

The IACCT Youth Group By-Laws

ARTICLE I: Name, Mission Statement, Vision

Section 1. Name

The organization's name shall be the Indo-American Cultural Center and Temple (IACCT) Youth Group.

Section 2. Mission Statement

The mission of the IACCT Youth Group is to preserve and promote the rich cultural and social traditions of India and to foster and enrich the same in southwest Michigan. This will be accomplished by:

- a) promoting Indian culture and values through appropriate educational, cultural, and supporting activities,
- b) advancing the understanding of all the religions and cultures of the world, and developing and maintaining harmonious relations among them, and
- c) providing charitable services to the local and world community.

ARTICLE II: Membership, Voting Membership, and the Election of Officers

Section 1. Membership

Membership is open to any youth from the Greater Kalamazoo area, enrolled in grades eight through twelve starting in Fall. Other youths are welcome to join the IACCT Youth Group activities as visitors.

Section 2. Record of Members

The Youth Group Secretary shall maintain a roster of current members and record attendance of the members at each meeting. For each meeting, the Secretary shall maintain a written, sign-up sheet.

Section 3. Voting Members and Election of Officers

Only children of current IACCT Members (Life Members and Annual Members), who are/will be enrolled in eighth through twelfth grades in the Fall, are eligible as voting members of the Youth Group. Only a voting member can serve as an officer of the Youth Group. Only a voting member has a right to cast vote on any issue brought up at a Youth Group meeting for a vote.

For an election of Youth Group officers, a voting member shall cast one vote per position. Officers' positions are: President, Vice President, Treasurer, and Secretary. An IACCT Board-appointed Parent Advisor is expected to attend all meetings and advise the Youth Group.

Two adults, who are not immediate relatives of any candidate running for an officer position, are responsible for conducting an election of the officers. An absentee ballot is allowed. However, it is the responsibility of an absentee member to prove, in advance, his/her eligibility as a voting member. In case of a tie, for only the tied candidates, the voting members who are present at the election will re-cast a vote.

Any voting member who has attended at least 50% of the Youth Group meetings prior to the election day may be eligible to run for a Secretary or Treasurer position. Only voting member, with at least 75% attendance at the meetings and who are currently enrolled in ninth through eleventh grade, may be considered eligible to run for the President/Vice President position.

ARTICLE III: Meeting of Members

Section 1. Meetings

Generally, the meetings shall be held at the IACCT premises, at a time that is convenient for most of the members. Regular meetings are intended to occur at least once a month. If a conflict arises and a meeting will not occur or is to occur at a different location, all members shall be notified. All meetings shall be initiated and concluded, formally, by the President or Vice President.

Section 2. Organization

A Parent Advisor must be present at all the meetings. In case of the Parent Advisor can not attend the meeting, he/she must ensure that another parent is assigned and will be present at the meeting.

Either the President or Vice President – if not both – must be present for a meeting to occur. The Secretary shall keep detailed records of every Youth Group meeting, including attendance as well as discussions and decisions. If the Secretary encounters a conflict and is not present at a meeting, the Treasurer is responsible for recording what is discussed and decided during the meeting.

ARTICLE IV: Duties of the Officers and the Parent Advisor

Section 1. Duties of Officers

The President must make every possible effort to attend all Youth Group meetings. The President is responsible for representing the IACCT Youth Group in external relationships, overlooking all Youth Group activities, and keeping Youth Group members in contact via email. The President and Vice President are responsible for attending IACCT Board meetings when needed and working together in preparing Youth Group meetings. There shall only be one President.

At the beginning of the term of office, the Youth Group, in consultation with the Parent Advisor, will develop a list of activities that are planned for the year. The President will present the list of activities to the IACCT Board.

The Vice President must make every possible effort to attend all meetings. If the President is absent from a meeting or unable to perform his or her duties, the Vice President will temporarily assume the responsibilities of the President. The Vice President is responsible for supervising all advertising efforts for the Youth Group's activities. The President and Vice President are responsible for attending IACCT Board meetings when needed and working together in preparing Youth Group meetings. There shall only be one Vice President.

