

# **CONSTITUTION AND BYLAWS FOR THE NORTHEASTERN CONFERENCE ADVENTIST YOUTH FEDERATION**

## **PREAMBLE**

Whereas, the Adventist Youth Societies of the Northeastern Conference were designed to foster the development of the spiritual, mental, physical and social growth of youth,

Whereas, the Adventist Youth Societies of the Northeastern Conference were designed to train, motivate, empower and equip with resources for the development of leadership abilities,

Whereas, the Adventist Youth Societies of the Northeastern Conference recognizing the awesome task that rest upon the shoulder of our youth to spread the everlasting gospel of our Lord and Savior Jesus Christ to this generation and generations to come,

We hereby declare our willingness to abide by the articles as set forth in this constitution and by laws.

## **MISSION STATEMENT**

The Youth Ministries Department serves the eleven regional entities that make up the Northeastern Conference Adventist Youth, Pathfinder and Adventurer Federations. We are committed to the task of providing training and support to youth leaders as they work to prepare children, youth and young adults for the second coming of Jesus Christ. Toward this mission, our goals are:

1. To foster the growth and vitality of all children, youth, and young Adults.
2. To keep youth leaders informed about the progress of youth ministries in the federations.
3. To coordinate leadership training workshops
4. To facilitate conference-wide youth interaction through spiritual convocations, and recreational activities
5. To disseminate information about resources geared to the changing needs of children, youth and young adult leaders
6. To gather, record, maintain and report statistical data regarding youth societies
7. To encourage the development of innovative methods and strategies in the AY Societies.

**ARTICLE I --- NAME**

The organization shall be known as the Northeastern Conference Federation of Adventist Youth Societies.

The Federated areas are:

- ❖ Bronx/Manhattan
- ❖ Brooklyn/Staten Island
- ❖ Franco-Haitian
- ❖ Hispanic
- ❖ Hudson Valley/Capital City
- ❖ Long Island
- ❖ New England – North
- ❖ New England – South
- ❖ Queens
- ❖ Rockland/Westchester Counties
- ❖ Western New York

**ARTICLE II --- PURPOSE**

The purpose of this organization shall be to:

- (a) promote and help maintain the high spiritual standards of its members;
- (b) furnish additional motivation to the Adventist Youth membership;
- (c) provide opportunity for spiritual enrichment and broader social fellowship;
- (d) promote united support for greater interest in Christian Education. Eg. establishing scholarships;
- (e) give coordinated assistance for the full support of all phases of Adventist Youth Societies;
- (f) promote and encourage its members to engage in well planned outreach activities;
- (g) set soul winning goals each year, and provide means of reaching these goals, and make annual reports to the Northeastern Conference Youth Ministries Department;
- (h) promote and encourage the effective use of the information “Super Highway” in order to accomplish the holistic needs of our youth.

## **ARTICLE III --- MEMBERSHIP**

### **SECTION 1**

Members of the Northeastern Conference Federation of Adventist Youth shall consist of:

- (a) All baptized members
- (b) All regular and active associate members (non-baptized)

### **SECTION 2**

Members must uphold the standards expressed in the Adventist Youth Pledge and Law.

### **SECTION 3**

Admission to the social activities of any area Federation of Adventist Youth Societies shall be limited to the members, other friends and guests.

### **SECTION 4**

The Northeastern Conference Youth Director and Associate Youth Director shall be ex-officio members of all area Federations. They may have voice but no vote.

## **ARTICLE IV --- MEETINGS**

General meetings of the Federation shall be held at least twice a year; and upon dates which can be adopted as a regular annual schedule, where possible, at a time which can be established as a regular schedule, and at a place which can be secured and arranged for by the host church, with each member church of the federation being given an opportunity to host according to an adopted rotation plan.

### ***The Local Federation --- Part A***

## **ARTICLE V --- OFFICERS**

### **SECTION 1**

The Officers of this organization shall be the President, the First Vice – President, a Second vice President, the Secretary, the Assistant Secretary, the Treasurer, the Assistant Treasurer, the Chaplain, the Parliamentarian, the Social Director, the Public Relations Director, The Sport Coordinator, the Pathfinder Area Coordinator, The Adventurer Area Coordinator, the Olympic Coordinator, and any other appointed person the Federation deems necessary for the execution of its plans.

