



HIP-HOP SUMMIT YOUTH COUNCIL

GUIDE TO STARTING YOUR OWN HHSYC CHAPTER

2007 – 2008

Chapter and Membership Guide

TYPE OF CHAPTER

PLATINUM CHAPTER

COMMUNITY CHAPTER

SCHOOL CHAPTER

(Complete and email to RandyF@HHSYC.org)

1. Type of Chapter- _____

2. Name of your Chapter- _____

Address- _____

Phone- _____ Fax- _____

e-mail- _____

3. Chapter founder(s)*:

A. Name- _____ Phone- _____

Address- _____ e-mail- _____

B. Name- _____ Phone- _____

Address- _____ e-mail- _____

C. Name- _____ Phone- _____

Address- _____ e-mail- _____

D. Name- _____ Phone- _____

Address- _____ e-mail- _____

E. Name- _____ Phone- _____

Address- _____ e-mail- _____

*** If more space is required to list your founders attach a separate sheet to this application.**

4. Briefly state the purposes of the Chapter:

5. To start your PLATINUM CHAPTER (PC) you must have the following:

- A—Chapter Director
- B—Chairman of the Board
- C—Youth Council President(s)
- D—Adult Advisor
- E—Advisory Board (Optional)

6. To start a COMMUNITY CHAPTER (CC) you NEED the following:

- A—Youth Council President(s)
- B—Adult Advisor
- C—Advisory Board

7. To start a SCHOOL CHAPTER (SC) you NEED the following:

- A—Youth Council President(s)
- B—Adult Advisor
- C—Advisory Board (Optional)

8. Chapter registration is free.

9. Chapter Boards must meet at least once a month.

10. The ENTIRE membership of each Chapter must meet at least once a month as well.

11. Once the Chapter is established they will have the authority to open a bank account in the name of the Hip-Hop Summit Youth Council and the Chapter.

12. There must be three officers on the bank's signature cards: the Adult Advisor, the President and one other officer. The Adult Advisor must be one of the signatures on every check.

13. Fundraising and dues are allowed to be collected from the members by each Chapter.

14. All fundraising projects must be submitted in writing and approved by a majority vote from the Chapter's Executive Officers, Adult Advisor and the National Chapter's Executive Director.

15. 20% of the NET FUNDRAISING INCOME from the Chapter is required to go to the National Chapter to cover administrative costs.

16. The National Chapter will conduct Joint Fundraising activities with chapters and negotiate a mutually agreed upon percentage of the Net Income.

17. No more than 30% of the net income from a Fundraising project can be paid to a fundraising consultant or firm.

18. Each Chapter will negotiate a fair fee for each project with the fundraising consultant or firm.

19. Chapter members are eligible to act as fundraising consultants and be compensated with an agreed upon fee.

20. All Chapters must adhere to the rules and by-laws of the National Chapter.

21. All members must complete the membership form and agree to abide by the rules of the National and their Chapter.

22. The Adult Advisor, Chairman of the Board of Directors, Chairman of the Advisory Board and Youth Council President(s) do have the right to APPEAL ANY DECISION to the NATIONAL CHAPTER that they believe is not in the best interest of the Chapter. The appeal process will take 15–30 days.
23. Once you have the application you can fill in the names of the Founders, Board members, officers, etc. along with their titles, where it is required. Once the entire process is complete you can forward the completed application to the National Chapter for our files so that you can officially launch your Chapter.
24. Youth Council Presidents and Adult Advisors will report to the NATIONAL EXECUTIVE DIRECTOR.
25. The position of President may be held by 2 individuals (this only applies to the presidential position).
26. Co-presidents will jointly represent 1 seat and 1 vote on the Board of Directors for the Platinum Chapter, but will have 1 vote EACH on the Youth Council's Board.
27. To terminate or suspend a member, Director, Board member or the Adult Advisor of the Chapter before their term has expired formal charges must be submitted in writing, by certified mail, to the individual Member, Director, the Adult Advisor, the Chairman of each board and the National Chapter's Executive Director. There will be a series of hearings to assess the validity of the charges and whether there are proper grounds to move forward with the termination process. The procedures to terminate or suspend a chapter member or remove them from the Board are listed in the National Chapter's By-laws.
28. Platinum Chapters have 60 days to establish their Board of Directors.
29. Any Chapter that creates an Advisory Board has 90 days to finalize the Board's membership.
30. Each member must fill out a membership application. It is the duty of each Chapter to keep current information on its members and submit a copy to the National Chapter.
31. If there is a tie in the voting of a School or Community Chapter proposal the Adult Advisor, through the consultation of the Advisory Board if any, will cast the deciding vote.
32. If there is a tie in the voting of a proposal by the Board of Directors of the Platinum Chapter, the National Chapter's Executive Director will cast the deciding vote.

PLATINUM CHAPTER GUIDELINES

1. To start your Platinum Chapter you must have the following: a Board of Directors with a Chairman and 5-13 board members; a staff consisting of a Director, Assistant Director, a Secretary and Treasurer (each will give the Chapter a 6 month commitment); a Youth Council with a Board of Directors under 21 years of age; and the Executive Officers of the Board which will consist of the President(s), Vice-president, Secretary, Treasurer; an Adult Advisor to represent the Chapter's Youth Council; and an Advisory Board (optional).

