

YOUTHACT HANDBOOK



The YOUTHACT Logo

This Youthact Handbook is for a program developed by Rotarians, like Interact, but for youth ages 11 to 14.

Youthact stands for *Youth in Action*. The emblem of Youthact, the letter “Y” overlaying an atomic like symbol, stands for the beginning of the path youth take in life, just like the atomic symbol stands for the beginning of all matter.



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Introduction

Many Rotarians contend that their most satisfying Rotary experiences have come from working with young people - whether it be by guiding them on the path to good citizenship, preparing them to become the leaders of tomorrow, or introducing them to the world beyond their own community or country. One of the most effective ways that Rotary clubs have contributed to the development of its community's youth is by sponsoring an Interact club, a service organization for young people, ages 14-18. It has come to the attention of many Rotarians that many youth start developing their social skills and the direction they take in life, at a younger age.

For over ten years Rotary clubs around the world have sponsored clubs for youth, ages 11-14. These clubs have used a variety of names such as Jr. Interact, Life Club and many others. Youthact is a name chosen by some Rotary Districts, as a name for such clubs. This name falls in line with the current clubs, Rotaract and Interact, adopted by Rotary International.

The purpose of Youthact clubs is for the Rotarians to have a hands-on interaction with youth, in a positive, life-affirming context, that will provide experiences that build independence, self-esteem, trust, and positivism; while having fun, learning important life skills, and providing services to the community. Through serving as role models and friends to the Youthact members, Rotarians are involved in a proactive process to help prevent experimentation and use of drugs and alcohol. All Youthact activities are planned and executed by the members, with the Rotarians serving as a support structure to assist the youth.

Like Interact club, Youthact clubs are sponsored by a local Rotary club. Some Interact clubs, also are co-sponsors. The Interact club participates in joint activities with the Youthact club. They act as mentors and role models. Youthact members becoming friends with the Interact members, join Interact when they become older.

Dear Fellow Rotarians:

I am writing you this letter to tell you about a wonderful community service youth project, Youthact clubs. These clubs are like Interact clubs, but for younger children, ages 11-14. Many studies have found, if you are going to change the path children are going to take in life, you need to work with them at this age. If you wait until they are in High School, ages 14-18, it is too late. The Clarksville Rotary club in our district (5830) has set up the first Youthact club.

The purpose of Youthact clubs is for the Rotarians to have a hands-on interaction with youth, in a positive, life-affirming context, that will provide experiences that build independence, self-esteem, trust and positivism; while having fun, learning important life skills, and providing services to the community. The club is run just like an interact club, but in a Junior High or Middle School. There can also be community based clubs, just like Interact.

Most of the youth at this age, just want to have fun. For this reason, it is important some of the activities must be fun in nature. There are many fun activities that can be community service and learning activities and still be fun. One such activity, is for the club to bake cookies for all the city officials and then delivered them. This project alone will have the members learning to work together, learning about how the city operates, telling all the city officials about their club, and doing community service. They will do all this while have fun. Working together with the Interact clubs on projects, they will be able to do even greater service projects and fun activities.

We recommend involving our Interact clubs, to co-sponsoring the Youthact clubs with the Rotary clubs. There are currently 12 Interact club in our district (hopefully this number increases during this year) who could work with a Youthact club. It is a great community service project for them, since they are so close to the age of the members in these clubs and they would act as mentors and role models for them, doing joint service project and just having fun activities together with them.

If you would like more information on Youthact Clubs, feel free to contact the District Youthact Committee Chairman at the following address.

Yours in Rotary,

HOW DO I START A CLUB?

ORGANIZING A YOUTHACT CLUB

Decide on a school- or community-based club

After the Rotary club board has approved Youthact sponsorship, you must decide whether you want to organize a school or community-based club. A school-connected club is subject to the policies and regulations governing all other school organizations. In most instances, a faculty counselor--who may or may not be a Rotarian-- is appointed to work with the club. (A Rotarian does not need to attend every meeting of a school-based club.)

A community-based Youthact club may draw members from several different schools within the territory limits of the sponsoring Rotary club. The Rotarian advisor must attend every meeting of a community-based club.

If you decide to organize a school-based club, a member of the Youthact committee should contact the appropriate school officials to discuss the possibility of organizing a Youthact club and set up a meeting for further planning. You might want to invite them to a meeting of your club at which Youthact is being discussed to give them a better understanding of the youth organization and of Rotary's commitment to its success.

Before the meeting with School officials, provide them with copies of appropriate Youthact literature. When talking in person, re-emphasize the advantages that Youthact offers young people--the opportunity to provide service within their school and community, develop an international perspective, and make contacts with the community's business and professional leaders. This meeting should also establish membership requirements, meeting space and time, faculty involvement, and any other concerns of your club or the school administration.

Compile a prospective membership list

To ensure that you recruit at least the requisite number of 15 eligible members to form a Youthact club, compile a prospective membership list of 30 or more names, using the following guidelines:

1. Ask members of your club to submit the names of at least one young person they know who might be interested in and is eligible: then ask the young people on this list to suggest names of additional potential members.
2. Ask teachers and youth leaders in the community to recommend young people who might want to get involved in serving the community and working to achieve world understanding. (Be sure to check with school administrators on special conditions for club membership, such as academic performance and so forth.)
3. To ensure balance and continuity, try to draw an equal number of members from each year in school.
4. Send everyone on the prospect list an invitation to an interest meeting and follow up with a telephone call to a nucleus group of prospective members to find out if they plan to attend.

