

MISSISSAUGA YOUTH ACTION COMMITTEE CONSTITUTION

Article I – Name

1.1 This organization shall be known as the Mississauga Youth Action Committee, hereafter referred to as MYAC.

Article II – Mission Statement

2.1 MYAC promotes the well-being of all youth (ages 12-24) in the City of Mississauga. MYAC advocates on their behalf to various community stakeholders in order to inspire positive change and uphold “youth-friendly” city.

Article III – Objectives

3.1 MYAC actively consults youth and youth groups throughout Mississauga, in order to collectively determine the voice and vision of youth across Mississauga.

3.2 MYAC provides resources and professional development to youth in Mississauga who are engaged in student leadership opportunities through the Youth Advisory Committees (YAC), Teen Advisory Groups (TAG), and other youth groups.

3.3 MYAC provides volunteer opportunities to youth, and encourages volunteerism and student leadership within Mississauga.

3.4 MYAC is a non-partisan, non-profit organization that solicits donations and sponsorship to support their youth events and day to day operations.

Article IV – Membership

4.1 Any youth who resides in the City of Mississauga, or attends an educational institution in the City of Mississauga, is entitled to become a member of MYAC.

4.2 The General Membership of MYAC shall be those youth who participate in one or more of MYAC’s General Meetings.

4.3 The General Membership of MYAC are entitled to earn community service hours for meeting attendance which will be distributed at the Annual General Meeting (AGM).

Article V- Executive Board

5.1 The Executive Board shall be composed of MYAC's Board of Directors and ex-officio members. It is recommended that the board consist of no less than five (5) members.

Article VI - Quorum

6.1 A quorum for the AGM shall be 25 members or 25% of the membership whichever is the highest number.

MISSISSAUGA YOUTH ADVISORY COMMITTEE BY-LAWS

Article I – The Board of Directors

1.1 The Board of Directors shall consist of a:

- a. Chairperson;
- b. Vice-Chairperson;
- c. Director of Finance;
- d. Director of Community Projects;
- e. Director of Communications;
- f. Director of Membership Affairs;
- g. Director of Public Relations; and an
- h. Director of Records

1.2 The Ex-officio Members shall be; (no vote on the Executive Committee)

- a. Immediate Past Chairperson and Vice-Chairperson
- b. City of Mississauga Staff Liaison(s)

1.3 The Board of Directors will meet at least bi-monthly.

Article II – Duties of the Board of Directors

2.1 The duties of the Chairperson consist of the following:

- a. Represent MYAC at any social function or meeting in which the input of MYAC is requested;
- b. Provide leadership and organization of for MYAC;
- c. Enforce due observance of this Constitution and rule on questions posed by the General Members and Board of Directors;
- d. Foster a strong liaison with City Council, the Mayor, Mississauga Youth Plan, General Members and community as a whole;
- e. Endeavour to present deputation to City Council at least twice per term;
- f. Transition of the next Board of Directors with aid of a Transitional Report; and
- g. Serve as an Ex-officio Member on the next Board of Directors.
- h. Chairperson must have at least 1 year experience on the Board of Directors to be eligible to run. Another member may apply only if no other individual wishes to run for the given position.

2.2 The duties of the Vice-Chairperson consist of the following:

- a. Assume all responsibilities for the Chairperson in his/her absence;
- b. Foster a positive line of communication between the Board of Directors and the General Membership and Youth Assembly;
- c. Transition of the next Board of Directors;
- d. Represent any Director from the Board of Directors in his/her absence; and
- e. Preparation of the Annual Report to be presented at the Annual General Meeting.

2.3 The duties of the Director of Finance will consist of the following:

- a. Monitor and report all monetary transactions of MYAC;
- b. Maintain up-to-date financial records;
- c. Present quarterly finance reports to the Board of Directors;
- d. Oversee the allocation of funds and in-kind donations as decided by MYAC;
- e. Solicit sponsorships for all MYAC functions and day-to-day operations.

