



AFFILIATED WITH KEEP TYLER BEAUTIFUL

Keep Tyler Youth Beautiful Youth Advisory Committee Bylaws

This sheet is intended to both inform and remind members of KTyB YAC of our organization's mission, bylaws, and officer roles. As a member you pledge to uphold the rules of this organization and voluntarily agree to serve the year term with this organization to help enact and further our mission statement in our organization.

Mission Statement: To inspire youth to take action and improve their community through beautification, litter prevention and waste reduction efforts by coordinating programs and events in the city and with Keep Tyler Beautiful.

Our mission statement is centered around three core values: Leadership, Education, and Service.

This mission will be accomplished by:

- Equipping members with the tools to be leaders in their community through planning and organizing events in the city of Tyler and with Keep Tyler Beautiful.
- Establishing opportunities to learn from and connect with other leaders in our community.
 - Coordinate opportunities for YAC members to sit in on KTB board meetings.
 - Collaborations with other city organizations during service events.
- Educating members within the organization and community on beautification, litter prevention, waste reduction, and other environmental efforts.
- Planning and organizing service events with the city of Tyler and affiliate organizations.
- Participating/ Planning a committee project each term.

Bylaws

1. Members are required to serve a full year term with the Keep Tyler Beautiful Youth Advisory Committee.

2. Committee Service Hour Requirements:

- A. **High School and College age Members** are expected to fulfill 30 hours of volunteer service per year term; 15 hours per semester.
- B. **Middle School Ambassadors** are expected to fulfill 16 hours of volunteer service per year term; 8 hours per semester.

** Members are responsible for printing out their own service hour form and keeping track of their service hours. Service hour forms are to be turned in at the end of each semester (ie December and June).

3. Committee Membership Eligibility:

- A. Applicants must be enrolled in a Smith County middle school, high school, or college and be eligible for membership and cannot be over the age of 26 years old.
 - a. If a member is no longer enrolled during the school year, for whatever reason, members will be allowed to complete the current membership year. (i.e. for those who graduate).
- B. Members must have reliable transportation to and from the meetings and events.
- C. Applicants must be able to meet the minimum volunteer hour commitment required of their age group.
- D. Applicants must be able and willing to uphold the bylaws and responsibilities of the committee.

7. Committee meetings are mandatory for all members.

Members are responsible for notifying leadership in an appropriate and timely manner if unable to attend a meeting. If needed the committee may vote to reschedule the meeting to a later time.

- a. Members who have two unexcused meeting absences within a six month period will be required to meet with the KTyB Coordinator for re-evaluation of their committee membership status.

8. KTyB YAC is a safe, encouraging, and fun space. Please be respectful of the other committee members' ideas, time, and space as unprofessional conduct will not be tolerated.

Defined roles for KTyB YAC Officers:

President

- The president will be responsible for overseeing the committee for the terms that they are elected. **** In order to run for this role, you must have been a member and served for a minimum of 1 term.** Responsibilities of the president include: organizing and planning monthly meetings, helping delegate tasks to organization officers, sending reminders about meetings and volunteer events, and maintaining communication with the KTyB YAC coordinator on logistics and purchases.

Vice- President

- The VP responsibilities include: Tracking attendance (either through google docs or poll) and establishing check-in forms for meetings/events. In the event that the president or secretary is absent or unable to fulfill their role, they will step in and take charge of the respective responsibilities.

Secretary

- The secretary will be responsible for helping set up the taking monthly meeting notes via google docs, adding them to a shared notes folder, and posting the link in the GroupMe Chat promptly following the meeting. In the event that this chair position is empty these roles will fall under the Vice President's responsibilities.

Social Media Chair

- The social media chair will be responsible for managing the KTyB YAC social media accounts and content creation for service events, educational fliers, recruitment fliers, and taking photos at events. They are required to create a minimum of 2 mission related

content posts each month and are encouraged to post more to help keep our account vibrant and engaged with our community!

Event Chair

- Responsibilities include coordinating with the committee coordinator and other members/officers of the committee to organize/plan service events for the annual term, team building activities for the group, and setting dates on the club calendar. The event chair is required to plan at least 1 team building and 1 KTyB Event each semester.