

STATE BOARD BYLAWS COLORADO YOUTH IN GOVERNMENT

ARTICLE I SPONSORSHIP

Colorado YMCA Youth in Government is a statewide project of the YMCA of Metropolitan Denver. The program is sponsored by, and operates under the directions of the YMCA of Metropolitan Denver as part of its activities and is advised by the Colorado YMCA Youth in Government State Board of Directors, under these bylaws.

ARTICLE II MISSION STATEMENT

Colorado YMCA Youth in Government programs seek to develop personal growth and encourage life-long responsible citizenship by providing experiential learning for young people and providing public forums to recognize the abilities and capabilities of the youth of Colorado.

Colorado Youth in Government has the following objectives:

- To assist high school students in gaining knowledge of governmental organization and structure through participation in some of its processes;
- To increase understanding and appreciation of the legislative processes through participation in committees, and debate on the floor of the Youth Legislature.
- To provide leadership training.
- To extend high school students' interest in and knowledge of the current problems of the State of Colorado.
- To contribute to an awareness of the effect of personal interest and activity on governmental operations.
- To see the importance and significance of high school students in the betterment of their community.
- To know the governmental agencies that exist to perform various services.
- To increase the ability of high school student participants to organize ideas clearly and concisely and to present them persuasively.
- To give opportunities to develop the skill of speaking in public.
- To foster relationships that make it possible to better understand others.

- To teach the application of virtuous morals and values in civil life and to inspire their use as the fundamentals in the evaluation of discussions, decisions or acts.
- To stimulate the ability to learn from an opponent.
- To develop the ability to take victory with humility and defeat without discouragement.
- To help students accept citizenship responsibilities and leadership roles essential to the health of a participatory democracy.

ARTICLE III STATE BOARD OF DIRECTORS

Section 3.1 - Duties and Responsibilities

The affairs of Colorado YMCA Youth in Government shall be overseen primarily by the State Board of Directors (“State Board”). The responsibilities of the State Board shall include, but not be limited to, developing program policies, short range and long range planning, assisting the Executive Director in the development of the annual fundraising program and the annual budget, reviewing the financial condition of Colorado Youth in Government at least two times each year, and identifying and responding to the needs of program participants. Members shall serve without compensation, but may be reimbursed for out-of-pocket expenses if authorized by the State Board.

Section 3.2 - Number and Term of Office

Subsection - 3.2(a) Number and Composition

The State Board shall consist of a maximum of twenty-one members, plus the Executive Director who shall serve as a non-voting member. The State Board shall be composed primarily of community leaders, program supporters, program alumni, program advisors and other individuals interested in taking on an active role in policy

making for Colorado Youth in Government. Two positions on the State Board shall be reserved for program participants who are elected by their peers at the Colorado Youth in Government Model Assembly and who have at least one year of previous program experience.

Subsection 3.2 (b) - Term

State Board Members shall serve a term of three (3) years. Board terms shall be staggered. Initially members shall be assigned as needed to one to three year terms to achieve staggered terms. One youth participant member shall be elected each year. No individual may serve for more than two (2) consecutive terms, except for the Executive Director in his or her capacity as a non-voting member. One or two year terms shall not be considered in determining term limits for Board service. New members of the Board shall be elected at the last regular meeting of the Board before the annual meeting, and their respective term of service shall begin at the annual meeting of the Board following their election.

Section 3.3 - Meetings

Subsection 3.3(a) - Annual Meeting

The members of the State Board shall meet at the annual Colorado Youth in Government Model Assembly Session held at the Colorado Capitol for the purpose of transacting such business as may come before the Board and in particular to elect the members of the Board, elect its officers, and adopt a meeting schedule for the following year. Newly elected officers of the Board shall begin serving their terms at the next regularly scheduled meeting.

Subsection 3.3(b) - Regular Meetings

In addition to the annual meeting, regular meetings of the State Board shall be held at least two (2) times a year at a time and place designated by the Chair of the Board. Each meeting's purpose, time and place shall be stated in a notice to all members of the Board which shall be delivered or mailed to each member not less than five (5) but no more than thirty (30) days before the meeting.

Subsection 3.3(c) - Special Meetings

Upon the written request of three (3) members of the Board, special meetings may be called by the Chair of the State Board or by the Executive Director. The special meeting's purpose, time and place shall be stated in a notice to all members of the Board which shall be delivered or mailed to each member not less than five (5) but no more than thirty (30) days before the special meeting, unless such notice is waived by at least two-thirds (2/3) of the members in writing or by attendance at such meeting without objection.

Subsection 3.3(d) - Order of Business

All regular meetings of the State Board shall be opened by a call to order followed by a devotional, the minutes of the previous meeting, reports of officers, reports of staff, reports of all standing and special committees, unfinished business, new business, and adjournment. Meetings of the Board shall be conducted under the most current version of Robert Rules of Order.

