

This document defines the bylaws and terms and conditions that govern the youth group called OUC Youth.

## **PREAMBLE**

OUC Youth is a youth group that exists for the purpose of:

- Providing programs and services for youth;
- Providing a program with an environment where youth are welcomed, nurtured, and supported both personally and spiritually;
- Providing opportunities for youth to gather in friendship and community
- Providing leadership opportunities for youth that nurture both their leadership skills and their spiritual life;
- Creating and encouraging care for youth, especially in times of change, challenge, and crisis; and
- Involving youth in the planning, delivery and evaluation of the many programs within OUC Youth.

## **1. MEMBERSHIP**

1.1 There shall be three categories of membership in the youth group:

- 1.1.1 Members, shall be any person who has registered for a membership year;
- 1.1.2 OUC Youth Leaders, shall be any person that has met the requirements to be an OUC Youth Leader for a membership year;
- 1.1.3 Sponsor Representative, shall be a person, per sponsor organization, assigned for a membership year.

1.2 Membership in the youth group shall become effective upon receipt of the annual membership form and required documents.

1.3 The membership year shall be September 01 through August 31. Memberships may be extended by sixty (60) days upon the expressed written consent of the Executive Director.

1.4 Membership on the youth group and all rights and privileges attached thereto, shall cease under the following circumstances:

- 1.4.1 Upon receipt of written notice of resignation to the Executive Director from the member;
- 1.4.2 Being expelled from membership by decision of the Executive Director, by reason of undertaking activities that are not consistent with the purpose of the youth group, being in default with respect to the annual membership form or other required documents, or ceasing to be a member of the membership category for any reason.

1.5 No member shall receive remuneration of any type for the performance of his or her duties.

## 2. VOTING RIGHTS

- 2.1 Each member in good standing shall have one (1) vote on all questions put to the members at any general meeting of the youth group.
- 2.2 Any motion shall be deemed to have carried by receiving a simple majority of votes from the members present.
- 2.3 Voting shall be by a show of hands unless any member present shall request a ballot.
- 2.4 Where a ballot is requested by a member, it shall be a secret ballot. The Executive Director of the youth group shall serve as the Returning Officer.

## 3. MEETINGS OF THE MEMBERSHIP

- 3.1 Members shall be notified of any general meeting of the youth group not less than fourteen (14) days in advance of the scheduled date of the meeting.
- 3.2 Notice of a general meeting shall include:
  - 3.2.1 The purpose, place, day, and time of the meeting;
  - 3.2.2 A provisional agenda;
  - 3.2.3 Notices of motions/resolutions to be put before the membership.
- 3.3 A minimum of one (1) general meeting will be held each year.
- 3.4 Quorum at any youth group membership meeting shall be thirty (30) percent of the members.

## 4. EXECUTIVE COMMITTEE

- 4.1 There shall be an Executive Committee appointed by the Executive Director consisting of (3) individuals.
- 4.2 The Executive Committee shall be charged with the governance and management of the youth group on behalf of the members.
- 4.3 The term of service of an Executive Committee member shall be a three (3) year term, commencing when the member is appointed.
- 4.4 There shall be a limit of three (3) consecutive terms, interim appointments not considered.
- 4.5 Where an incumbent Executive Committee member's position becomes vacant during a term, the Executive Director may appoint an Interim Executive Committee member to the position.
- 4.6 An Executive Committee member shall be deemed to have vacated his or her position under the following circumstances:

- 4.6.1 Upon delivery of a letter of resignation to the Executive Director;
- 4.6.2 Upon absence without cause for three (3) consecutive regular Executive Committee meetings;
- 4.6.3 Upon being expelled by a resolution of the Executive Committee.
- 4.7 The Executive Committee shall meet at least four (4) times per year.
  - 4.7.1 Notice of meetings of the Executive Committee shall be in writing not less than five (5) days prior to the meeting. Notice may be served by mail or electronic media and shall include relevant supporting material upon questions to be put forward.
  - 4.7.2 Quorum at meetings of the Executive Committee shall be fifty (50) percent
  - 4.7.3 Each Executive Committee member present shall have one (1) vote on all questions put forward.
  - 4.7.4 Voting shall be by show of hands; a simple majority vote shall decide the outcome of all motions.
- 4.8 No Executive Committee member shall receive remuneration of any type for the performance of his or her duties.

## 5. OFFICERS AND CHAIR

- 5.1 The Officers of the youth group shall be:
  - 5.1.1 An Executive Committee member;
  - 5.1.2 Executive Director, who shall preside at Executive Committee meetings
- 5.2 The Executive Committee, who shall be the custodian of all of its official records, serves or causes to be served all required notices of meetings, records or causes to be recorded minutes of the meetings, prepares or causes to be prepared all official documents of the youth group, acts as the registrar of members.
- 5.3 The Executive Director is nominated by the Chair, Youth Ministry, Orleans United Church to serve as the administrative officer. The nominated Executive Director is ratified by a membership vote, during a membership meeting.
  - 5.3.1 The Executive Director shall be an ex-officio member of all committees. In consultation with the Executive Committee member, the Executive Director shall direct the day-to-day affairs of the youth group in accordance with general policies.
  - 5.3.2 The Executive Director, with the authorization of the Executive Committee, shall be responsible for the safe keeping of its official records.
  - 5.3.3 The Executive Director may be a member of the Executive Committee.

## **6. FINANCIAL MATTERS**

- 6.1 The youth group shall maintain a formal written agreement relating to financial/banking matters with any organization with which it has a working relationship. (See the appended "Financial Services Agreement" for details.)
- 6.2 The designated members of the Executive Committee shall be the official signatories on all youth group financial documents.
- 6.3 Only complete and original signatures of the signing officers shall be rendered on any official document.

## **7. NO BORROWING POWERS**

- 7.1 The youth group does not have the authority and shall not borrow money, create any debt or give any security, lien or encumbrance over any assets or property.

## **8. FISCAL YEAR**

- 8.1 The fiscal Year of the youth group shall be the same as the membership year.

## **9. AMENDMENTS TO THESE BYLAWS**

- 9.1 The Bylaws may be rescinded, altered or added to by a special resolution at a membership meeting by
  - 9.1.1 Notice of the meeting with not less than twenty-one (21) days' notice, specifying the intention to propose the bylaw resolution and;
  - 9.1.2 Approval of not less than seventy-five (75%) of those members in attendance;
  - 9.1.3 A resolution proposed and passed as a special resolution at a general meeting of which less than twenty-one (21) days' notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or;
  - 9.1.4 A resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person.
- 9.2 The Bylaws also require review, examination and consideration by all sponsoring organizations.