



Bylaws
Student Association
Youth Empowerment Program

Section I Officers

The officers of the Student Association shall be the: a. President b. Vice-President c. Treasure d. Secretary e. Chaplin f. Sergeant At Arms

Section II Powers and Duties of Officers:

a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties as may be prescribed by the organization. The President shall participate in the every YEP event.

b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.

c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership. The Treasurer shall collect all dues and revenue and submit it to the Financial Officer of YEP. The Treasurer shall work with the officer to maintain the finances of the organization.

d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization.

Section III Qualifications

Qualifications necessary to hold office in the Student Association are as follows:

a. No member may hold more than one office. No member may serve more than two years in the same office.

Section IV Elections

a. Elections are held at the beginning of the YEP year and shall take place at YEP day which the whole student body is present.

b. Nominations for officers shall be made at officers training seminar. No nominations can be made from the floor immediately prior to the election for each office. Members cannot nominate themselves for an office.

c. Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.

d. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

Section V Executive Board

- a. The Executive Board shall consist of the elected and appointed officers, with the mentor(s)
- b. The Executive Board shall have general supervision of the affairs of the Student Association between meetings and is authorized to take action when action must be taken prior to the next meeting.
- c. The Executive Board shall report to the membership all actions taken between meetings. Any actions taken by the Executive Board may be rescinded or modified by the membership by a majority vote and/or YEP's President and CEO with consultation with The Board of directors.

Section VI Association Mentor(s)

- a. The mentor shall fulfill the responsibilities specified in the Youth Empowerment Handbook. Mentors shall serve on a yearly basis or until their successor has been selected by YEP's President and CEO with consultation with The Board of directors. .

Section VII Meetings and Voting

- a. Regular meetings shall be scheduled Bi-Weekly during the YEP year.
- b. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.
- c. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership. d. Members must be present to vote. Absentee or proxy voting is not permitted.

Section VIII Special Committees

- a. Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.
- b. The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee. Section IX Finances a. Membership dues shall be \$2.00 b. Dues shall be paid at Every meeting
- c. Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges.
- d. Occasionally the Student Association may need to assess a fee or collect money from the membership for special events/purposes. The amount of money collected shall be determined by a majority of the membership at a regularly scheduled meeting.
- e. Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

Section IX Impeachment

ANY MEMBER MAY INITIATE OFFICERS REMOVAL BY THE FOLLOWING PROCEDURE.

- a. Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.
- b. Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
- c. Memberships and YEP's President and CEO with consultation with The Board of directors. shall be notified at least one week prior to removal vote meeting.
- d. At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
- e. Removal from office shall require a vote of 2/3 of all voting members.

Section X Vacancy of Office

- a. In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.
- b. The President shall call for an election within fourteen days after vacancy of any office.
- c. Elections shall be conducted as stated in the bylaws.
- d. Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with elections process set forth in the bylaws.

Section XI Amendments

- a. Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.
- b. Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- c. A copy of any amendments to these bylaws must be submitted to the Youth Empowerment Office within two weeks after adoption.

These bylaws were adopted on Tuesday, March 27, 2018 and most recently revised on Tuesday, March 27, 2018

President & CEO

Youth Empowerment Program

President of the Student Association

Youth Empowerment Program