NORTH CAROLINA STATE YOUTH COUNCIL

Council for Women & Youth Involvement
Department of Administration

Organizing and Advising State Youth Councils Handbook

MAY 2021

Winston Salem Youth Council

State Youth Council

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INTRODUCTION

ABOUT NC COUNCIL FOR WOMEN & YOUTH INVOLVEMENT

The North Carolina Council for Women & Youth Involvement advises the Governor, the North Carolina legislature, and state agencies on the issues impacting women and youth in North Carolina by:

- **Raising awareness of the impact of violence against women and directing available resources to serve victims across the state.**
- **Acting as a resource for local and regional councils and commissions for women.**
- **Assuring that necessary services, policies, and programs are provided to residents in need and strengthening existing programs.**
- **Reviewing applications, awarding grants and monitoring domestic violence and sexual assault programs for North Carolinians and families in transition.**
- **Enhancing the quality of the lives of children and youth through leadership development and experiential education.**

Raleigh Youth Council

HISTORY OF NC YOUTH COUNCILS

In December 1966, three youth councils – Greensboro, High Point and Raleigh – joined to form the Youth Councils of North Carolina, Inc. When the youth of these cities wrote the Articles of Incorporation and by-laws, it was the beginning of a new and different kind of state youth organization.

The first youth council emerged in Greensboro in 1962 when a concerned mayor established a youth council, composed of interested students and adults who would work together for youth with an executive director from the Recreation and Parks Department. As the Greensboro Youth Council began conducting programs of benefit to youth, they expanded the youth council to other cities in North Carolina.

The enthusiasm generated by the Greensboro Youth Council spread to High Point and Raleigh and in 1965, the City Councils in these cities formed youth councils, also under the Recreation and Parks Department. It became clear that a state organization composed of these youth councils would be beneficial not only to the presently established councils but also for establishing new ones. These three councils assembled and established the guidelines for a closely structured corporation, which was named the Youth Councils of North Carolina, Inc. (YCNC).

YCNC's second year opened with the hiring of a project director for the Youth Commission Project. Through the project director and the leadership of other adults (such as State Senator Skipper Bowles and members of the North Carolina Federation of Women's Clubs), YCNC formulated the idea 25 of a bill "to establish a system of Youth Councils" under state Government. With the basic suggestions from the youth, they were able to effectively prove to the North Carolina State Legislature the advantage in establishing youth councils around the state.

In 1975, the State Youth Advisory Council of the Department of Administration was created and by 1976, North Carolina State Youth Council was established, in accordance with the methods and procedures established by the Youth Advisory Council.

State Youth Council offers a basic ingredient not present in any other youth organization of this scope; it shows respect for the intelligence, talent and ability of modern youth to lead themselves and thus help them realize that they are of value to themselves as human beings, and their city, state and nation as responsible citizens. It gives youth a chance to become useful and to devote their time and energy to a pursuit what they feel is worthy of their efforts.

OVERVIEW OF NC STATE YOUTH COUNCIL PROGRAM

The State Youth Council (SYC), a program of the NC Council for Women & Youth Involvement Office, is the statewide coordinating agency interested in the development of Youth Councils. It works to foster the development of responsible leadership among youth through involvement in community affairs and in decision-making processes at all levels of government and provide a voice for North Carolina youth.

The SYC coordinates local Youth Councils across the state, assists newly-organized councils, and sponsors a number of activities, including yearly youth leadership conferences and a Spring Convention: Service Learning Conference Day, Mini-Grant, and Teambuilding Conference. The advisory body for SYC, the Youth Advisory Council (YAC), is made up of high school students and adults appointed by the Governor, as well as youth members elected by SYC.

History and Legislation

For more than 40 years, the State Youth Council (SYC) has provided opportunities for youth to learn leadership skills through participation in local government matters as outlined in GS 143B-387.

- The State Youth Council is authorized and empowered to do the following:
  - Consider problems affecting youth and recommend solutions or approaches to these problems to state and local governments and their officials;
  - Promote statewide activities for the benefit of youth; and,
  - Elect the youth representatives to the Youth Advisory Council.

The State Youth Advisory Council (YAC) of the Department of Administration was created as the governing body of the State Youth Council and has the following functions and duties as outlined in GS 143B-385:

- Advise the youth councils of North Carolina;
- Encourage State and local councils to take active part in governmental and civic affairs, promote and participate in leadership and citizenship programs, and cooperate with other youth-oriented groups;
- Receive on behalf of the Department of Administration and recommend expenditure of gifts and grant from public and private donors;
- Establish procedures for the election of its youth representatives by the State Youth Council; and
- Advise the Secretary of Administration upon any matter the Secretary may refer to it.

Benefits and Opportunities of State Youth Councils

For more than 40 years, the State Youth Council (SYC) has provided opportunities for youth to learn leadership skills through participation in local government matters. The following opportunities are available to members of Chartered SYC:

- **Apply for a Mini-Grant and receive funding for projects**
- **Participate in the Legislative and Governor Page Programs**
- **Attend leadership conferences**
- **Connect with Public and Private Resources**
- **Host leadership conferences (receive financial assistance & bring publicity to your council)**
- **Serve on State Boards and Commissions (Juvenile Justice, Education, Council for Women's Commission, Domestic Violence Commission, etc.)**
- **Participation in the Lady Cardinal Mentorship Program**
- **Serve on the Youth Advisory Council (appointed by the Governor)**

ORGANIZING A STATE YOUTH COUNCIL

The following information is intended as suggestion only. The circumstances in your community may require variation on these procedures, but these suggestions represent the basic principles of community organization. Some youth councils need to be started on a county level; others, on a city or town level. The organizing committee should be chosen with great care, for it determines the success or failure of the council.

It should always be a priority that youths and adults operate as equals in the youth council organization; hence, it is only fitting that youth and adults share equal responsibilities in establishing a youth council in their community.

WHY START A YOUTH COUNCIL

Why have a youth council?

The simplest answer to this question is, "to meet the needs of youth in the community."

The next logical question is, "what are the needs of youth and how does the youth council meet these needs?" To answer this question, we must realize that adults alone are incapable of meeting the needs of youth without the help of the youth themselves. The whole philosophy behind a youth council is that it is youth – directed.

This idea is known as "peer-psychology", or simply, "youth working with youth." It's based on the theory that only youth are capable of dealing with their own age group.

