

**By-Laws**

**Of The**

**Kahnawà:ke Community Youth Forum**

**ARTICLE I—FISCAL YEAR**

The fiscal year of the Youth Forum shall commence on the first of April and shall carry through until the thirty-first of March in the subsequent year.

**ARTICLE II—EVENTS**

A) Events

- I. The Vice President shall be responsible for requesting members to take part in a Youth Forum event.
- II. The Vice President shall be responsible for the coordination of event promotion.

B) Records of Events

- I. The Vice President shall keep records of events.

**ARTICLE III—STRUCTURE**

A) NUMBER OF MEMBERS

- I. The Youth Forum shall consist of an unlimited amount of members.
- II. Per each event, there needs to be five members minimum in attendance.

B) ELECTION PROCEDURE

- I. All positions will be filled by a two-thirds majority vote of those present at the time of an election.

**ARTICLE IV—DUTIES OF THE EXECUTIVES**

A) PRESIDENT

The duties of the President shall be:

- I. To preside at all general and Executive meetings.
- II. To prepare an agenda for each meeting.

- III. To exercise general supervision over the affairs and the activities of the Youth Forum.
- IV. To delegate the authority of the other Executives of the Society.
- V. To be the main contact between the Youth Forum, the Mohawk Council of Kahnawà:ke, and other organizations.

B) VICE-PRESIDENT

The duties of the Vice-President shall be:

- I. To assist the President in administrative duties.
- II. To assume the duties of the President in their absence.
- III. To delegate the events and to maintain detailed records of the events, in accordance with Article II of the by-laws.

C) TREASURER

The duties of the Treasurer shall be:

- I. To act as custodian of all records, ledgers or documents belonging to, or dealing with the financial affairs of the Youth Forum.
- II. To manage and balance the account of the Youth Forum.
- III. To prepare a budget summary detailing the Youth Forum's expenditures of the fiscal year.
- IV. To file and prepare monetary grants and grant applications for the Youth Forum's functioning.

D) SECRETARY

The duties of the Secretary shall be:

- I. To record the minutes of Youth Forum meetings.
- II. To duly install the minutes in a log.
- III. To notify, by e-mail, all members of upcoming Youth Forum meetings and to send the minutes of past meetings.

- IV. To carry out all correspondences and to keep a duplicate file of said correspondences.

## ARTICLE V—COMMITTEES

### A) INSTITUTION

Members of the Youth Forum shall be instituted into committees: marketing and communication, guest speaker recruitment, activity planner, and community project.

### B) DUTIES

Each committee shall elect a chairperson to represent and guide its functions.

#### Marketing and Communication

- I. To update and coordinate a Youth Forum website with photos, information, biographies, meeting schedules and upcoming events.
- II. To prepare the posters and flyers for meetings and events.

#### Guest Speaker Recruitment

- I. To organize a list of guest speakers relevant to the purpose of a meeting or event.
- II. To contact and request each guest speaker; all correspondences should be forwarded to the secretary.

#### Activity

- I. To prepare Youth activities (arts, sports, ice-breaker games etc.) for each Youth Forum meeting.
- II. To prepare and organize a minimum of four seasonal Youth Forum outings (based on budget).

#### Community Project

- I. To brainstorm, organize and prepare a yearly community project whose purpose is to better the community as a whole.
- II. To secure event locations and contacts.

### C) APPOINTMENTS

The Youth Forum shall appoint the chairperson and members of all committees.

### D) FINDINGS

Findings of all committees must be submitted in a written report to the President on a monthly basis.

**ARTICLE VI—GENERAL MEETINGS**

The Youth Forum shall meet at least once a month throughout the fiscal year. The President, if required, may call special meetings with 48 hours notice.

**ARTICLE VII—QUORUM**

A quorum shall consist of two-thirds of the current Youth Forum.

**ARTICLE VIII—ORDER OF BUSINESS**

The following shall be the order of business at all general meetings of the Youth Forum:

- (a) Review of the minutes
- (b) Reports from Executives and committees
- (c) New business
- (d) Activity
- (e) Adjournment

**ARTICLE IX—EVENT BEHAVIOUR**

A) PRIOR TO THE EVENT

All members of the Youth Forum are responsible for:

- (a) Researching the event, location, and guests in attendance in order to properly greet and answer questions during the event.
- (b) Knowing the other members assigned to the event as event organizers may want/need to know who else is attending.

B) AT THE EVENT

All members of the Society are responsible for:

- (a) Familiarizing themselves with the location of the bathroom, purpose of event, etc.

C) ATTITUDE

All members of the Youth Forum are responsible for:

- I. Remaining neutral or positive when discussing the Youth Forum.
- II. Reflecting a positive image of the Youth Forum, including arriving on time and maintaining a positive attitude.

#### D) Etiquette and Expulsion

Any current member may be expelled from the Youth Forum for failing to act in the best interests of the Society (failure to follow proper etiquette\*), by a three-fourths vote of the current Key, or a unanimous decision from the Executive. A minor breach of etiquette will be followed by a penalty. A penalty shall act as a warning system that merits a maximum of three penalties per infraction. Upon receiving the third penalty, the member shall be considered for a vote of expulsion. The President and Vice-President will meet with the individual, in which case the individual has the right to discuss their case before the expulsion vote is taken but may not take part in the expulsion vote and must not be present when the vote is taken.

In the case of an Executive expulsion, the remaining three members of the Executive plus elected one non-Executive member of the Society must decide whether or not to expel the individual in question.

**\*Etiquette:** Breach of etiquette is based on the degree of the infraction and will not necessarily lead to automatic expulsion, i.e.: talking on the phone without a good reason may not be considered a major breach (warning) of etiquette, whereas swearing at anyone, or disrespecting the Youth Forum's name and their practices, could lead to immediate expulsion.

Proper etiquette:

- I. Always behave in a presentable manner when representing the Youth Forum or while in attendance of the meetings.
- II. While discussing an issue during one of the Youth Forum meetings, do not attack the individual who is speaking, instead tackle the issue at hand and offer suggestions that may lead to a more productive outcome.
- III. If you have a problem with a host, someone involved with the organization of the event, or with a rude/disrespectful person, the event organizer and the current Youth Forum Executives should be informed immediately following the incident, or immediately following the event (to ensure that the negative situation will not be repeated). If the event organizer was responsible for the negative situation, then the current Youth Forum Executives should be notified right away. A meeting between the Youth Forum Executives and the event organizers may be called after the event.

- IV. All executive members must remain active in Youth Forum planning, meetings, and events. All non-executive members are encouraged to remain active, but are not required to be.

Reminder: Individual behavior reflects on the Youth Forum and all its members as a whole.