



THE OVERCOMING HURDLES IN OHIO (OHIO) YOUTH ADVISORY BOARD

CONSTITUTION

Article I – Name

- The official name of this board shall be the Overcoming Hurdles in Ohio Youth Advisory Board.
- We shall commonly be referred to as the OHIO Youth Advisory Board
- All regional boards names shall be officially referred to as (“Region Name”) of the OHIO Youth Advisory Board; such as Northwest Region of the OHIO Youth Advisory Board.
- The regional names shall also be commonly referred to as the state name and their region named mentioned afterwards; such as the OHIO Youth Advisory Board, Northwest Region.

Article II – Mission Statement

- We exists to be the knowledgeable statewide voice that influences policies and practices that effect all youth who have or will experience out of home care.

Article III – Membership

- Membership shall be open to all youth regardless of race, sex, religion, creed, disability, sexual orientation or national origin.
- Membership shall consist of total eligible youth who have or will have experienced out of home care and are between the ages of fourteen and twenty-three.

- Members will complete an application process to be approved by the board officers of their region and submitted to the state officers for final review.
- Only active members are permitted to vote.
- There exist four categories of membership: active, alumni, honorary and professional. Active members are defined as youth who are currently in care or who have aged out of and have completed the application process. Alumni members are defined as youth who have served as active members but are now currently older than age twenty-three. Honorary members are youth who have experienced out of home care but have successfully reunified with their birth family or have found another form of permanency before reaching the age of eighteen.

Article IV – Board Officers

- Board officers include State President, Vice President, Secretary, Treasurer, Spokesperson/Media Relations and Parliamentarian.
- Board officers shall be elected by members present at the annual meeting and shall serve from the statewide meeting of the year they were elected until the first statewide meeting of the next year.
- Should the office of president be vacated the vice president shall succeed to the office of the president.
- In the case that any elected officer cannot continue to serve or is deemed unfit for their position, the vacant position shall be filled by appointment by the president and confirmation by a majority of the remaining officers. If no confirmation can be made, a special election will take place.

Article V – Duties of the Board Officers

- Must be responsive to email and phone.
- Must take an Oath of Office
- Be able to attend meetings and secure transportation to meetings.
- Be able to dedicate at least ten hours a month to statewide activities.
- **Duties of the president**
 - Must be elected for good leadership skills.
 - Knows what work has to be done and when to delegate it.
 - Must be an impartial judge of the abilities of others and determine where they can make the best contribution.
 - Keeps informed of member's progress and sees that the board is always moving forward.
 - Presides over meetings, making sure that they begin and end on time and that they follow the order of business.
 - Never interjects personal opinions nor dominates the meeting

- Conducts meetings following the correct parliamentary procedure and allows ample but not excessive time for discussion.
- Bring issues to a satisfactory conclusion when sensing a discussion is dragging or being monopolized.
- **Duties of the Vice President**
 - Presides at meetings and other functions in the absence of the president.
 - Must be well informed of the issues and skilled in handling the board's business.
 - Must be prepared to assume the office of president when necessary.
 - Is responsible for a year-end report on the board's accomplishments.
- **Duties of the Secretary**
 - Keeps all board records for continuous reference to all that has happened.
 - With the president, sets a tentative agenda of each meeting several days in advance.
 - Advises the president during the meeting about the agenda.
 - Counts votes, unless someone else is appointed.
 - Maintains a complete list of members and contacts.
 - Reads previous board meeting minutes.
- **Duties of the Treasurer**
 - Keeps record of all board funds.
 - Sends out membership accounts.
 - Assists in developing the annual budget for the board.
 - Pays all approved bills.
 - Maintains accurate records of income and expenses.
 - At the beginning of the year, have an official treasurer's book and the complete records of the outgoing treasurer.
 - Makes a complete inventory of board equipment, books and other materials.
 - Assist is other tasks as assigned by the president.
- **Duties of the Spokesperson**
 - Gathers news about the board and gets it out to the public.
 - Establishes contact between the local news media and newspapers.
 - After getting details about a meeting or program prepares news releases and distributes them to newspapers and radio and television stations.
 - Includes the "who, what, when, where, why and how" – a description of the activity and how it effects the community.
 - Administers and monitors all electronic communication including, but not limited to, email, Facebook and the OHIO YAB Website and Blog.
- **Duties of the Parliamentarian**
 - Is the board authority and consultant to the president on procedural matters.
 - Has a working knowledge of parliamentary law.