2.4 The duties of the Director of Community Projects will consist of the following:

- a. Collaborate with various community stakeholders, and ensure their representation at MYAC general meetings;
- b. Connect MYAC General members with volunteer opportunities monthly;
- c. Maintain, develop, and update a database of recognized community stakeholders;
- d. Ensure the participation of all stakeholder delegates at general meetings; and
- e. Collate reports from community delegates and ensure their presentation to the Board of Directors and/or General Membership.

2.5 The duties of the Director of Communications will consist of the following:

- a. Receive and process all incoming correspondence of MYAC;
- b. Act as the official spokesperson for MYAC along with the Chairperson;
- c. Foster a professional relationship with the Communications Division of the Corporation of the City of Mississauga;
- d. Ensure that all MYAC correspondence's are sent to MYAC's General Membership;
- e. Ensure that all major MYAC events receive local media coverage;
- f. Manage MYAC's social media accounts;
- g. Maintain MYAC's website; and
- h. Will handle promotional material for MYAC.

2.6 The duties of the Director of Public Relations will consist of the following:

- a. Stay informed on deliberations pertinent to youth from governmental and non-governmental bodies, including, but not limited to, municipal-level issues;
- b. Publishing of any MYAC positions;
- c. Ensure that MYAC is represented on Committees of Council where youth input is needed or desired;
- d. Foster a professional relationship with stakeholders and sponsors of the organization; and
- e. Maintain communication with City Councillors, the Mayor, and ensure they are invited to all MYAC General Meetings.

2.7 The duties of the Director of Membership Affairs will consist of the following:

- a. Selection of the Youth Assembly delegates;
- b. Make presentations to various community stakeholders on the importance of representation at the Youth Assembly;
- c. Preside over the election proceedings for the next board of Directors;
- d. Track the attendance of all Youth Assembly delegates;
- e. Track volunteer hours of the Board of Directors and General Members; and
- f. Maintain MYAC's mailing list.

2.8 The duties of the Director of Records will consist of the following:

- a. Recording of Meeting Minutes;
- b. Work with the Mississauga Youth Plan to file documents into Archives and the City of Mississauga's server;
- c. Maintain MYAC's Drop Box;
- d. Ensuring sound communication between BOD, the General Membership, and the Mississauga Youth Plan; and
- e. Writing monthly connect agendas as well as board meeting agendas.

2.9 If an assignment is not completed then it shall be up to the entire Board of Directors to think of further action, this choice cannot and will not be held by one member.

Article III – Sub-Committees

3.1 Youth Assembly

- a. The Youth Assembly shall be comprised of MYAC General Members that are in good standing
- b. Attendance at General Meetings is mandatory for each delegate appointed to the Youth Assembly
- c. Any member of the Youth Assembly that is absent from two or more General Meetings without notifying the Board of Directors will be removed from the Youth Assembly

- d. Each delegate will receive one vote at any Youth Assembly meeting
- e. A majority vote of the Youth Assembly is required in order for MYAC to create stances and positions on behalf of the youth in Mississauga

Article IV – Elections

4.1 The Election of the MYAC Board of Directors shall occur at the Annual General Meeting (AGM) and will be by a majority vote of those general members present. Executive officers are elected for a one year term.

4.2 Each candidate must be nominated during the Nomination Meeting prior to the Annual General Meeting

4.3 The Director of Membership Affairs shall preside over all electoral proceedings along with the Chairperson.

4.4 The election procedure is as follows and will repeat for each position on the Board of Directors:

- a. Each candidate shall speak for their candidacy to a maximum of three minutes, with the exception of the position of Chairperson who will receive five minutes
- b. A questioning period will follow to a maximum of 2 minutes, with 10 minutes for the position of Chairperson
- c. Voting for the position will take place by secret ballot
- d. The ballots shall be tabulated by a non MYAC individual in good standing.