Subsection 3.3(e) - Minutes

A written record of the attendance and business transacted at all meetings of the Board shall be maintained. All reports of officers, staff and committees shall be made in writing and shall be filed with the Secretary and become part of the minutes of the Board.

Subsection 3.3(f) - Electronic Meetings

A conference by any means of electronic communication through which the members of the State Board may simultaneously hear each other during the conference constitutes a meeting of the Board if the same notice is given of the electronic conference as would otherwise be required for a meeting, and if the number of members participating in the electronic conference is sufficient to constitute a quorum at the meeting. A member may participate in any meeting of the Board through any means by which the member, other persons so participating, and all other persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by such means constitutes presence at the meeting.

Subsection 3.3(g) - Authorization without a meeting

Any action required or permitted to be taken at a State Board meeting may be taken without a meeting by written action signed by all of the members of the Board.

Section 3.4 - Vacancies

Vacancies on the State Board shall be filled by the Board at the next regular meeting for the remainder of the term vacated.

Section 3.5 - Removal

Members of the State Board may be removed for good cause by a vote of two-thirds (2/3) of the members of the Board. The Board shall be deemed to have acted with good cause in any case where the member removed has failed to attend two or more consecutive regular meetings without a satisfactory explanation or excuse.

Section 3.6 - Officers

Subsection 3.6(a) - Election and Term

At the annual meeting, the State Board shall elect from its number a Chair, Vice Chair, Secretary and Treasurer. Said officers shall be officers of the Board and shall hold office for one (1) year. No officer shall serve more than three (3) consecutive terms in any single office. Each officer shall have the power to perform the duties incumbent upon officers of like name in similar programs of the YMCA of Metropolitan Denver, subject to these bylaws and such regulations as may be provided by the Board.

Subsection 3.6(b) - Chair

The Chair shall preside at all meetings of the State Board, shall appoint the members of all standing committees of the Board, and the Program Committee, and shall designate the Chair of the Program Committee, subject to the approval of the Board. At the inception of the State Board, the first Chair of the State Board, shall be appointed by the Executive Director before the First Annual Meeting. Thereafter, the Chair shall be elected at the Annual Meeting.

Subsection 3.6(c) - Temporary Special Appointment Powers of Chair

The Chair is authorized to appoint officers and Board members before the First Annual Meeting. This subsection is repealed as of the First Annual Meeting.

Subsection 3.6(d) - Temporary Special Duties of the Chair

The Chair shall initially fulfill the duties of all vacant officer positions until filled. This subsection is repealed as of the time that all officer positions are filled.

Subsection 3.6(e) - Vice-Chair

The Vice-Chair shall, in the absence or disability of the Chair, have the power to perform all of the duties of the Chair. The Vice-Chair shall oversee the work of the State Board's committees and shall perform all such other duties as the Chair may assign or delegate.

Subsection 3.6(f) - Treasurer

The Treasurer shall serve as chair of the finance committee, shall assist the Executive Director in the development of the annual budget and fundraising plan, shall provide regular financial reports to the State Board, and shall further assist the Executive Director in all other necessary long term and short term financial planning.

Subsection 3.6(g) - Secretary

The Secretary shall keep a record of the minutes of all of the meeting of the State Board and shall attest the same with his or her signature, shall notify all members of all meetings of the Board, and shall be the custodian of the records of the minutes of all meetings, which shall be kept at the offices of Colorado Youth in Government.

Subsection 3.6(h) Vacancies

In the event that an officer resigns, dies or is removed from office before the expiration of the term of office, the State Board shall elect a replacement to fill the position for the unexpired term.

Subsection 3.6(i) Removal

Any officer may be removed, with or without cause, by a two-thirds (2/3) vote of the State Board at any duly held special or regular meeting. Removal of an officer does not in and of itself constitute removal from the Board.

Subsection 3.6(j) - Temporary Responsibility of Committee Chairs

In the absence of a committee's existence, each committee chair is responsible for the duties of his or her committee.

Section 3.7 - Committees

Subsection 3.7(a) - Executive Committee

The State Board may authorize the establishment of an executive committee, empowered to act on any matter which the Board is authorized to act which requires the approval of no more than a simple majority of the Board. The executive committee may only act in the interval between meetings of the Board and shall be subject to the control and direction of the Board. The executive committee shall be composed of up to six (6) members who shall include the Chair, Vice Chair, and Chairs of all the other committees. The executive committee shall be chaired by the Chair of the Board. The Chair or any two (2) members of the executive committee may call committee meetings at any time. The executive committee shall report all actions taken to the Board, which actions, when approved, shall become actions of the

Board.

