



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

STUDENT YMCA NOTEBOOK

2023 – 2024

Alabama Youth in Government



YMCA STAFF CONTACT INFORMATION

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STUDENT YMCA PROGRAM

When a group of Alabama high school or junior high age youth decide to form their own club in cooperation with the YMCA, it is called a “Student Y Club”. Any group of teenagers who share a common interest can create a Student Y: a school group, sports team, church group, or a group of friends. Student Y’s organize their club activities based on five focus areas: Civic Engagement, Leadership Development, Youth Mentoring, Service Learning, and Christian Mission.

Program History

In 1844, George Williams launched the YMCA movement in London as a volunteer, and his example persists in the expansion of the Y across the globe. In the United States, early YMCA programs were run almost entirely by volunteers.

The first “student YMCA” was started in 1856 at Cumberland University in Tennessee, dedicated to the leadership development of college students.

Today, through Y-Clubs such as the Student YMCA Program, the Montgomery YMCA seeks to develop teenager’s character and deliver the promise of the YMCAs national mission statement: to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

The Montgomery YMCA has been committed to developing teens for over 50 years through quality experiences, dedicated staff, and countless volunteers.

The Montgomery YMCA

The mission of the YMCA remains strong:

A worldwide fellowship united by a common loyalty to Jesus Christ for the purpose of helping people grow in spirit, mind and body.

Because of our mission, The Montgomery YMCA seeks:

- to serve people of all faiths and none,
- to include all people as unique creations of God,
- to welcome adults, children and families in the YMCA family, · to reach out to "the least of these" with love and compassion.

STUDENT YMCA FOCUS AREAS

<p>providing guidance, training, and experience in the theory</p>	<p>moral and political Civic Youth Judicial leadership in the American democratic process by Youth in City</p>	<p>and practice of determining public policy. Youth in</p>
<p>Engagement</p> <p>Youth</p>	<p>Candidates' Debate Government conferences are the leading Civic Engagement Legislator visit activities. Big Buddy/Little Buddy Tutoring</p>	<p>An opportunity to serve as role models through mentoring programs that allow them to make a difference in the life of a child and learn the importance of building assets in</p>
<p>Mentoring</p>	<p>Interpersonal Relations the lives of children. Christian Values Conference Man of the Year Program</p>	<p>Provide programs, opportunities, and resources that</p>
<p>Christian</p> <p>Devotions</p>	<p>Bible Study encourage and promote spiritual growth in the lives of our participants. Either through bible studies, prayer Good Friday Prayer Breakfast See you at the Pole High /Low Ropes Course</p>	<p>Mission meetings, or mission work. Every Student YMCA is led by a group of officers that the</p>
<p>Officer's Training regular</p> <p>Development</p>	<p>Speakers group elects. There are numerous opportunities to lead; hard working club members! Inviting outside leaders to elected officers, appointed committee chairs, and Conferences speak to a Student Y is another way members are exposed to Leadership Development ideals. Song leading</p>	<p>Leadership Club Leading games</p>

The students in your Student YMCA select which areas to participate in, so you may not have all 5 program areas covered. YOU DECIDE what to take part in!

CREATING A NEW STUDENT Y

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to create a successful Student Y: a group of interested students, an adult Advisor (teacher or parent), and a supportive school principal.

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FIRST STEPS

Alabama Student Y's are supported by the Britton Branch of the Montgomery YMCA, where all of the teen programs are organized. The first step in setting up a new Student YMCA is to contact the Britton YMCA, where Program Staff will be able to answer questions and work with new groups individually to design a specific action plan for each school or region. Staff members from the Britton YMCA will assist new Student Y's by traveling to schools and meeting with the Principal to gain their support for the program. When school administrators discover the full-range of enrichment opportunities that are available to members of the Student YMCA program, they get excited about the possibility of discovering the potential in their students.

BRITTON YMCA

850 South Lawrence Street Montgomery, AL 36104

P: 334 229-0035

Club Advisor

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An adult who leads Jr. High or High school aged students in activities related to leadership training, personal service to others and social development.

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Responsibilities:

1. Abide by the Advisor Code of Ethics and Adult Code of Conduct.
2. Attend Student YMCA activities.
3. Act as a liaison with the Britton YMCA office.
4. Make sure that all forms and fees are collected and turned in on time.
5. Provide supervision at events with students.
6. Meet regularly with Student YMCA staff to help plan and promote activities.
7. Develop the yearly calendar and ensure that all activities are consistent with the goals of the Student YMCA.
8. Encourage students to take responsibility.
9. Convey problems, questions and/or concerns to the Britton YMCA Staff.

Who does the advisor report to?

Britton YMCA Program Director

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Britton YMCA Program Director

Qualifications

Advisors possess good human relation skills, enjoy teenagers and have the ability to work with and relate to them, and have leadership experience in youth groups and knowledge of group work principles and processes.

