



Hanover Youth Service Council Bylaws 2023-2024

I. Name

The name of the group shall be “The Hanover Youth Service Council.”

II. Purpose

The purpose of the Hanover Youth Service Council is to promote community service, volunteerism, civic mindedness and social responsibility among the youth of Hanover County.

III. Mission

The Hanover Youth Service Council is a group of young leaders who promote and recognize the value of youth service and volunteerism as vital resources, and engages youth in partnerships to positively benefit communities throughout the county.

IV. Sponsoring Organization

The Hanover Youth Service Council is supported and coordinated by the Hanover Department of Community Resources. The department’s Youth Services Specialist serves as advisor to the council for the purpose of cultivating a youth and adult partnership to plan and implement service-learning projects and develop youth leadership skills.

V. Membership

a. Criteria for Membership

- i. Youth who are rising 8th through 11th graders are eligible to apply as new members of the council. Members are encouraged to serve for multiple years and grow their leadership experience. Members in good standing are eligible to continue service through 12th grade, assuming the member has met council guidelines and recommits annually.
- ii. Members shall live in and/or attend school in Hanover County, and shall be a diverse representation of the county.
- iii. The council shall have a minimum of 10, but no more than 35 members, who can serve renewable terms, assuming that they fulfill the obligations of the council.
- iv. No otherwise qualified individual shall be excluded from membership in this group on the basis of race, gender, religious beliefs, physical ability, sexual

orientation or national origin.

b. Membership Requirements

- i. All Council members are expected to attend and participate in at least two of the three monthly Council meetings and participate in at least two HYSC service projects each quarter.
 1. 1st Quarter: July-September
 2. 2st Quarter: October-December
 3. 3st Quarter: January-March
 4. 4st Quarter: April-June
- ii. Members are required to complete a minimum of 50 hours of service each year. Up to 25 of the total hours of service can be completed with other organizations, allowing HYSC members to pursue service opportunities in issue areas they are passionate about. Documentation of all service hours will be provided each month to HYSC's advisor using an online self-reporting system.
- iii. Activity and previous attendance patterns of the HYSC member will be reviewed with the member in June before the member may recommit for a continuance on the Council.
- iv. Members must conduct themselves in a professional manner, as they are representing both the Council and the youth of Hanover County.
- v. If any of the above responsibilities are not met, a discussion will be scheduled with the HYSC member, advisor and the Director of the Department of Community Resources to discuss continuing membership on the Council.

c. Membership Selection Guidelines

- i. Applications will be scored using a standardized rubric.
- ii. Written applications with the highest scores will be selected to move to the panel interview phase.
- iii. Interviews will be scheduled with current Council members and the applicant. Applicants will also be vetted through activities designed to test leadership skills, passion for service, and teamwork.
- iv. Applicants with the highest scores will be offered membership to the Council.
- v. The membership selection committee will strive to achieve youth representation from every middle and high school in Hanover County, based upon application pool. We encourage community representatives to apply from private and home school programs as well.

VI. Meetings of the Council

- a. The Council will meet a minimum of once a month. Regular Council meetings will last approximately an hour. Occasionally, meetings will be an hour and a half to accommodate service projects.

- b. At the beginning of each Council year, the location, time and date of all regular meetings shall be discussed. Any changes will be voted upon by the Council.

VII. Voting Process

- a. Only members of the Hanover Youth Service Council are able to vote.
- b. With all voting, we will use a secret ballot and majority rule.

VIII. Leadership Committee

The Leadership Committee of HYSC, outlined below, will meet 30 minutes before each scheduled monthly council meeting to review the agenda and coordinate each of their roles. Additional meetings of the Leadership Committee may be called by the Co-Chairs. The Leadership Committee and Subcommittee Chairs will be required to attend a leadership training and group bonding day in the summer to prepare for the upcoming year.

a. Co-Chairs

- i. The Co-Chairs shall preside over council meetings. Co-Chairs act as representatives of the council, review agendas for council meetings and lead each meeting. They preside over the Leadership Committee and ensure the proper running of the Council. They may also create and dissolve additional subcommittees as needed in conjunction with the HYSC advisor.
- ii. Members must serve on the Council for at least one year prior to serving as a Co-Chair.
- iii. The Co-Chairs oversee the Welcome and Membership Chair and the Service Chair.

b. Secretary

- i. The Secretary shall be responsible for taking complete and accurate minutes at all meetings and uploading the information to the HYSC Google Drive for all Council members to have as a resource.
- ii. The Secretary oversees the Events Chair.

c. Historian

- i. The Historian shall be responsible for a historic record of the council and its projects through photos and documenting Council activities.
- ii. The Historian will collect reflections from project attendees for future reference.
- iii. The Historian oversees the Communication Chair and Recognition Chair.

- d. Subcommittee Chairs
 - i. Communication Chair – Keeps members and parents informed. Sends HYSC meeting and service projects reminders using email, text and social media platforms.
 - ii. Events Chair – Coordinates teambuilding events, graduation celebrations and GYSD pre- and post-events. Promotes community outreach and HYSC activities.
 - iii. Welcome and Membership Chair – Helps new members adjust to serving on the council and follows up with absent members on a regular basis. Reminds members to submit service hours monthly.
 - iv. Recognition Chair – Plans volunteer recognition, participates in the Hanover Spirit of Volunteerism judging, sends thank you notes to HYSC guests and creates opportunities to appreciate members of the Council.
 - v. Service Chair – Shares upcoming service opportunities in Hanover with members and assists in developing and planning HYSC service projects.

- e. Elections
 - i. All members of the Leadership Committee and Subcommittee Chairs shall be elected at the June meeting of the Council.
 - ii. Members may only hold one position on the council at a time.
 - iii. Members not present at the June meeting may request to be nominated for a position or positions by emailing the HYSC advisor prior to the meeting.
 - iv. If a position on the Leadership Committee becomes vacant, a special election will be held at the next council meeting.
 - 1. Members currently holding a position may run for a vacant position, but they must give up their current position if they are elected.

Member Agreement

I have read and understood the Hanover Youth Service Council Bylaws, and I know what is expected of me as a HYSC member. I will do my best to meet the expectations of my advisor and fellow HYSC members, while creating positive impacts on my community. I agree that every person adds value to a team and will demonstrate my capability to contribute as a member of this Council. I will be responsible and communicate with the HYSC Leadership Team and advisor when priorities conflict with my membership requirements.

Print Full Name: _____

Sign: _____ Date: _____