee, and other interested stakeholders in the strengthening of pre-existing positive examples and the development of solutions to challenges facing AI/AN Youth.
- Section 5. To collaborate with tribal leaders, the NCAI Executive Committee, and other interested stakeholders in the creation of workshops, conference events, resolutions, white papers, red papers, policy memos, and online content which addresses and provides input from AI/AN Youth in NCAI forums.
- Section 6. To serve as positive role models of strong character and leadership to AI/AN Youth throughout Indian Country.
- Section 7. To learn and understand the organizational processes of NCAI and to understand the interactions of Tribal leadership and Inter-Tribal relations regarding policy development, advocacy for Sovereignty, Treaty rights, governance, and issues AI/AN rights and interests.

ARTICLE III - MEMBERSHIP

- Section 1. The NCAI-YC shall be open to those who are recognized as a member by an Indian tribe or band, or combination of tribes and bands, recognized by the Department of the Interior, the Indian Claims Commission, Court of Claims, or a State; between the ages of 14–24; and who maintain membership and good standing with NCAI.

Section 2. NCAI-YC Officers shall be elected by the youth present at NCAI Annual Convention and Marketplace every two years ensuring no overlap occurs with NCAI Executive Board Election Years.

ARTICLE IV - YOUTH COMMISSION OFFICERS

Section 1. The NCAI-YC shall consist of the following six (6) elected Officers:

- Two (2) Co-Presidents
- Two (2) Co-Vice Presidents
- One (1) Secretary
- One (1) Public Relations Officer

Section 2. Duties and Responsibilities

A) Co-Presidents

1. Shall be the official spokespersons and representatives of the NCAI-YC.
2. Shall preside at all NCAI-YC meetings.
3. Shall attend all meetings and prepare an agenda at least 72 hours prior to any upcoming meetings of the NCAI-YC or assign the task to a respective Officer.
4. Shall be required to attend and make reports to the NCAI Executive Board at Annual Convention, Mid-Year Conference, and Executive Council Winter Session, with support from the NCAI-YC.
5. Shall maintain discussion regarding items on the agenda.
6. May create sub-committees when necessary to accomplish NCAI-YC goals and objectives.
7. May call a special meeting when needed and/or requested by the NCAI-YC.
8. May delegate NCAI-YC-related duties to NCAI-YC Officers, as appropriate.
9. Shall provide and encourage a positive and effective unified NCAI-YC.
10. Shall prepare and deliver the State of Youth Indian Nations Address alongside the NCAI President's State of Indian Nations Address at the Executive Council Winter Session.

B) Co-Vice Presidents

1. Shall automatically perform the duties of the Co-Presidents of the NCAI-YC in the absence of the Co-Presidents or when the Co-Presidents are unable to fulfill their responsibilities.
2. Shall attend all meetings and help prepare an agenda for any upcoming meetings of the NCAI-YC.
3. Shall be required to attend NCAI Annual, Mid-Year, and Executive Council Winter Session.
4. Shall, together with the Co-Presidents, provide and encourage a positive and effective, unified NCAI-YC.

5. Shall prepare and deliver the Youth Mid-Year Update alongside the NCAI President's Mid-Year Update at the Mid-Year Convention.

C) Secretary

1. Shall preside over any NCAI-YC meetings where both the Co-Presidents and Vice Co-President are absent and may designate a recording secretary for those meetings.
2. Shall be required to attend NCAI Annual Convention, Mid-Year Conference, and Executive Council Winter Session.
3. Shall record or provide oversight of the minutes of all proceedings of the NCAI-YC or assign to an NCAI Staff Member.
4. Shall provide oversight of the custody of all records, reports, and any other documents belonging to the NCAI-YC and submit to NCAI staff for archiving.
5. Shall submit and make available transcribed minutes of previous NCAI-YC meetings to all NCAI-YC Officers.
6. Shall keep a current record of the contact information of all NCAI-YC Officers.
7. Shall work in coordination with the NCAI-YC Co-Presidents and Co-Presidents to establish an annual monthly call schedule.

