



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

The Valdosta-Lowndes County Family YMCA

Leaders Club 2021 Information Packet



2424 Gornto Road, Valdosta, GA 31602

Volunteer Advisor – Claire Walton

Cwalton7@gmail.com or valdostaymclubleadersclub@gmail.com

cell: 770-722-5429

Thank you for your interest in the Valdosta-Lowndes County Family YMCA Leaders Club. The VLC Leaders Club is an exceptional opportunity for your teenager to learn leadership skills, make lasting friendships and improve themselves in spirit, mind and body.

These wonderful benefits come from dedication, hard work and a time commitment from both the Leader and the parent. The VLC Leaders Club will meet every week – currently Wednesdays at 6:30PM in the multipurpose room. In these hour-long meetings, the Leaders plan activities, discuss upcoming events, learn new skills and participate in team-building games. Each Leader is required to earn at least 10 service hours a month. These service hours come from volunteer hours in YMCA programs, as well as the weekly meetings.

With all this hard work, there is lots of fun. Many of the Leaders come to the “Y” after school to work on homework and hang out with their friends. The Leaders Club will host social events, as well as strive to attend a Leaders Club rally, a.k.a. hanging out with other Clubs in the Southeast for a weekend away in the spring, and the best of all, Blue Ridge Leaders School in June. Blue Ridge Leaders School is a weeklong training for all of the Leaders Clubs in the Southeast. The Leaders take classes focusing on physical education, working with children, YMCA history, teambuilding, among other things. Although there are classes and tests, the Leaders look forward to Blue Ridge all year long. Lasting friendships with Leaders from all over the South make the week incredibly special.

Now how do you get started? In this booklet, you will find a sample club constitution, a tentative schedule of events for the year, an application, a permission slip and a parent/leader/advisor agreement. Please look it over carefully. If after reading over the Constitution and the schedule, you and your teenager are ready to jump right into Leaders Club please return the application. Thanks and please feel free to contact me with any questions.

Sincerely,

Claire Walton, Volunteer Club Advisor

Cwalton7@gmail.com

Valdostaymcaleadersclub@gmail.com

770-722-5429

**VALDOSTA LOWNDES COUNTY YMCA
LEADERS CLUB
CONSTITUTION AND BY-LAWS**

**ARTICLE I
STATEMENT OF PURPOSE**

The purpose of the Valdosta Lowndes County YMCA Leaders Club is to assist all of the departments of the Valdosta Lowndes County YMCA, predominately the physical, youth sports, aquatic, and family programs, in the development of high standards of Christian Living and the promotion of a high quality of Physical Education among members of the YMCA and the community. The club shall provide opportunities for the development of our teens including the Spirit, Mind and Body. We shall strive to show that Caring, Honesty, Respect and Responsibility are cornerstones for our actions.

**ARTICLE II
MEMBERSHIP**

Section 1: Participants in this program shall not be restricted to those youths and adults who are full-Privileged members of the Valdosta Lowndes County YMCA.

Section 2: Participants must be between 13-18 and successfully complete three month as a Leader-in-Training (L.I.T.)

**ARTICLE III
MEMBERSHIP REQUIREMENTS**

The following are requirements for active standing in Leaders Club.

Section 1: Each Junior Leader and L.I.T. must perform physical education based service hours assisting the staff of the Valdosta Lowndes County YMCA in program related duties.

Section 2: Each Junior Leader and L.I.T. will be required to attend all scheduled Club meetings, training sessions and fund-raising functions unless excused by the Leaders Club Advisor(s) or Officers.

Section 3: Each participant who attends school of any level must initially have a GPA of 2.5 (C+) grade point average in school. The standard GPA for leaders club is 3.0 but leaders have until December to increase their GPA to 3.0. A review of report cards is mandatory. Grades must be turned in within two weeks of the date on the report card.

Section 4: Each participant must abide by the following dress code:

- Shirts must be tucked in or be long enough to cover your midsection. There should be no skin showing between the bottom of your shirt and the top of your pants, shorts, etc.
- You must be able to touch the bottom of your shorts/skirt with the tip of your fingertips as your arms are extended down the side of the body.
- Tank tops must be at least the width of two finger tips. No tube tops or spaghetti straps allowed.
- Shirts with inappropriate language, phrases or pictures are not permitted.
- Be appropriately dressed, while volunteering at the YMCA.
- Athletic attire is required for all physical testing meetings. If you are not dressed in athletic attire, you will not get any hours.

Section 5: All members shall live and demonstrate at all times the Christian values embodied by the YMCA.

