



Smelqmix Leadership Council

MISSION STATEMENT:

The **MISSION** of the Smelqmix Leadership Council is to create positive change for the youth through promoting unity, having a voice, taking initiative and creating independence.

VISION STATEMENT:

The **VISION** of the Smelqmix Leadership Council is to actively encourage youth to participate by promoting and providing a safe drug and alcohol free environment while incorporating and learning our Syilx language and culture.

APPROVED BY C/C Nov. 03/08



CONSTITUTION AND BYLAWS of Smelqmix Leadership Council

ARTICLE ONE

Name

The name of this group shall be the Smelqmix Leadership Council.

ARTICLE TWO

Objectives

The objectives of this group shall be to provide a collective voice and represent the smelqmix youth in all matters that concern them; to serve as a means of mobilizing and coordinating the actions of youth, other community members and organizations toward positive goals; to promote the development of future smelqmix leaders; to help solve problems facing smelqmix youth; to coordinate school and community service projects and provide opportunities for the youth to interact for fun and comradery.

ARTICLE THREE

Members

Section 1. The group shall consist of Smelqmix youth between the ages of 13 and 18 years of age.

Section 2. Each member shall have a right to cast one (1) vote on any matter submitted to a vote of the membership.

ARTICLE FOUR

Officers

- Section 1. The officers of the group shall be a President, Vice President, Secretary, Public Relations and Treasurer. Two or more principal offices may not be held by the same person.
- Section 2. The President shall be the principal officer of the group and shall supervise and control the affairs of the group. The President will preside at all membership meetings.
- Section 3. In the absence of the President, the Vice President shall perform the duties of the President.
- Section 4. The Secretary shall keep minutes of the membership meetings and see that all notices are given in accordance with the bylaws, keep current membership list, and in general, perform all duties related to the office of Secretary.
- Section 5. The Treasurer shall have custody and be responsible for the collection and disbursements of all funds of the group. The Treasurer will prepare and present a financial report at each meeting. (An adult advisor shall co-sign all deposits, checks, and financial statements.)
- Section 6. The officers shall be elected by ballot at a time and in a manner prescribed by the membership to serve for one year or until removed from office for just cause or until their successors are elected and assume office. The officer's terms shall commence at the close of the meeting at which they are elected.

ARTICLE FIVE

Advisors

- Section 1. An Advisory Council will consist of parents, elders, other concerned adults, and representatives of various agencies serving Smelqmix youth.
- Section 2. The members of the Advisory Council will help facilitate meetings, offer guidance to youth, chaperone functions and activities of the youth council, and assist youth council members in fulfilling their responsibilities. One (or more) members of the Advisory Council will serve as the primary advisor(s) of the youth council.
- Section 3. At least one member of the Advisory Council must be present at all youth council meetings and functions.

ARTICLE SIX

Meetings

Section 1. The youth council membership shall meet a minimum of 12 times a year. A notice of time, place and agenda will be provided to all members in a timely matter before scheduled meeting.

Section 2. The presence of eight (7) voting members of the council shall be required to constitute a quorum necessary to conduct the Youth Council's business.

Section 3. All regular and special meetings of the Youth Council shall be conducted in an orderly manner and consist of an agenda to include:

1. Attendance
2. Determination of quorum
3. Reading of minutes of previous meeting
4. Reports of Officers
5. Reports of special committees
6. Old business
7. New business
8. Announcements
9. Adjournment

ARTICLE SEVEN

Committees

Committees shall be established by the President from time to time as deemed necessary to carry out the work of the group. The Committee Chairperson will be appointed by the President. The Committee Chairperson will be responsible for appointing others to serve on the Committee. The President shall be a member of all committees.

ARTICLE EIGHT

Affiliation

The Smelqmix youth council will affiliate with the Lower Similkameen Indian Band and Okanagan Nation Alliance.

ARTICLE NINE

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the group by a two-thirds vote, providing that the amendment has been submitted in writing at the previous regular meeting.