Hold an interest meeting

The purpose of the interest meeting is solely to explain Youthact and to generate interest and enthusiasm among the prospective members. ***Do not try to actually organize a club at this time.*** This first exploratory meeting should be held at a site and time convenient for students. Make sure the place is large enough and well ventilated. The following agenda can help you organize an efficient meeting.

- 1 Your club president, the chairman of the Youthact committee, and the district Youthact chairman should run the program; other members who are interested in Youthact also should be encouraged to attend.
- 2 As the prospective Youthactors arrive hand out copies of "This is Rotary" (PR2-001EN) to give the young people some background information on Rotary.
- 3 Keep the meeting informal and encourage the young people to ask questions and offer comments. Emphasize the fact that although Rotarians provide guidance, the Youthactors are responsible for planning, financing, organizing and carrying out their own program of activities.
- 4 Begin the meeting with an explanation of Rotary's programs and international orientation. Then discuss the purpose and goals of Youthact, describing some interesting and worthwhile projects that clubs in other communities have carried out. Explain that the Youthact constitution requires clubs to meet at least twice a month at a time and place that is convenient to members. To remain eligible for membership, Youthactors are expected to attend at least 60 percent of the regular meetings. Also note that dues, if any, will be minimal and will be used only to meet the club's administrative costs. To give the young people a look at Youthact in action, show the video "Serious Fun" (CD4-650-EN).
5. If possible, invite members of nearby Youthact clubs to attend and share their experiences and answer questions.
6. Ask the participants to suggest projects that might be especially appropriate for their school or community should they decide to organize an Interact club.
7. Before closing the interest meeting, take a vote to determine if a majority wants to organize a club. If so, schedule an organization meeting for a time within the following two weeks. Explain that at this meeting, they will vote to establish their Youthact club, elect officers, adopt the constitution and by-laws, and set a time and place for meetings.
8. Pass out membership application forms and ask those who are interested to complete them and bring them to the organization meeting

Hold an organization meeting

The following is a sample agenda for an organization meeting.

1. Invite the prospective members to ask any questions they might have about Youthact. After all inquiries have been answered satisfactorily, take a formal vote. Remember, you must have at least 15 members to launch a new club.
2. If the vote is affirmative, prospective members must then adopt the Standard Youthact Club Constitution without alteration. The recommended by-laws, however, may either

be adopted as is or modified to meet local needs, provided these modifications are consistent with the constitution.

3. The Youthactors must establish fees or dues, if any, determine a meeting place and time, and elect officers. Elections should be conducted in keeping with local customs, but in no case should more than a simple majority be required to win.
4. Begin making preliminary plans for service activities, fund-raising projects, and the inaugural ceremony, and discuss the establishment of committees and the responsibilities of each. Each of these areas is discussed in detail later in this guide.

Launching a new Youthact club

Most Rotary clubs celebrate their formation of a Youthact club with an inaugural ceremony. This can be a simple ceremony that is part of a regular Rotary club meeting, a Rotary district conference, or an Youthact conference. Or it may be a separate, more elaborate event that includes a meal or light refreshments,

The guest list should include the charter members of the Youthact club and their parents and the members of the sponsoring Rotary club and their spouses. Any of the following people might also be invited: the district governor, members of the district Youthact committee, the district Youthact representative, past district governors and other past R.I. officers, members of nearby Youthact clubs, and school officials (essential if the club is school-based) and others in the community who work with young people.

A typical agenda for an inaugural ceremony includes the following:

- presentation of the certificate of organization;
- introduction of club officers and members;
- presentation of lapel pins and membership identification cards to the new Youthactors;
- brief remarks by some of all of the following Individual: the sponsoring Rotary club President, the club Youthact committee chairman, the chairman of the district Youthact committee, the district governor, the Youthact club president, a teacher or other school official; and
- a short presentation by club officers on the plans and goals of the new club.

Some inaugural ceremonies feature a banquet, which is either underwritten by the sponsoring club as its major financial contribution to the new Youthact club or financed by selling tickets to the invitees other than the new Youthactors. Other ceremonies offer light refreshments, generally provided by the sponsoring Rotary club.

Whatever the format or agenda, make sure the ceremony is fast-paced and reasonably informal. A skillful master of ceremonies can enliven the proceedings considerably.

Following the inaugural event, your club should publicize the formation of the new Youthact club and its overall goals.

Sample letter

Dear Principal or Contact Person:

Youthact is an organization sponsored by Rotarians to support our younger teens. This Club is for 7th and 8th graders who would like to serve their community and achieve a world understanding. Our goals for Youthact are as follows:

- To recognize and develop constructive leadership and personal integrity.
- To encourage and practice thoughtfulness and helpfulness to others.
- To increase an awareness of the importance of home and family.
- To build respect for the rights of others, based on recognition of the worth of each individual .
- To emphasize acceptance of individual responsibility as the basis of personal success and community improvement.
- To recognize the dignity and value of all occupations as opportunities to serve society. To provide opportunities for gaining increased knowledge and understanding of community, national and world affairs.
- To open avenues of personal and group action leading to the advancement of international understanding and goodwill toward all people.

A Youthact Club can be offered at your school, all you need is a support person from your school and a place to meet. The Club will meet 2x's per month and a Rotarian will be present to help with the meetings.

If you are interested in a Youthact Club starting at your school please call

Thank You for your support:

Sincerely,

Club Youthact Chairman



- Join a fun social Club
- Learn Leadership Skills
- Do fun projects to help others in your community
- Meetings are 2x's per month on campus

Youthact is an organization sponsored by Rotary Clubs, and designed for 7th and 8th graders who would like to serve their community and achieve a world understanding.