4.5 The announcement of all successful candidates shall be made at the end of the Annual General Meeting

4.6 All successful candidates will assume their position at 12:00am on July 1st that year. Members elected or appointed to the Board of Directors at a meeting other than the Annual General Meeting will assume their positions immediately upon election or appointment.

Article V– Eligibility for the Board of Directors

5.1 Any General Member who has attended three or more General Meetings is eligible to run for the Board of Directors.

Article VI – Voting

6.1 Any General Member who has attended at least three (3) Connect Meetings is eligible to vote at the Annual General Meeting.

6.2 The Executive Board is voted in for a term of one year at the Annual General Meeting from volunteer members. Any position vacated during the term of the membership year may be filled by appointment by the Executive Board for the remainder of the term.

Article VII – Termination of Directors for Cause

7.1 Any Director who fails to fulfill his/her duties as previously outlined in Section III (3), or who, during the course of their term, engages in such conduct as would warrant their removal from the Board, may be subject to a review of their conduct by the Board of Directors. Such a review may be initiated by any member of the Board of Directors and brought to the attention of the Chairperson and/or Vice-Chairperson respectively. The termination request will remain anonymous and will require 2/3rds of the Board of Directors approval to continue.

7.2 A request for a review must be delivered in writing to either the Chairperson or Vice-Chairperson outlining in detail the reasons for which the Board of Director wishes a review to be undertaken.

7.3 Any Director who is the subject of a review will be spoken to by the Chairperson and/or Vice-Chairperson to ascertain the Director's position in regards to the matter and determine whether or not the matter can be suitably resolved at this stage. At any stage during this process, including subsequent stages, the Chairperson and/or Vice-Chairperson may involve any other appropriate resources she/he feels are necessary to assist in the resolution of the matter.

7.4 In the event that such mediation fails to alleviate the problem, the matter will be brought forward to the Board of Directors by the Chairperson and/or Vice-Chairperson. For the purpose of considering the review, a Board of Directors meeting shall be convened.

7.5 Upon having heard submissions and arguments, MYAC may renderant remedy deemed appropriate, up to and including removal of the member. MYAC shall vote upon the matter by

silent ballot. In order to accept the removal of a Director, a minimum of 75% of the present members at the meeting, eligible to vote, must vote to remove the member. For the purpose of determining whether a sufficient number of votes cast in favour of the removal shall be compared against the total number of the Board of Directors and not only those present at the meeting.

7.6 All results shall be tabulated by the Youth Plan Coordinator and Chairperson or Vice-Chairperson, respectively.

Article VIII – Re-election Procedure

8.1 If at any time within the MYAC term, a position on the Board of Directors is created or becomes vacant, the following procedure shall be followed at the next General Meeting in the event that the Board of Directors term is less than 75% complete:

- a. Candidates will submit an application to the Board of Directors to be considered for the vacant position
- b. The Board of Directors will review the applications, and interview a few select candidates.
- c. The Board of Directors will then cast a secret ballot to be tabulated by the Chairperson or Vice-Chairperson, respectively.
- d. A successful candidate must receive a majority vote (50%+ 1).

Article IX – Amendments

9.1 MYAC's Constitution may be amended by a 2/3 majority vote of the General Assembly.

9.2 MYAC's By-Laws may be amended by a majority vote of the Board of Directors.

9.3 Proposed amendments must be delivered, in writing, to the Chairperson, prior to being put to vote.

Article X - Dissolution Statement

10.1 MYAC will cease to function if the membership falls below ten. Upon dissolution of MYAC and after payment of all debts and liabilities, MYAC's remaining assets/money shall be donated to a charitable or not for profit organization in Mississauga.

Article XI - Conflict of Interest Clause

11.1 Where the director has any direct or indirect interest in any decision that they could financially benefit from, such director shall disclose their interest and shall not take part in the considerations, discussion or vote on any question to the decision.