Smelqmix Leadership Council Duties

Duties of Officers

President:

1. Before the meeting:

- a. Plans the meeting and prepares the agenda with the help of other officers, committee chairs, and the advisor. He or she includes what is to be accomplished and what is to be achieved. Together they determine the type of meeting and procedure to be used.
- b. Delegates responsibilities.
- c. Checks notifications, reports, and business items.
- d. Organizes meeting place, equipment, etc.
- e. Arrives in the proper frame of mind, knows that planning and preparation are complete.

2. During the meeting:

- a. Calls the meeting to order.
- b. Follows the agenda and addresses items in logical order.
- c. Has a working knowledge of council procedures.
- d. Organizes and directs the work of committees through a chairperson.
- e. Keeps a favorable climate in the meeting.
- f. Encourages and sets an example in leadership, citizenship, and courtesy.
- g. Listens attentively.
- h. Praises and thanks individuals and groups.
- i. Summarizes and evaluates often.
- j. Makes the meeting the group's meeting.

3. After the meeting:

- a. Evaluates the meeting and the achievements.
- b. Checks reports and minutes.
- c. Sets the machinery in motion for the next meeting.

- d. Reports to and consults with youth council officers and LSIB Chief & Council.
- e. Lists items to be researched.
- f. Checks work of committees.
- g. Follows through on recommendations and actions taken.
- h. Prepares for future activities.
- i. Helps see that the meeting room is cleaned up and put back in order.

Duties of Officers (Continued)

Vice-President:

1. Has the same requirements and knowledge as the president.
2. Is able and willing to take over for the president
3. Has an important, specific committee activity assignment.
4. Can serve as the most significant leader within the committee structure.

Secretary:

1. Before the meeting :
 - a. Notifies members of the meeting.
 - b. Assists with the preparation of the agenda.
 - c. Has neatly typed minutes of the last meeting.
 - d. Assists various committees in drafting and distributing any correspondence.
2. During the meeting:
 - a. Takes attendance and keeps permanent records.
 - b. Takes complete minutes including name of organization, date, and place of meeting, who presided, old and new business, committee reports, motions, and results.
 - c. Reads minutes from previous meeting.
 - d. Assists the president.

Treasurer:

- 1. Keeps accurate, complete records of all money collected and spent.**
- 2. Prepares a budget for youth council approval, usually with assistance of a committee and advisor.**
- 3. Presents reports monthly to youth council and LSIB Chief & Council.**
- 4. Prepares an annual fiscal report.**

Public Relations:

- 1. Creating communication posters, notices, letters, phone calls and emails**
- 2. Ensuring all communication materials are clear and concise.**
- 3. As well that all communication materials are up or delivered in a timely manner.**

All Positions:

Duties will be accepted and executed as stated in the bylaws of the youth council.

Duties of Members

Members:

- 1. Show respect for other members by being on time and bringing necessary materials to meetings.**
- 2. Accept responsibility of sharing in the business at hand when a meeting convenes. Understand that participation is essential.**
- 3. Try to get other members to express their ideas for the benefit of all, even if it means less time for presenting personal ideas.**
- 4. Give constant, active attention to the group's activity during the meeting.**
- 5. Know the purpose of the meeting and help keep the ideas on track to get things done.**
- 6. Earn the right to give constructive criticism freely by accepting it.**
- 7. Check on assigned responsibilities and receive guidance and authority to carry them out.**

8. **Accept the responsibility of youth council membership by actively participating in all organized meetings, committees and activities.**

Duties of Committees

A committee may be appointed, chosen from volunteers, or elected by the members of the entire group. The size of committees may vary according to the project and the scope of work to be accomplished. Smaller groups work more effectively. Five to seven members constitute a workable number. Committees should be large enough to represent a variety of opinions, yet small enough to make meeting schedules possible.