If you are interested in joining Youthact, please fill out this form and leave it at the office.

Name _____

Grade _____

Best Day for you to meet is: _____

We will decide on a day and place at our first meeting!

**WHAT ARE THE
RESPONSIBILITIES OF MY
ROTARY CLUB**

THE ROLE OF THE SPONSORING ROTARY CLUB

The responsibility of the sponsoring Rotary club does not end or even diminish with the certification of a Youthact club. To operate a strong and effective service club, these young people will need your continuing guidance and support. Although the Youthact committee will assume the primary responsibility, every member of your club should be aware of the Youthact activities underway and offer counsel as needed. The following are some ways in which your club can help to ensure the ongoing success of a Youthact club.

- Make sure that at least one member of the club Youthact committee attends every meeting of a community-based Youthact club.
- Invite Youthactors to attend your Rotary club meetings and report on their activities.
- Undertake a joint Rotary/Youthact service project at least once each year.
- Make sure that your club Youthact chairman receives all Youthact club meeting reports.
- Invite the Youthact president and secretary to meet with the district governor during his official visit.
- Help your Youthact club carry out an active service program by offering guidance and support on their projects.
- Keep your Youthactors informed on the activities of your club and invite their participation whenever possible.
- Develop some method of recognizing the achievements of your Youthact club, perhaps with a special award of a recognition ceremony at your Rotary club meeting.
- Encourage the Youthact club to publish a club bulletin
- Provide guidelines on membership development so the club can attract new members and retain current ones until they pass the age limit.
- Make sure that the Youthactors elect new officers at the end of each year; report the names and addresses of these individuals to the district Youthact committee.
- Inform the Youthactors of other Rotary programs in which they might want to participate - RYLA, Youth Exchange, Rotary Ambassadorial Scholarships, Interact and Rotaract (after they pass the age limit for Youthact).
- Financial support is NOT a responsibility of the sponsoring Rotary club. In fact, your club should not contribute more than occasional financial assistance to your Youthact club. For more information on financing the cost of the Youthact program, see Item 22 of the "Statement of Policy Relating to Youthact," Appendix C of this guide.

THE ROLE OF THE ROTARIAN AND FACULTY ADVISORS

All Youthact clubs have a Rotarian advisor who is a member of the Youthact committee. School-based Youthact clubs also have a faculty advisor, who may or may not be a Rotarian. If you sponsor a community-based Youthact club, the Rotarian advisor (or another member of the Youthact committee) must attend every meeting of the Youthact club and its board. In the case of a school-based club, the faculty advisor attends every meeting. Although Rotarian advisors are not required to attend school-based meetings regularly, they are encouraged to attend occasionally and to work closely with the faculty advisor as outlined in the following section.

The Faculty Advisor

The faculty advisor serves as the major guiding force for a school-based Youthact club. Because such clubs operate under the guidelines established for all extracurricular organizations, the specific functions of the faculty advisor may vary somewhat from school to school. The following are the general duties of the faculty advisor:

- Attend all Youthact general and board meetings;
- Advise the Youthactors on their service projects, especially those that are designed to benefit the school;
- Keep the Rotarian advisor apprised of Youthact activities and any problems that may arise;
- Ensure that Youthact club funds are properly raised and managed; and
- Verify that new members meet the school's academic requirements for extracurricular activity.

The Rotarian Advisor

The Rotarian advisor attends general and board meetings of community-based clubs and the board meetings of school-based clubs. This individual must also advise the Youthactors as they plan and carry out their fund-raising activities and service projects. The Rotarian advisor also serves as a liaison between the Youthactors and the sponsoring Rotarians, making sure that Youthactors receive all appropriate materials from R.I. and the district Youthact committee and that your club is kept informed about Youthact activities.

YOUTHACT CLUB OFFICERS

Each Youthact club elects a president, vice president, secretary, and treasurer - and a board of directors that is comprised of the four officers and a specific number of other directors as determined by the club with the approval of its sponsoring Rotary club. Officers and directors serve one-year terms. The president appoints other members to serve on club committees. If there are more than five Youthact clubs in your district, Youthactors districtwide may elect a district representative, who works with the Rotary district Youthact committee.

To help the Youthact officers perform effectively as leaders, members of the sponsoring Rotary club - particularly its officers should work closely with the young leaders and offer guidance as needed. The following sections provide general information of the functions of the officers and committees.

The Club President

The Youthact club president presides at all meetings of the club and its board of directors; appoints all standing and special committees, with board approval; serves as an ex-officio member of all committees; plans meeting programs; sets club goals; and promotes membership development. In fulfilling these responsibilities, the president must be an effective leader - someone who is well organized and can ensure that all facets of the club run smoothly and efficiently. Rotarians who have experience in conducting meetings and appointing and serving on committees should offer guidance and help the new Youthact president develop and refine these needed leadership skills.

The Vice President

The principal official functions of the Youthact club vice president are to preside at meetings in the president's absence and to serve on the board of directors. However, the vice president can and should play a strong role in planning and carrying out the club's activities. In the most effective Youthact clubs, the president works closely with the vice president, assigning him or her special responsibilities. Although there is no law of succession from vice president to president of a Youthact club, this often occurs because the vice presidency has proven an effective leadership training ground.

The Secretary

The Youthact club secretary is responsible for maintaining all club records and keeping minutes of all meetings of the club and the board of directors. These records include the original application forms for each member; the membership activities form that lists committee assignments; the attendance records; and the dues payment record, which keeps the secretary apprised of which members are eligible to vote. If the secretary is inexperienced in these functions, he or she should consult the secretary from the sponsoring Rotary club for guidance in setting up files and recording meeting action.

