

Nebraska Children and Families Foundation Advisory Board Bylaws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this group shall be the Nebraska Children and Families Foundation Advisory Board.

Section B: Mission Statement – The mission of this group shall be: *To advocate for change for unconnected youth within the child welfare and juvenile justice systems.*

Section C: Vision Statement: The vision of this group shall be: *Provide opportunities to share lived experiences, build relationships, implement resources and initiate solutions.*

ARTICLE II: MEMBERSHIP

Section A: Eligibility – Membership shall be open to young people who participate in a Nebraska Children and Families Foundation program, including Connected Youth Initiative, LEAP, Citizen Review Panel, GYAC or System of Care.

Section B: Terms

1. Membership lasts for one year from September-August or March-February based on when the member starts their term.
2. Membership may be renewed for an additional year if the member is in good standing. There is not maximum number of terms a member may serve.

Section C: Age Restrictions

1. Members must be 14 at the beginning of their term to join the board.
2. A member may serve on the board through the term in which they turn 26 years old. Members may not start a new term once they turn 26 but may complete their current term if they start it at the age of 25.

Section D: Removal

1. Members are allowed two unexcused absence per calendar year. After the third unexcused absence, they will be removed from the board. An absence is deemed unexcused if a member fails to inform the advisor of a conflict prior to the day of the meeting.
2. If a member reaches a combined three unexcused or excused absences, the advisor will have a conversation with the member to assess their commitment to the group and develop a plan moving forward.

Section E: Number of Members – The maximum number of members is 15. If a member resigns or is removed, their spot is not refilled until the next application cycle unless the group drops below eight members.

Section F: Expectations – Members are also to behave in a professional manner. If they have disagreements with other members, they should resolve those issues outside the meeting.

ARTICLE III: SELECTION OF MEMBERS

Section A: New Member Application

1. New membership applications will be reviewed twice a year in February and August.

2. Applicants must submit a form by the predetermined due date. Current members will review the application and select qualified applicants.

Section B: Reapplying for Membership

1. If a member is in good standing, the advisor shall provide notice that their term is ending and if the member is interested in serving another term they will provide written confirmation of their intent to do so.
2. If a member is not in good standing, the advisor shall provide notice that their term is ending and have a conversation about future involvement. If the member wishes to serve another term, they must complete the written application.

ARTICLE IV: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly. Members are expected to attend all meeting in person or virtually. If they are unable to attend, they should inform the advisor in a timely manner.

Section B: Special Meeting – Special meetings may be called by the members or advisor.

Section C: Quorum – A quorum shall consist of two-thirds (2/3) of the membership.

Section D: Location – Members shall set the location of all meetings.

Section E: Childcare – To allow members to focus on the work at hand, it is preferred for childcare to be arranged for off-site. Members will be provided with a stipend to help cover the cost of off-site childcare. If off-site childcare is not an option, NCFE and the members will arrange for on-site childcare through a trustworthy care provider. If no other options are available, the member can bring their children to the meeting and work to ensure they are as least disruptive as possible.

ARTICLE V: COMMITTEES

Section A: Committees

1. Communications Committee
 - a. The Communications Committee is responsible for the advertisement of our annual Legislative Days event in-addition to other events down the road. The committee shall work to determine the best marketing approaches to advertise all of our public events. This may include, but is not limited to trips, presentations, videos, advertisements, telephone calls, letters, personal contacts, and community engagements.
 - b. The committee shall work with the NCFE advisor and to promote NCFE activities via social media outlets (including Facebook, Instagram, and Twitter). This should include but is not limited to updating relevant NCFE web pages, utilizing NCFE's social media avenues, taking pictures at all NCFE events.
2. Improvement & Promotions Committee
 - a. The NCFE Improvement Committee is responsible for the recommendation of program changes to the annual Legislative Days and deciding on promotional materials (pens, notepads, etc.).
 - b. Their goal should be to modify, while continuing to strengthen, Legislative Days, the speakers, and the agenda.

- c. The committee will be responsible for reviewing the daily evaluations from the previous year's Legislative Days and reporting those findings back to the entire NCFF. They will also be asked to establish a list of recommended discussion topics and potential speakers for the week of Legislative Days and present that information to the entire NCFF for feedback and review.
 - d. The committee will work to develop the skeleton schedule for Legislative Days to be brought to the entire NCFF for discussion.
 - e. The Committee will also work to coordinate promotional giveaways for events such as Legislative Day's recruitment, and any promotional events throughout the year.
3. Youth Outreach Committee
- a. The Youth Outreach Committee is responsible for youth education.
 - b. The focus of this committee is to educate younger generations about the specific information that will benefit youth in every aspect of state care. This includes, but is not limited to: the organization and implementation of all instructional activities and meet-and-greets, group surveys with youth in state care or previous state care as the target group, and any mentor programs the NCFF partakes in.
 - c. Duties will include, but are not limited to contacting community leaders, working with said community leaders to organize and facilitate instructional activities. This committee should also work to strengthen the overall knowledge of youth across the state about the resources, opportunities, and connections that will best benefit them whilst in state care and post.

Section B: Committee Operations – Every committee will have an elected Committee Leader that will be responsible to holding individual committee meetings. Recording minutes discussed at meetings, and reporting back to the NCFF Advisor, and the Advisory Board about what reports they have.

Section C: Selection – Committee's and committee leaders are selected by the NCFF Advisory Board, whilst considering initial preference and best compatibility. All members are expected to assist other committees when needed but will remain ultimately in their elected committee for the next calendar year.

ARTICLE VI: ADVISOR

Section A: Selection – The advisor shall be a Nebraska Children and Families Foundation employee who shall be selected by the membership.

Section B: Duties – The responsibilities of the advisor shall be to:

1. Maintain an awareness of the activities and programs sponsored by NCFF.
2. Meet on a regular basis with the leadership team to discuss upcoming meetings, long range plans, goals, and problems of the group.
3. Attend regular meetings as often as schedule allows.
4. Assist in the orientation of new members.
5. Explain and clarify NCFF policy and procedures that apply to the group.
6. Provide direction in parliamentary procedure, meeting facilitation, group-building, goal setting and program planning.

7. Inform members of those factors that constitute unacceptable behavior on the part of the members, and the possible consequence of said behaviors.
8. Find opportunities for advocacy and involvement in the community.
9. Work with members who are in their last year of membership before they reach the age limit to find future opportunities for professional development or advocacy.

ARTICLE VII: AMENDMENTS

Section A: Selection – These bylaws may be amended by a two-thirds (2/3) majority vote of the membership.

Section B: Notice – All members shall receive notice of the proposed amendment at least five days before the meeting.

Bylaws approved by the Board 11/22/2020