We will display Honesty, Respect, Caring and Responsibility in all that we do, in and outside of the YMCA.

ARTICLE IV LEADER CLASSIFICATIONS

While the Valdosta Lowndes County YMCA Leaders Club shall remain one club at all times, its membership will be comprised of three different classifications of leaders:

Section 1: Leaders-in-Training: new leaders who are placed on a 90-day trial observation schedule. 8th – 12th grade (or 13 years old by January 1st prior to leaders school)

Section 2: Leaders Division: an active leader, between the grades of 8th- 12th(or 13 years old by January 1st prior to leaders school), who have successfully Completed the L.I.T. trial period and have been accepted into the club by 3/4 majority vote.

Section 3: Senior Leaders: an active leader, who has graduated from high school, or at a college or university, that has come up through the junior leaders ranks and completed their final year as a junior leader at BRLS and continues to work with the entire Leaders Club and as a volunteer at the Valdosta Lowndes County YMCA.

Upon meeting all the standards set forth on these by-laws, a Teen Membership shall be granted the Leader for 1 year (8th – 12th grade only)

ARTICLE V OFFICERS

The Leaders Club will elect four officers on an annual basis to assist with the smooth operation of Club functions, meetings, and activities. These individuals, along with the Club Advisor(s) and Senior leaders shall serve as the Leaders Club Executive Committee. In the event that one of the club members has been selected as an Honor Leader, he or she will also serve on the Executive Committee. This committee shall introduce and enforce Club policy as set down in this constitution. The Executive Committee may form temporary sub-committees for the execution of special projects. An older Leader, meaning someone who has been to Blue Ridge Leaders School, must sit on each committee. In the event of a tie, there will be a debate and re-vote conducted at Blue Ridge Leaders School.

Duties of the Leaders Club President:

1. Presides over the weekly Leaders Club meetings.
2. Works closely with the club advisor(s) on the club schedule of events.
3. Assists the officers with the performance of their required duties.
4. Required to attend monthly Branch Board meeting.
5. Responsible for overseeing all Overnight committees

Duties of the Club Vice-president:

1. Presides over the weekly meetings, in the absence of the Club President.
2. Chooses Leaders for the weekly devotion and prayer.
3. Acting Sergeant at Arms during the weekly meetings.
4. Responsible for club communication (i.e. club meeting minutes via email, phone calls, news).
5. Responsible for doing 4 Club Teen Development Workshops throughout the year (i.e. Professional Development, Drug Safety etc.)
6. Responsible for club's My Giving Point Involvement

Duties of the Club Treasurer/Secretary

1. Presides over the weekly meetings, in absence of the Club President, and Vice President.
2. Records the minutes at each weekly meeting.
3. Keeps an accurate account of Club attendance at meetings and events.
4. Assists with club communication.
5. Responsible for the Chart of Attendance and making sure members are current on their hours.

Duties of the Club Historian

1. Preside over the weekly meetings, in absence of the Club President, Vice President and Secretary.
2. Responsible for recording the minutes of the meetings, in absence of the Club Secretary..
3. Responsible for maintaining Club photo album and/or scrapbook.
4. Responsible for maintaining Club Facebook account.
5. Responsible for taking pictures and maintaining picture boards
6. Responsible for reading service hours for the current month at every other weekly meeting.
7. Responsible for creating a fun activity or outing for leaders club once a month.
8. Responsible for the Chart of Attendance and making sure members are current on their hours.
9. Responsible for maintaining the club Instagram account.

Eligibility for club office shall be as follows:

President:	Must have attended BRLS for two year prior to nomination.
Vice-president:	Must have attended BRLS for one year prior to nomination.
Secretary/Treasurer:	Must have been in club for one year.
Historian:	Must have been in club for one year.

ARTICLE VI MEETINGS

Section 1: A weekly Leaders Club meeting shall be conducted at a time and day decided upon by the members of the Club. Additional meetings may be held, but members will receive advanced notice. The President will preside over the meeting.

Section 2: Attendance at the Club meetings is mandatory. Only excused absences will be tolerated and these must be approved by the Club Advisor(s) or Officers.

Section 3: The general order of weekly meetings is as follows:

1. Call to order--attendance
2. Opening devotion
3. Me Moments/Pats on the back
4. Physical Fitness Standards (Sit-ups & Push-ups)
5. Reading of the Leaders Hours Book (bi-weekly)
6. Upcoming Events
7. Closing comments and Spirit Fingers
8. Adjournment

Section 4: The Vice President has the duty to maintain a smooth flow to the meeting. To that result, he / she is given authority to remove any member that causes a disruption during the meeting. All leaders are expected to show proper maturity and respect to the meeting process.