The Treasurer

The Youthact club treasurer must perform the following functions: deposit all club funds in a bank approved by the board and keep records of all deposits; make all disbursements approved by the board and keep records of each transaction; maintain complete and current club financial records; and report on the club's financial situation at each meeting.

This report must include the following information: the account balance at the beginning and end of each month; funds received throughout the month, such as dues or proceeds from the sale of items or a fund-raising project; and disbursements made during the month, showing for what and to whom. The treasurer should also make a final year-end report that, together with the periodic reports, will become part of the club's permanent record.

In addition to these official duties, many clubs expect the treasurer to collect and deposit dues and proceeds from club fund-raising projects. Also, the treasurer should play a major role in preparing and monitoring the club's annual budget.

As with the other Youthact offices, the sponsoring Rotary club can offer much solid advice and guidance to an inexperienced treasurer.

The Board of Directors

As the governing body of the Youthact club, the board is required to meet at least once a month. All Youthact members in good standing may attend board meetings but may not address the meeting without permission of the board. A member of the Youthact committee of the sponsoring Rotary club must attend each Youthact club board meeting.

Most Youthact club business is transacted at board meetings rather than club meetings. The board must then make a full report of action taken at the next club meeting. Discussion of the report at the club meeting can help the directors better understand the needs and viewpoints of the members.

Each Youthact club director must become thoroughly familiar with the requirements of the Standard Youthact Club Constitution and the By-laws and work to see that the club is meeting these goals. The board also must make an annual report to the club that covers all major action of the year.

The Committees

With the approval of the board of directors, the president appoints four standing committees:

- the international understanding committee, which must undertake one project each year to promote goodwill with another country;
- the service committee, which initiates one project each year that serves either the community or the school;
- the finance committee, which develops ways to finance club activities; and
- the club committee, which is responsible for attendance, membership, programs, fellowship, and public relations.

No committee may take action without the approval of the club membership. To obtain that, the chairman must prepare a full report on the committee's plan, which will then be sent to the board for approval.

The District Youthact Representative

In districts with five or more Youthact clubs, Youthactors may elect a district Youthact representative from among their membership. Under the guidance of the district governor and the district Youthact committee, the representative plans district-wide Youthact meetings and may also preside at such meetings. Communicating primarily by correspondence, the district Youthact representative also encourages Youthact clubs to broaden their service programs, especially in terms of international projects.

With the possible exception of leadership training programs, Youthact district activities are financed by the Youthact clubs, with the provision that the cost of such meetings be minimal

and within the financial means of the participants. Any financial contributions toward district programs are: strictly voluntary on the part of the Youthact clubs.

Leadership Training

The district Youthact committee has the responsibility of providing training, for incoming club officers, directors, and committee chairmen, as well as Rotarians from the sponsoring club, that will help them operate an effective Youthact club. The recommended training program would be held after all Youthact clubs in the district had elected their officers for the incoming year but no later than one month before they take office.

Such a program typically provides separate sessions specifically designed to help incoming presidents and vice presidents, secretaries and treasurers, directors, and committee chairmen. Other sessions focus on international understanding, service, finance, and club concerns. These programs give Youthactors and Rotarians involved in Youthact a chance to not only obtain valuable information but also to exchange ideas and discuss various issues.

The cost of Youthact leadership training programs is covered in various ways. Expenses may be underwritten entirely by the district, a host Rotary or Youthact club, a group of these clubs, or a combination of any of these. In some districts, Youthactors pay a registration fee that covers the cost of a luncheon or the entire meeting.

For more information of Youthact leadership training offered in your district, contact your district Youthact committee chairman.

In addition to district leadership training, your club should work with Youthact club officers to accomplish the following goals:

- Ensure that officers have a thorough understanding of the purpose of Rotary and the relationship between the Youthact club and its sponsoring Rotary club;
- Provide the Youthact officers with all appropriate publications, forms, and other materials; and
- Identify the Rotarians whom Youthactors may contact for guidance on specific topics.

The Youthact Club Annual Planning Meeting

Your club Youthact committee should hold an annual meeting that includes all Youthactors, your Rotary club president, and all members of your club Youthact and youth committees.

With a focus on the plans and objectives of the Youthact club, the meeting should cover the following topics:

programs,
procedures,
completed projects,
ongoing projects,
attendance,
membership development,
publicity, and
future plans.

Club Constitution

STANDARD YOUTHACT CONSTITUTION

ARTICLE I – Name

The name of this organization shall be the Youthact Club of _____

ARTICLE II -- Purpose and Goals

The purpose of Youthact is to provide opportunity for young people to work together in a world fellowship is dedicated to service and international understanding.

The goals of Youthact are:

1. To recognize and develop constructive leadership and personal integrity.
2. To encourage and practice thoughtfulness and helpfulness to others.
3. To create an awareness of the importance of home and family.
4. To build respect for the rights of others, based on recognition of the worth of each individual
5. To emphasize acceptance of individual responsibility as the basis of personal success, community improvement
6. To recognize the dignity and value of all useful occupations as opportunities to serve society.
7. To provide opportunities for gaining increased knowledge and understanding of community, national, and world affairs,
8. To open avenues of personal and group action leading to the advancement of international understanding and goodwill toward all people.