A great Student YMCA Advisor should have:

- A love and concern for teens.
- Some ability to communicate with teens.
- The ability to listen well.
- The ability to be a giving person.
- Patience, Flexibility, Dependability and Maturity.
- A willingness to learn.
- Effective decision-making skills.
- Time management skills.
- Personal values.
- A sense of humor.
- A love of fun.

Student YMCA Director

Leads the Student YMCA.

Encourages the members to be active participants.

Works closely with the other officers.

Makes sure every member has a chance to become involved.

Delegates authority. Maintains high standards.

Student YMCA Director Duties:

- * Plan all of its meetings.
- * Prepare an agenda for meetings.
- * Preside at meetings.
- * Inform members of District and State events.
- * Serve as Ex-officio member of all committees.
- * Know the duties of all the staff.
- * Make sure all other staff know their jobs and are effectively doing these jobs.
- * Maintain regular contact with Board.
- * Prepares Budget.
- * Takes responsibility for the planning and completion of all fundraising projects.
- * See that your Student YMCA raises at least enough money yearly to pay for your Advisor's conference expenses.

HERE ARE A FEW "TIPS" TO HELP YOU BE
A MORE EFFECTIVE STUDENT YMCA DIRECTOR:

How to Conduct Good Meetings

1. PRINCIPLE OF INVOLVEMENT

The more involved one becomes in a project or organization, the greater responsibility one feels for its success. INVOLVEMENT=RESPONSIBILITY

Staff needs to be more deeply involved in planning their Student YMCA's operation. Members who enter into as many activities and who attend as many meetings as they can, will find their interest growing and their personal development increasing. Therefore, meetings need to involve members rather than just allowing them to be "spectators".

2. NEED FOR PLANNING MEETING WELL IN ADVANCE IS CRITICAL

Staff must meet regularly at times other than meeting days in order to plan adequately for activities. An extended (one to three hours) monthly planning meeting reinforced by weekly check meetings can be helpful.

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4. WRITE DOWN YOUR AGENDA

The Presiding Officer who does not write out an outline (an agenda) of what is to be done during the meeting cannot expect members to have much respect for him as an elected leader as he will seem unsure of what should be going on. Be Prepared!

4. PROGRAM MUST BE PERSON-CENTERED (NOT JUST ACTIVITY CENTERED)

It is easier to plan an outing, a party, a swim or a film, but while most members will be interested in such activities, they will soon begin to lose interest, since such activities can be found almost anywhere. More important, any sharp young "Alabamian" will go "all out" for programs that are meeting some of these deeper needs and interests. Staff must be sure to use tools available to discover the interests and needs of members and plan person-centered programs to meet these needs.

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5. DON'T TRY BLUFFING.....

If members complain that other members are unruly, don't pay attention, or talk during business meetings, etc., it may be that the following is happening:

- a. The presiding officer does not have a written agenda.
- b. The decision they are asked to make is really one that the staff or the director should make.

- c. There is insufficient information collected in advance, upon which the members cannot make a sound decision.
- d. The Student YMCA director or staff has made a decision in which the members should have shared.
- e. There are too many items on the business agenda. "All business" is boring. Allow time for programs and fellowship.
- f. The presiding officer, when a new item of business requiring heavy debate is presented from the floor, permits immediate discussion on it rather than referring it to a committee for consideration at the next meeting.

IF THE STUDENT YMCA HAS A HISTORY OF NOISY, DISORGANIZED BUSINESS MEETINGS,
FOLLOWING SOME OF THE ABOVE SUGGESTIONS CAN CHANGE THIS PATTERN.

Agenda

An agenda is an outline of things to be accomplished in a meeting.

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Why is it necessary?

- * It helps to organize your meeting so time is not wasted and important items are not forgotten.
- * It gives staff and board members an opportunity to be involved in planning.

What is the best method of planning an agenda?

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- * A Staff Meeting is the best method of planning an agenda.

WHO: The staff, committee chairmen and board members.

WHAT: A meeting to plan the agenda for the next regular meeting. Also, the meeting can be used to check on the work of the committees and to take a pulse of the Student YMCA's overall progress toward its goals.

WHEN: Between regular meetings but not on the meeting day.

Consider these:

- * The time available for your meeting.
- * The priority of the items to be discussed.
- * The time allowed for each item to be considered.

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THEN: Have the office manager type the agenda and distribute them to the staff and board members and keep a copy.

How Can You Get Members to Follow the Agenda?

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1. Print the agenda on a large piece of paper or chalkboard.
2. Have a time limit – explain to the group at the beginning that we will try to stay within

the time limit.