The Youth Council is successful because it meets the needs of youth. It offers responsibility, success or failure depends on the youth. It provides challenge, to find ways to present old ideas that must be passed from one generation to another. It shows respect for intelligent, talented youths' ability to lead themselves.

Youth councils play important roles in communities and for young people. The objectives of a youth council are:

- To provide an organization for young people that can carry on projects for the benefit of the entire community. To be the central planning body that will allow youth to engage different groups within their community.
- To provide an opportunity for youth to share in local government matters and to learn to become responsible citizens.
- To initiate programs and projects that are of benefit to the youth and the community.
- To encourage city planning agencies to invite youth to serve on city committees and contribute to community planning.
- To be the voice of youth for youth in the community.

STRUCTURE OF A YOUTH COUNCIL

A youth council is composed of youth. As silly as this may sound initially, it is of vital importance. Many other states have youth councils; but, strangely enough these groups are composed of adults. The Youth Council concept in North Carolina is much different from the adult approach. In North Carolina, a youth council is composed of youth who undertake projects that will benefit the youth of the area.

The youth who compose a youth council may join the group in several ways, depending on the structure and needs of a community. Any consistent, understood system is fine. The size of the group must suit the needs of the community. Only a few points need to be made concerning composition:

1. However the person joins, the youth members' first loyalty must be to the youth council.
2. A youth council is not a closed organization, everything must be open to any interested youth.
3. Attention should always be given to ensuring diversity; if more than one school is involved, attention should also be given to balancing this aspect as well.
4. In terms of size, this will vary depending on location. Bigger may not always be better.

A youth council should in some way relate to the city and/or county government in the area. It is vital that this connection be made so that a Youth Council is not confused with other youth groups.

A youth council should never be seen as a competitor to other groups, but instead, as a coordinator and assistant. A position as the official youth group of the city and/or county gives this assurance to a youth council.

The official connection with the government is paramount to a youth council if it is to seem to the city or county government that this is the voice of local youth.

The government connection may be financial or not, depending on the size and funds of the area. In smaller areas, an endorsement of the group by the government would be sufficient with operating funds from another source. In larger areas, the government may wish to sponsor a youth council by providing a full-time coordinator, office space, etc.

A council may also undertake a venture designed to be dual supporting, such as a concert supported through ticket sales or other fundraising options. A youth council may also consider getting its initial funding through a mini-grant (see Section 4).

A key part of a youth council is committees. Committees are used by the youth council in much the same way that the city council uses its departments. Each city department covers a specific area, studies the needs of its area, makes recommendations for action to the city council, receives permission and then enacts its approved program. The youth council and its committees function in exactly the same way. Each committee must assume the jurisdiction over its area/focus, study its area/focus as it relates to local youth, become knowledgeable about the needs of the area, make recommendations to the council, get approval and enact necessary programs. It must also follow through on direct assignments from the council.

In general, committee organization should follow these specifications: Each committee must have a chairman and secretary. The executive board can assign council members to committees, with the number on each committee decided by the board (members may ask to change committees by submitting a written request to the executive board). The committee officers and members are to serve as the executive branch of the committee, to decide on new recommendations for committee action, to make all committee administrative decisions, etc. The committee members are to serve as leaders, organizers and supervisors. The work force of the committee is to be associated with as many people as possible. A project committee should also set up the necessary mechanics to gather information in order to remain knowledgeable in their field.

Committee chairs are responsible for the efficient working of their communities. They are to observe all sections of the bylaws that refer to them. In addition, they must see that minutes are submitted to the necessary people on time, that a committee organization chart is turned in to the adult director and the vice chair, that a monthly progress report is filed with the vice chair and the adult advisor, that proper communication between the committee and the council and its officer is observed and that the work of the committee progresses.

HOW TO GET STARTED

- Set up an organizational committee of three to five youth. There should also be a trusted adult advisor. Discrimination based on gender, sex, race, ethnicity, disability, or other protected status should not be tolerated. All members should be enthusiastic. A good way to encourage new youth council members is to hold an assembly in the surrounding schools using a speaker knowledgeable in the subject of youth councils, such as your State Youth Council Coordinator or a nearby council.
- Have a meeting of the committee to discuss in detail the functions of a youth council and the contributions that a council can make to the quality of life in your community for youth.
    - If the majority of the committee agrees to cooperate in the organization of a council, elect temporary officers, at least a chair, vice-chair, secretary, and sergeant at arms.
    - Allocate responsibilities; enlarge the committee, and plan the next steps in detail.
    - Assign a member of the original committee to make personal contact with each new member of the enlarged committee to explain the purpose of a youth council and to obtain cooperation moving forward. (Persons with negative attitudes should not be on the committee).
- Make a list of all organized youth groups in the area (county and city). Include the names, addresses and telephone numbers of the president and secretary of each group and the names, addresses, and telephone numbers of all adult advisors of each organized youth group.
- Contact the president and the key adult advisor of all these groups and peak their interest in joining with the organizing committee to set up a youth council. This sounds like a big order, but the task will not be too great if the work is shared by the members of the committee.
    - Obtain, if possible, an experienced outside speaker who is knowledgeable about the work of a youth council to present the positive contributions a council can make to the community (Contact the State Youth Council Coordinator).
    - Ask for full discussion from the floor and, if the reaction is favorable, call for a motion to organize.
    - Elect temporary officers, appoint a committee to begin working on the council's bylaws and set a date for the new meeting (no more than two weeks later).

- When the bylaws have been adopted, appoint or elect a nominating committee. (Appointment rather than elections is a more desirable procedure when a new organization is being set up because an election may place on the nominating committee some who have little information about what a youth council is supposed to accomplish.) Set the date of the next meeting, preferably a week later, for the election of permanent officers.
- This next meeting should be attended only by those members who constitute the Youth Council. After the officers are elected, the permanent president should carefully explain the structure of the youth council, the functions of the executive board, the list of standing committees and their responsibilities. A list of sample committees follows:
    - By-laws committee: to facilitate any changes needed in the bylaws.
    - Service project committee: to research logistics for community service projects.
    - Recreation/entertainment committee: to provide constructive/beneficial recreation for area youth, attend/represent council on local parks and recreation board.
- Open the first executive committee meeting with a pep talk that is brief and to the point.
    - Stress the fact that the youth council has been organized for a purpose and that it is not "just another youth organization."
    - Call attention to the fact that the council may wish to become a member of the State Youth Council, which was created by legislative act in 1969, and that through the State Youth Council the youth of this community can have an impact at the state government level as well.
    - After a discussion of the work of the standing committee, the chair should ask for nominations for chairs and committee members.
    - When the structure and membership of the committees have been decided, assign each committee a task that can be accomplished easily within a week.
- Within a week, meet on time and keep the meeting short, no more than an hour, if possible. Ask for a progress report from each committee.
- If the committees have done their "homework" and the council seems to be moving along, discuss undertaking a small project such as a television, radio, or newspaper report on "Local Youth Council Speaks Out." This report should be handled by three or four members of the executive board and should stress positive aspects of community life. In effect, the report would say to the community, "These are the reasons the youth councils like the town we live in." There will be plenty of opportunity later for the council to stress needed changes.
- Meet as frequently/necessary to maintain enthusiasm for the council.