ARTICLE III -- SPONSORSHIP

1. The sponsor of this Youthact club is the Rotary Club of _____, which through a committee of not less than three Rotarians, shall exercise supervision and control over all activities, programs and policies of this Youthact club. The continued existence of this Youthact club shall depend upon the continued active personal participation of the sponsoring Rotary club. In the case of a club composed of young women only, the committee shall also include one or more responsible women as ex officio members.
2. This club is not a part of, and neither this club nor its members have any rights or privileges with respect to, the sponsoring Rotary club.
3. Except as provided for in section 1 of Article 1, all references in this Youthact Club Constitution all references to gender are non-specific and refer equally to males and females.

ARTICLE IV -- Membership

1. To be eligible for membership a person must possess good character and leadership potential and
 - (a) in a school- based club be a student at the secondary school. or be between the ages of 11 and 14:
 - (b) in a community-based club be a young person between the ages of 11 and 14.
2. The membership of this club may be all male, all female, or both male and female in any ratio, at the discretion of the sponsoring club.
3. The method of electing members of this club shall be determined by the sponsoring Rotary club in consultation with the Youthact club. The method of electing new members of a school-connected club shall have the approval of the school authorities.
4. Each member of this club shall attend at least 60% of this club's regularly scheduled meetings.
5. Membership shall automatically terminate a) upon removal from the community; (b) in a school-based club upon graduation or otherwise ceasing to be a student in the school from which the membership is drawn; (c) by termination of the club: or (d) by failure to meet attendance requirements unless excused by the board of directors of the club for good and sufficient reason.
6. Membership may be terminated for cause as determined by this club by vote of not less than 2/3 of all the members in good standing.

ARTICLE V -- Meetings

1. The club shall meet not less than twice per month, as provided in the by-laws, at a time and place suited to the convenience of the members, with due regard for their school obligations.
2. The board of directors shall meet as provided in the by-laws. In a school-based club, no meeting of .the board shall be deemed official unless a member of the Youthact committee of the sponsoring Rotary club is in attendance.
3. Meetings of the club and of the board of directors may be canceled during holiday or vacation periods at the discretion of the board of directors, with the approval of the sponsoring Rotary club.

ARTICLE VI -- Officers and Directors

1. The officers of this club shall be a president, vice president, secretary, treasurer, and such additional officer(s) as may be provided in the by-laws.
2. The governing body of this club shall be a board of directors composed of the president, vice

president, secretary, treasurer and additional directors whose number shall be determined by this club with the approval of the sponsoring Rotary club, all to be elected from among the members in good standing. All decisions, policies and actions of the board shall be subject to the authority of the sponsoring Rotary club, the provisions of this constitution, and policy established by the sponsoring Rotary club.

If school connected, this club shall be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.

The board of directors shall have general control over all officers and committee and may, for good cause, declare any office vacant. It shall constitute a board of appeals from the rulings of all officers and actions of all committees.

3. Elections of officers and directors shall methods compatible with local customs and procedures, but in no case shall more than a simple majority of the members present and in good standing be required for election.

The term of office of all officers and directors shall be one year, unless a shorter term is provided in the by-laws. No provisions shall be made for a term of office shorter than one year except with the written permission of the sponsoring Rotary club.

ARTICLE VII -- Activities and Projects

1. Within the limits prescribed in section 1 of Article III, this club shall be responsible for planning, organizing, financing and conducting its own activities and shall itself supply the money, manpower and creative imagination necessary thereto, except that in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organizations.

2. The club shall undertake among its activities at least two major projects annually, one designed to serve the school or community, the other to promote international understanding, and each shall involve all or most of the members of the club.

3. The aim of international service in Youthact is to encourage and foster the advancement of international understanding, goodwill and peace through a world fellowship of youth united in the ideal of service. The aim of community and school service is to encourage and foster the application of the ideal of service by each Youthact club member to his personal, community and school life.

4. It is the responsibilities of the club to raise the funds necessary to carry out its program. It shall not solicit or accept more than occasional financial assistance from its sponsoring Rotary club, nor shall it make general solicitations from Rotary clubs other than its sponsoring Rotary club or from other Youthact clubs, nor shall it solicit financial assistance from individuals, businesses or organizations in the community without giving something of value in return.

ARTICLE VIII -- Committees

1. There shall be provided in the by-laws of this club the following standing committees: international understanding, service, finance, club, and such other standing committees as many be deemed necessary or convenient for the administration of the club.
2. The president, with the approval of the board, may appoint such special committees as he may deem necessary, citing their duties as the time of appointment. All such special committees shall lapse upon the completion of their duties, upon discharge by the appointing president, or with the end of his term of office, whichever occurs first.

ARTICLE IX -- Fees and Dues

Any additional fees, dues or assessments on the membership of the club shall be nominal and shall only be for the purpose of meeting the administrative costs of the club. Funds for activities and projects undertaken by the club shall in general be raised apart from such fees, dues or assessments.

ARTICLE X -- Acceptance of Constitution and By-Laws

Every member of this club by his acceptance of membership and continuation thereof, thereby accepts the principles of Youthact as expressed in its purpose and goals and submits himself to and agrees to comply with and be bound by the constitution and the by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and the by-laws on the plea that he has not received a copy of them.

ARTICLE XI -- By-laws

This club shall adopt the standard Youthact club by-laws, together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the standard Youthact club by-laws.

ARTICLE XII -- Emblem

The emblem of Youthact shall be preserved for the exclusive use and benefit of Youthact members. Each member of this club shall be entitled to wear or otherwise display the Youthact emblem in a dignified and appropriate manner during the period of his membership. He shall relinquish such entitlement upon termination of his membership or termination of this club.

