



**BYLAWS
of the
VISIONS IN PROGRESS (VIP) –
YOUTH ADVISORY COMMITTEE (YAC)
for the
CITY OF SANTA CLARITA**

MISSION STATEMENT

The focus of Visions in Progress (VIP) is to actively advise the City and community on activities, issues, and decisions relating to teens in the Santa Clarita Valley.

ARTICLE I - Name

This organization shall be known as Visions in Progress (VIP) Youth Advisory Committee (YAC) of the City of Santa Clarita.

ARTICLE II - Membership

The membership of this organization shall be composed of any teenage student from ninth through twelfth grade, who resides or attends a school in the City of Santa Clarita. Various membership qualifications are defined in Article V.

Active Membership shall last either through the summer after high school graduation, or until the member turns 18 years old, whichever occurs second.

ARTICLE III - Officers

Section 1. Elected VIP Officers

Elected VIP officers shall be: VIP Chair, VIP Co-Chair, VIP Secretary, VIP Sergeant at Arms, and VIP Liaison to the City of Santa Clarita.

Section 2. Term of Office

All officers specified in Article IV, Section 1, shall be elected in a general election in May, and serve a term of office for 12 months, and will be known collectively as the VIP Board.



Section 3. Oath of Office for Officers

I, _____, will faithfully discharge the duties of the office of _____ to the best of my ability and with my designated power shall promote the general welfare and growth of the Visions In Progress Youth Advisory Committee of the City of Santa Clarita in accordance with this Constitution.

ARTICLE IV - VIP Board

There shall be levels of operation established to assist in the operation of VIP activities. These levels shall be known as: VIP Officers, and VIP Members At-Large.

Section 1. Officers

A. The governing body of VIP shall be composed of the officers named in Article III, Section 1.

Positions

1. **Chair**, or the designated representative, facilitates and oversees the planning of all meetings and the timely completion of all VIP projects, activities, and events.
2. **Co-Chair**, fills in for the Chair in his/her absence. The Co-Chair also provides VIP with exposure to other community advocacy outlets. The Co-Chair is also responsible for membership.
3. **Liaison**, represents the VIP group to share VIP's interests, issues, goals, plans, events, activities, or needs with City staff or other interested organizations. The Liaison also plans and makes bi-annual presentations to the City's Parks, Recreation, and Community Services Commission.
4. **Secretary**, is responsible for the creation of agendas, the distribution of agendas and summary notes of the previous meeting, prior to each meeting, and maintains attendance records. The Secretary takes notes during meetings.
5. **Sergeant at Arms**, is responsible for the logistical operations of VIP. This includes: maintaining records of committee supplies/equipment, preparing the room before the meeting starts, making sure all hand-outs and name tags are available for distribution and display. The Sergeant at Arms also greets members and guests, and assists with food coordination.

B. Officers shall have the ability to perform all acts necessary to promote the objectives of VIP.

C. Each Officer shall have an equal vote at board meetings.



D. The VIP Board is to schedule regular board meetings during their one year term in office, and open some of the meetings to the members at large.

Section 2. Members At-Large

A. All participating members of VIP are considered Members At-Large.

ARTICLE V - VIP Membership and Officer Qualifications

Every VIP member must have a signed Membership Form on file. Additional qualifications include:

Section 1. VIP Officers

A. Each student must meet the following minimum requirements:

1. Participation in VIP for three months prior to their election.
2. If an officer (that is not Chair) is removed from office, the remaining officers will appoint his/her replacement (the Co-Chair replaces the Chair, should the Chair lose his/her office position).

B. Elections

1. VIP members may run for a limit of one leadership officer position during a given election period.
2. VIP members can only hold one office at a time.
3. Term Limits: Members may serve a maximum of two terms for any given officer position, with the exception of the Chair, which can only be held for one term by any given member. There shall be no consecutive terms served, unless no other members run for a given position.

Section 2. Members At-Large

A. All Members At-Large must have a completed VIP Membership Form and be in compliance with the requirements stated in them.

ARTICLE VI - Meetings

Section 1. Official meetings will be held on the second and fourth Wednesday of every month, from 4:00 – 6:00 p.m., unless notified otherwise.

Section 2. Special meetings may be called by the Chair, City staff, or by a majority of VIP members.



ARTICLE VII - Discrimination

VIP shall not discriminate in any manner against any person by reasons of race, color, sex, sexual orientation, disabilities, national origin, economic status, or religious or political affiliations.

ARTICLE VIII – Ad Hoc Subcommittees

Subcommittees shall be developed, as needed, and VIP can and may elect a chairperson to each Subcommittee.

ARTICLE IX - VIP Logo



ARTICLE X - Attendance

VIP members shall be required to maintain a positive attendance record to regular meetings, VIP committed activities/ events, and represent VIP in a positive manner.

VIP members are to notify (call or e-mail) City staff at all times if unable to attend any VIP meetings or committed activities/ events.

In order to attend any of the excursions given for VIP members, the attendance requirement is that you must attend at least four meetings within three months.



ARTICLE XI - Amendments

- Section 1. Amendments to these Bylaws may be proposed by the Members at Large and submitted to the VIP Board.
- A. These amendments shall be presented to the VIP Membership.
 - B. These amendments shall be voted on at the next meeting after the initial presentation.
 - C. A majority vote by the VIP Membership is required for ratification.
- Section 2. Before any final Amendment changes, VIP members shall consult with City staff for approval.

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