ADVISING A YOUTH COUNCIL

ROLE OF A YOUTH COUNCIL ADVISOR

- Facilitate the activity and dynamics of the youth council
- Liaison between the youth and the municipality administration and promotes a culture that is inclusive and collaborative.
- Encourage and reinforce individual youth efforts by facilitating each youth's sense of inclusion and connectedness, power to influence, and openness to others.
- Encourage youth to integrate the 2017-2018 focus areas.
- Work with and empower youth to achieve the goals and objectives in accordance to the SYC by-laws.

LEADERSHIP CONFERENCES

The State Youth Council coordinates local youth councils across the state by assisting newly organized councils and sponsoring three yearly youth leadership conferences and a Spring Convention. Leadership conferences are planned and coordinated by Youth Council members with the assistance of an adult advisor. The following conferences are sponsored by SYC:

- Service-Learning Conference Day (September): Service-Learning Day primary foci were to provide opportunities that would enable young people to successfully complete their developmental tasks. Providing joint service projects (e.g. Habitat for Humanity, clean-up litter campaign) educating youth on the importance of making contributions to their communities.
- Mini-Grant Conference (November): The Mini-Grant Program was initiated by the Youth Advisory Council in 1977. The mini-grants give youth an opportunity to develop program ideas, write grant proposals, screen grants submitted by youth groups, and implement defined program objectives. With an annual appropriation from the N.C. General Assembly, the Youth Advisory Council is able to award grants averaging from $100 to $500 for a wide range of youth-directed projects. Grant applications are received in the fall of each year.

- Teambuilding Leadership Conference (January): Leadership/Team-building Programs teach youth essential skills: cooperation, communication and teamwork. These concepts are usually taught through Adventure Learning Programs such as The Blue Ridge Assembly. Team-building programs show how groups function and how individuals contribute to group success. The dynamics of group process are modeled through challenge course activities to create educational, motivating experiences with real impact
- Spring Convention (April): The Spring Convention is a time for all SYC councils to assemble together to wrap up the various service they have done throughout the year. This is also a time to award the Most Diverse Council, Most Outstanding Council, Most Outstanding Member, Service Project of the Year, and present Seniors with awards.

GUIDELINES FOR HOSTING A LEADERSHIP CONFERENCE

Planning Responsibilities

State Youth Council (SYC) is responsible for:

- Working with Host Councils in setting the dates for the annual SYC Conferences. Conferences are held every other month – September, November, January, (March), May
  - Service Learning Conference Day– typically held in late-September
  - Mini-Grant Conference – typically held in mid-November
  - Team Building Conference – typically held in late-January
  - Spring Convention – for annual awards and elections, typically held in early May, can be held in late-April to avoid the rise in hotel prices during summer season. Must be very careful to not plan too closely to YLA
  - Youth Legislative Assembly is held in March. YLA is planned by a separate organization but all councils are encouraged to attend and should be kept in mind during conference planning.
- Providing tangible items that the hosting council may need, including but not limited to: nametags, folders, tote bags, and signage.
- Working with each Host Council to establish the agenda/schedule for the SYC Conference. Each conference follows a routine schedule. Depending on the theme of the conference, the schedule may change accordingly. Typical schedule is:
  - Friday night:
    - Check in at hotel
    - SYC Executive Board prep-meeting, approximately 1 hour prior to start of scheduled activities
    - Welcome by SYC Executive Board
    - Welcome by Host Council

        - SYC Business meeting
        - Ice Breakers and Teambuilding Activities
        - Dismissal
        - 12 midnight – Curfew (time may vary depending on hosting council)
    - Saturday night:
        - Breakfast
        - SYC Business meeting
        - Day Session & Greeting by Host Council
        - Morning activities
        - Lunch provided/on your own
        - Afternoon activities
        - Dinner provided/on your own
        - Evening Session & Social Activities
        - Dismissal
        - 11 pm Curfew
    - Sunday night:
        - Breakfast
        - Check out time set for Hotel
        - SYC Business meeting
        - State Office Focus Topic Workshops
        - Closing Session & Farewell by Host Council
        - Adjournment
- Planning the SYC Business Meeting:
    - The SYC Coordinator will work with the SYC student Executive Board to plan, organize and facilitate the business meetings during each conference. This typically requires meeting, or phone conferencing, prior to each conference with the SYC board members & their Advisors.
    - The SYC Board and SYC Coordinator will meet approximately 1 hour prior to the conference opening session to prepare for the weekend.
    - The business meetings must include a roll call of councils and attendees. Any council with missing members will be excluded from voting procedures and may be removed from activities and programming at the discretion of the SYC Coordinator.
    - Roll call is held each time the entire conference delegation gathers, typically at the Friday night welcome, Saturday morning welcome and Sunday morning closing. Roll Call is to account for everyone's attendance and encourage arriving on time. According to the SYC By-laws, those councils with absent, or late members, loose their voting privileges for the day. Note: Many teens struggle with being on time Sunday morning for the wrap up. Should a council have late or absent members, the loss of their voting privileges will be enforced at the next conference.

