

ASSOCIATION FOR YOUTH LEADERSHIP FORUMS (AYLF) BYLAWS

ARTICLE 1 – NAME

The name of this association shall be National Association for Youth Leadership Forums for Students with Disabilities (AYLF), hereinafter referred to as the Association.

ARTICLE 2 – PURPOSE

“The purpose of the Association for Youth Leadership Forums (AYLF) is to improve outcomes throughout the United States and its territories related to employment, advocacy, leadership, and community participation for transition-age youth with disabilities, by facilitating interstate collaboration and technical assistance to Youth Leadership Forums (YLF) replicating the California-Model of YLF.”

Members of the Association must support the primary goals of the California Model YLF, which includes the following **CRITERIA FOR FORMAL AFFILIATION AND REPLICATION OF A YLF:**

1. Students with every kind of disability (as defined in the Americans with Disabilities Act) are invited to apply to participate.
2. Every student participant (delegate) must have a disability and have demonstrated potential to be a community leader.
3. Gender balance is a goal to the extent possible, delegates should include an equal number of male and female participants.
4. To the greatest extent possible every role model guest presenter (e.g. panelists, keynote speakers) who meets with the delegates must have a disability. The overall training curriculum should reflect the variety of disabilities.
5. It should be a goal that more than 50% of the onsite staff and volunteers be people with disabilities.
6. Delegates and staff should reflect the ethnic diversity of the state/region in which the forum is held.

7. All volunteer staff must understand and support the concept of “disability culture”.
8. All staff / volunteers must understand and support “self determination” in encouraging the student delegates to establish their own personal and vocational goals.
9. Each YLF project site must be accessible, including communication access, physical access and accessibility of all program components.
10. Primary on-site volunteer and paid staff serving during the project must not include relatives of the student delegates of the current project year.
11. The planning and operational administration of a YLF project should be led by people with disabilities, especially YLF alumni when available.
12. The California Model YLF written curriculum must provide the primary training components of any replicated project. These five topics include: 1. Principles of Leadership; 2. The Experience of Disability; 3. Technology and Resources to Reach My Goals; 4. Living on My Own and Reaching My Career Goals; and 5. Leading in My Community. However, the curriculum components may be modified or abbreviated to accommodate schedule requirements and/or the unique characteristics of a state or community.
13. Student participants cannot be personally charged fees to attend YLF.
14. Any group planning to produce a YLF must request, in writing, recognition of their affiliation as a YLF to the (national) Association for Youth Leadership Forums (AYLF). Concurrently, they must also send a written copy of their request to the California Committee on Employment of People with Disabilities and Friends of Californians with Disabilities, Inc., to inform them of their plans.

ARTICLE 3 – MEMBERSHIP

SECTION 1: Membership shall consist of designated YLF program directors/administrators in the states/territories, hereinafter referred to as members.

SECTION 2: Membership includes affiliate members such as:

a) Representatives of any State/territory or National organization that supports the goals/requisites for affiliation of YLF but does not directly operate a YLF program (affiliate members are representatives of their YLF project and may hold an office of this Association); and

b) Alumni who participated in and completed a YLF program at the State/territorial level.

SECTION 3: Membership dues are \$300 and shall be collected by October 1 of each calendar year. Membership dues shall be prorated for YLF programs that join the Association after October 1 of the current calendar year. During difficult economic times, the Executive Committee can defer or adjust collecting dues from members until a specified period of time.

ARTICLE 4 – OFFICERS

SECTION 1: The officers of the Association shall be the Chairperson, the Vice-Chairperson, Secretary, Treasurer, Website Liaison, and Youth Representatives. These officers shall be elected by a verified vote of a simple majority of the members who cast ballots in the election.

SECTION 2: No member shall hold more than one office simultaneously.

SECTION 3: Terms of office for all officers is two years.

ARTICLE 5 – MEETINGS

SECTION 1: The Association will conduct its primary business by teleconference meetings a minimum of six times per calendar year.

SECTION 2: The Association will convene in person when feasible.

SECTION 3: Special meetings may be called at any time at the request of the Chairperson, a simple majority of the membership, or upon the written request of 10 members of the Association. The purpose of the meeting shall be stated in the request.

SECTION 4: Representation of the simple majority of the membership shall constitute a quorum.

ARTICLE 6 – THE EXECUTIVE COMMITTEE

SECTION 1: The Executive Committee shall have full power and authority over the affairs of the Association. The Executive Committee members shall also be responsible for the following:

A: Establishing meeting agendas.

B: Representing the Association at appropriate State and National Meetings.

C: Meeting as necessary to discuss and resolve business matters pertaining to the Association.

D: Creating a more effective liaison between the appropriate state/territory, federal and national organizations.

SECTION 2: The Executive Committee shall be comprised of the officers.

SECTION 3: When, for any reason, a member of the Executive Committee vacates his/her position prior to the expiration of his/her term on the Executive Committee, the Chairperson of the Executive Committee shall choose and appoint a replacement for the balance of that term.

SECTION 4: When for any reason, an at-large member of the Executive Committee vacates his/her position prior to the expiration of his/her term on the Executive Committee, the Chairperson of the Executive Committee shall choose and appoint a replacement.

SECTION 5: When, for any reason, the Chairperson vacates his/her position prior to expiration, the Vice-Chairperson shall become the Chairperson and a new Vice-Chairperson shall be elected by the Executive Committee. If the Vice-Chairperson, for any reason, cannot ascend to the Chairperson's position, the Executive Committee shall elect a new Chairperson.