3. Encourage everyone to be on time – this will avoid repeating items.
4. Use parliamentary procedures to keep the discussion on target.
5. Be kind but firm – if a member brings up an item that is not on the agenda (and you have a very long agenda), you may ask the person if the item could wait to be placed on the next agenda.
6. If a member wants to talk too much on each issue, have a private conversation with him and share that your meetings are long and ask his help in encouraging members to put their opinions into their vote. Ask him to share some of his ideas outside the meeting. You may want to limit discussion.

Office Manager

The office manager is the lifeline between the Student YMCA and the Britton YMCA.

THE OFFICE MANAGER:

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- * Keeps the Britton YMCA Office informed of the Student YMCA's activities by sending in regular reports.
- * Maintains local records in a scrapbook.
- * Keeps accurate records of decisions and events.
- * Is responsible for all official YMCA correspondence.
- * Maintains high standards.

THEREFORE, A GOOD OFFICE MANAGER IS VITAL TO THE LIFE OF THE STUDENT YMCA.

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Office manager's Duties:

- * Attend staff meetings.
- * Keep minutes of meetings.
- * Keep roll of members and a record of the attendance at meetings, projects and events.
- * Turn in the Student YMCA's monthly reports and point sheets into the Britton YMCA.
- * Carry on correspondence such as "thank you's" to guests, birthday cards to special people, etc.
- * Maintain a list of members with addresses, emails and telephone numbers. [This would be a good list to copy and give to each member.]
- * See that a scrapbook detailing the year's events is kept and turned in at the end of the year.
- * Keeps an up to date record of all income and expenses.
- * Collect dues.

THE OFFICE MANAGER MUST KEEP ACCURATE RECORDS. HERE ARE A FEW TIPS:

Keeping Minutes

When taking the Minutes, the Office Manager should:

2. Rewrite the Minutes in a Minutes Notebook AS SOON AS POSSIBLE after the meeting. Minutes should be typed or written neatly and legibly.
4. Do not rewrite Minutes after they have been read and approved.

The Minutes should include:

Christian Mission Program Director

“A good Christian Mission Program Director creates the spiritual emphasis for the Student YMCA.”

The Christian Mission Program Director:

- * Sets an example for the members.
- * Stresses the “Y” purpose through meaningful devotions.
- * Encourages spiritual development of members. * Maintains high standards.

Christian Mission Duties:

-Plan Devotions at meetings

Coordinate a meaningful installation service for officers and induction service for members.

-Coordinate “Thoughts for the Day” program in the school or community

The Christian Mission Program Director plays a key role in making Student Y’s different from other clubs.

Here are some “tips” to help you in your job:

- * Put thought and planning into devotions.
- * Don’t just grab a Bible at the last minute and read the first passage to which you open.
- * Plan induction and installation services that are open to the public and which are meaningful to those involved.

- * Encourage other projects and events to encourage the growth and togetherness of the YMCA and its members.

You, as Christian Mission Program Director, have an opportunity and responsibility to keep the YMCA's stated purpose before the members through devotionals and worship. A devotional is more than a verse of scripture and the recitation of a prayer. A devotional should be well planned and usually not more than two minutes in length. It may include a responsive reading, poem, short reading, music (live or recorded), visual aid and prayer. Resource material is readily available from school, church and public libraries as well as bookstores.

Your responsibilities as Christian Mission Program Director are not limited to meetings. Thought for the day on classroom blackboards or posters throughout the school, announcements over the school public address system, etc., are possibilities for further service. You may also wish to coordinate devotionals with the Vice President's program plans and to provide special services on holidays. You may want to encourage clean speech, clean living, clean sportsmanship and clean scholarship throughout the year.

Service Learning Program Director

Seeks creative ways to service individuals, schools, and the community.

Who's Involved

- * A Student Learning Program Director, appointed by the Student YMCA Director or Executive Committee.
- * Student YMCA members, appointed or volunteers.

Responsibilities

- * Plans a service project each month OR organizes a year long service project.
- * Plans the projects far in advance.
- * Gets everyone in the Student YMCA involved.
- * Fills out a project evaluation form for each project executed.

Helpful Hints

- * Everyone does not HAVE to be there every time you do a service project, especially if it is a month long or year long project: members could sign up for a couple of times a month to participate.
- * Year long projects are recommended because they are more meaningful to you and the people you serve. Also, it is easier for your Student YMCA to organize, etc.

Service Project Ideas

HABITAT FOR HUMANITY

Self-help partnership housing program for the underprivileged. Volunteers are needed to assist with all levels of home building. Opportunities are available in Montgomery, Elmore and Autauga Counties.

RENASCENCE, INC

Volunteers are needed to assist with administrative work in the office including, typing maintaining records, daily logs and day-to-day filing. Hands-on activities include assisting with renovation of transitional home, gardening and yard work.

