



STUDENTS WORKING AGAINST TOBACCO

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 (YAB).

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 by 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.
3. The YAB will work as representatives of SWAT to meet all goals of the organization and troubleshoot problems found at the local, regional and state levels.

B. Purpose

1. Work toward the goals, objectives and mission of the SWAT organization and the Bureau of Tobacco Free Florida;
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 Free Florida;
4. Maintain communication between the Bureau of Tobacco Free Florida and the statewide members of SWAT;
5. Represent youth from the four regions within the Bureau of Tobacco Free Florida when planning regional and state initiatives;
6. Provide relevant updates to the Tobacco Advisory Education and Use Prevention Council (TAC) regarding the successes, challenges, opportunities and gaps of the statewide SWAT organization;
7. Educate and direct SWAT members in tobacco issues and skills that will empower them to change local tobacco norms;
8. Build and nurture regional SWAT leaders in an effort to sustain an experienced and knowledgeable YAB.



Article III. Membership

A. Membership Defined

1. The YAB consists of four SWAT members representing each of the four regions in Florida.
2. All members will be elected by their peers annually at a statewide meeting or regional meeting if a state meeting does not take place.
3. Members will be elected in accordance to the region of residence.
4. Members will be free from discrimination because of race, color, national origin, religion, political affiliation, gender, gender identity, sexual orientation, age, disability, or family status within all aspects of SWAT, not limited to elections, events, and meetings.

B. Election

1. All SWAT members interested in serving on the YAB must complete a pre-election questionnaire, demonstrate all prerequisites in the application 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. Elections will take place at regional meetings if in absence of a statewide meeting.
4. Candidates may be asked to perform additional challenges during the election process, and the additional introductory YAB training facilitated by prior board members.
5. Formal process elections will be held in all cases. A candidate may be nominated or nominate themselves, and must acquire an additional second nomination from another person in a different county.
6. In order for a candidate to be elected into office, they must first attain a twenty percent hold in votes. The following number of votes will be required for a seat:
 - Region one: four
 - Region two: five
 - Region three: three
 - Region four: three
7. At the time of the election, nomination of each eligible candidate for the YAB will be accepted from the floor with prior consent from the nominee.
8. The Regional SWAT Lead or equivalent is responsible for executing the election process in accordance with the approved guidelines developed by the YAB.
9. In the case that all positions are not filled, the Regional SWAT Lead along with current elected YAB members, may appoint new YAB members. A completed YAB application will be a minimum requirement.



C. Membership Terms and Responsibilities

1. Membership in the YAB applies to the present state fiscal year.
2. YAB members must attend seven 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.
3. Only one unexcused absence will be granted per quarter.
4. 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 YAB. There will be an anonymous vote that displays overall disapproval before the member will be removed from the YAB.
5. 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 their 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 YAB 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 SWAT Lead and State Youth Advocacy Coordinator;

Article IV. Officers

A. Offices and Terms

1. The YAB will elect a Chair and a Vice Chair to serve a one year term to coincide with the state fiscal year.
2. The YAB will elect two secretaries to serve two non consecutive quarters.
3. The YAB will elect a Parliamentarian to serve a one year term to coincide with the state fiscal year.
4. Ad-hoc offices may be elected on an as needed basis.

B. Election

1. Election of the Chair, Vice Chair, Secretary, Parliamentarian and At large Member will be voted upon by current members of the YAB.
2. Election will take place within the first month of the YAB initiating service.



C. Office Responsibilities

1. The officers within the YAB 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.5a-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 the YAB is meeting its goals and objectives. The Chair will act as a liaison between the SWAT organization and the Bureau of Tobacco Free Florida. 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. Together, the Vice chair and Secretary will become a communication team involved in the coordination of communication from the YAB to the state through various mediums including social media
 - f. The Secretary is responsible for writing and distributing minutes from all Youth Advocacy Board meetings within three business days.
 - g. The Parliamentarian will facilitate the bylaws revision committee, maintain order on statewide calls and settle any questions regarding Roberts's rules of order.
 - h. The at large member will be in charge of keeping the institutional knowledge and functional procedures of the YAB and participate in discussion. Must have served one year prior on the board.
2. Newly elected YAB officers will be responsible for signing and submitting an Officer Commitment form which lists responsibilities and expected tasks of each respective office.

D. Officer Powers and Purpose

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



E. Grounds for removing Youth Advocacy Board Members

1. A YAB member who fails to meet the duties defined by this document can be removed from office, but maintain membership in SWAT.
2. One warning will be given to each YAB member from the state chair in discretion if their responsibilities are seen to be neglected.
3. When a member of the YAB 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 a YAB member from the accused region, an officer from a separate region and the Youth Advocacy Coordinator acting as mediator.
 - 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 YAB 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 YAB will appoint the special committee.
4. Using the recommendation of the special committee, the other members of the YAB will review the allegations and make a final determination as to whether the YAB member should be removed.
5. Any member removed from the board may appeal their removal within two week period.
6. This procedure only applies to YAB 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.
7. A YAB 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.

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 YAB and agreed upon by the Youth Advocacy Coordinator.
3. A minimum of two face to face meetings will occur per state fiscal year.
4. A minimum of two YAB 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 YAB will be responsible for reviewing the bylaws once annually and make recommendations for appropriate changes.
2. Amendments can be made no more than twice per year.
3. The state Parliamentarian will chair the Bylaws Revision Committee. YAB members shall volunteer to work on the committee.
4. Annually, at the statewide meeting each county may vote on prior developed amendments/revisions to be submitted to bylaws committee. The bylaws committee will convene in October and finish review by December first of first quarter.
5. 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.

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