D) Public Relations Officer

1. Shall be responsible for submitting articles, approved by the NCAI-YC Co-Presidents.
2. Shall be responsible for collecting photos, clippings and any other history components, to serve as a collection of NCAI-YC activities and events.
3. Shall be responsible for maintaining a list of all social media accounts and their respective usernames and passwords.
4. Shall be responsible for submitting social media posts to the NCAI-YC Co-Presidents.
5. Shall lead in the development of a social media plan for all NCAI annual events and submit to NCAI-YC Co-Presidents.
6. Shall be responsible for collecting reports from NCAI-YC Officers.
7. Shall work to develop a Social Media Outreach Plan for the NCAI-YC with the goal of informing, educating, and creating dialogues with youth in AI/AN communities through Social Media Platforms.

E) Mentor (ex officio, non-voting)

1. Shall be a former Youth Commission officer from the previous commission. Shall be an ex-officio and non-voting member of the Youth Commission.
2. Shall provide advice to NCAI-YC officers.
3. Shall answer any questions from NCAI-YC officers.

4. Shall assist the co-presidents and staff advisor in any organization, leadership, or interpersonal matters.
5. Shall advise the commission on decisions, share opinions on events in Indian Country.
6. Shall mediate interpersonal conflicts in the commission.
7. Shall review, edit, and provide feedback on NCAI-YC reports, speeches, and conference agendas.

ARTICLE V- DUTIES OF OFFICERS

- Section 1. All Officers are responsible for attending all meetings called by the NCAI-YC. In the event an Officer cannot attend a meeting, the Officer must notify the NCAI-YC Co-Presidents. Email, text message, or phone notification shall be given by the absent Officer at least two (2) days prior under normal circumstance and one (1) hour in the case of an emergency.
- Section 2. All NCAI-YC members who attend events, where they represent themselves as an Officer of the NCAI-YC, shall make a written report, as well as an oral report, at the next scheduled NCAI-YC meeting following the event.

ARTICLE VI - ELECTION OF OFFICERS

- Section 1. Elections shall be by all voting NCAI-YC members present at NCAI Annual Convention during a NCAI-YC voting year.
- Section 2. There shall be six (6) Officers on the NCAI-YC and one (1) ex officio and non-voting appointed Mentor.
- Section 3. There shall be no gendered or other restrictions or quotas on membership or positions on the NCAI-YC. Gender may not be used as a factor in determining membership on the NCAI-YC (e.g. there may be two co-presidents of the same gender)
- Section 4. NCAI-YC Officers must meet general YC Membership guidelines and be between the ages of 16–22 on the date of election. The age range of eligible youth for election is set at 16–22 in order to:
1. Ensure that Youth are mature enough to serve a two-year term on a national commission.
 2. Ensure that a Youth at age 22 can serve a full (2) two-year term.
 3. Ensure that a Youth falls under the NCAI and federal definition of Youth (Under 24 years of age).
- Section 5. Candidates for Office on the NCAI-YC must apply for a position on the Youth Commission no less than seven (7) days prior to the first day of the Annual Convention and Marketplace.

- Section 6. Candidates must participate in a panel interview recommended to include two (2) current or former tribal leaders, a leader of a National Native Focused Non-Profit, and a former NCAI-YC Officer.
- Section 7. Candidates for NCAI-YC must present a 3–5-minute speech.
- Section 8. Elections shall be conducted by secret ballot. The responsibility of tallying the results of the secret ballot shall belong to the NCAI-YC Co-Presidents or the NCAI Elections Committee.
- Section 9. Elected NCAI-YC Officers serve a two (2) year term with Officer positions transitioning at the conclusion of the Annual Convention where the elections occurred.
- Section 10. NCAI-YC Officers shall not serve more than two (2) consecutive terms on the Youth Commission .
- Section 11. NCAI-YC Officers shall not serve on the NCAI-YC for more than eight (8) years.
- Section 12. The Mentor position will be selected by the previous commission and NCAI Youth Programs Staff.

ARTICLE VII - VACANCIES, RESIGNATIONS, & REMOVALS

- Section 1. Vacancies:
- A) Vacancy of any office due to any reason other than removal or resignation will call for immediate election or appointment of that position by majority vote of NCAI-YC Officers.
 - B) Vacant NCAI-YC Officer Positions must be filled no more than sixty (60) days following the resignation of the respective NCAI-YC Officer. Replacement(s) shall fill out the term or next Annual NCAI conference.
- Section 2. Resignation:
- A) Resignation of NCAI-YC Officers shall be in the form of a letter of resignation submitted to the NCAI-YC Secretary by email (cc to YouthCommission@NCAI.org) or traditional post.
 - B) Vacant NCAI-YC Officer Positions must be filled no more than sixty (60) days following the resignation of the respective NCAI-YC Officer. Replacement(s) shall fill out the term or next Annual NCAI conference.