The Treasurer must make every possible effort to attend all meetings. The Treasurer must keep detailed records of all fiscal transactions and keep monthly bank statements on file. The Treasurer is responsible for depositing Youth Group's proceeds, balancing the record book, and insuring the cash box is brought to all events. The Total cash in the box must be recorded and maintained at the \$500 level, or as recommended by the IACCT Board. Receipts must be presented to the President for all money spent, which ensures reimbursement by the Treasurer of the IACCT. Similarly, money raised must be deposited into the IACCT account. The Youth Group Treasurer must also prepare budgets for all events that are to be first approved by all officers and then strictly adhered to. The treasurer should maintain contact with the President, Vice President, Secretary, Parent Advisor, and the Treasurer of the IACCT. If the Secretary encounters a conflict and is not present at a meeting, the Treasurer is responsible for recording the minutes of the meeting. There shall only be one Treasurer.

The Secretary must make every possible effort to attend every meeting and keep detailed records of every Youth Group meeting. The Secretary shall be in charge of advertising efforts for Youth Group, adding approved amendments to Youth Group by-laws, and maintaining attendance records for all events and meetings. The attendance record must be made available, electronically (Excel file or equivalent) upon request of the President. The Secretary is responsible for yearly attendance records, which must be presented at every meeting, and at elections. An attendance sheet should be brought to every meeting, displaying total meetings attended and percent meetings attended. There shall only be one Secretary.

The Parent Advisor is responsible for offering advice to Officers, working with the Treasurer to manage finances, and giving a warning to an officer if non-performance issues arise. The other duties of the Parent Advisor include, but not limited to, arranging an adult supervision for all Youth Group activities, attending all Youth Group meetings and events, and informing all the parents of the Youth Group children regarding all Youth Group activities and locations via e-mail. All Youth Group meetings shall be conducted and controlled by the President and Vice President of the Youth Group. The Parent Advisor will facilitate and advise to keep these meetings under control. The Parent Advisor will also assist the Youth Group in transferring current year's Activities Book from one year to the next. When a new Parent Advisor is appointed by the IACCT Board, the preceding Parent Advisor must inform the succeeding Parent Advisor of the Youth Group's accomplishments and plans, as well as the position's responsibilities, and obligations.

Section 2. Non-Performance Issues and Removal from Office

Non-performance involves an Officer not fulfilling the obligations detailed in the IACCT Youth Group's by-laws for their respective position to a significant extent.

After the Parent Advisor receives two or more complaints from Officers or other voting members about another Officer's unsatisfactory behavior, the Officer in question will receive a warning from the Parent Advisor. If the Officer in question neglects to improve his or her behavior and continues to disregard the obligations of his or her position, the Parent Advisor will call a meeting of the Youth Group to discuss the negligent Officer's possible removal from office. An officer in question should be given an opportunity to present his/her case to the Youth Group members. During this meeting, a vote – which shall be tallied by the Parent Advisor or other supervising adult – will be taken amongst the voting members. The Officer in question will be removed from the office by a majority vote. The Parent Advisor is responsible for informing the just-removed Officer of his/her removal from office.

An election for the open position will be held during a Youth Group meeting immediately following the Officer in question's removal from office. Election will be held according to the procedure listed in Article II, section 3. The newly elected officer will serve remainder of the term.

The recently removed Officer can still be a voting member of the Youth Group, and thus can vote on any Youth Group issues and all elections.

ARTICLE V: Communications

Section 1. Meetings, Events, and Notifications

It is the responsibility of the President and the Vice President to ensure that all members are notified of every meeting or events. Email communication is preferable and sufficient, however other additional means of communication may be used (Phone Calls, Text Messages, Facebook, etc). An IACCT Youth Group email has been established, and this should be used for all formal means of communication. [iacctyouthgroup@yahoo.com].

ARTICLE VI: Amendment of By-Laws

Section 1. Proposal and Vote of Amendment

If an amendment to the IACCT Youth Group By-Laws is proposed, a Youth Group meeting must be scheduled during which the proposed amendment shall be presented to the Officers and Parent Advisor for review and consideration. A vote on the proposed amendment – which shall be tallied by the Parent Advisor – will take place amongst the voting members. For an amendment to pass, at least two-thirds majority of the votes are needed in its support. Any amendment to the by-laws passed by the Youth Group will need to be reviewed and approved by the IACCT Board prior to implementation.