**YMCA**

**LEADERS CLUB**

**CONSTITUTION AND BY-LAWS**

**ARTICLE I**

**STATEMENT OF PURPOSE**

The purpose of the YMCA Leaders Club is to assist the physical and aquatic program departments of the YMCA in the development of high standards of Christian Living and the promotion of a high quality of Physical Education among members of the YMCA and the community. The club shall provide opportunities for the development of the whole teen including the Spirit, the Mind and the Body. We shall strive to show that Caring, Honesty, Respect, and Responsibility are cornerstones for our actions.

**ARTICLE II**

# MEMBERSHIP

Section 1: Participants in this program shall not be restricted to those youths and adults who are full privileged members of the YMCA.

Section 2: Participants must be between the ages of 13 and 18 and successfully complete three months as a Leader-in-Training (L.I.T.).

**ARTICLE III**

**MEMBERSHIP REQUIREMENTS**

The following are requirements for active standing in Leaders Club.

Section 1: Each Junior Leader and L.I.T. must perform physical education based service hours assisting the staff of the YMCA in program related duties.

Section 2: Each Junior Leader and L.I.T. will be required to attend all scheduled Club meetings, training sessions and fund raising functions unless excused by the Leaders Club Advisor(s).

Section 3: Each participant who attends school of any level must maintain a 2.0 (C) grade point average in school. A review of report cards is mandatory.

Section 4: All members shall live and demonstrate at all times the Christian values embodied by the YMCA. We will display Honesty, Respect, Caring, and Responsibility in all that we do.

**ARTICLE IV**

**LEADER CLASSIFICATIONS**

While the YMCA Leaders Club shall remain one club at all times, it’s membership will be comprised of three different classifications of leaders:

Section 1: Leaders-in-Training (L.I.T.): new Leaders who are placed on a 90-day trial observation schedule (ages 13-18 only).

Section 2: Junior Leaders: active Leaders, between the ages of 13 and 18, who have successfully completed the L.I.T. trial period and have been accepted into the club by 3/4 majority vote.

Section 3: Senior Leaders: active Leaders, 19 years of age or older, or at a college or university, that has come up through the Junior Leaders ranks and continues to work with the entire Leaders Club and as a volunteer at the YMCA.

Upon meeting all the standards set forth on these By-Laws, a Teen Membership shall be granted the Leader for 1 year. Members will be required to purchase the current YMCA Leaders Club shirt.

**ARTICLE V**

**OFFICERS**

The Leaders Club will elect three officers on an annual basis to assist with the smooth operation of Club functions, meetings, and activities. These individuals, along with the Club Advisor(s) and the Senior Leaders shall serve as the Leaders Club Executive Committee. This committee shall introduce and enforce Club policy as set down in this constitution. The Executive Committee may form temporary sub-committees for the execution of special projects. No officer may serve more than two terms in the same office.

Duties of the Leaders Club President:

 1. Presides over the weekly Leaders Club meetings.

 2. Works closely with the Club Advisor(s) on the Club schedule of events.

 3. Assists the officers with the performance of their required duties.

 4. Responsible for communicating with the Club (phone letters, etc.)

Duties of the Club Vice-President:

 1. Presides over the weekly meetings, in the absence of the Club President.

 2. Chooses Leaders for the weekly devotion and prayer.

 3. Acting Sergeant at Arms during the weekly meetings.

 4. Schedules Leaders training events with the Club Advisor(s).

 **5. Serve as Club Historian and Photographer**

Duties of the Club Treasurer/Secretary:

 1. Records the minutes at each weekly meeting.

 2. Keeps an accurate account of Club attendance at meetings and events

 3. Assists with Club communication.

 4. Schedules Leaders for youth sports coverage

Eligibility for club office shall be as follows:

 President: Must have been in the Club one year prior to nomination.

 Vice-president: Must have been in the Club one year prior to nomination.

 Secretary: Must have been in the Club six months prior to nomination.

**ARTICLE VI**

**MEETINGS**

Section 1: A weekly Leaders Club meeting shall be conducted at a time and day decided upon by

 the members of the Club. The President will preside over the meeting.

Section 2: Attendance at the Club meetings is mandatory. Only excused absences will be tolerated and these must be approved by the Club Advisor(s) or elected officer.

