



Students Working Against Tobacco (SWAT) Youth Advocacy Board Bylaws

Article I. Name

The name of this organization is Students Working Against Tobacco (**SWAT**) Youth Advocacy Board.

Article II. Mission and Purpose

A. Mission

1. The mission of **SWAT** is to mobilize, educate, unite, and equip Florida youth to revolt against and de-glamorize big tobacco. **SWAT** is a united movement of empowered youth working towards a tobacco free future.
2. **SWAT** will represent youth at schools, government, community, and business in promoting its ideals and achieving its goals. **SWAT** will empower young people through education, media, advocacy, involvement, and evaluation to create tobacco free norms by changing local, state, and federal tobacco policies.

B. Purpose

1. Work toward the goals, objectives and mission of the Students Working Against Tobacco organization and the Bureau of Tobacco Prevention Program;
2. Coordinate local **SWAT** organizations in their movement against the tobacco industry;
3. Serve in a leadership role in youth tobacco prevention with the Bureau of Tobacco Prevention Program;
4. Maintain communication between the Bureau of Tobacco Prevention Program and the statewide members of Students Working Against Tobacco
5. Represent youth from the four regions within the Bureau of Tobacco Prevention Program when planning regional and state initiatives;
6. Provide relevant updates to the Tobacco Advisory Council regarding the successes, challenges, opportunities and gaps of the statewide Students Working Against Tobacco organization;
7. Educate and direct Students Working Against Tobacco members in tobacco issues and skills that will empower them to change local tobacco norms.



Article III. Membership

A. Membership Defined

1. The Youth Advocacy Board consists of three Students Working Against Tobacco members representing each of the four regions in Florida.
2. All members will be elected by their peers annually at a statewide meeting.
3. Members will be elected in accordance to the region of residence.

B. Election

1. All Students Working Against Tobacco members interested in serving on the Youth Advocacy Board must complete the pre-election questionnaire and submit a signed copy of the Youth Advocacy Board Role and Responsibility form prior to declaring candidacy at the statewide meeting.
2. Elections will be held in each of the four regional meetings during the statewide meeting. If there is more than one statewide meeting, the election will be held in either the summer vacation period or during the beginning of the fiscal year.
3. At the time of the election, nomination of each eligible candidate for the Youth Advocacy Board will be accepted from the floor with prior consent from the nominee.
4. The Regional Tobacco Prevention Coordinator is responsible for executing the election process in accordance with the approved guidelines developed by the Youth Advocacy Board.

C. Membership Terms and Responsibilities

1. Membership in the Youth Advocacy Board applies to the present state fiscal year.
2. Youth Advocacy Board members must attend five of eight board conference calls and three of four statewide calls quarterly. Any absences must be excused in advance of the conference call. Excused absences will be granted if a member notifies the Chair or the Youth Advocacy Coordinator in advance of the conference call or within two business days of the scheduled conference call. Only one unexcused absence will be granted per quarter.
3. In the event a member is found guilty of violating a city, county, state or federal law, membership will be reviewed and determined by the Youth Advocacy Board. There will be an anonymous vote that displays overall disapproval before the member will be removed from the Youth Advocacy Board.
4. Member duties will include, but not be limited to the following:
 - a. Attendance at all local **SWAT** meetings and Partnership meetings unless excused by the grantee;



- b. Serve as the liaison between the state SWAT organization and your regional **SWAT** membership by providing updates, follow-up and recommendations as needed;
- c. Attend regional and/or state conference calls monthly or as needed;
- d. Assist in planning and facilitating state and regional events and trainings
- e. Attend two Youth Advocacy Board meetings per year which may necessitate missing all or part of school on the Fridays of these meetings, unless excused by the Tobacco Prevention Coordinator;
- f. Attend and facilitate regional conference calls as scheduled;
- g. Create agenda for regional conference calls;
- h. Attend regular YAB conference calls ;
- i. Regularly communicate with local grantee, Regional Tobacco Prevention Coordinator and State Youth Advocacy Coordinator;

Article IV. Officers

A. Offices and Terms

1. The Youth Advocacy Board will elect a Chair and a Vice Chair to serve a one year term to coincide with the state fiscal year.
2. The Youth Advocacy Board will elect a recorder to serve one quarter for each of the four quarters in the state fiscal year.
3. Ad-hoc offices can be elected on an as needed basis.

B. Election

1. Election of the Chair, Vice Chair and Recorder will be voted upon by current members of the Youth Advocacy Board.
2. Election will take place within the first month of the Youth Advocacy Board initiating service.