MONTGOMERY ZOO

Looking for volunteers to help with upcoming activities and programs, including Zoo Boo in October and Holiday Lights Festival. Needs volunteers who love animals to volunteer in the Zoo's Education Department. They are provided hands on training in working with and caring for certain types of zoo wildlife. They also learn exciting facts about wildlife conservation. Volunteers are needed to help visitors at the gate between the Mann Museum and Elephant Exhibit. Hours are flexible and can be worked during the week or on the weekend. College credit available. 334.625.4900 <https://www.montgomeryzoo.com/>

CLEAN CITY COMMISSION

Educates the public to recycling and waste management. Special projects: funky junk art, clean campus power contest, day in the park festival, puppet show, etc... 334.625.2175(Neighborhood Services- City of Montgomery) AL Grove menewa@gmail.com 334. 354.9340

OLD ALABAMA TOWN

To preserve 19th century architecture and interpret it in relation to history and lifestyle of the era. Old Alabama Town needs volunteers in the following areas: special events; curatorial; museum shop; photography; poster and flyer distribution; mailings; receptions; greeting tourists. Monday - Saturday, 8 am - 4:30 pm.

BOYS & GIRLS CLUB

Computer instructor, coaches for basketball and t-ball in Summer time, coaches for soccer for Spring and Fall and for floor hockey, Summer. Workshop instructor needed.

BIG BROTHERS/BIG SISTERS

Adult volunteers are matched in a one-on-one friendship with a child between the ages of six and fourteen years old from a single parent family. Volunteers spend a few hours each week in a one-to-one activity with their little brother or sister in regular everyday activities.

SALVATION ARMY

Transient services, Christmas assistance, rehabilitation centers, emergency disaster service, food and clothing help. International religious and charitable organization. Needs volunteers to help sort clothes, warehouse helper, help load and unload truck, feeding program helper, to give out numbers, help prepare and serve food, help with clean up, shelter office assistance, answer telephones, greet people, check in clients, typing, filing, accept donations, etc. 334.265.0281 <https://salvationarmyalma.org/montgomery/>

MONTGOMERY RESCUE MISSION

This is an outreach ministry of Faith Crusade. Volunteers needed in the following areas: food preparation, clerical assistance, thrift store help, food servers, receptionist, plumbers, carpenters, electricians. www.fcmmr.org

MACOA

Montgomery Area Council on Aging. Promote independence and improve the quality of life for senior citizens.

Volunteers needed in the following areas: escort volunteers, to take elderly seniors to doctor, chore/repair volunteers to assist seniors with minor home repairs, yard work, wheelchair ramp building, friendly visitors to visit with home bound seniors, meals on wheels to deliver a hot lunch to home bound seniors, to lead classes in dancing, computer, exercise, crafts, games or present a one-session or short course on a specific type of interest.

www.macoa.org

HUMANE SOCIETY

Operates shelter that handles 12,000 homeless animals each year. Provides assistance to all area residents with animal problems, such as abuse, neglect, strays, etc. Volunteers needed to walk dogs, spend time with dogs and cats and help in bathing animals. www.montgomeryhumane.com

Hands On River Region

Teens can register on our website and self-report their volunteer hours. There are over 300 volunteer opportunities currently posted on the site.

www.handsonriverregion.org

Montgomery Public Library

Volunteer to make crafts, read stories, or help with event. www.mccpl.lib.al.us

Help fix a Senior Citizen's Home

Clean, Paint, Yard work, etc.

Contact the YMCA or Churches

Clean up a church

Sweeping and Dusting

Make a playground (i.e. sandbox)

Contact a Church Pastor

Adopt a Family

For the entire year

Plan events with children

Cover major holidays

Contact the Red Cross, Salvation Army, etc.

Work with Foster Children

Plan an outing

Spend a day in the park

Contact the Department of Human Services

The Gift of Life Foundation- Marketing and Community Outreach Director mdavis@golfound.org

Visit Children in the Hospital

Volunteer time to work in the playroom

Volunteer to read stories to children

Fundraising Committee

Finds creative and effective ways to raise money for the benefit of the Student YMCA.

Who's Involved

- * A Chairman, the Treasurer...
- * Committee members, appointed or volunteer... * Student YMCA members participate!

Responsibilities

- * Plans fundraisers every month.
- * Makes the necessary contact to setup the fundraisers.
- * Inform other members of date, time and place of event.

Helpful Hints

- * Be creative when planning fundraisers!
- * Make sure big projects such as car washes are carefully planned and that everyone knows the details.

Social Committee:

Who's Involved

- * A Chairman, appointed by the Student YMCA Director or Executive Committee *
- Committee members, appointed or volunteer... * Members participate!

Responsibilities

- * Plan social events each month.
- * Inform other members of date, time and place of event.
- * Make all arrangements necessary for activity. * Involve all members.