Section 3: The general order of weekly meetings is as follows:

1. Call to order--attendance
2. Opening devotion
3. Financial report
4. Old business
5. New business
6. Review of the Leaders Hours Book
7. Fellowship, idea sharing, values
8. Closing comments and prayer
9. Adjournment

Section 4: The Vice President has the duty to maintain a smooth flow to the meeting. To that result he / she is given authority to remove any member that causes a disruption during the meeting. All Leaders are expected to show proper maturity and respect to the meeting process.

**ARTICLE VII**

**TRAINING SESSIONS**

Section 1: A Leaders Club training session shall be conducted one month prior to Leaders School as determined by the Club President and Advisor(s).

Section 2: Other training events may be held at the discretion of the Club Advisor(s).

Section 3: Attendance is mandatory at training sessions for all L.I.T.’s and Junior Leaders. These sessions are optional to Senior Leaders, although they will generally assist the Club Advisor(s) in providing the training.

**ARTICLE VIII**

**ATTENDANCE REGULATIONS**

Section 1: All Leaders are required to attend all regularly scheduled meetings unless excused by the Club Advisor(s). To qualify as an excused absence, the advisor must hear from the leaders 1 hour prior to the scheduled start time of the meeting. A Leader is given 3 unexcused absence and then in place on suspension. After 5 unexcused absences the Leader is placed on probation.

Section 2: All Leaders are expected to participate in all Club Fund-raisers. Leaders will be allowed to miss an event only after clearing the absence with the ADVISOR. This must be done BEFORE the event.

Section 3: All Leaders are required to perform 8 hours of service per month. These hours must be recorded in the Leaders Club Hours book in order to be counted.

**ARTICLE IX**

**PENALTIES/CORRECTIONS**

Section 1: The Club realizes that at certain times of the year that a Leader may be unable to fulfill the standards of performance. Should a Leader fall behind due to unexcused reasons the following policies will apply to his/her membership.

Section 2: First offense: Failure to work the minimum hours shall result in the number of hours not worked, being made up by the end of the next month. No suspension

Second offense: Failure to work the minimum hours shall result in the number of hours not worked, being made up by the end of the next month. Also the Leader shall be placed on suspension and not attend any social function, nor be allowed to register for a social function during suspension. The length of suspension shall be until ALL hours are made up. If Leader if behind in hours after 60 days he / she shall be placed on probation.

Third offense: Failure to adhere to previous requirement shall cause the Leader to be placed on probation for 90 days and may not attend any social functions or register for any social function during the probation period. The Leader must also have his / her membership come back before the club for proper vote. During the probation period the Advisor will meet with the Leader to discuss their future in the program.

Section 3: Other Actions: The Advisor has ultimate responsibility over the program and reserves the right to take any steps he / she may deem necessary to preserve the integrity of the program. This may be in the form of suspensions, probation, or outright expulsion from the program. Some of the behaviors that may warrant Advisor action include:

A. Dating between club members leading to inappropriate behavior, or affecting club operations.

 B. Multiple suspensions in a year.

 C. Behavior that damages the reputation of the YMCA.

 D. Conflicts within club threatening overall club well-being.

 E. Poor meeting attendance.

## ARTICLE X

## VOTING

Section 1: All active Leaders may vote on any issue requiring such action at regular meetings.

Section 2: All issues regarding membership, discipline, election, or others as requested by any Club member shall be voted on by secret ballot.

Section 3: One more than one-half of the Club membership must be present at a meeting to vote on any issue, quorum.

Section 4: The only proxy vote allowed to Club members shall be the election of officers. They may be voted for, in absentia, up to three days before the actual elections take place.

Section 5: All votes shall be carried by simple majority, unless otherwise specified by this Constitution.

Section 6: Parliamentary Procedure will be used to recommend and/or activate any new proposals.

# ARTICLE XI

**BLUE RIDGE LEADERS SCHOOL ATTENDANCE POLICY**

The YMCA Leaders Club holds in high regard the work done at the Blue Ridge Leaders School. In keeping with the high standard set forth by the school itself, and the preceding by-lays,

the following requirements are set forth regarding participation in the Leaders School.

Section 1: Leader must serve 100 volunteer hours within Leaders Club Year.

Section 2: Leader must be in active category prior to application deadline.

Section 3: Leader may not have been placed on 2 suspensions during prior year.

Section 4: If Leader is currently serving suspension, application must go before club for vote.

Section 5: Club advisor must ratify all club decisions and may, at his discretion, delete or add any Leader he/she finds to be worthy of inclusion.

The above By-Laws, having been read and fully understood, are hereby approved and accepted by the YMCA Leaders Club as set forth by the attached signatures.