



Kenosha County Youth As Resources Constitution



UW-Extension
Kenosha County, Wisconsin

I. NAME

A. This organization shall be known as Kenosha County Youth As Resources.

II. Affiliates

B. Kenosha County Youth As Resources is a program of Kenosha County UW-Extension.

C. Fiscal agent of Kenosha County Youth As Resources is the Kenosha County United Way.

III. PURPOSES

A. Mission: Through grant-making, Kenosha County Youth As Resources empowers youth to design & implement projects that meet community needs.

B. To support the YAR program and philosophy: youth as grant-makers, youth-led community service, and youth-adult partnerships in governance.

C. Two venues of participation will be provided to uphold the program's philosophy: the YAR Board and YAR Project Grantees.

IV. BOARD MEMBERSHIP

A. Youth As Resources does not discriminate against anyone for reasons of race, color, gender/sex, gender identity, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status.

B. Board members of Youth As Resources:

1. Will be selected based on experience, interest, and commitment to the Youth As Resources philosophy and the Kenosha County community. Members will reflect the geographic, ethnic, professional and economic diversity of the Kenosha County community.
2. The Board will consist of at least 16 and no more than 32 persons. The Board should be at least 50% youth and 50% adults to sustain a youth-adult partnership.



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3. Youth members are defined as ages 17 and younger. Adult members are classified as ages 18 and older.
4. Members of all ages must demonstrate a strong desire to participate, an overall good attitude, as well as high levels of reliability, strong attendance and show a willingness to work.
5. Board members are required to perform at least two YAR service projects per year (one in fall and one in spring).
6. The YAR year will run from September through May, with a YAR board orientation each summer in either July or August.
7. Quarterly meetings (involving Advisory Committee) start in September

V. ORGANIZATION STRUCTURE

A. Advisory Committee will:

1. provide program oversight and review
2. assist in board recruitment efforts
3. provide oversight to YAR budget
4. meet quarterly
5. be comprised of representatives from at least United Way and UW-Extension of Kenosha County, and the YAR Coordinator.

B. YAR Coordinator will:

1. Act in an advisory/facilitator capacity.
2. be a liaison officer between the YAR Board; the host agency, Kenosha County UW-Extension; the fiscal agent, Kenosha County United Way and the Advisory Committee
3. coordinate meetings
4. coordinate training
5. keep good documentation & records
6. coordinate publicity for the program
7. arrange recognition events
8. Secure funds through grant-writing and other forms of fund development

C. YAR Board Officers

1. Board Chairperson will:

- a. be a youth
- b. Lead the board meetings



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- c. Help to prepare the meeting's agenda with the co-chair and YAR Coordinator prior to the meeting
- d. Be responsible for making sure that all members are actively participating
- e. May be called upon to represent the YAR board at various community events

2. Board Co-Chairperson will:

- a. be an adult
- b. Assists the Board Chairperson
- c. Fulfills the duties of the Chairperson if they are absent
- d. May be called upon to represent the YAR Board at various community events

3. Board Secretary will:

- a. be a youth
- b. take minutes at each meeting to be submitted to the Chairpersons and YAR Coordinator before the next meeting
- c. will take roll-call at the start of all meetings
- d. coordinate correspondence with the media

4. Historian will:

- a. be a youth
- b. keep track of all printed publicity on the YAR Board and YAR projects
- c. keep the Board Scrapbook up-to-date with photos of the Board and YAR projects
- d. Keeps quarterly updates on YAR's activities for the YAR website

VI. MEETINGS AND ATTENDANCE

A. Meeting time is decided upon at the beginning of each year by a simple majority quorum.

1. Board meetings will be at least once a month at a standard meeting time
2. Other meetings may be added as needed



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- B. Unexcused Absences: are considered as such when no attempt to inform the Board of the absence, prior to the meeting, either by a written note or phone call
 - 1. Emergency situations are an exception to this rule.
- C. Excused Absences: are considered as such when the YAR Coordinator has been informed, prior to the meeting, of the absence either by a written note or phone call
- D. Board membership will be pending review upon any combination of four absences, excused and/or unexcused