2. Name your Executive Officers and the titles they will hold:

A. _____

B. _____

C. _____

D. _____

3. During the initial phase of your Platinum Chapter 5-13 members will be selected by the Chapter Founder(s) to become members of your Board of Directors. These interim appointed members will serve for the initial 3-year term. Formal elections will be held afterwards.

4. Any Platinum Chapter member under 18 years of age must have permission to join the Chapter from a parent or guardian.

5. The Platinum Chapter's Youth Council President(s) and the Adult Advisor will each occupy 1 seat on the Platinum Chapter's Board of Directors in addition to the 5-13 seats that will be selected by the Platinum Chapter Founder(s).

6. There will be a maximum of 15 members on the Platinum Chapter's Board of Directors which will include the Youth Council President(s) and the Adult Advisor. Only the Youth Council President(s) will be eligible to Vote on the Platinum Chapter's Board. If the Youth Council has Co-presidents they will jointly hold 1 seat and cast 1 vote on the Platinum Chapter's Board of Directors.

7. If any Board member or officer has to be replaced, the Executive Officers of the Board representing the member will elect a new individual to serve out their term. The new Board member or officer will also be eligible to serve additional terms if he or she is elected during the regular election term.

8. All members of the Platinum Chapter's Board of Directors are required to serve for a term of 3 years.

9. Name your Platinum Chapter Board members, including the Youth Council President(s) and Adult Advisor:

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

H. _____

I. _____

J. _____

K. _____ L. _____

M. _____

Youth Council President(s)- _____ --- _____

Adult Advisor- _____

10. Name your Platinum Chapter Advisory Board:

A. _____ B. _____

C. _____ D. _____

E. _____ F. _____

G. _____ H. _____

I. _____ J. _____

K. _____ L. _____

M. _____ N. _____

O. _____

The Following are the requirements you must meet for the Platinum Chapter's Youth Council:

11. The Platinum Chapter Founder(s) must select at least 4 youth under 21 years of age (which could include themselves) to serve as the Executive Officers of the Youth Council's Board of Directors for a term of 3 years. The 4 members will hold the titles of President, Vice-President, Secretary and Treasurer. They will hold formal elections amongst themselves to elect the 4 Executive Officers.
12. The Youth Council's Board is a part of the Platinum Chapter, but should not be confused with the Platinum Chapter's Board of Directors.
13. Once the Executive Officers have been voted in they will select 5-11 additional interim Board members (under 21 years of age) to serve on the Youth Council's Board of Directors for a 3-year term.
14. You must be under 21 years of age to become a member of the Youth Council or serve on their Board. Members under 18 must have permission from a parent or guardian.
15. At the end of the Youth Council's initial 3-year term formal elections for officers and Board members will be held by the Youth Council's Board.
16. An Adult Advisor of at least 21 years of age will be selected by the Youth Council's Executive Officers to serve for a 3-year term.
17. The Adult Advisor has the option to form an Advisory Board consisting of 5-15 members, including the Adult Advisor, who will elect their own officers (Chairman, Vice-chairman, Secretary and Treasurer) to serve for a 3-year term.
18. The Adult Advisor can hold any position on the Advisory Board except Chairperson. He or she will be the Advisory Board representative at meetings concerning the Youth Council.
19. The Advisory Board will only have the power to advise or consult the Adult Advisor, Executive Director, Youth Council's Board of Directors and/or the Platinum Chapter's Board of Directors.

- 20. The Youth Council President(s) and Adult Advisor will each have a seat on the Platinum Chapter's Board of Directors. Youth Council Co-presidents will jointly represent 1 seat and 1 vote.
- 21. The Youth Council's Adult Advisor will have no vote on the Youth Council's Board of Directors or the Platinum Chapter's Board of Directors.
- 22. All members of the Youth Council's Board of Directors will serve for a term of 3 years.
- 23. All Board members are eligible for re-election after their term has expired.
- 24. If any Board member or officer has to be replaced, the Executive Officers of the Board representing the member will elect a new individual to serve out their term. The new Board member or officer will also be eligible to serve additional terms if he or she is elected during the regular election term.