**SECTION 2**

The Northeastern Conference Youth Director and the Associate Youth Director shall be the general supervisor and sponsor.

**SECTION 3**

- A. Each federation officer is expected to harmoniously carry out his or her designated responsibilities in the organization. Anyone who finds it inconsistent with his/her time and availability to provide active cooperation in the performance of his or her responsibilities, shall be relieved of his or her office and replacement made upon recommendation of two/three vote (2/3) of the Federation's Executive Committee (see section 6A of By-Laws) and a majority vote of the federation members present.
- B. Each federation officer must complete the Youth Leader's Training Course, its equivalent, or related experience in youth ministries.
- C. Federation Officers must have served in the Youth Ministries department of the local church.
- D. Federation officers must be knowledgeable of and practice the doctrines and fundamental beliefs of the Seventh-day Adventist Church.

***Local Federation --- Part B*****SECTION 1 – THE PRESIDENTS' PRESIDENT**

Shall:

- (a) Serve as a resource person to the AY Federation Presidents
- (b) Serve as a member of the Youth Advisory Council
- (c) Be available to the Youth Ministries Department for consultation in the planning of all events directed by the department
- (d) Be elected for a term of three years at the Annual Adventist Youth Leaders' Workshop. The name of the candidate shall be recommended and submitted by the AY Federation Presidents and ratified by the General body.

**SECTION 2 – PRESIDENT**

Shall:

- (a) Serve as the chairperson of the executive committee and preside at all general meetings of the federation.
- (b) Be responsible for the smooth operation of the federation.
- (c) Direct the coordination of all committees.
- (d) Be responsible to the Northeastern Conference Youth Ministries Department and furnish written monthly reports of federated area.
- (e) Review all correspondence sent from the federation to officers, and/or other societies and committees.
- (f) Visit all churches during terms of office or designate a representative from the federated area to do so.
- (g) Be an ex-officio member of all committees of the federation.
- (h) Be granted the privilege of appointing special committees as deem necessary.

**SECTION 3 – THE VICE PRESIDENTS****Shall:**

- (a) Assume the duties of the President in his/her absence or when designated by the president to do so.
- (b) Serve as chairperson of special committees.

**SECTION 4 – THE SECRETARY****Shall:**

- (a) Serve as secretary of the Federation executive committee.
- (b) Serve as chairperson of the Federation in the absence of the President or Vice Presidents.
- (c) Keep a permanent record of all executive and general meetings and is responsible for presenting recommendations and actions to the regular Federation meeting. A copy of all actions should be sent to the Northeastern Conference Youth Ministries department.
- (d) Be responsible for all correspondence of the Federation.
- (e) Furnish a report of all actions taken at general Federation meetings to the Youth Leaders in the Federation.

**SECTION 4 – THE ASSISTANT SECRETARY****Shall:**

- (a) Serve as recording secretary in the absence of the secretary and when the secretary is the chairperson.
- (b) Perform such functions and assignments as delegated by the Secretary and the President.

**SECTION 5 – THE TREASURER****Shall:**

- (a) Be knowledgeable of basic bookkeeping skills.
- (b) Be the custodian of all Federation funds and shall disburse such fund on the authorization of the executive committee.
- (c) Provide monthly financial report to the executive committee.
- (d) Present a financial report of all Federation funds at least bi-annually; once at the regular federation meeting, at the last executive meeting and at whatever times deem necessary by the Federation's executive committee.
- (e) Forward a copy of the financial report to the Northeastern Youth Ministries Department on a quarterly basis.
- (f) Present books and records for annual audit review the Northeastern Conference auditor.

**SECTION 6 – ASSISTANT TREASURER**

- (a) Shall assume all duties of the treasurer in his or her absence or when required by the President or the Treasurer to do so.