VII. VOTING PROCEDURES

- A. Quorum is 1/3 of total Board members.
- B. Super majority is defined as 2/3 quorum.
- C. Simple majority is defined as 1/2 quorum plus 1.
- D. The following quorums must be met in order to hold voting involving the following activities:
 - 1. Elections, Meetings/Business, Funding: simple quorum
 - a. an absentee ballot, submitted before the meeting time, may be included in the quorum count for election voting procedures
 - 2. Ratify or amend this constitution: super majority quorum
- E. Officers
 - 1. Elections
 - a. Board office elections will be held in April of each year for the following year
 - 2. Impeachment of officers:
 - a. Any officer who does not carry out the duties of the office as specified or implied may be impeached by super majority of Board members.
- F. Voting on items with personal or professional connection



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1. Board members should refrain from voting on YAR projects with which they have a personal connection
2. In such a case, this person is not counted to meet quorum

VIII. COMMITTEES

- A. Each committee shall designate youth and adult co-chairs to lead the group.
- B. Board members should each serve on at least one of these committees:
 1. There shall be a Fundraising Committee. The Fundraising Committee is responsible for planning and coordinating fundraising events involving part or all of the YAR Board. The funding generated by the committee may be used for general operational, training, or granting expenses.
 2. There shall be an Outreach Committee. The Outreach Committee is responsible for promoting Youth As Resources' events and programming throughout Kenosha County. In particular, the Outreach Committee focuses on promoting Youth-led Service Grants and the YAR Board's service projects.
 3. There shall be a Membership Development Committee. The Membership Development Committee helps to keep up board morale throughout the year by planning social gatherings and leading teambuilding activities. In addition, the membership development committee will occasionally lead leadership activities. At the end of the year, the Membership Development Committee assists with YAR board recruitment.
 4. There shall be a Program Committee. The Program Committee is responsible for planning and coordinating special events (excluding fundraisers) that involve the entire YAR board. Examples include community service projects, celebrations, and award ceremonies.
- C. Committees meet as needed (typically once per month) and should report to the YAR Coordinator and the YAR Board Co-Chairs
- D. The Board reserves the right to add or delete any other committee, as they are deemed necessary.

IX. OPERATIONS

- A. Grant Cycle:
 1. Community Outreach



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- a. mass mailing goes out to all the youth organizations in the community announcing the program and upcoming dates.
 - b. media is contacted and presentations organized
2. Grant Writing Workshop
 - a. technical assistance provided along with clarification of the grant process
 - b. youth/adult groups brainstorm potential project ideas
 - c. groups determine project and funds needed
 - d. completion of the grant application form
 3. Applications are due
 - a. copies are made and sent to the Board members
 - b. board decides whether or not to invite groups to present project idea to the board
 - c. groups are not invited to present if they do not meet minimal guidelines set by the board
 - d. board sends out invitation and rejection letters
 4. Screening Interview (Optional based on volume of grant applications)
 - a. each group presents their project idea to the Board (5 minutes)
 - b. adults of the group are not allowed to speak
 - c. groups respond to questions from the board (2-5 minutes)
 5. Board Meeting
 - a. the Board makes award decisions after all presentations are made
 6. Funding Notification
 - a. the youth groups are notified by letter
 - b. groups receive and sign a funding contract
 - c. non-awardees receive a letter explaining reasons for not funding and encouragement to reapply with assistance from the board in design of their project
 - d. the letter should include the date of the kick-off event
 7. Kick-Off (Optional)
 - a. an event to hand out the checks
 - b. the media should be contacted
 8. Projects implemented
 - a. the youth carry out the projects



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9. Site Visit (Optional)
 - a. the YAR Coordinator and/or the board members go out to the project site and fill out the appropriate paperwork
10. Project is completed and celebrated
 - a. the group reflects on the success of the project and completes the follow-up paperwork

B. Grant Guidelines:

1. Projects must be:
 - a. youth-designed
 - b. youth-led
 - c. completed with a summary report
2. Youth are defined as ages 17 and younger
3. Failure to return summary report may disqualify group from any future funding
4. Funds cannot be used to purchase any capital items (i.e. equipment)
5. Unused funds must be returned or redistributed for use in recognition
6. Recipients of grants may not use grant money to discriminate on any basis stated in Article IV, Part A

C. Publications:

X. AMENDMENTS

- A. A review of the constitution shall be held at least every year
- B. Amendments to the constitution can be made by a quorum after the amendment has been made available in writing one week before voting.
- C. The Board shall adhere to YAR Program Standards outlined in the National YAR Manual.
- D. Voting shall be conducted as specified in Article VII, Section F.

XI. DISCIPLINE

- A. Expulsion/Impeachment



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1. Issues not able to be handled by the Board Development and Nominating Committee will be handled at the discretion of the YAR Coordinator and/or the Advisory Committee