- Calls attention to any errors in procedure but has no authority to enforce ideas or rulings.

Article VI – Meetings

- A quarterly meeting/conference shall be held to elect or re-elect state officers, caucus or vote on amendments.
- The state president, with the unanimous consent of the state officer team, shall be empowered to call special meetings.
- Meetings are to be held on the same schedule as OHILA quarterly meetings.
- Meetings shall be run in accordance with the most current edition of Roberts Rules of Order.
- A quorum must be attained before any business can transpire. At least four board members present at one time shall constitute a quorum.
- Regional meetings are held monthly.
- Regional meetings are held on Wednesdays from 5-7pm.
- PCSAO representatives will attend every other meeting for each region.
- A designated adult supporter will assist regional members, not run, with all other meetings.

Article VII – Voting

- Voting in all issues shall be done by public vote with the state president holding the tie-breaking power.
- Election voting shall be done by secret ballot.
- Any person running unopposed for a state office or regional representative must have a majority vote of members present at the election proceedings.

Article VIII – Regions

- Counties Comprising Each Region
 - Central: Crawford, Richland, Marion, Morrow, Knox, Union, Delaware, Licking, Madison, Franklin, Fayette, Pickaway, Hocking, Logan, Champaign, Coshocton, Muskingham and Fairfield
 - Northwest: Williams, Fulton, Lucas, Ottawa, Defiance, Henry, Sandusky, Erie, Paulding, Van Wert, Putnam, Hancock, Wyandot, Seneca, Mercer, Shelby, Auglaize, Allen, Hardin, Wood and Huron
 - Northeast: Lorain, Cuyahoga, Lake, Ashtabula, Geauga, Trumbull, Portage, Summit, Medina, Ashland, Wayne, Stark, Mahoning, Columbiana, Tuscarawas, Harrison, Jefferson, Carroll and Holmes

- Southwest: Adams, Brown, Clermont, Hamilton, Highland, Clinton, Warren, Butler, Greene, Montgomery, Clark, Darke, Miami and Preble
- Southeast: Ross, Pike, Scioto, Vinton, Jackson, Lawrence, Gallia, Meigs, Athens, Washington, Morgan, Perry, Noble, Monroe, Belmont and Guernsey

Article IX – Finances

- Public Children Services Association of Ohio shall serve as our fiscal agent until upon which time the organization is able to sustain itself.

Article X – Amendments

- Section I: A proposed amendment must be presented in writing to the board president sixty days prior to the quarterly meeting.
- Section II: The amendment shall be reviewed by the board and then sent to all members thirty days prior to the quarterly meeting.
- Section III: It will be voted on at the quarterly meeting and must have two-thirds of the member's vote to pass.

Article XI – Committees

- The board may create various committees as needed. The state president shall appoint all committee members, subject to approval from the rest of the board. No more than five members may serve at once on a committee.

Article XII – Vacancies, Resignations and Dismissals

- Resignations shall be submitted, in writing, thirty days prior to the effective date.
- Absences are excused only when the state president is notified in advance.
- Two-thirds of the board officers may recommend for a dismissal of a member.
- Board officers are only allowed one absence per year from statewide meetings.

Article XIII – Regional Representatives

- Each region will elect the members to the same board positions as the statewide group.
- If a member serves as a statewide officer they may not serve as a regional officer.
- At least four out of the six board members must be able to attend each statewide meeting.
- The four board officers attending statewide meetings should be determined ahead of time; however, they can differ at each statewide meeting if necessary.
- If an emergency occurs and a designated board member is unable to attend, he or she is responsible for locating a substitute to attend in their absence.