Section 3. Removal:

- A) If any NCAI-YC Officer misses three (3) consecutive meetings they will be subject to the official review process.
- B) The process of review is outlined in this document in order to provide a fair and equitable experience for any NCAI-YC Officer whose actions or words have come into question. Any NCAI-YC Officer who engages in conduct detrimental to the best interest of the NCAI-YC, shall be notified by the NCAI-YC that their conduct is unacceptable, and may ordered to undergo the review process.
- C) Once a NCAI-YC Officer is notified that they may be removed, they may choose to undergo the process of review detailed in Section D or choose to resign.
- D) The process of review is as follows:
 - 1. Behavior is questioned by the NCAI-YC Officers.
 - 2. The NCAI-YC Officers shall appoint a hearing board to hear the concern at a special meeting in which all involved parties are included, and make a recommendation to the NCAI-YC. A hearing board shall consist of the following:
 - a. Two (2) NCAI-YC Officers;
 - b. At minimum one (1) Tribal Leader;
 - c. At minimum one (1) Executive Board Member
 - d. Executive Director of NCAI or a designated member of the NCAI Staff
 - 3. Following the hearing board and based upon the events of the meeting the NCAI-YC Officer in question will be either removed or allowed to continue to serve pending good behavior.
- E) Should poor behavior continue after meeting with the hearing board and the NCAI-YC Officer in question fails to meet recommended changes to behavior the NCAI-YC Officer in question will be subject to immediate removal by majority vote of the NCAI-YC Officers.

ARTICLE VIII - MEETINGS

Section 1. The official in-person meetings of the NCAI-YC shall be the NCAI Annual Convention, NCAI Mid-Year Conference, and NCAI Executive Council Winter Session. NCAI-YC Officers shall collaborate with each other and NCAI Staff to develop an official agenda for each respective annual meeting.

Section 2. In addition to meetings held at NCAI Annual Convention, NCAI Mid-Year, and NCAI Executive Council Winter Session, an annual schedule of NCAI-YC call dates and times will be developed by the NCAI-YC Officers and provided to NCAI Staff for logistic telecommunication support.

- Section 3. The annual call schedule must be completed, sent out, and approved by a unanimous vote of all NCAI-YC Officers within thirty (30) of the officiating of the NCAI-YC election and again 12 months later at the beginning of the second year of the NCAI-YC terms.
- Section 4. Regularly scheduled meetings of the NCAI-YC shall be held at minimum on a quarterly (or as requested by the Co-Presidents) basis via telephone/video conferencing provided by NCAI.
- Section 5. A quorum for official NCAI-YC Officer Meetings shall consist of 1/3 of NCAI-YC Officers.
- Section 6. A grace period of 15 minutes to establish a quorum shall be observed for all NCAI-YC meetings.
- Section 7. A majority vote is required to proceed into Closed Session. Closed Session shall consist of only NCAI-YC Officers, and an Advisor/Coordinator and individuals providing testimonials or advice. Closed sessions shall only be held on sensitive issues (i.e., Personnel matters, Removal/Recall, and Conduct).

ARTICLE IX - OFFICIAL COMMUNICATIONS

Section 1. Coordinate protocols and process for official communication between NCAI-YC Officers and NCAI Executive Committee in a respectful way.

Section 2. Coordinate internal and external communications to constituents with NCAI's Communications Team and Native Youth Program Manager. The NCAI-YC shall develop a communications plan to promote the NCAI-YC and issue statements, including but not limited to, policy issues, leadership opportunities, scholarship and internship opportunities, and conference attendance.

Section 3. Such internal and external communications shall be under the direction of the NCAI-YC and its Public Relations Officer.

ARTICLE X - AMENDMENTS

The Bylaws of the NCAI-YC may be amended at any time by the Officers of the NCAI-YC but only with the full consent and approval of the NCAI Executive Committee.

APPROVAL CERTIFICATION

The foregoing Bylaws of the NCAI-YC were approved by the NCAI Executive Committee at its monthly meeting, held virtually, October 5, 2022, with a quorum present.



Fawn Sharp, NCAI President