C. Office Responsibilities

1. The officers within the Youth Advocacy Board are defined by Article IV, A.1 of this document. Responsibilities of persons elected to these offices must include the following:
 - a. Each elected officer will be responsible for the member duties listed in III,C.4. a-i;.
 - b. Each elected officer is expected to exhibit a positive manner among peers and in the community.



- c. The **SWAT** Chair is responsible for setting agendas, running meetings, mediating discussions, and working to ensure that Youth Advocacy Board is meeting its goals and objectives. The Chair will act as a liaison between the **SWAT** Organization and the Bureau of Tobacco Prevention Program. The Chair will attend all Youth Advocacy Board meetings and ensure **SWAT** is meeting its goals and objectives. The Chair will work closely with the state staff to communicate information from the state office to the **SWAT** organization.
 - d. The Vice Chair is responsible for running meetings in the absence of the Chair. The Vice Chair is also responsible for communicating information from the statewide program to the members of **SWAT** across the state. All other duties listed for the chair are applicable to the Vice Chair.
 - e. The Recorder is responsible for writing and distributing minutes from all Youth Advocacy Board meetings within two business days.
2. Newly elected Youth Advocacy Board officers will be responsible for signing and submitting Officer Commitment form which lists responsibilities and expected tasks of each respective office.

D. Alternates

1. An alternate will be selected from each of the four regions. Alternates will be elected during the annual statewide meeting and serve a one year term to coincide with the state fiscal year.
2. Alternates will be the candidate for Youth Advocacy Board who receives the fourth highest number of votes during the board elections in each region. However, if there are only three (3) nominees at the Youth Advocacy Board meeting, the alternate may send an application to their regional coordinators to be reviewed by the applicable regional members.

E. Officer Powers and Purpose

1. The officers exist to make decisions, suggestions, administrate, and execute the will of the **SWAT** Chapter on a day-to-day basis.
2. The powers vested in the Youth Advocacy Board officers must be granted by the general membership of the **SWAT** Chapter to better execute the goals and mission of the **SWAT** Chapter.
3. A quorum is established when two thirds of Youth Advocacy Board members are present. A quorum is necessary to take official action.

F. Grounds for removing Youth Advocacy Board Members

1. A Youth Advocacy Board member who fails to meet the duties defined by this document can be removed from office, but maintain membership in **SWAT**.



2. When a member of the Youth Advocacy Board fails to perform the duties of his or her office adequately as assessed by the members they serve, the Chair must appoint a three-member committee to look into the allegations.
 - a. This three-member committee will consist of another Youth Advocacy Board member and two members of the statewide SWAT organization, not directly associated with the accused representative. The Chair will also appoint an adult to guide the discussion of the review board.
 - b. This committee will document all allegations against the representative and whether the allegations can be substantiated with factual evidence.
 - c. This committee will make a recommendation to the other members of the Executive Committee regarding whether or not the representative should be removed.
 - d. If the member accused of not performing his or her duties is the Chair, the Youth Advocacy Board will appoint the special committee.
2. Using the recommendation of the special committee, the other members of the Youth Advocacy Board will review the allegations and make a final determination as to whether the executive committee member should be removed.
3. This procedure only applies to Youth Advocacy Board members not fulfilling the roles and responsibilities of their elected office. It does not apply to the county roles and responsibilities that each member has assumed.
4. A Youth Advocacy Board member who receives Out of School Suspension will be subject to the process of the review board and considered for removal, but may maintain membership in **SWAT**.
5. A Youth Advocacy Board member found guilty of breaking any local, state, or national law, will be removed from office and removed from SWAT membership.

G. Youth Advocacy Board Vacancies

1. In the event that a member of the Youth Advocacy Board vacates or is removed from his or her post, the Youth Advocacy Board Alternate from the member's region will fill the position.
2. A new alternate will be selected from that region.



Article V. Meetings

A. Conference Calls and Face to Face Meetings

1. A minimum of one conference call per month during the state fiscal year is required.
2. Times and dates for calls are set by the Youth Advocacy Board and agreed upon by the Youth Advocacy Coordinator.
3. A minimum of two face to face meeting will occur per state fiscal year.
4. A minimum of two Youth Advocacy Board members, including the Chair, must be present at all Tobacco Advisory Council meetings which occur quarterly.

Article VI. Amendments

A. Annual Review and Ratification

1. The Youth Advocacy Board will be responsible for reviewing the bylaws once annually and make recommendations appropriate changes.
2. Amendments can be made no more than twice per year.
3. These bylaws may be amended by a majority vote. All changes must be submitted in writing and distributed to all voting members at least one week before a vote.