



# ICS Youth Committee 'INVOLVE'

## Rules and Guidelines

- The ICS Youth Committee is formed by ICS youth members who are **High School Students** with the intention of promoting cultural heritage of India and service among the youth.
- Youth Committee will be a part of ICS, a non-profit organization. Youth Committee will meet/ Conference Call at-least **8 times** in a year.
- Meetings will be **held once a month, either a 1st Friday conference call or 1st Sunday** group meeting.
- All meetings are open to the public and new members are always welcome to join. Youth Committee vote and pass resolutions as a quorum.
- Youth Committee requires a participation of the YC Member in at least **5 meetings, 75% of the service projects, and 75% of the ICS events** for the year.

### **Mission Statement:**

- 1 To sustain and perpetuate the cultural heritage of India among the Indian youth community in and around Jacksonville.
- 2 To work for the general civic, moral and social benefit and welfare of the members of the Society and serve the community through service.
- 3 To promote inter-cultural activities in the local community for better awareness of Indian heritage and community relations.
- 4 Provide assistance during the ICS events by coordinating with executive committee.
- 5 Celebrate our individual and collective accomplishments, and foster and encourage other members of our community in their endeavors.

### **Membership:**

Any youth in High School can be member of youth committee. **Registration form with parent consent is mandatory.** Membership is free to all ICS members.

**Youth Mentor:** ICS Executive committee will assign a Youth Mentor from the Executive Committee, who will act as liaison officer between these two entities.

### **Youth Officers Positions:**

#### **President:**

- **Only Juniors in High School can serve as Presidents.**
- To preside over the meetings of the Executive Committee and Youth Committee.
- To serve as the Chair of the Youth Committee.
- Be responsible to appoint officers of various committees of YC.
- To serve as the spokesperson of Youth to external media, ICS Executive Committee etc.

#### **Vice President:**

- To perform all duties of the President in his/her absence or disability.



- To perform such other functions and duties, as voted by the Youth Committee.

### **Secretary:**

- Give due notice of all meetings of the Youth Committee, as directed by the YC President.
- Keep full and accurate minutes of all the meetings, and provide reports thereof at all the regular meetings.
- To perform such other functions and duties, as may be voted by the Youth Committee.
- Keep the attendance roster for all Youth Committee meetings and ICS events

### **Newsletter Director:**

- Oversee all the contributions from the team.
- Compile all the contributions and submit it to the Newsletter Director in a timely manner.

### **Event Coordinator:**

- Manage and coordinate ICS events.
- Organize a team for decoration, food serving, coupon distribution and cleanup.

### **Networking Director:**

- Oversee and maintain YC ICS Page, Facebook Page

### **Volunteering (Social Action) Director:**

- Coordinate volunteer events and manage the group.

## **RESIGNATION AND DISCIPLINARY ACTION**

### **Resignation**

A Youth officer may resign in writing addressed to the Youth Committee stating reasons. He/she shall remain in the position till takeover by a successor.

### **Removal or Suspension**

a. Any Youth member/Youth may be removed or suspended. Suspension from membership, upon satisfactory evidence that such person is guilty of conduct not in accordance with its objectives.

b. Any Youth member/Youth may be removed from his/her position for any or all of the following reasons:

- Unexplained absence from 3 consecutive meetings of the committee.

- Justified complaints by members on conflict of interest.

- Committee decision on lack of contribution to Youth Committee.

c. The YC cannot remove or suspend any of its members on its own. A request for removal or suspension of a YC member needs to be submitted by the YC president to the ICS President and YC mentor. The final decision will be made by the ICS President after consulting the elected members of the EC.



d. Any person, removed or suspended as above, may appeal against such disciplinary action to the elected ICS Committee. The elected ICS Committee will review the case and decide on the matter.

***Officer Position Eligibility:***

***Term:*** All office bearers will hold their position for 1 year, starting January 1<sup>st</sup>, of every year.

There is an attendance requirement of **at least 3 ICS Events and 3 YC Service Projects and 5 YC Monthly Meetings during the previous year/s.**

Any youth in High School is eligible for position, but must be a Youth Committee member for at least a year.

All YC related documents will be submitted to the ICS Secretary/ Youth Mentor, Vara Suresh  
[/varasuresh@gmail.com/](mailto:varasuresh@gmail.com) (339- 2229284)

Approved by the 2013 Executive Committee