- Friday night business meetings include a welcome, introduction of SYC Executive Board, introduction of Host Council and any updates or topics relevant to SYC Councils.
- Saturday morning business meeting is brief, if held at all. Consult with Host Council to confirm is needed. A roll call is always called if a meeting is held.
- Sunday morning business meeting includes wrap up, reminders, evaluations, thanks given to host council, and promotion of upcoming SYC Conferences.
- SYC Business meetings vary per conference and council hosting, in addition to the typical schedule outlined above, the SYC Executive Board and Coordinator are responsible for:
  - Service-Learning Day:
    - Saturday
      - Roll Call of all registered council members
      - Review minutes from last SYC Conference
      - Review SYC Rules, Regulations and Code of Conduct
  - Mini-Grant Conference:
    - Opening Friday night meeting
      - Roll Call of all registered council members
      - Review minutes from last SYC Conference
      - Review SYC Rules, Regulations and Code of Conduct
    - Saturday mini-grant review process
      - Must begin with Roll Call to determine voting
    - Sunday closing meeting
      - Roll Call of all registered council members
      - Topic Discussion
  - Teambuilding/Leadership Conference:
    - Opening Friday night meeting
      - Roll Call of all registered council members
      - Review minutes from last SYC Conference
      - Review SYC Rules, Regulations and Code of Conduct
    - Sunday closing meeting
      - Roll Call of all registered council members
      - Topic Discussion
  - Spring Convention
    - Opening Friday night meeting
      - Roll Call of all registered council members
      - Review minutes from last SYC Conference
      - Review SYC Rules, Regulations and Code of Conduct
    - Friday night awards review
    - Friday night Scrapbook judging
    - Friday night Project Presentations

        - Saturday morning Election process
            - Roll Call before election process can begin
        - Saturday morning SYC Conference bids presented for next year
        - Sunday closing meeting
            - Roll Call of all registered council members
- Securing workshop leaders and/or keynote speakers:
    - Advisor Meeting – SYC Coordinator and Host Council will hold a brief meeting for all Advisors and Chaperones on Friday night. This is to provide additional information about the weekend plans. SYC Coordinator will also provide any needed updates.
    - Advisor Workshop – SYC Coordinator will arrange for a professional development speaker during the Advisor Workshop. The workshop should be about 1 hour during the time students are busy with programming. Speaker can be the SYC Coordinator, a current Advisor or an outside professional. The workshop topic can vary from sharing about teen trends, proven council methodology or relevant topics.
    - SYC Coordinate will work with Host Council for scheduling both the Advisor Meeting and Advisor Workshop during weekend (if desired from the host council).
    - If host council needs assistance with speaker for student programming, they may request help and recommendations from SYC Office.
- Registering and paying for the attendance of the SYC Coordinator and the SYC Chair member
    - SYC Coordinator will submit a registration form and payment in the same manner and following the same guidelines as the local councils for him/herself and the SYC Chair.
    - The SYC Coordinator will work with the Advisor of each Council that has a representative on the SYC Executive Board. The local council will most likely provide transportation and chaperone the student. In addition, the student will most likely be lodged with their own council members, but is not required.
    - Should an SYC Executive Board member's local council not be attending the conference, the SYC Coordinator will make all arrangements for lodging and transportation on behalf of the student and serve as the chaperone for the SYC Executive Board members.
    - SYC Coordinator is responsible for informing the Host Council if any SYC Chapter has an outstanding invoice from a previous conference. Any chapter with an outstanding invoice may not register for another conference until the invoice is paid in full.
    - SYC Coordinator is responsible for providing liability and release forms to all SYC Chapters via email.

The host council is responsible for:

- Overall planning of weekend conference activities – The Host Council should begin by reviewing past conferences schedules, ideas, concerns, evaluations, etc… It is advised for the Host Council to speak with last year's Host Council to receive insight and words of wisdom.
- The Host Council will receive a funding grant from the SYC Coordinator if funds are available. The grant varies depending on the Conference focus. Additional funding can be raised through registration fees and fundraising by the Host Council. The Host Council is responsible for all expenditures that exceed the pre-determined SYC Grant amount. Fund raising guidelines are also available from the SYC Coordinator.
- Creating a Registration Process:
  - Creating registration form
  - Registration fees
    - Student fees need to be kept as low as possible. The average registration fees over the past couple of years have been:
      - $100 – Quad, 4 students per room with double queen beds
      - $175 – Double, 2 students per room with double queen beds
      - $295 – Single, 1 per room, single bed
    - Advisor fees again should be kept at a reasonable level. Typically set for $295 per adult. This is usually a single room or suite with a king size bed.
    - Please note that prices may change due to the hotel and location.
  - Room Sharing - If a registering council pays for a Quad price, but has less than 4 students, the Host Council may assign other council members to a room to fill the room to capacity.
  - Setting registration deadline - This is typically in line with the date the hotel needs to confirm final number of rooms needed.
  - The Registration Form should include (see previous registration forms for samples):
    - Name and gender of each student attending
    - Name of each Advisor and Chaperon attending, gender and cell phone number
    - Include a space for council to provide estimated time of arrival
    - Provide for a way for roommate preferences to be identified.
    - If t-shirts are included with the registration fee, make sure to allow a space for t-shirt size to be given
    - Make sure to include a space for special needs to be identified, including physical accommodations
    - Make sure to ask for any dietary needs – allergies, vegan, vegetarian, gluten free, etc..
  - Include what types of payment your council will accept and to whom check should be made payable
  - Provide a name, contact, email and phone number for the person overseeing registration.

    - Communicating with councils as registration forms are received and providing a receipt of payment.
- Securing facilities for lodging - Councils are strongly encouraged to secure facilities that will keep the registration costs for participants at a minimum. Selecting a location that is safe, secure, affordable and relatively close to the weekend activities.
- Working with hotel to assign students and advisors to room.
    - Some councils will not have enough students to fill Quad rooms. If they pay a Quad Registration fee, then the Host Council should make room assignments filling every room with 4 students - mixing councils as needed to fill a room to capacity. This keeps the costs for lodging down.
    - Some councils prefer not to a share room. Some councils are not allowed to share rooms or beds. These councils must pay the higher registration fees according to the number of students in each room.
    - Avoid using adjourning rooms
    - If at all possible, place male students and female's students on separate floors.
    - Advisor room assignments should be scattered on each floor that students are housed. If at all possible, house Advisors near their student delegation.
    - Arrange for extra towels and linens to be provided in each room. This is to avoid multiple calls to the front desk requesting more towels.
    - Arrange for 4 keys per room to be prepared. Each student should receive their own key. Having students depend on each other for room entrance has caused issues in the past and the hotel having to "re-key" quite often. Having a key per student avoids these conflicts.
    - All the keys for the student rooms should be given to their Advisors upon check in. Advisors can hand out the keys to their delegation and collect keys back on Sunday.
    - Any damage to rooms will be charged to council lodging in that room.
- Making arrangements for food:
    - Saturday morning breakfast –hot food buffet, most often arranged with the hotel food service
    - Saturday lunch or dinner – typically the host conference provided one or the other depending on the schedule of activities
    - Sunday breakfast – often arranged with hotel food service; some councils have chosen to serve continental style. While this certainly saves money, it has been met with mixed reviews.
    - Snacks – light snacks and munchies are often provided by the host council during long sessions. Friday night snacks are much appreciated after a long drive in.
- Secure facilities for meetings:

- Arrange for large room with seating for entire registered delegations – students and Advisors. Large room is needed Friday night, Saturday morning and Sunday morning. Needs during Saturday will depend on programming and activities set by Host Council.
- Arrange room for Advisor Meeting and Workshop in separate space from student activities. However, it should be near the students so Advisors can check on their student delegation.