Helpful Hints

- * It may be helpful to include a Telephone Committee in the Social Committee. This helps keep members informed of all upcoming events.
- * Many times a social can be combined with a service project or fundraiser. For example, your Student YMCA could get together to bake goods for an upcoming bake sale.

Social Ideas:

Rallies

Senior Recognition—Dance or Tea

Open House—new members

Scavenger Hunts—food, sound, mall, noises, pictures, videos

Progressive Dinner

Recognize your sponsor/leader

Christmas formal

Trip—Six Flags, white water rafting, canoeing, lake, beach

Haunted Hayride in Ramer

Chappy's for Dinner

Cosmic Bowling at Brunswick

Movies

Football Games—high school or college

Breakfast Club before school

Swimming Party at a members house

Coffee Hour—Barnes & Noble, Books a Million Crush

Party

Youth Judicial

November 3-5, 2023 - Montgomery, Alabama

- **Youth Judicial is Alabama's only statewide mock trial competition.** Students from across the state come to Montgomery, Alabama each year to take part in a three-day long event where teams get the opportunity to present a case in front of a judge and jury.
- Each team is composed of six members and up to two alternates. Three team members will play the role of attorney, three will serve as witnesses. Each team chooses a side to argue: Prosecution/Plaintiff or Defense. Each team must have an Attorney Captain.
- Teams will receive their cases Fall Planning Meetings. The Case is posted online as well as the Rules of the Competition and the Federal Rules of Evidence.
- Each year, one teams is selected to represent the State of Alabama at the YMCA National Judicial Competition.
- See included registration packet for all registration information.

**Teams must be pre-registered before participants are allowed to register
(email jessicaowens@ymcamontgomery.org) Registration**

Dates:

August 10 – Sept. 30, 2022 \$250

October 1 – Oct. 20, 2022 \$275

Oct. 21, 2022 \$300 (if space available)

Conference Fee Includes T-Shirt (if registered by October 1st prior to conference) and Meals (Lunch and supper on Sat. and lunch on Sun.)

**Headquarters Hotel:
Embassy Suites by Hilton Montgomery
Hotel & Conference Center**

300 Tallapoosa Street
Montgomery, Alabama 36104
1-334-269-5055

Reservations will be guaranteed on a space available basis. Advisors will submit a rooming list by the appropriate deadlines in order to secure rooms

Judicial Officer Qualifications

The application process will be available online at www.alyiq.org.

Candidates vying for Youth Judicial Offices are required to give a speech at Pre-Youth Judicial, and he/she may have an introductory speech. Total time allowed for introduction and speech is 5 minutes. All candidates must be able to attend Officer Training in order to fulfill their duties.

Qualifications of Chief

- Justice:**
- a. In his/her Jr. Year in High School
 - b. At least one (1) year's previous Alabama YMCA Youth Judicial experience
 - c. Ability to speak in public extemporaneously
 - d. Knowledge of Alabama Law
 - e. Knowledge of courtroom procedure
 - f. Personality, Appearances, Dress, Poise and Good Voice
 - g. Member of an affiliated Hi-Y, Tri-Hi-Y or Government Club

Qualifications of Judge:

- a. At least one (1) year's previous Alabama YMCA Youth Judicial experience
- b. At least a sophomore in High School
- c. Ability to speak in public extemporaneously
- d. Knowledge of Alabama Law
- e. Knowledge of courtroom procedure
- f. Personality, Appearances, Dress, Poise and Good Voice
- g. Member of an affiliated Hi-Y, Tri-Hi-Y or Government Club

Qualifications of Bailiff:

- a. Selected by a Judge (does not run for office)
- b. Ability to speak in public.
- c. In any high school grade (9-12)
- d. Recognized leadership.
- e. Member of an affiliated Hi-Y, Tri-Hi-Y or Government Club e.

Youth Legislature

February 22-25, 2023 - Montgomery, Alabama

- **Youth Legislature is Alabama's Premier Mock Government conference.** Students from across the state come together to debate legislation, argue appellate cases to the Supreme Court, lobby for and against bills, and cover the politics of the day through the media.
- Each delegate chooses to be in either a legislative chamber, the Supreme Court, a lobbyist or on the Media Corps.
- Members of the House, Senate or First Year chamber will write and debate a piece of legislation and debate *other* pieces of legislation throughout the week. Supreme Court members will hear an appellate case and will put pieces of legislation through Judicial Review. Lobbyists pick positions on critical public issues and attempt to persuade legislators to vote one way or another. Finally, the Media Corps is charged with covering the ins and outs of each day's political scene.
- Some delegates will choose to run for office or will submit their names for appointed positions. Each year, the conference elects a Governor, Lt. Governor, Speaker of the House and many other offices. The Governor will appoint several cabinet members to serve as their 'brain trust.'
- Please see included registration packet for all registration information.

