

## **BAGA Youth Club (BYC) Subcommittee Operational Document**

**1.0 Scope/Purpose:** Article II in BAGA bylaws stated as an objective concerning BAGA youth:

“Promote leadership and benevolence among BAGA youth and facilitate collaboration among various other non-profit organizations.”

Also specified in the same Article the following BAGA operating framework as a guideline:

“To promote our young BAGA leaders and enrich our cultural Experience with their ideas and thoughts.”

BAGA Youth Club (BYC) has been actively participating in many activities last several years. Its team work, sincerity, and dedication are commendable and deserve recognition. Inspired by their enthusiasm Board of Directors (BOD) of BAGA is therefore formally forming the BAGA Youth Club subcommittee within the Article VII framework to fulfill the above mentioned objective and also to provide BYC an official platform to promote their leadership, ideas, and thoughts.

**2.0 Responsibility:** The BOD will have the full governing, administering, and all other fiduciary responsibilities. Financial responsibilities including submitting the tax return, etc. are also BOD’s responsibility. A member of the board will be appointed to act as a liaison between the BYC and BOD.

**3.0 Subcommittee:** Children in the age group of middle school to high school are eligible to be a member of this club. Though any child can join the club, only the children of the BAGA members are eligible to serve as official of the BYC.

Every year, towards the end of the year, through multiple mass emails BOD will invite young children within the above specified age group to join the club.

**3.1 Subcommittee Structure:** The BOD will designate two adults as Coordinators of the club. BOD should seek out one male and one female coordinator so that youth from both genders feel a sense of belonging. The Coordinators will help nourish and cultivate leadership qualities, resolve disciplinary issues, if any, and will provide help as asked or needed by the youth group members. The coordinators will work hard not to impose his/or her preferences on the members.

The BYC members will elect amongst themselves a maximum of two Co-Presidents, two Secretaries, and two Treasurers. The term of the officials will be for one calendar year from March to February or until new officials are elected. A member must attend 50% of BYC meetings and BYC-organized Community Service including at BAGA events for at least one term-year to be eligible for becoming a BYC official. The current officials will be responsible for keeping record of attendance and participation at BYC meetings and BYC-organized Community Service, including at BAGA events, to determine future eligibility.

**3.2 Meeting:** The BOD shall meet with the entire subcommittee at least two times (at the start and at the end of the subcommittee term) in a year.

**3.3 Work:** The subcommittee shall distribute responsibilities amongst its members according to member's effectiveness and interest.

**3.4 Activities:** The subcommittee will plan their yearlong activities, such as sports, trips, picnic, etc. They can plan their own charity and/or money raising activities during BAGA events. It is suggested that the club officials express its desire to participate/involve in BAGA activities to the BOD and to the EC reasonably ahead of time for proper planning. The BOD and the EC will and should give serious considerations to any such request coming from the BYC.

**3.5 Finance:** The subcommittee must be solvent by itself and bear its own administrative, activity and incidental expenses. It is therefore important that the subcommittee plans according to its ability. However, for puja decoration and/or other performance participations if it needs reasonable financial help, the committee officers can discuss it with the EC for help, and that should be given serious considerations.

The treasurers of the subcommittee will be responsible for thorough financial book keeping, and shall report to the BOD in a regular basis, and work with BOD during tax filing.

**3.6 Communication:** If BYC needs any mass communication, they can request BOD to send it on their behalf. All, if any, materials needed to be published by BYC it should be consulted with the BOD before release.

All mass emails to all members of BAGA for the subcommittee must go through the BOD Chairperson.

**4.0 BOD Responsibilities:** The BOD's main role shall be to oversee that the main objectives of the subcommittee do not get lost, and the Coordinators are really helping to cultivate the members' ideas and thoughts. The BOD should also remind the coordinators to look after the safety and disciplinary issues, and to take proper approval, etc. from the parents of the participating members before trips, etc. The BOD shall be vigilant that any reasonable request

from BYC gets proper and serious consideration from the other BAGA committee(s)/subcommittee(s).

The BOD shall also overlook that the members of BYC are properly credited and recognized for their contribution and services to the organization. Finally, the Chairperson shall issue certificate(s) to the BYC members, for their school or other purposes.