- Planning all recreational activities:
  - The programming and activities vary with each conference theme. There is much flexibility. This is the area where the Host Council can be creative!
  - Friday night – arrange for icebreaker activities that will welcome the student delegations and help them meet members of other councils. If teams are needed on Saturday, this is a great time to form those teams and begin teambuilding.
  - Saturday activities completely depend on the conference theme and your team's goals. Review past conference schedules for ideas.
  - The Saturday night social is a highlight of the weekend! The students are seeking creativity and a unique feature. The Host Council should keep in mind the students attending vary in personalities and skills. Not everyone enjoys dancing, not everyone is athletic. Make sure to include variety so all students are included.
  - Sunday morning is typically very low key. The main focus is check out and wrap up. Should your team want to plan a Sunday morning activity, first consult with the SYC Coordinator and consider the driving distance of the registered councils. The SYC Coordinator has a new workshop on planning focus and advocacy for youth councils.
  - Providing t-shirts for each participant was standard protocol in the past. As expenses have raised, providing a t-shirt has been at the discretion of the Host Council. If at all affordable, the students appreciate receiving a t-shirt! If not, a souvenir of some sort is acceptable. Please make it is very clear if a t-shirt is included in the registration fee or not.
- Planning rules and regulations in accordance with State Youth Council's Code of Ethics. Any additional processes needed during for the activities, for the venue or for the lodging should be explained during the Welcome and provided in writing to the students and Advisors.

Publicity

State Youth Council's Responsibility:

- Emailing all information regarding conferences to SYC Advisors. Printing and mailing the information needed.
- Sending a reminder email to all SYC Advisors and un-chartered councils approximately one week before the registration deadline.

- Promoting conferences to un-charted councils in an effort to encourage membership.
- Sending press releases to Raleigh and press in town of Host Youth Council.
- Posting conference information on the NCCFW/YI website.

Host council Responsibilities:

- Promotional flyer:
  - The Promo flyer is used by all the SYC councils to promote the conference to it's student members. It is often a handout the students are given at local council meetings or emailed to view. The flyer should highlight the conference theme, exciting activities, location and cost for students to attend.
  - It should be emailed to the SYC Coordinator and all SYC Advisors at least 2 months prior to the registration deadline. Many councils only meet 1 x per month, so they need several months to promote the conference.
  - They flyer should be a PDF or WORD document for ease of use across several platforms.
- Registration Packet to Advisors – sent to SYC Coordinator and Advisor 1 month prior to the registration deadline, the packet should contain:
  - Schedule/Agenda of planned actives
  - Registration form with cost, deadline and types of payment accepted
  - Cost per person. Make sure to include a breakdown of what this price covers. Also, please note whether the cost is the for Advisors & Chaperones
  - Name and address of all facilities and hotel
  - Basic direction to hotel and Friday night meeting location, if different

Responsibilities During the Conference

State Youth Council's Responsibilities:

- Facilitating all business meetings as described in Section 1-2.
- Helping in any way that the Host council deems necessary.

Host Council's Responsibilities:

- Organizing a Welcome Team to greet arriving councils. Provide directions as to where to park and check in.
- Staffing a Welcome and Check-in table. Check in should be held at least 1 hour prior to SYC Executive Board meeting.
- Set up a Welcome/Check in station where students are greeted, receive a nametag and packet/handout with schedule of all activities and locations. Room keys should be distributed in an orderly manner. Students should be informed of how to get to rooms, what to do with luggage and when to arrive for the Welcome session.
- Advisors, Chaperones and SYC Coordinator should receive a Conference packet containing:
  - Conference Schedule of activities
  - Master list of all participants, identified by council

- Master Room assignment list, identifying by students by room, roommates and council, also notation of the SYC Coordinator room and Host Council Advisor room location.
- Master List of attending SYC Advisors and Chaperones with accurate cell phone numbers
- Driving direction to any additional facilities
- If lunch or dinner is on our own, provide a list of nearby local restaurants and their locations.
- If free time is scheduled, provide a list of local activities and locations.

- Registration receipt, if not already provided via email/mail.
- During the Opening/Welcome on Friday night, the Chairperson of Host Council should go over the agenda, guidelines for the hotel, programs or activities during the conference and any other pertinent information specific to the conference or location.

Attending Councils Responsibilities

- All SYC Councils should make efforts to attend each and every sponsored conference.
- SYC Councils wanting to attend the conferences must register by the published deadline. Often the Host Council asks for a tentative number prior to the published deadline, please provide feedback as the Host Council requests.
- All SYC Councils must submit full payment by published payment deadline.
  - Should special circumstances arise and arrangements need to be made for a late registration payment, this must be pre-approved by the Host Council and SYC Coordinator. A late date must be agreed upon by all three parties, and must be met by the registering council.
  - Upon rare occasion, the registration payment can be made during Friday night check-in. This is the final opportunity but not the best solution for the Host Council.
  - Registration payments cannot be made after the conference. If an SYC Chapter cannot make a payment prior to the conference, they simply should not attend the conference.
  - Any council owing payment for a conference may not attend another conference until payment has been rectified.
- SYC Advisors must supervise and chaperon not only their own student delegation, but all students in attendance. The safety of the entire delegation is the top priority of the State Youth Council.
- During Check-in at the conference, the SYC Advisor must demonstrate he/she has the (4) SYC Liability & Release forms for each student attending. The Advisor must keep a copy of all the forms on or near their person during the entire conference in case of an emergency.