Registration Dates:

November 15 – Dec. 18, 2022 \$325

December 19 – Dec. 31, 2022 \$350

January 1, 2023 \$400 (if space available)

Conference Fee Includes T-Shirt (if registered by Dec. 31st prior to conference) and Meals (Lunch and supper on Fri. and lunch on Sat. Breakfast at hotel each day)

Headquarters Hotel: Embassy Suites by Hilton Montgomery Hotel & Conference Center

300 Tallapoosa Street
Montgomery, Alabama 36104
1-334-269-5055

Reservations will be guaranteed on a space available basis. Advisors will submit rooming list by the appropriate deadlines in order to secure rooms.

Positions for Governor's Cabinet

The application process will be available online at www.alyig.org.

1. Director • Department of Industrial Relations
2. Director • Department of Economic and Community Affairs
3. Director • Alabama Emergency Management
4. Commissioner • Department of Revenue
5. Commissioner • Department of Human Resources
6. Superintendent of Banks • Banking Department
7. Director • Alabama Development Office
8. Commissioner • Medicaid Agency
9. Commissioner • Department of Mental Health & Mental Retardation
10. Director • Department of Transportation
11. Director • Department of Public Safety
12. Administrator • Alcoholic Beverage Control
13. Commissioner • Department of Conservation and Natural Resources
14. Director • Department of Tourism and Travel
15. Executive Director • Department of Senior Services
16. Commissioner • Department of Labor
17. Director • Department of Finance
18. Director • Homeland Security
19. Adjutant General • Alabama Military Department
20. Commissioner • Department of Children's Affairs
21. Commissioner • Department of Corrections
22. Commissioner • Department of Insurance
23. State School Superintendent

Writing your bill

I. MAKE UP OF A BILL: *Check your bill for these parts in the order below:*

- A. **TITLE:** The title of the bill should be complete enough to express in broad terms what the bill would do. The title should contain any penalties, retroactive effects, or appropriations that are provided in the bill. It is a short statement of the subject of the bill.
- B. **PREAMBLE:** Not essential in all bills. Wherever it seems desirable, a brief statement may follow the title, which gives the purpose of the bill. This statement may start with the word "Whereas..."
- C. **ENACTING CLAUSE:** Every bill must begin "**Be it Enacted by the Youth Legislature of Alabama.**"
- D. **BODY:** The substance of the bill is ordinarily comprised of:
1. Short title, if the legislator-sponsor desires one.
 2. Definitions, if any are needed.
 3. Main legal principle or proposition.
 4. Procedural and administrative provisions.
 5. Sanctions and penalties.
- E. **SAVING CLAUSE:** (not essential) -- To save certain acts to which you do not want the bill to specifically apply. It restricts general operation of the statute used with a repealing clause.
- F. **LIBERAL INTERPRETATION CLAUSE:** A liberal statement of the intention of the bill so that the court will clearly understand its purpose.
- G. **SEVERABILITY CLAUSE:** "All laws and parts of laws in conflict with this acts or provision of this act are hereby repealed."
- I. **REPEALING CLAUSE:** when repealing a specific part of the code of Alabama, use this format: To repeal Act____ Code of Alabama____
- J. **EFFECTIVE DATE:** This act to become effective upon passage and approval of the Governor or its otherwise becoming a law.

II. PLEASE READ THE FOLLOWING STATEMENT TO YOUR DELEGATES:

- Each House, Senate or First Year member must author at least one piece of legislation. **Delegates who have attended the conference previously in any capacity are required to author at least one (1) bill without a co-author or two members my co-author two bills . First year delegates in the House, Senate or First Year Chamber may count a co-authored bill towards the required submission..**
- All bills are to be submitted through the online system at www.alyig.org.
- Your bills will be printed exactly as you present them to the State Office.
- **DELEGATES MUST BE IN THE SAME CHAMBER TO CO-AUTHOR A BILL TOGETHER.**

Writing your bill

III. How to Develop Your Bill Idea

1. Ask yourself the following questions about your idea:
 - Does it truly serve the public interest?
 - Do the Federal and State Constitutions permit it?
 - Does it infringe upon any basic rights guaranteed by these constitutions? Ask a government teacher, an attorney, or a local judge for their judgment.
 - Could the function be performed better at another level of government?
 - Could it be better handled by private enterprise?
 - What will it cost the state to implement your idea? Who will pay the cost? Can the cost be met from state money or must you propose additional ways of generating the money? Is it worth it?
 - If your idea requires administration or enforcement, who will provide it?
2. Check your idea with appropriate local authorities. If your bill deals with education, speak with your principal. If it deals with prison reform, speak with a local parole officer, judge or public officer.
3. Seek out opposite views on the subject. Ask your parents and your neighbors what they think about it.
4. Revise your bill idea, if necessary, in view of the facts or ideas you have received.
5. You are now ready to begin drafting your bill. Pay particular attention to the following sections that suggest instructions for writing a bill.