**SECTION 7 – CHAPLAIN**

Shall:

- (b) Coordinate all spiritual activities pertaining to the Federation.
- (c) Serve as a consultant in the selection of speakers for special Federation meetings.
- (d) Provide an atmosphere for spiritual growth in the Federation.

**SECTION 8 – PARLIAMENTARIAN**

Shall:

- (a) Possess a thorough knowledge of the rules and regulations of parliamentary procedure.
- (b) Furnish information concerning Parliamentary procedure to any member at any called meeting of the Federation.
- (c) Guide the chairperson presiding at any meeting of the Federation to ensure the safe, fair and proper conduct of business.
- (d) Have a copy of the constitution in his/her possession at all Federation meetings.

**SECTION 9 – SOCIAL DIRECTOR**

Shall:

- (a) Coordinate the social and recreational activities of the Federation.
- (b) Be available to the Youth Societies in the Federation to offer input when needed in the planning of recreational activities, etc.

**SECTION 10 – PUBLIC RELATIONS DIRECTOR**

- (a) Shall be responsible for promoting and advertising all activities of the Federation.

**SECTION 11 – SPORTS COORDINATOR**

Shall:

- (b) Be knowledgeable of Physical Education and health and wellness
- (c) Be responsible to coordinate all sports activities of the Federation, e.g. basketball, volleyball, etc.

**SECTION 12 – OLYMPIC COORDINATOR**

Shall:

- (a) Be knowledgeable in the areas of Physical Education, health and wellness
- (b) Plan, prepare and execute all events connected to the Olympics
- (c) Report to the Northeastern Conference Olympic Commissioner

**SECTION 13 – HEALTH & WELLNESS COORDINATOR**

Shall:

- (a) Be a Professional in a health related field
- (b) Conduct periodic health and wellness seminars for the youth in the federated area
- (c) Be available for Federation events to provide and designate a professional team to take care of health needs.

## **BY-LAWS**

### **FINANCE**

#### **SECTION 1**

Each area Federation should submit an annual detailed budget to the Northeastern Conference Youth Ministries department for approval by the Youth Advisory Committee.

#### **SECTION 2**

The Federation shall be financed primarily by the dues paid by the member Youth Societies, and by special federation offering. Each Youth department shall pay annual dues appropriated by the membership of the local church. These dues shall be as follows: membership of 1-150 pays \$120; 151-300 pays \$145; 301-400 pays \$170; 401-500 pays \$200; 500 and above pays \$225. All dues must be paid by March 30<sup>th</sup> of each year. The Olympic dues is included in the Federation Dues and shall be as follows: membership of 1-99 pays \$20; 100-199 pays \$25; 200-399 pays \$30; 400-599 pays \$35; 600-799 pays \$40; 800-999 pays \$45 and 1000+ pays \$50. Each federation must forward all Olympic dues to the Northeastern Conference Youth Department by March 30<sup>th</sup> of each year.

#### **SECTION 3**

A checking account shall be opened and maintained at a local bank in the name of the federation. The bank must be approved by the Federation Executive Committee. Three (3) signatures shall be maintained with two (2) being necessary to effect a withdrawal. The required signatures for a withdrawal must be that of the President and either of the two Treasurers or the Vice-President.

## **OFFICERS**

#### **SECTION 4 – TERM OF OFFICE**

The officers of this organization shall be elected for a period of 3 years and no more than two consecutive terms.

#### **SECTION 5 – ELECTION OF OFFICERS**

- (a) Election of officers shall be conducted at a duly called Federation meeting at the conclusion of the term of office or at any time the Northeastern Conference Youth Ministries Director deems it necessary.
- (b) Election shall be held at least three months prior to the conclusion of the term of office.
- (c) Notice of such meeting should be given at least thirty days prior to the election.
- (d) Voting shall be done by secret ballot.
- (e) All officers shall be from Adventist Youth Societies that are current in the payment of dues.
- (f) Officers shall be chosen through a committee consisting of three representatives from each member society.
- (g) The Northeastern Conference Youth director shall serve as the chairperson of the

- election committee.
- (h) A report of the results of the election shall be sent to all societies of the Federation.
  - (i) A transition period of thirty days shall be established to mentor all newly elected officers.