- SYC Advisors must assure their student delegation follows the SYC Code of Conduct and any additional rules, policies or procedures outlined by the Host Council. Any student that does not comply will be considered for reprimand in accordance with the SYC Code of Conduct.
- SYC Advisors must assure their student delegation participates in all planned programming. While in a new town, there is often temptation to go exploring or check out something new, however the Host Council has worked very hard to plan appropriate programming. Skipping planned activities to pursue your own interests is contradictory to the purpose of attending the SYC Conference.
- All SYC Advisors must attend the planned Advisor workshop and Advisor/Chaperon meeting.
- SYC Advisors must support and encourage students sharing rooms/beds to be open, accepting, tolerant and accommodating during the weekend. This is often difficult for teens. Pre-conference discussions of expectations are encouraged.
- Upon Check-in, SYC Advisors will be given the room keys for their delegation. The Advisor should distribute the keys on Friday and collect keys on Sunday. Advisors should return the stack of keys to the Host Council on Sunday to signal everyone has checked out of their rooms.
- SYC Councils are held responsible for any damages to the venue, hotel, rooms or extra charges, neither the State Youth Council nor the Host Council will be held responsible.

GUIDELINES FOR HOSTING A LEADERSHIP CONFERENCE

The State Youth Council Conferences are planned and organized with the intent of having each participant share the rewards of a productive, interactive leadership process. We believe this end is best achieved through a predetermined set of expectations and requirements that protect the general welfare of all participants and prescribe both sanctions and actions to be undertaken.

It is required that all chaperones/advisors review and reiterate the contents of this document.

Clearly, circumstances will often fall within one's control; however, at times, they may fall outside one's control. For the sake of clarity and uniform understanding the following series of actions shall apply in the management and handling of all incidents subject to occur during a youth initiative sponsored by the Council for Women & Youth Involvement Office. The Council for Women & Youth Involvement Office will deal with disciplinary issues fairly, consistently and in a timely manner.

Each case will be handled individually by gathering relevant facts, speaking with others present or involved and hearing from the student him/herself. Disciplinary action may be taken when there is a preponderance of evidence that a rule or guideline has been violated. The state coordinator will make a determination of appropriate action, which could include the following: suspension or expulsion from conferences sponsored by Council for Women & Youth Involvement Office, contacting law enforcement, exclusion from leadership positions or immediate or permanent dismissal from Council for Women & Youth Involvement Office sponsored programs or other consequence as determined by the Council for Women & Youth Involvement Office.

If a student violates the rules during any Council for Women & Youth Involvement Office event and has to be dismissed, parents must make arrangements for the student to be taken home immediately at the parents' expense. Further, review by the Council for Women & Youth Involvement Office Executive Director may be requested, and his/her decision will be based on appropriate sanctions established and approved by the Council for Women & Youth Involvement Office and the Department of Administration. Under the guidance of the Council for Women & Youth Involvement Office Executive Director or Program Coordinator, all Council for Women & Youth Involvement Office staff, chaperones/advisors, and participants shall act in accordance with the stipulated actions at the following conferences sponsored by the Council for Women & Youth Involvement Office, Department of Administration:

- Service Learning Conference Day
- Mini Grant Conference
- Team Building Conference
- State Convention

Condition	Expectation	Action	Contact Person(s)	Sanctions
Major medical emergency (asthma attack, severely cut limb, acute pains or swelling, auto accident, anything life threatening)	All chronic conditions will have been noted on registration forms. Medical emergencies will take priority above all other staff activities.	1. If conditions are life threatening, transport to medical center via EMS 2. Seek first aid 3. Locate CFWYI Executive Director or Program Coordinator. 4. Locate chaperone/advisor 5. CFWYI will contact and advise parents.	1. CFWYI Executive Director or Program Coordinator 2. Chaperone/Advisor 3. EMS (911) if life-threatening 4. Parents 5. Secretary, Dept of Administration	None.

Condition	Expectation	Action	Contact Person(s)	Sanctions
Minor Medical Emergency	All precautions will be taken to prevent accidents.	1. Advise chaperone/advisor 2. If unavailable, advise CFWYI staff person 3. Get immediate first aid attention if necessary. 4. Notify CFWYI staff of condition and how it was handled or monitored.	1. Chaperone/advisor 2. CFWYI staff member (Executive Director or Program Coordinator)	None.
Violations of code of conduct: • consuming or possessing alcohol and/or illegal drugs • being sexually active • participating in heavily expressive romantic or sexual interaction. • fighting • stealing • verbally assaulting someone • breaking the law • defacing property	All participants will conduct themselves in accordance with the code of ethics. Under no circumstances shall underage drinking, the use of illegal drugs or illegal use of prescribed medication or over the counter drugs for the purpose of intoxication be tolerated. It is expected that all participants will adhere to the rules that govern these conditions.	1. Notify chaperone/advisor 2. Notify CFWYI staff person 3. Meet with the student immediately 4. Notify parents 5. Take appropriate disciplinary actions.	1. Chaperone/advisor 2. CFWYI staff member (Executive Director or Program Coordinator)	Immediate dismissal from the conference; if we cannot establish contact with parents, CFWYI staff will determine appropriate accommodations until transport can be arranged. Possible prohibition from attending SYC conferences, contacting law enforcement, exclusion from leadership positions, immediate or permanent dismissal from CFWYI sponsored programs or other consequence as determined by CFWYI.

Condition	Expectation	Action	Contact Person(s)	Sanctions
Entering "off limits" areas.	Under no circumstances shall students enter the bar or lounges or go on the balcony.	1. Notify chaperone/advisor 2. Notify CFWYI staff person 3. Meet with student immediately. 4. Take appropriate disciplinary action.	1. Chaperone/advisor 2. CFWYI staff member (Executive Director or Program Coordinator)	1. Restriction for the duration of the conference 2. Dismissal
Rude, disrespectful behavior and/or failure to follow request of adult chaperones/ advisors.	Every participant is expected to be courteous to all chaperones/ advisors and staff and direct any and all disagreements to their adult chaperones/ advisors.	1. Notify chaperone/advisor 2. Notify CFWYI staff person 3. Meet with the student immediately 4. Notify parents 5. Take appropriate disciplinary actions.	1. Chaperone/advisor 2. CFWYI staff member (Executive Director or Program Coordinator)	1. Restriction for the duration of the conference 2. Dismissal
Unexcused absence from meetings and other planned activities that appear on the agenda.	Participants are expected to attend all agenda events unless their immediate chaperone or a CFWYI staff person has excused them.	1. Notify chaperone/advisor 2. Notify CFWYI staff person 3. Meet with the student immediately 4. Establish reason for absence.	1. Chaperone/advisor 2. CFWYI staff member (Executive Director or Program Coordinator)	1. Counseling from chaperone/ advisor 2. Restriction to room 3. Possible suspension or prohibition from attending SYC conferences or other consequence as determined by CFWYI.