Subsection 3.7(b) - Finance/Budget Committee

The finance committee shall be responsible for developing Youth In Government's Annual Budget, in conjunction with the Executive Director, and for monitoring the financial condition of Youth in Government. The committee shall be composed of three members who shall be drawn from the State Board, one of who shall be the Treasurer who shall also serve as chairperson for the committee.

Subsection 3.7(c) - Fundraising Committee

The fundraising committee shall be responsible for developing the annual fundraising program.

Subsection 3.7(d) Board Development Committee

The Board Development committee shall give direction to the recruitment, selection, training and recognition of State Board members. The Board Development Committee shall present a list of nominees for membership on the Board at the last regular meeting before the annual meeting for the position of each member whose term is due to expire at such annual meeting and at such other times as may be necessary to fill any vacancies which may arise. No person shall be eligible for election as a member of the Board unless his/her name has been submitted to or nominated by the Board Development committee. The Board development committee shall be appointed by the Chair at the first regular meeting of each year and shall consist of three (3) members who shall be drawn from the Board.

Subsection 3.7(e) Program Committee

The program committee shall be responsible for the maintenance and development of quality programs, and shall oversee program maintenance and policy decisions within the policy, planning and fiscal guidelines established by the State Board, Executive Director, and Youth in Government Five Year Plan. The program committee shall also be responsible for assisting in the implementation of all programming changes. The committee shall be composed of a maximum of fifteen (15) members who shall be drawn from program advisors, program coordinators, parents, past and current participants, teachers, YMCA professionals, and staff. No more than three members may be members of the Board. Six (6) spaces on the Program Committee shall be reserved for youth program participants who are elected by their peers at the State Model Assembly Session. All youth members must have at least one year of previous program experience. The program committee shall also appoint one member to serve as a liaison to the Board. Members shall serve for terms of two (2) years with a maximum of four (4) consecutive terms.

Subsection 3.7(f) Special Committees

The Chair and State Board may designate and appoint such other committees as may be necessary from time to time to address any specific issue or problem facing the Board, Youth in Government, or its programs.

Section 3.8 - Quorum

A quorum for meetings of the State Board is one-half (½) of all its members. When a quorum has been presented, and members have withdrawn from the meeting, such that a quorum no longer exists, the remaining members may continue to transact

business until adjournment. A quorum for meetings of all committees is a majority of the members of the committee. For meetings of the program committee, a majority of the members of the committee shall constitute a quorum, but youth participant members shall not be counted towards finding a quorum.

ARTICLE IV PROGRAM STAFF

Section 4.1 Executive Director

The Executive Director shall be employed by the YMCA of Metropolitan Denver. The State Board shall consult with the YMCA of Metropolitan Denver on the selection of this position; however, the final hiring authority, and all subsequent employment actions pertaining to the position and the incumbent employee belongs to the YMCA of Metropolitan Denver. The Executive Director shall be an ex-officio member of all committees of the State Board, shall be responsible for the employment of all other members of the staff, in accordance with the policies of the YMCA of Metropolitan Denver and the Board, and shall designate their duties and shall have general supervision of their work, shall sign all orders for the disbursement of funds within the budget, shall attend all meetings of the State Board, shall make regular reports to the State Board at all Board meetings, and shall take all actions deemed necessary by the State Board in order to direct the programs of Youth in Government successfully.

Section 4.2 - Other Staff

All other members of the Youth in Government staff will be employees of the YMCA of Metropolitan Denver. The Executive Director will provide recommendations to the YMCA of Metropolitan Denver for all staff positions. The hiring of all Youth in Government staff will be subject to all of the prevailing policies and procedures as required by the YMCA of Metropolitan Denver.

Section 4.3 - Employee Classifications

Employees shall be classified in accordance with current classification plans of the YMCA of Metropolitan Denver. Professional employees shall be required to meet the qualifications for listing on the Official Roster of Employed Officers published by the National Council of YMCAs [YMCA of the USA].

ARTICLE V PROGRAM OFFICE

The offices of Colorado YMCA Youth in Government shall be in the space provided by the YMCA of Metropolitan Denver.

ARTICLE VI FISCAL AND PROGRAM YEARS

Section 6.1 - Fiscal Year

In order to conform to the operating policies and procedures of the YMCA of Metropolitan Denver, the fiscal year of Colorado YMCA Youth in Government shall be the calendar year and shall begin on the first day of January and shall end on the last day of December of each year.

Section 6.2 - Program Year

Notwithstanding the foregoing section concerning the fiscal year, the program year for all programs and services provided by Colorado YMCA Youth in Government shall begin on the first day of April of each year and shall end on the last day of March of the following year.

ARTICLE VII AMENDMENTS

These bylaws may be amended at any annual or regular meeting of the State Board by a two-thirds (2/3) vote of all members present, provided written notice of such amendment shall have been given at a previous meeting of the State Board.