ARTICLE XIII -- Duration

The Youthact club shall exist so long as it continues to function in accordance with the

provisions of this constitution and policy relating to Youthact established by the sponsoring Rotary club, or until it is terminated.

a) by this club upon its own determination and action;

b) by the sponsoring Rotary club upon withdrawal of its sponsorship; or

c) by the sponsoring Rotary club for failure to function in accordance with this constitution or for other cause.

Upon termination of this club, all rights and privileges relating to the Youthact and emblems shall be relinquished by the club and by its members individually and collectively.

ARTICLE XIV -- Amendments

This constitution may be amended only by action of the board of directors of the sponsoring Rotary club, and all amendments to the standard Youthact club constitution adopted by the board of directors of the sponsoring Rotary club shall automatically amend this constitution.

Club ByLaws

STANDARD YOUTHACT CLUB BY-LAWS

By-Laws of the Youthact Club of _____

ARTICLE I -- Elections

1. Election for the office of president, vice president, secretary, treasurer, and directors shall be held annually prior to _____. Those elected shall take office (date) .on _____
_____.

(date)

2. Nominations of officers shall be made either in writing or from the floor. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the members present and in good standing shall be elected.

3. In addition to the president, vice president, secretary and treasurer, there shall be elected directors.

ARTICLE II -- Duties of Officers

1. President. The president shall preside at all regular and special meetings of the club and the board of directors. He shall, with the approval of the board, appoint all standing and special committees and, in the event of a vacancy in the board of directors, shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club. He shall be an ex officio member of all committees.

2. Vice President. The vice president shall succeed to the office of president in the event of the removal of the latter for whatever cause, and, in the absence of the president, shall preside at all meetings of the club and of the board.

3. Secretary. The secretary shall maintain all club records. He shall keep minutes of all meetings of the club and board of directors.

4. Treasurer. The treasurer shall have custody of all club funds, maintaining all necessary records, and depositing all such funds in a bank approved by the board of directors. He shall make all disbursements under procedures determined by the board of directors. He shall report the club's financial status at each meeting of the club, and shall hold all records available for inspection by any club member.

5. Board of Directors. The board of directors shall be the governing body of the club, as provided in the constitution. It shall make an annual report to the club to apprise all members of the club's operations. It shall hold regularly scheduled meetings, not less than one a month, which shall be open to attendance of any club member in good standing. Members attending such meetings, however, shall not address the meetings except with the permission of the board.

ARTICLE III- Meetings

1. Meetings of the club shall be held not less than twice per month and meetings of the board not less than once a month, at a time and place suited to the convenience of the membership.
2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club. Any four members of the board, one of whom must be the president or vice president, shall constitute a quorum at any meeting of the board. No meeting of the club or of the board shall be deemed official unless a member of the Youthact committee of the sponsoring Rotary club is in attendance.

ARTICLE IV -- Fees and dues.

1. The admission fee for new members shall be _____ .
2. All fees and dues must be paid before a member will be considered in good standing.

ARTICLE V - Committees

1. The president, with the approval of the board of directors, shall appoint the following standing committees:

A. International Understanding. This committee shall be charged with primary responsibility for devising ways and means of engendering international understanding among the members, in the school and community, and in all other areas. It shall have the duty of initiating and planning one major activity in its field each year, which shall involve all or most of the club membership.

B. Service. This committee shall be responsible for devising at least one major service project annually, other than international, which shall involve all or most of the club membership.

C. Finance. This committee shall devise ways and means for financing any and all club activities requiring funds, in cooperation with the appropriate committee.

D. Club. This committee shall be responsible for attendance, membership, programs, fellowship, public relations and such other matters as may be deemed appropriate.

2. No committee shall take any action to carry out its plans until those plans have been approved by a majority of the club membership.

ARTICLE VI - Amendments

1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intentions to call such a vote is given at least fourteen days earlier at a meeting of the club at which a quorum is present and provided such amendment is approved by the sponsoring Rotary Club.
2. Nothing in these by-laws shall contravene any provision of this club's constitution

STANDARD YOUTH ACT CLUB BY-LAWS

Article 1 Election of Officers

- 1) Election for the office of President, Vice President, Secretary, Treasurer, and Directors shall be held annually prior to Oct. 1. Those elected shall take office on or before October 1.
- 2) Members may be nominated from the floor or in writing. The people who were nominated will be elected at the next meeting. Voting will be on a secret ballot. Those candidates receiving a majority of votes from the members present, and in good standing, shall be elected.
- 3) A president, vice president, secretary and treasurer will be elected in addition to two directors.

Article 2 Duties of Officers

- 1) **President:** The president will attend all regular and special meetings of the club and the board of directors. The president, with the approval of the board, shall appoint all committees and fill any vacancies until the next election. they will be an ex-officio member of all committees.
- 2) **Vice President:** The vice president will become the president if the president should be removed, and will preside over meetings in the absence of the president.
- 3) **Secretary:** The secretary shall maintain all club records. They will maintain all minutes of the club and board of directors meetings.
- 4) **Treasurer:** The treasurer will take care of all club funds, and keep all necessary records. Funds will be deposited and disbursed according to school district policies and procedures. At every meeting he will give the financial status of the club. They will make all records available for inspection by any club member.
- 5) **Board of Directors:** The board is the governing body of the club. They will prepare an annual report to tell the members of the clubs operations. They will hold regularly scheduled meetings at least once a month which all members are allowed to attend. Members attending such meetings shall not address the meetings without the permission of the board.

Article 3

Meetings

- 1) There shall be at least two meetings of the club each month and at least one meeting a month of the Board of Directors at times and places convenient to the club.
- 2) A majority of members will make an official meeting. For a board meeting the president and vice president, as well as one Rotarian, must be at the meeting. The majority of the members must be present in order for the club to do business.