NORTH CAROLINA STATE YOUTH COUNCIL PROGRAM

STATE YOUTH COUNCIL PROGRAM (SYC) BYLAWS

Article I: Name

The name of this organization shall be The North Carolina State Youth Council.

Article II: Purpose

The purposes of state Youth Council are:

1. to foster the development of responsible leadership among young people;
2. to promote youth involvement in community affairs and in decision making processes at all levels of government by the active exchange of ideas among community youth organizations which strive to meet the needs of young people;
3. to provide a voice for the youth of North Carolina.

Article III: Membership

Section 1:

An organization may be chartered as a member of State Youth Council if it meets the following criteria:

- The organization shall be composed of people who are in high school;
- The organization shall serve a town, community, or county unit of North Carolina;
- The organization should be a representative of a cross section of the population in the area;
- The organization should conduct programs that benefit the youth, stimulate interest in matters of a civic nature, coordinate existing youth programs, and serve as a line of communication between youth and adults; The organization must have an adult advisor;
- Councils must have at least three projects, one in advanced planning and at least two in implementation or completed;
- Each organization shall have a set of by laws.
- Must attend one conference as a visiting council before issuance of membership charter.
- Any specifically youth-oriented organization not meeting all of these criteria may be chartered at the discretion of the State Youth Council Executive Board;

Section 2:
There will be a period of probation including the four state meetings following the issuance of the membership charter during which the organization must attend two meetings or lose its charter.

Section 3:
Any organization wishing to receive a charter shall make a presentation at a meeting of the State Youth Council Executive Board. The presentation shall describe both the activities and the internal structure of the organization, and should demonstrate that the organization is qualified for membership based on the requirements in Article III, Section 1. A simple majority vote of the present chartered youth councils is needed to approve issuance of the membership charter.

Section 4:
Each year the State Coordinator will send a request to all chartered youth councils to pay $50.00 each year toward the Youth Endowment Fund. All newly chartered councils will be required to pay $50.00 upon chartering.

Section 5:
All inactive councils shall be reviewed every two years, beginning with 1989. This shall include all councils who have not paid their contributions to the Youth Endowment Fund and all councils who have not attended at least one conference in the past two years.

Section 6:
Conditional charters shall be granted at the discretion of the Executive Board to any council not meeting all of the requirements for a conventional charter.
Conditional chartered councils shall be allowed all privileges except that of voting.
Conditional charters shall be reviewed at the beginning of each meeting and any council meeting the requirements for full charter shall immediately receive voting privileges.

Section 7:
No Youth Council shall work for any candidate for public office.

Section 8:
All State Youth Council members must be present at all meetings. Consequences for unexcused absences:

- **Minor offenses will be dealt with using the procedure outlines in Article XIII Section 2.**
- **Second officers and major infractions will also be dealt with using the procedure outlined in Article XII Section 2.**
- **Consequences may include dismissal from the conference, suspension from future conferences, or loss of voting privileges at the Mini-Grant Conference.**

Article IV: State Youth Council Organization

Section 1:

The Executive Board officers of the State Youth Council shall consist of the Chairperson, Vice-Chairperson, Secretary, and Sgt. at Arms.

Election of officers shall take place during the state Youth Council convention to be held every spring. Any person who is a member of a chartered youth council may run for office; however, no person may serve as Chairperson for more than a single one year term. The person running does not have to be an Executive Board officer at the time of the election. Anyone who wishes to run for an Executive Board officer position must submit a resume (application). Two nominations are allotted per council per position and a written application must be submitted to the Executive Board by the end of the Friday night meeting. All candidates will be given an opportunity to make a speech. The voting shall be by ballot. A foreman designated by each council shall gather and tally his/her council's votes using the procedure outlined in Article V. The total of each council's ballot shall be forwarded to the State Youth Council Secretary. The final tabulation of the vote shall be elected by simple majority of the delegate votes. Run offs shall be conducted as necessary. The newly elected officers shall be installed at the Convention at which the voting took place, and shall serve through the next spring convention.

The SYC Executive Board does obtain the right to amend the election process, if necessary.

Duties of the Executive Board:

- The Chairperson shall preside at all meetings of the State Youth Council; shall call special meetings; shall conduct elections during Spring Convention; and shall be ultimately responsible for the success of the SYC.
- The Vice-chairperson shall perform the duties of the chairperson in his/her absence or by his/her designation; and shall be responsible for all committees.
- The Secretary shall keep the minutes of all meetings and send a copy to the State Youth council office within two weeks after the State Youth Council meeting; shall handle all assigned correspondence; shall maintain attendance records; and shall be responsible for all publications.
- Sgt at Arms shall facilitate order during meetings; shall keep conversation to a minimum when chair or any other member has the floor; shall make sure that everyone attending the meeting signs out and in during the meeting; shall monitor attendance during meeting.

Removal Process:

- Any Executive Board officer can be removed by two thirds vote of the State Youth Council.
- Replacement/succession after removal by the process described above:
    - Chairperson: replaced by Vice-chairperson

- Vice-chairperson: replaced by an election at the next Executive Board meeting. The new Vice-chairperson shall come from the present Executive Board. The State Youth Council chairperson shall appoint an interim.
- Secretary: Same as above.
- Sergeant at Arms: Same as (2) above.

Section 2:
The State Youth Council coordinator shall be responsible for the administration of the State Youth Council; shall carry out the policies and matters established by the State Youth Council; shall attend all meetings and shall be considered an ex officio member of the State Youth Council.

Article V: Activities

Section 1: Meetings of the State Youth Council
Meetings and conventions are to be held solely for the benefit of the local councils. All meetings must have a quorum of at least six local councils in order to be official. Adults shall not speak unless they have been yielded the floor by one of the members of the Executive Board. Adults, including the State Youth Council coordinator, do not have voting privileges.

Section 2: Structure and Voting
The Executive Board shall be the decision making body of the State Youth Council. Each chartered council in attendance shall have 21 voting delegates. When voting occurs, the members of chartered councils shall elect a foreman who will tally the votes of the council. The chartered councils may split their votes as they wish. The Executive Board shall meet at least three times per fiscal year. The final Executive Board meeting each fiscal year shall be designated as the annual Convention.
Voice voting of all chartered Youth Council members in attendance may be used to conduct routine business such as the approval of minutes, adjourning meetings, etc. A voice vote that is properly seconded and affirmed unanimously or nearly unanimously by the members in attendance shall stand. If there is significant objection to the voice vote, the delegate voting procedure described above shall be used.