25. Name your Youth Council Executive Officers and their titles:

- A. _____ B. _____
- C. _____ D. _____
- E. _____

26. Name your Youth Council Board members and Adult Advisor:

- A. _____ B. _____
- C. _____ D. _____
- E. _____ F. _____
- G. _____ H. _____
- I. _____ J. _____
- K. _____

Adult Advisor: _____

COMMUNITY CHAPTER GUIDELINES

To start your COMMUNITY CHAPTER you must do the following:

1. The Community Chapter Founder(s) must select at least 4 youth under 21 years of age (which could include themselves) to serve as the Youth Council's Executive Officers.
2. The individuals will elect between them the Executive Officers (President(s), Vice-President, Secretary and Treasurer) that will serve for a term of 2 years.
3. The Youth Council's Executive Officers will then select 5-11 additional interim Board members, under 21 years of age, who will serve on the Youth Council's Board of Directors for a 2-year term. The Youth Council's Board will have no more than 15 members.
4. At the end of the Youth Council's initial 2 year term, formal elections for Officers and Board members will be held by the Youth Council's Board. An adult of at least 21 years of age will be selected by the Community Chapter Executive Officers to serve as their Adult Advisor for a term of 2 years.
5. The Adult Advisor will have no vote on the Youth Council's Board of Directors.
6. The Adult Advisor MUST form an Advisory Board consisting of 5-15 members, including the Adult Advisor. The Advisory Board will hold elections for a Chairman, Vice-chairman, Secretary and Treasurer. The members will serve for a term of 2 years and must be at least 18 years of age.
7. The Advisory Board only has the power to advise and consult the Youth Council and the Adult Advisor on the Community Chapter's business. The Adult Advisor can hold any position on the Board except Chairperson and is the Board's representative regardless of his or her title. The Adult Advisor has 1 vote on the Advisory Board.
8. All members of the Youth Council's Board of Directors and Advisory Board will serve for a 2-year term.
9. All Board members can be re-elected after their term has expired.
10. All Community Chapter members that are not Adult Advisors or on the Advisory Board must be under 21 years of age. Members under 18 years of age must have permission to join the Chapter from a parent or guardian.
11. If any Board member or officer has to be replaced, the Executive Officers of the Board representing the member will elect a new individual to serve out their term. The new Board member or officer will also be eligible to serve additional terms if he or she is elected during the regular election term.

12. Name your Youth Council Executive Officers and their titles:

- A. _____ B. _____
C. _____ D. _____
E. _____

13. Name your Youth Council Board members:

- A. _____ B. _____
C. _____ D. _____
E. _____ F. _____
G. _____ H. _____

I. _____

J. _____

K. _____

14. Name your Youth Council Adult Advisor: _____

15. Name your Advisory Board members:

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

H. _____

I. _____

J. _____

K. _____

L. _____

M. _____

N. _____

O. _____

SCHOOL CHAPTER GUIDELINES

In order to start your SCHOOL CHAPTER you must do the following:

1. The School Chapter Founder(s) must select at least 4 youth under 21 years of age (which could include themselves) to serve on the Youth Council's Board of Directors as Executive Officers.
2. These individuals will elect amongst themselves the Executive Officers (President(s), Vice-President, Secretary and Treasurer) that will serve for a term of 2 years. The Youth Council's Board will have no more than 15 members.
3. The Youth Council's Executive Officers will then select 5-11 additional interim Board members (under 21 years of age) who will serve on the Youth Council's Board of Directors for a 2-year term as well.
4. At the end of the Youth Council's initial 2-year term formal elections for Officers and Board members will be held by the Youth Council's Board of Directors.
5. An Adult Advisor (at least 21 years of age) will be selected by the Youth Council's Executive Officers to serve as their official Adult Advisor for a term of 2 years.
6. The Youth Council's Adult Advisor will have no vote on the Youth Council's Board of Directors but will have an option to form an Advisory Board, which will consist of 5-15 members, including the Adult Advisor.
7. The Advisory Board will hold its own elections for the positions of Chairman, Vice-chairman, Secretary and Treasurer. Members will serve for a term of 2 years and must be at least 18 years of age.
8. The Adult Advisor will be the official representative of the Advisory Board regardless of his or her title but cannot serve as the Board's Chairperson. The Adult Advisor will have 1 vote on the Advisory Board.
9. The Advisory Board will only have the power to advise and consult the Youth Council and the Adult Advisor on School Chapter business.
10. All members of the Youth Council's Board of Directors and Advisory Board will serve for a 2-year term.
11. All Board members can be re-elected after their term has expired.
12. All School Chapter members that are not on the Advisory Board or an Adult Advisor must be under 21 years of age. If they are under 18 years of age they must have permission to join the Chapter from a parent or guardian.
13. If any Board member or officer has to be replaced, the Executive Officers of the Board representing the member will elect a new individual to serve out their term.
14. The new Board member will also be eligible to serve additional terms if he or she is elected during the regular election term.

15. Name your Youth Council Executive Officers and their titles:

A. _____ B. _____
C. _____ D. _____
E. _____

16. Name your Youth Council Board members:

A. _____ B. _____
C. _____ D. _____

E. _____ F. _____
G. _____ H. _____
I. _____ J. _____
K. _____

17. Name your Youth Council Adult Advisor: _____

18. Name your Advisory Board:

A. _____ B. _____
C. _____ D. _____
E. _____ F. _____
G. _____ H. _____
I. _____ J. _____
K. _____ L. _____
M. _____ N. _____
O. _____

Chapter representative(s):

Sign- _____ Date- _____
Sign- _____ Date- _____
Sign- _____ Date- _____
Sign- _____ Date- _____

Date of submission of application: _____ *Completion:* _____ *Received by:* _____