ARTICLE VII TRAINING SESSIONS

Section 1: A Leaders Club training session shall be conducted once every month, as well as testing every 6 weeks.

Section 2: Other training events may be held at the discretion of the Club Advisor(s) and the Sports and Fitness Coordinator.

Section 3: Leaders will be tested on the elements of the Presidents Physical Fitness Standards, at 50% of your age and gender. The mile test will be tested at 50% of the Leaders age and gender group. Also, once a Leader has passed the swim test, they do not have to be retested each year. Complete physical testing will be conducted every 6 weeks. If a leader is unable to pass Physical Testing, they will need to schedule a meeting with the club advisors and Fitness Coordinator to set-up a workout schedule. This leader will then have until the next testing date to improve their scores by 5% of President's Standards. If the leader does not improve by 5%, then they will be placed on probation until the next testing date. The probation/suspension criteria will be the same as outlined in article IX of this document.

Section 4: Attendance is mandatory at training sessions for all L.I.T.'s. These sessions are optional to Senior Leaders, although they will generally assist the Club Advisor(s) in providing the training. Any absences on the mandatory training sessions will result in consequences unless the Club Advisor(s) are notified before the sessions begin.

ARTICLE VIII ATTENDANCE REGULATIONS

Section 1: All Leaders are required to attend all regularly scheduled meetings unless excused by the Club Advisor(s). A leader is given 3 unexcused absence in a one-year period and then is placed on probation. After 5 unexcused absences the leader is placed on suspension.

Section 2: The Chart of Attendance will be implanted once the LIT period begins at the beginning of August and will run until the end of July. The chart will feature the member's name, any excused or unexcused absences, and any tardies they possessed over the course of the year.

Section 2: All Leaders are expected to participate in all Club Fundraisers. Leaders will be allowed to miss an event only after clearing the absence with the ADVISOR. This must be done BEFORE the event.

Section 3: All Leaders who are available for the meetings (in the building, etc.), but are unexcused late will not earn a service hour for the meeting.

Section 4: All Leaders who are unexcused late for scheduled events (soccer, basketball, lock-ins, training, etc.) will be required to perform an extra hour of service for the month in which the lateness occurred. Repetitive unexcused lateness will result in disciplinary action by the Club Advisor(s) and/or officers.

Section 5: All leaders are required to perform 10 hours of service per month, except for June, July and August. All Leaders must perform 30 hours of service cumulatively over the months of June, July and August. All hours must be recorded online by the 1st day of the following month. Consequences will be probation for not being current on your service hours.

Section 6: All leaders will be required to make-up an additional service hours missed during an unexcused absence to any event.

ARTICLE IX PENALTIES/CORRECTIONS

Section 1: The club realizes that at certain times of the year that a leader may be unable to fulfill the standards of performance. Should a leader fall behind due to unexcused reasons the following policies will apply to his/her membership.

Section 2: First offense: Failure to work the minimum hours shall result in the number of hours not worked, being made up by the end of the next month. Leader must meet with the advisor(s).
No suspension

Second offense: Failure to work the minimum hours shall result in the number of hours not worked, being made up by the end of the next month. Also the leader shall be placed on probation and not attend any social function, nor be allowed to register for a social function during probation. The length of probation shall last until ALL hours are made up.

Third offense: The leader must have his / her membership in order to come back before the club for a proper vote. During the suspension period the advisor will meet with the leader to discuss their future in the program.

Section 3: Other Actions: The Advisor has ultimate responsibility over the program and reserves the right to take any steps he / she may deem necessary to preserve the integrity of the program. This may be in the form of probations, suspensions, or outright expulsion from the program. The behaviors that may warrant an advisor (s) action include:

- A. Dating between club members leading to inappropriate behavior, or affecting club operations
 - i. Inappropriate behavior can be defined as:
 - 1. Public Displays of Affection
 - 2. Segregating yourselves from the group
 - 3. Non-platonic hugging
 - 4. An outsider should not be able to detect there is a couple in the group
- B. Only if the parties involved in a dating situation do not meet with the advisor to discuss the parameters of dating within the club.
- C. Multiple probations in a year
- D. Behavior that damages the reputation of the YMCA inside and out
- E. Conflicts within club threatening overall club well-being
- F. Poor meeting attendance
- G. If your grades are not turned within two weeks of the date, they are issued.
- H. For all infractions Leaders must meet with Advisor.
- I. Leaders Club members must adhere to club principles on any social networking site (Ex: Facebook, etc.)
- J. All leaders will be required to present membership cards upon entry to the YMCA.