IV. Check Your Bill

A BILL IS PROPOSED LAW put in writing by a member of the Legislature. The following characteristics/qualities of a good bill are offered to assist you in your final review of your bill. Before submitting the Bill, double check it to make sure it meets all of the standards.

- It deals with only one subject matter.
- It expresses the subject accurately in the title of the Bill.
- It concerns a matter that is within the field of State Legislation and distinguished from Federal, County, or Municipal law.
- It conforms to the provisions of the Constitution of the State of Alabama and of the U.S.
 - It represents clean and analytical thinking by the author and uses concise language.
- It contains the enacting clause: "BE IT ENACTED BY THE ALABAMA YMCA YOUTH LEGISLATURE" if it is a Bill.
- If the Bill proposes a new law, it is divided into sections as short as possible in view of the subject matter.
- If it amends an existing law, each section amended must constitute a separate section.
- Each separate section of the Bill is numbered consecutively in order.
- Major provisions of the bill are included in the early sections.
- Definitions of terms, if required, are included before the terms are used.
- It stipulates the amount and source for appropriation of funds if the Bill requires an expenditure of money.
- It includes the date the Bill will become effective if it is other than the usual 90 days following passage.

Writing your bill

V. How a Bill Becomes a Law in Youth in Government

A “bill” is a proposed law. Only a member of the legislature can introduce it. A bill does not become law automatically. There are certain specified procedures through which it must go before it becomes law. The persons authoring the bill are responsible for knowing these steps and seeing his/her bill through the program.

1. The State Director assigns the bill you submit for inclusion in the Bill Book to a Hearing committee.
2. Then the bill is assigned to a Hearing committee to which other bills of associated subject matter are assigned. Both the Chief Sponsor and Co-sponsor of the bill are assigned to this committee during the Conference in Montgomery.
3. The authors present their bill to the committee and the committee recommends (a), which bills should be, sent to the Legislature for debate and (b) in what priority order they are recommended.
4. The Rules Committee, which is comprised of the Hearing Committee Chairmen, determines the calendar (schedule of bills to be debated) for the Legislature.
5. The Youth in Government Legislature debates bills on Friday and Saturday. Each bill is debated in its respective chamber first. If it passes, it is then sent to the other chamber for debate.
6. If both houses pass the bill, it is sent to the Governor who may sign it into law or veto it.

For more information, contact your advisor or the state office.

**Alabama YMCA Youth in Government
(334) 269-4362
www.alyig.org**

PARLIAMENTARY PROCEDURE

Debating... a Step by Step Guide

- When you want to speak, raise your placard. If called upon, quickly walk to the microphone. When you get to the microphone, state your name (last name only), your delegation (city), and ask “May I address my remarks to the chamber?” or “Will the patron please yield?”.
- Before you can speak, you must state your name, delegation and what you intend on doing. For example, if John Smith from Anchorage wanted to speak to the chamber, he would say “Smith, Anchorage, May I please address my remarks to the chamber?” If, however, John wanted to ask the author of the bill a question, he would say “Smith, Anchorage, would the patron please yield to a possible series of questions?”

REMEMBER....Name / Delegation / Action

- You have 2 minutes to speak. If you don't *intend* on using all two minutes, you can give your time to another delegate who wants to speak. John Smith from Anchorage would do that by saying the following:

“Smith, Anchorage, may I address my remarks to the chamber *and* reserve my right to Yield to Jane Doe from Nova Scotia?”

- The following are some of the actions and rights you can reserve:
 - Address my remarks to the chamber. – (Use this to make a speech)
 - Will the patron yield to a possible series of questions. (Use this to address the chamber)
 - Remember, you can ask the bill author questions *and* make a speech, but you have to reserve your right to do both...so don't forget!
 - Reserve my right to make a motion. (Allows you to make a motion after a speech or questions.)
- Don't raise your placard before the floor is open for debate.
- Delegates will only be allowed to speak twice on a given bill or amendment.
- Patrons of any bill will be given two minutes for opening and closing remarks. The extra time from opening remarks cannot be yielded toward closing remarks.
- Patrons of any amendment will be given one minute for opening and closing remarks
- The majority of all motions may be made orally, but amendment motions must be in writing, and must amend the proper section of the bill to be effective. Any member may offer an amendment at the time the bill is before the membership for consideration. An amendment is adopted by a majority vote.
- Amendments and motions can be chosen to not be recognized if the chair finds the timing inappropriate.
- The patron of the bill or amendment has debate priority over all other delegates in chambers. After the patron, other officers (pro-tem, floor leader, and assistant floor leader) have priority. Then it will be delegates who have not spoken on the given bill or amendment.

POINTS

Delegates can make points during the course of business in each chamber. Points can be made at any time, but typically your Presiding Officer will *only recognize your point when the floor is open for debate*. It is typically seen as inappropriate to interrupt a speech or a series of questions with a point.