## **COMMITTEES**

### **SECTION 6**

- (a) The Executive Committee shall be the President, the Vice Presidents, the Secretary, the Assistant Secretary, the Treasurer, the Assistant Treasurer, the Chaplain, the Social Director, the Parliamentarian, the Public Relations Director, the Sport Coordinator, Olympic Coordinator, the Pathfinder area coordinator, the Adventurer Area Coordinator and any other appointed person the Federation deems necessary for the execution of its plans.
- (b) The Executive Committee shall meet at least once per month to plan the work and activities of the Federation.
- (c) The Executive committee shall appoint other committees that are deemed necessary to effect and reflect the desires of the Federation.
- (d) Standing committees of the Federation shall be as follows: Devotional and Outreach, Educational, Music, Communication, and Recreational. The Members of these committee shall be appointed by the Federation executive committee in counsel with the Northeastern Conference Youth Ministries Director.
- (e) Pastors and first Elders shall be Ex-officio members of the Federation Executive. They may have voice, but no vote.

## **QUORUM**

### **SECTION 7**

Two-thirds of the Executive Committee constitute a quorum of the committee, and one-fourth of the Federation constitutes a quorum for Federation Meetings. In the absence of a quorum actions taken by the Federation executive committee or at general meetings these actions should be ratified at the next meeting.

## **RESIGNATION**

### **SECTION 8**

Resignations of officers shall be presented in writing to the Executive Committee. Upon the acceptance of the resignation, the executive committee shall appoint a successor, subject to approval of the general body.



## MEETINGS

### SECTION 9

The Federated area shall meet at least twice per year.

## YOUTH ADVISORY COUNCIL

### SECTION 10

- (a) The Youth Advisory Council is the elected body of the Northeastern Conference Youth Ministry Department that oversees the entire operation of the Federations. The members of this committee shall be the Youth Director, Associate Youth Director, Youth Department Secretary, all Federation Presidents, AY Presidents' President, Bible Bowl Commissioner, Olympic Commissioner, Chairperson of the Sports Commission, **The Senior Basketball Commissioner, The Junior Basketball Commissioner, The Head Pathfinder Coordinator of each area, and one Adventurer Coordinator recommended by the Adventurer federation to the Youth Advisory Council. In addition, three floor members shall be chosen at the annual Adventist Youth Officers' Workshop. There shall be one Junior Youth (10-15), one Senior Youth (16-22) and one Young Adult (23-35) who will serve for one year on a federation rotational basis.** The Youth Advisory Council may choose any other persons deemed necessary who will serve the interests of the youth of the Northeastern Conference.
- (b) The Youth Ministry Director or the Associate Youth Director shall serve as Chairperson of the Youth Advisory Council.
- (c) The Youth Advisory Council shall meet at least once per month.
- (d) The Youth Advisory Council may occasionally accept observers to the Youth Advisory Council, only if the Youth Director or the Associate Youth Director is given prior notice and such permission is granted.

## PARLIAMENTARY AUTHORITY

### SECTION 11

The meetings of this Federation shall be governed by parliamentary law as set forth in Robert's Rule of Order and the General Conference rules of Order.

## AMENDMENTS

### SECTION 12

The constitution and the by-laws may be amended by a two-third (2/3) vote of the

Membership present at a specially called meeting of the Federation. All amendments must be put in writing for circulation to all members thirty (30) days prior to the called meeting.

### **DISSOLUTION**

#### **SECTION 13**

In the event that this Federation can no longer function as described in this constitution And by-laws, its dissolution must be effected by a three-quarter (3/4) vote of those Present at a specially called session of the Federation. Notice of the meeting for dissolution must be submitted to all members at least thirty (30) days prior to the meeting.

### **HOLDINGS OF THE FEDERATION**

#### **SECTION 14**

In the event of a dissolution, the holdings of the Federation shall be transferred to the Northeastern Conference Youth Ministries Department after all debts have been settled.