CYC Member Please read carefully and sign your initials on each line signifying your understanding of each requirement after completion, this code of ethics also requires a full signature from both CYC members and Parent/Guardian.

Commit 20 hours to the CYC from October 1, 2019- May 31, 2020 which includes 10 meeting/project hours, 8 assignment hours/community volunteer hours, As well as attending 2 City Council meetings

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Attendance at TWO City Council meetings with a verbal report (consisting of at least three City meeting highlights) given at the next CYC monthly meeting. If a member is unable to attend the next CYC meeting, the student must find another member to give their report or it will not count as having attended a meeting.

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| Serve as an active member on planning committees. | Initials |  |

A member is allowed no more than three excused absences from monthly meetings and if absences the CYC member must bring proof of reason for absence. Proof of excuse could include, but not limited to, a written note or phone call from a teacher, doctor, or parent, something from the event you attended, etc. If a student doesn’t provide proof of absence within 24 hours of monthly or event meeting the absence will be counted as unexcused.

In the case of a missed City Council meeting the member must find a replacement and report who the replacement person will be to the CYC coordinator at least by noon the day before the meeting, along with the new members introduction items.

Notifications of absences can be received via phone, email, or text messages. It is the responsibility of the member to ensure that the email and text message technology has worked properly and has reached the CYC coordinator.

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A member will be required to relinquish their position if more than 2 unexcused absences occur or an unexcused absence is received from required attendance at a City Council meeting; including arrives late or leaves early from a City Council meeting; or if a member receives a third unexcused absence.

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If the member is a sophomore or junior, and the above requirements are not met by the end of year, the member will be required to relinquish their position without appeal. If the member is a senior he/she will not be recognized as completing membership at the event recognition ceremony held at the end of the year.

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If a member comes to a meeting with assignments not done, the CYC coordinator reserves the right to ask the student to leave the meeting and work on the incomplete assignment during the meeting time and/or not count the committee meeting attending towards service hours required of a CYC member.

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If a member comes to committee meetings three times without assignments done, he/she will receive an unexcused absence. This starts over for each committee served.

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A member shall support a positive environment in which individual contributions are encouraged and valued. Members shall respect each other’s opinions and differences in an appropriate manner.

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Members are a representation of the Community Youth Council at all times; therefore members shall act with integrity and respect to other people, other’s property, themselves, and the community in general.

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The possession, participation and/or use of weapons, tobacco products, alcoholic beverages, illegal drugs, theft, vandalism, school suspension/ academic suspension, or any other misrepresentation of Community youth Council members are strictly prohibited. Remaining in the presence of individuals who are using or participating in the previously stated offenses is also prohibited.

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Although the CYC works with the 4 High Schools, the Community Youth Council is **NOT** a school function and CYC may require students to be absent from class. It is the CYC member’s responsibility to ensure communication with teachers has occurred so that all school work is being completed on time or before missing a class, if grades are to drop the CYC member may be asked to relinquish their CYC position.

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Even if membership requirements and Code of ethics are met, underclassmen will be asked to reapply for membership at the end of the year.

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Violation of this Code of Ethics will result in immediate dismissal from the Community Youth Council. Members will have the chance to submit their case in writing through the Dismissal Appeal Process to the Review Board if he/she feels they have been unfairly dismissed. Members will have 10 days from the date of notification given by the CYC coordinator to submit an appeal to the CYC coordinator. After reviewing the appeal the Review board reserves the right to interview the member to better understand the situation and to answer questions the review Board may have.

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| **Date:** |  |  |  |
|  | |  | **Signature of Youth Council Member** |
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| **Date:** |  |  |  |
|  | |  | **Signature of Custodial Parent/Guardian** |