Types of Committees

1. **Standing:** Usually elected or appointed for the entire year. Some examples are programs, elections and membership, and social committees. As a Network Affiliate, possible standing committees would be environment, heritage, community service, and healthy lifestyles.
2. **Special:** Appointed for a specific purpose. When the specific purpose is accomplished, the committees may be appointed to investigate or to act for the entire group.
3. **Executive:** Usually composed of officers, chairpersons of committees or an elected board. This group assists in planning meetings and initiating and organizing activities. Reports from this group are compiled by the secretary from the minutes of their meetings.

Committee members should:

1. Understand the purposes of the committee and the methods for achieving and evaluating activities.
2. Share the responsibility with the leader in making the meeting successful.
3. Understand their responsibility in the group and to their constituents.
4. Understand parliamentary procedure and other leadership techniques.
5. Be interested, enthusiastic, and able to honestly follow through with assigned duties.
6. Be willing to place group objectives above personal objectives and be able to accept the majority position and support it.

Committee reports should include the following information:

1. Name of the committee, name of chairperson, and names of the members.

2. Date that work began, number of meetings held, and list of supplies with the amount, cost, and where obtained.
3. Committee activities.
4. Evaluation.
5. Committee suggestions.
6. Signature of chairperson or committee spokesperson or secretary.



Smelqmix Leadership Council DUTIES OF ADVISORS

Advisors are key to having effective youth councils. The type of advisor will determine to a great extent the success of the youth council.

To be successful, an advisor must have the respect, trust, and confidence of youth council members as well as of their parents and officials of the sponsoring organization.

An effective advisor is:

Trustworthy	Dedicated and determined
Sensitive	Sociable
Honest	Responsible
Courteous	Persistent and consistent
Patient	Understanding
Respectful	Reliable
A good listener	Open-minded

Advisors assume a variety of roles and responsibilities. They may be a guide, a counselor, a motivator, a promoter, or a coach. However, the advisor's primary role is that of a facilitator.

An advisor must be sure that youth council officers understand their roles and insist that they know how to conduct an effective meeting. Although the primary responsibility for bringing youth council projects and activities to successful completion rests with the youth involved, the advisor will be called upon to supply a great deal of information and guidance.

An advisor takes steps to keep partisan politics out of youth council meetings and activities. They set a positive example by not speaking against elected leaders or officials of the sponsoring organization and insisting youth council leaders do likewise.

Advisors perform other duties including:

- monitoring funds,
- filing annual reports to the UNITY office,
- obtaining medical release forms when youth take trips,
- servicing as liaison between youth and youth council's sponsoring organization,
- encouraging active participating of each youth council member,
- encouraging the goals of UNITY,
- creating opportunities for youth councils, and
- assuming the responsibilities and duties of a chaperon.

At youth council meetings, advisors should help develop effective relationships among youth. An advisor should promote communication techniques that make youth council members feel better about themselves, help them express their feelings, and encourage them to talk in a setting which is free from threats or fear, such as a talking circle.

The advisor monitors meetings and activities to ensure that the youth council does not become a clique or an elitist group and to ensure that a few of the members don't dominate every meeting or get all the media attention.

An advisor demonstrates trust. As trust develops among youth council members and the advisor, it is much easier for individual members to learn how their behavior affects the rest of the group and to modify this behavior if necessary or appropriate.

Advisors should always keep in mind that the youth council belongs to the youth. The advisor assists members in every way possible, but the meetings and projects are planned by members. The advisor must not misuse the youth council by pushing their personal agenda upon the members.

The personal conduct of an advisor is extremely important – not only in youth council meetings – but at all times. The advisor is a friend who relates well with youth, but does not try to be a youth. They must know where to “draw the line.” The advisor is a role model and one who is entrusted by parents to work with their sons and daughters. The quickest way to destroy a youth council is for an advisor to do something that might violate this trust relationship.

The advisor holds a very challenging position because youth council members will model the leadership they demonstrate. Ultimately, a youth council's success depends greatly on the attitude, commitment, and overall effectiveness of an advisor.

In short, a good advisor serves as.....

- Facilitator
- Consultant
- Teacher
- Observer
- Promoter
- Positive Role Model