Article 4

Fees and Dues

- 1) The admission fee for all members shall be \$1.00 (including new members).
- 2) All fees and dues must be paid before a member will be considered in good standing.

Article 5

Committees

- 1) The president, with the approval of the board of directors, shall appoint the following standing committees.
 - International Understanding: This committee has the full responsibility for developing the plans and means of promoting international understanding among the members in the school and community, and in all other areas. It will have the duty of beginning and planning one major activity in its field each year, which shall include most of the club membership.
 - Service: The service committee is responsible for developing at least one major service project each year. This shall include all of the club members.
 - Finance: The finance committee is responsible for financing any and all club activities that require money.
 - Club: This committee is responsible for attendance, membership, programs, fellowship, and public relationship.
 - No committee shall carry out orders without being approved by the majority of the club.

Article 6

Amendments

- 1) The by-laws may be amended by a majority vote of the members that are in good standing. Prior notifications are needed for a change in the by-laws. Amendments must be approved by the sponsoring Rotary Club.

- 2) Nothing in the By-laws will interfere with the constitution.

Membership Form

YOUTHACT
MEMBERSHIP APPLICATION FORM
(To be retained by Rotary club in Youthact file)

Name _____

Address _____

Date of birth _____ Grade _____

Phone _____

List the subjects you are now studying in school and circle the ones most interesting to you (if applicable) _____

List any special honors or awards you have received _____

List any languages other than English which you can speak, read or write _____

List any countries to which you have traveled or in which you have lived

List all your hobbies that you happen to enjoy. _____

What newspapers and magazines do you read frequently?

Are there any projects you would like to do?

I understand and accept the principles of Youthact and agree to comply with club and school rules.

Signed _____

Date _____

Statement of Policy

STATEMENT OF POLICY RELATING TO YOUTHACT CLUBS

1. This Youthact Club program was developed and created by and is an activity of the sponsoring Rotary club, and the authority for the establishment and enforcement of constitutional provisions, organizational requirements and standards of procedure, and for the protection and preservation of the Youthact Club name and emblem is retained by the sponsoring Rotary club.
2. A Youthact Club is a Rotary club-sponsored organization of young people whose purpose is to provide opportunity for them to work together in a world fellowship dedicated to service and international understanding.
3. The Youthact program is established as a program with a primary emphasis on training in leadership and citizenship. The Youthact program is designed for the "junior high/middle school" group of children between 11 to 14 years of age.
4. A Youthact club is organized, sponsored and supervised by a Rotary club or clubs and is established following the endorsement of the district governor upon certification and recognition by the sponsoring Rotary club; it can be created and sustained in no other way, and its continued existence depends upon the continued sponsorship of its sponsoring Rotary club.
5. Within the framework established by the Rotary District, the sponsoring Rotary club is responsible for organizing the Youthact club and for providing it with guidance and counsel thereafter and has complete control and supervision over all activities, policies, and programs of the Youthact club.
6. Where the Youthact club is school-connected, control and supervision by the sponsoring Rotary club shall be exercised in full cooperation with the school authorities, with the understanding that such clubs are subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.
7. All Youthact club activities, projects, and programs shall at all times be conducted in harmony with the policies of the Rotary District; continued sponsorship of a Youthact club by a Rotary club is contingent thereon.
8. There shall be a "Standard Youthact Club Constitution" prescribed by the Rotary District and subject to amendment only by the Board of Directors of the sponsoring Rotary club. As a prerequisite of its organization and certification, each Youthact club shall adopt the "Standard Youthact Club Constitution and shall automatically adopt all amendments thereto subsequently made by the Board of Directors of the sponsoring Rotary club.
9. Each Youthact club shall adopt by-laws not inconsistent with the "Standard Youthact Club Constitution" and with policy established by the Rotary District. Such by-laws shall be subject to the approval of the sponsoring Rotary club.
10. Each Youthact club shall be sponsored by the Rotary club whose territorial limits embrace the area of residence of the school (s) from which the Youthact members are drawn, unless written authority is granted by the district governor to the sponsoring Rotary club to organize a Youthact club outside the territorial limits of the sponsoring Rotary club.

11. A Youthact club may be organized and sponsored jointly by more than one Rotary club under the following conditions:
 - a) The district governor must give his approval, stating in writing that, in his considered judgment, the best interests of the district, the Rotary clubs concerned and the Youthact program would be served by the proposed joint sponsorship.
 - b) A substantial percentage of the members of the proposed Youthact club must be drawn from within the territorial limits of each sponsoring Rotary club.
 - c) The circumstances must be such that the organization of separate Youthact clubs, each sponsored by a single Rotary club, would create or result in an artificial division of what is essentially a single body of students within the school or community.
 - d) A joint Youthact committee must be created with effective representation from each of the sponsoring Rotary clubs.
12. Each member of a Youthact club, by their acceptance of membership agrees to accept and to adhere to the provisions of the constitution and by-laws of his Youthact club.
13. Membership in a Youthact club shall be evidenced by Youthact membership identification cards supplied to Youthact clubs through sponsoring Rotary clubs.
14. The Youthact name and emblem, as used in or applied to the Youthact program are the property of the Rotary District and shall be preserved for the exclusive use of those involved in the Youthact program, including duly established Youthact clubs and their members in good standing.
15. A Youthact club member shall be entitled to use and display the Youthact name and emblem in an appropriate and dignified manner during the period of his membership in a Youthact club, and he shall relinquish such entitlement upon termination of his membership in his Youthact club or upon the termination of his Youthact club.
16. A Youthact club may be terminated (a) by the Rotary District, with or without the consent, approval or concurrence of the sponsoring Rotary club, for failure to function in accordance with its constitution or for other cause, (b) by its sponsoring Rotary club, or (c) by the Youthact club itself upon its own determination.
17. Upon termination of a Youthact club, all rights and privileges relating to the name and emblem shall be relinquished by the club and by its members individually and collectively. All supplies and materials shall be returned to the sponsoring Rotary club. All funds are to be returned to the sponsoring club unless such funds are hypothecated to the base school.
18. As a matter of policy, the Board does not recognize the right of any individual or organization except R.I. to circularize Youthact clubs for any~commercial or other purpose.
19. District governors are requested to appoint district Youthact committees, composed of Rotarians from various parts of the district, to assist the district governor in publicizing the Youthact program, promoting the organization of new Youthact clubs, and administering the program of Youthact within the district. Where feasible and practicable in the appointment of district Youthact committees, there should be provision for continuity of membership by appointing one or more members for a second term. Rotary district Youthact committees in carrying out their duties might benefit from consultation with members of Youthact clubs.