Section 3: Committees
The Vice-Chairperson may create special committees as needed.

Section 4: Inter-Council Relations Committee
The Inter-Council Relations Committee (IRC) shall be composed of the Chairperson and Vice-chairperson of each local council or his/her designee. The chairperson of State Youth Council shall be chairperson of IRC, and State Youth Council officers shall be automatic members and not considered representatives of their local councils.

IRC meetings are open to everyone; however, only members shall be allowed to vote. Meetings may be conducted by video conference, teleconference, or other electronic means.
IRC shall administer State Youth Council between meetings of the general membership; shall serve as the Appropriations committee; shall implement the Code of Ethics; shall conduct the charter review every two years and present findings to the Executive Board; shall be responsible for judging yearly local scrapbooks.

Article VI: Fiscal Year

The fiscal year for the State Youth Council shall be from July 1 through June 30.

Article VII: Parliamentary Authority

Section 1:
The rules contained by Robert's Rules of order Newly Revised shall govern the State Youth Council, in all cases to which they are not inconsistent with these by laws and any special rules of order the State Youth Council may adopt.

Section 2:
Any part of these by laws may be suspended by a two thirds majority vote of the Executive Board. Suspension of the bylaws will last through the Executive Board meeting unless reinstated by a two thirds majority vote.

Article VIII: Amendments

These laws may be amended at an Executive Board meeting by a two-thirds vote of the voting delegates.

Article IX: Proxies

Votes by written proxy will be legal provided that the proxy is signed by the absent member of the Executive Board and that member’s local adult advisor. Proxies must be submitted to the State Youth Council Secretary upon arrival at the meeting or convention.

Article X: Mini Grants

Section 1: Procedure
At the beginning of the mini grant meeting, all mini grant proposals shall be presented to the full Executive Board, and a brief question and answer period shall follow.
All mini grant proposals shall be brought directly to the floor of the Executive Board and a final package approved.

Section 2:
Applications for mini grant funding must be submitted to the State Youth Council office at least four weeks in advance of the next State Youth Council meeting.
For all councils receiving funding, an evaluation form must be sent to the State Youth Council office no later than one month following the completion of the project that the money aided.

Section 3:
The Youth Advisory Council has final authority over the state Youth Council appropriations package.

Article XI: Youth Advisory Council

Section 1:
The Youth Advisory Council (YAC) shall serve as an advisory body to the state Youth Council, as well as disperse mini grant monies.

Section 2:
There shall be 10 youth members on the Youth Advisory Council. The State Youth Council shall elect 4 representatives of the Youth Advisory council to be selected at the annual convention; the remaining should be recommended by the SYC advisors.
Four (4) youth positions shall be filled by the four officers of the SYC Executive board. The SYC Chairperson shall serve as Vice-chairperson of the YAC. Vice-President, Secretary, and Sergeant-at-arms gain an automatic seat on the YAC.
The remaining six (6) youth positions shall be elected by the members of the Youth Advisory Council. These youth members shall serve on the YAC until they graduate from high school provided that they remain members in good standing according to the YAC by-laws.

Article XII: Resignations

Section 1:
In the event that a State Youth Council officer must resign, the following guidelines should be followed:

- The chairperson of State Youth Council should be notified within 30 days of the next Executive Board Meeting.
- A written resignation should be presented to the Executive Board Meeting.

Section 2: Re-election
If the position to be filled is an elected position, then there should be an election for the remainder of the term at the following SYC Executive Board Meeting. The council should use the standard 21 vote procedure used at the May convention.

Article XIII: Code of Ethics

Section 1: Rules

- No possession and/or consumption of illegal drugs, alcoholic beverages, or remaining in the presence of individuals who are using, possessing, or taking illegal drugs or alcohol.
- Sexual contact at any event or activity occurring within the time frame for the conference is prohibited.
- Males and Females are prohibited from visiting unassigned rooms, unless granted permission by the SYC Coordinator or designee.
- Any behavior that violates any of the laws of the United States or state of North Carolina or any local ordinance is prohibited.
- Attendance and punctuality at scheduled meetings and activities at State Youth Council Conferences is considered mandatory by all participants.
- All participants must conduct themselves in a manner representative of the State Youth Council, including showing respect for the property of others and the facility in which the North Carolina State Youth Council conference is held.

Section 2: Consequences

Consequences for minor infractions (including subsections b, c, and e.), depending on the circumstances may be imposed by an Adult Advisor and/or the SYC Coordinator. See "Rules of Conduct" distributed to and signed by all State Youth Council members prior to conferences. Executive Board members will be notified. Consequences of violating any laws of the United States, North Carolina or local ordinances may result in serious consequences for participants as cited in the SYC "Rules of Conduct"; infractions may be determined by the Office on Women and Youth or designee. If a student violates rules during a SYC conference, punishments are described in the "Rules of Conduct" and range from parental notification to being sent home at the student's own expense.

Revisions and Amendments

- Article XIII was added 11/24/1987.
- Article III, Section 8 was added in 1989.
- Article XIII updated in 2011.
- Articles III, IV, V, VII, VIII, XI, XII, and XIII updated and modified in 2016.

SYC CHARTERED YOUTH COUNCILS

There are currently 23 chartered state youth councils and 14 unchartered state youth councils in North Carolina. Councils are usually sponsored by the city/town, parks and recreation department, or human relations offices. The budget for councils usually rages from $2,000 to $12,000 annually.

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WAKE
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YOUTH ADVISORY COUNCIL

The Youth Advisory Council consists of 20 members (10 adult and 10 youth members). The Council has the following functions and duties:

1. **To advise the youth councils of North Carolina;**
2. **To encourage State and local councils to take an active part in governmental and civic affairs, to promote and participate in leadership and citizenship programs, and to cooperate with other youth-oriented groups.;**
3. **To receive on behalf of the Department of Administration and to recommend expenditure of gifts and grants from public and private donors;**
4. **To establish procedures for the election of youth representatives by the State Youth Council; and**
5. **To advise the Secretary of Administration upon any matter the Secretary may refer to.**

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www.facebook.com/cfwyi

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Visit our website and sign up to receive our monthly newsletter:
www.youthinvolvement.nc.gov

NC DOA
Department of Administration
Council for Women & Youth Involvement