SECTION 6: Duties of the Executive Committee officers shall be as follows:

A. Chairperson

1) Conduct meetings of the Association

2) Represent and serve as spokesperson for the Association to appropriate federal and national organizations for the purpose of discussing mutual

programs and issues that are unique to the Association for Youth Leadership Forums.

- 3) Appoint the nominating committee.
- 4) Adopt the responsibility to sign checks and oversee fiscal responsibility.
- 5) Maintain order in all proceedings by utilizing the rules contained in the current edition of Roberts Rule of Order Newly Revised.

B. Vice-Chairperson

- 1) Perform the duties of the Chairperson in his/her absence.
- 2) Adopt the responsibility to sign checks and oversee fiscal responsibility in absence of Chairperson.
- 3) Perform assignments delegated by the Chairperson.

C. Secretary

- 1) Record the proceedings of all meetings of the Association and prepare documentation for distribution.
- 2) Maintain a current Association contact list.
- 3) Perform assignments as delegated to him/her by the Chairperson.

D. Treasurer

- 1) Perform assignments as delegated to him/her by the Chairperson.
- 2) Maintain the Association's Treasury.
- 3) Suggest and oversee grant and other funding strategies to support the goals of the Association and replication and production of YLFs in States and Territories.
- 4) Issue a financial report annually and at request of the Chairperson.
- 5) Adopt the co-responsibility to sign checks and oversee fiscal responsibility.

E. Youth Representative (2)

- 1) Be a YLF alumni
- 2) Serves as a specialist in providing first-hand knowledge and insight to development issues
- 3) Perform additional assignments delegated by the Chairperson.

F. Website Liaison

- 1) Maintain a current AYLF email distribution list and list of YLF social media sites (i.e. separate FB, Twitter, etc. accounts).

- 2) Communicate any approved website changes to the AYLF website manager.
- 3) Post and monitor the AYLF Facebook Fan page for appropriate or inappropriate posts.
- 4) Perform assignments as delegated to him/her by the Chairperson.

SECTION 6: The Executive Committee may, by a two-thirds (2/3) vote of all members, remove from office any officer when, in the judgment of the Executive Committee, there is a valid reason for removal or that officer is unable or fails to perform the required duties of the office as stated in the bylaws. The Executive Committee will elect the successor of any officer so removed for the remainder of the term of the office. Any officer so removed may appeal such removal at the next regular meeting of the Executive Committee. The action of said committee shall be final.

ARTICLE 7 – REGIONS

The states and territories of the USA shall be divided into ten regions based on the Rehabilitation Services Administration's (RSA) regional definitions. One staff representative and one youth representative from each state/territory can serve on the Association. Each state/territory will elect their own representative(s). Alignment of the regions shall be as follows:

Region 1: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island
Vermont

Region 2: New Jersey, New York, Puerto Rico and Virgin Islands

Region 3: Delaware, Maryland, Pennsylvania, Virginia, West Virginia and District of
Columbia 6

Region 4: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South
Carolina and Tennessee

Region 5: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin

Region 6: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Region 7: Iowa, Kansas, Missouri, and Nebraska

Region 8: Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming

Region 9: Arizona, California, Hawaii, Nevada, Guam, The Commonwealth of Northern Mariana Islands and American Samoa

Region 10: Alaska, Idaho, Oregon and Washington

ARTICLE 8 – COMMITTEES

SECTION 1: Such committees as the Executive Committee deems necessary shall be appointed by the Chairperson of the Executive Committee. The Chairperson shall be an ex-officio of all committees except the Nominating Committee.

SECTION 2: The Nominating Committee shall be a standing committee of the Association. The Chairperson of the Executive Committee shall appoint two members of the Association to the Nominating Committee for the next year and designate its chairperson. The Nominating Committee shall have the following duties:

(1) The Nominating Committee shall select candidates for officers and review their qualifications, receive confirmation that the candidates will accept the positions for which they are nominated and present slate of candidates to the Association at the Annual Meeting and Training Conference for election. Candidates need not be present to be elected.

(2) The Nominating Committee shall be in charge of the officer election process, including distribution, counting and destruction of ballots for elections.

ARTICLE 9 – OFFICER ELECTIONS

SECTION 1: Elections will follow the procedures set out in the bylaws unless otherwise specified. The exception is the initial election of officers. For the first election of this Association, the officers will be elected by a verified voice vote of all State/territory YLF representatives who participate in the initial election at least 30 days preceding the election.

SECTION 2: Following the report of the Nominating Committee, additional nominations for each office will be accepted before the vote is taken. Each office or position shall be voted on separately.

SECTION 3: Each paid member State/territory is allocated one vote. The Chairperson of the Executive Committee shall call for the name of the delegate with the authority to cast votes from each State/territory.

SECTION 4: The Nominating Committee shall have general charge of the distribution and counting of the ballots. Each voting delegate will receive one ballot on which to cast his/her vote.

ARTICLE 10 – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable if they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE 11 – AMENDMENTS TO THE BYLAWS

SECTION 1: Amendments to the bylaws may be proposed by any state/territory in writing to the Executive Committee at least 30 days prior to presentation to the Association for approval.

SECTION 2: Bylaw amendments approved by the Executive Committee shall be sent to the full membership of the Association 30 days prior to the final vote for approval.

SECTION 3: Amendments must be approved by a two-thirds majority of the states/territories voting. Each Association member will have only one vote for each proposed amendment.