ARTICLE X BLUE RIDGE LEADERS SCHOOL ATTENDANCE POLICY

The Valdosta Lowndes County YMCA Leaders Club holds in high regard the work done at the Blue Ridge Leaders School. In keeping with the high standard set forth by the school itself, and the preceding by-laws, the following requirements are set forth regarding participation in the Leaders School.

Section 1: Leader must serve 100 volunteer hours within the Leaders Club Year; a Leader may not have missed hours for two consecutive months during that year.

Section 2: Leader must be in active category prior to application deadline.

- Section 3: Leader may not attend if they are on suspension from the club.
- Section 4: Leader must meet the Presidents Physical Fitness Standards, at 50% of your gender and all first year leaders must pass a written test.
- Section 5: If Leader is currently serving suspension, application must go before Advisor(s) and Officers.
- Section 6: Club advisor must ratify all club decisions and may, at his/her discretion, delete or add any Leader he/she finds to be worthy of inclusion.
- Section 7: Any Leader in violation that of BRLS rules that result in discipline action will be up to the Club Advisor(s) discretion when the club returns from BRLS.
- Section 8: If we have over 30 leaders who wish to attend BRLS, Leaders will be put on the waitlist based on their ability to pass physical testing, grades and hours served. This order of the waitlist is at the discretion of the advisor, but based on the previous standards mentioned.

The above by-laws, having been read and fully understood, are hereby approved and accepted by the Valdosta Lowndes County YMCA Leaders Club on this XXX day in February 2-21 as set forth by the attached signatures.

Important Leaders 2019-2020 Leaders Club Dates*

February 3 – Parent/Teen Information Session

Week of February 10 – First Leaders Club Meeting –Team Building Meetings to follow each Wednesday unless changed by the group

Week of February 17 – Review Constitution and Club Expectations – Service Hours, Fundraisers and Projects Brainstorm and Sign-up

February 23 – BRLS Online Registration Opens (more information to come soon)

Week of February 24 - YMCA Training Meeting

Week of March 3 – Physical Meeting

Week of March 10 – YMCA History Meeting

Week of March 17 – St. Patricks’ Day – Green Meeting – Social Meeting

Week of March 24 – Meeting

Week of March 31 – Meeting

Week of April 7 – No Meeting/Spring Break

April – June – weekly meetings to continue. May not have a meeting the week of exams. Group will work to develop calendar to maximize success and prepare for BRLS

June 19-26 Blue Ridge Leaders School

TBD – BRLS Deposit Due - BRLS Enrollment Forms are filled out

TBD – BRLS registration forms due, entire clubs information mailed the next day

- ¹ New Parents will be briefed on the entire BRLS process (classes, transportation, lodging, payments etc.). Progress reports for ALL leaders will be available by this meeting, allowing parents/teens to discuss their child's status before making a monetary commitment to BRLS.
- ² BRLS Deposits are NON-REFUNDABLE. If a Leader submits a deposit for BRLS and finds themselves ineligible to attend before departure (unable to pass physical testing, lack of community service hours, too many unexcused absences/tardies, etc.), the deposit is lost.
- ³ BRLS generally fills up within TWO WEEKS, leaving us a small window to submit deposits/forms. All registration information must be submitted as a club, so please make provisions to get your information in before the deadline. We will not have the luxury of extending any of these deadlines.

* The above information is based on last year, therefore dates/rates are not set in stone and are subject to change at any time. We generally collect money/permission slips for events 4-6 weeks in advance, thus giving parents a decent cushion to plan for the next engagement.

YMCA Leaders' Club Leader, Parent Advisor Agreement

I have read the constitution and information packet for the YMCA Leaders Club. I will to the best of my ability to live up the standards set forth by the Leaders Club in all aspects of my life, inside and outside of the YMCA. I will work to improve myself in spirit, mind and body. I will communicate with my parents about my activities in the Leaders Club.

Leader Signature

Date

I have read the constitution and information packet for the YMCA Leaders Club. I will to the best of my ability support my child in participating in the Leaders Club. I will work with the Leaders Club advisors to assist my child in improving themselves in spirit, mind and body - this includes, but is not limited to, alerting advisors to any special circumstances and/or needs of my child.

Parent Signature

Date

I have read the constitution and information packet for the YMCA Leaders Club. I will to the best of my ability serve both the Leader and the parent by providing opportunities for the leader to improve in spirit, mind and body. I will work to plan activities that will be fun, safe and worthwhile. I will work to provide the best possible experience in the Leaders Club.

Advisor Signature

Date