20. Youthact organization and meetings beyond the club level:
- a) If, within a Rotary International district there are five or more Youthact clubs, a Youthact district may be established, the boundaries of the district to be coterminous with the Rotary International district embracing the respective sponsoring Rotary clubs. The clubs in such Youthact district may elect a Youthact representative from among their membership. The method of election shall be determined by the district Youthact committee. The district Youthact representative will be guided and counseled by the Rotary district governor and the Rotary district Youthact committee, or other appropriate Rotary district committee, and shall assist the district committee in arranging district-wide meetings and, where possible shall preside at such meetings, shall give counsel to and provide encouragement and inspiration to the Youthact clubs of the district, particularly with respect to broadening and deepening the program of Youthact within the district, and shall help focus their attention on the worldwide extent of Youthact and the potential and achievements of the program in behalf of international understanding.
 - b) If a Youthact district has been established, there may be with approval of the district governor, a district organization which will provide, in addition to the district representative, for a district secretary and two or more zone representatives, each responsible for a certain number of clubs and such other responsibilities as may be assigned by the district representative.
 - c) Within a district of Rotary International, any two or more Youthact clubs conveniently located with respect to each other are encouraged to hold meetings with representatives from each club, with the advice, guidance and presence of one or more members of the district Youthact committee, in order to increase friendship, exchange ideas, gain inspiration, and strengthen, broaden and deepen the program of Youthact within the district. When distances permit, such meetings may be held on a district-wide basis, under the guidance of the district Youthact committee, with one or more members of this committee present.
 - d) The purpose of a district-wide Youthact meeting is to provide encouragement, enlightenment and inspiration to the Youthact clubs with respect to school and Community Service and to focus attention on the worldwide potential and achievements of Youthact in behalf of international understanding.
 - e) No meeting of members of Youthact clubs beyond the club level shall have any legislative authority nor shall be so organized or conducted as to give the appearance of having such authority. Nevertheless, such a meeting may include the opportunity for expression of ideas which might be of value as advisory observations to those who are involved at the district or other levels with the administration of Youthact.
 - f) All Youthact district activities shall be financed by the Youthact clubs in the district. No expenses of district Youthact meetings or Youthact district representatives shall be paid by Rotary International. The cost of such meetings shall be minimal and within the financial means of those participating.
21. Meetings of Youthact club members from more than one district, particularly from districts in more than one country, are recommended and encouraged wherever feasible, such meetings to be held under the guidance of the host Rotary district governor and the

Youthact committee, with one or more members of the committee present and in conjunction with the host Youthact district representative and Youthact presidents, and subject to the approval of the participating Rotary districts. Requests to the participating Rotary districts of R.I. for holding multi-district meetings of Youthact clubs must be accompanied by:

- 1) Information including the date, location, purpose, program and participants of the proposed meeting;
- 2) A copy of the anticipated budget for the meeting with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting;
- 3) Proof of adequate liability insurance covering the event;
- 4) Assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotarians;
- 5) A statement from the Director or immediate past director of R.I. resident in the area in which the meeting is to be held that he approves the plan for holding such meeting.

22. Financing the cost of the Youthact program:

- a) No part of the expenses of Youthact district representatives or meetings of Youthact clubs or groups of Youthact clubs shall be paid by Rotary International.
- b) Costs involved in arranging any meetings of Youthact clubs or groups of Youthact clubs should be kept as low as possible consistent with effective meetings and a meaningful program.
- c) It is the responsibility of the Youthact club to raise the funds necessary to carry out the program of the club.
- d) Rotary clubs sponsoring Youthact clubs should not contribute more than occasional or incidental financial assistance to such Youthact clubs.
- e) Youthact clubs should not make general solicitations for financial assistance from Rotary clubs or from other Youthact clubs.
- f) Youthact clubs should not solicit financial assistance from individuals, businesses or organizations in their respective communities without giving something of value in return.
- g) Any dues or assessments on the membership of any Youthact club should be nominal and should be only for the purpose of covering the cost of administering the club, funds for activities and projects undertaken by Youthact clubs should be raised by such clubs apart from such dues or assessments.
- h) Rotary clubs and Rotary district conferences inviting members of Youthact clubs to participate in the program of such clubs and conferences should subscribe to sufficient trip accident and liability insurance to protect the Rotary club or district conference against any possible legal or moral obligation and liability.

23. As a matter of principle, Youthact clubs are not authorized to assume membership or merge with other organizations regardless of the purpose of such organizations.