To make a point, the delegate will simply shout out “Point of _____”

The following are the points and their meaning:

Points

- **Points of Personal Privilege:** used when you need to get a copy of something from the chair, when you need something repeated, or any other “favor” from the chair or floor leader. You do not have to use a Point of Personal Privilege to leave the chambers.
- **Point of Order:** used when the chair, patron, or speaker is out of order
- **Point of Information:** used when you have a relevant, non-debatable statement to add. Do not use this point to make an argument...facts only!
- **Point of Inquiry:** used when you have a yes-or-no clarification question to address the chair or the patron.

MOTIONS & POINTS	May be Debated	May be Amended	May be Tabled	Vote Required	May be Reconsidered
Time to Adjourn: This sets the time to adjourn			No	Majority	
Adjourn: To adjourn means to close the session			No	Majority	No
Indefinitely postpone: This is a motion to kill a main motion. It was designed as a courtesy motion, to prevent a direct vote on the main motion that might be embarrassing to the chamber.		No	No	Majority	
Lay on the Table: The purpose of this motion is to allow the chamber to set aside an order of business for something more urgent or to hear a special speaker.		No	No	Majority	
Previous Question: This motion is used to cut off debate and to bring the chamber to an immediate vote on the matter at hand. The motion is out of order if no debate (pro and con) has occurred on the main motion or bill.		No	No	Majority	
Postpone to a Certain Time: This motion is useful to postpone a pending motion or bill so delegates can have more time to think about an issue.		No	No	Majority	
Commit: This motion refers to the question on the floor to a committee so that it can be carefully studied and put into proper form for the chamber to consider. It is useful to cut off pointless debate when all the facts pertaining to a bill are not known.		No	No	Majority	
Amend: The purpose of the emotion to amend is to change the main motion or bill either to make it more agreeable (i.e. a friendly amendment) or to defeat it (i.e. a hostile amendment). There are three ways to amend a matter: add words or phrases, strike out words or phrases, or substitute words or phrases by striking and inserting.		1 Time		Majority	
Appeal: This motion allows a delegate to counter what he/she believes to be an incorrect or unfair ruling of the chair. This motion requires the chair to submit the ruling to the vote of the chamber. A majority vote reverses the ruling of the chair.	No	No		Majority	
Point of Order: The purpose of the point of order is to correct a breach in the rules when the chair does not correct it. It can interrupt a speaker and is ruled upon by the chair.	No	No	No	No Vote	
Point of Personal Privilege: This point allows a delegate to make a request relating to the rights and privileges of the delegates. It is considered immediately due to its urgency and commonly concerns noise or temperature in the chambers.	No	No	No	No Vote	No

Withdraw a motion: This allows a delegate who realizes that he/she has made an ill-advised motion to withdraw it. The chair usually handles the request by the use of general consent.		No	No	Majority	No
Suspend the Rules: The purpose of this motion is set aside rule of the chamber to take something out of order.		No	No	4/5	
Record Vote: The purpose of this motion is to request a record of the vote to be taken.		No	No	1/10	No
Reconsider: This motion allows the chamber to change its mind about how the delegates voted on a previous motion or a bill. Only a delegate who voted on the prevailing side can make the motion.				Majority	No

Motions

1. To suspend the regular order of business and take up some measure out of its regular order.
2. To instruct a committee to report a certain bill or resolution.
3. To take up a bill laid on the table subject to call.
4. To set a special order.
5. To suspend the rules.

Meaning of the Gavel Raps

Members should be aware of what Raps of the Presiding Officer's gavel mean. They should respond promptly when the gavel is rapped.

- 1 rap - The chamber will come to order.
- 2 raps - All members will rise.
- 3 raps - Members applaud (usually when a guest enters the Chamber.)
- Continue until the 1 rap brings order.

When a Member obtains the floor on recognition of the presiding officer, he may not be required to yield the floor unless he desires to yield.

A Member desiring to interrupt another in debate shall address the presiding officer, asking if the Member will yield. The Member speaking may refuse to yield if he so desires. If he does yield the Member interrupting may proceed to ask a question, but the question must be pertinent to the subject matter.

No Member shall speak more than twice on the same subject without the suspension of the rules, in addition, he may answer questions addressed to him. No Member shall use the speaking time of another Member without the suspension of the rules.

When a Member obtains the floor on recognition from the presiding officer, he must confine his remarks to the subject under debate. He must also avoid personalities, and if he fails to do so, the presiding officer may call him to order. If he continues to speak improperly he may be ordered to take his seat by the presiding officer. A member may call this to the attention of the presiding officer.

RULES RELATING TO MEMBERS

1. Members shall not make personal reflections on any other Member, and **no Member shall name another in argument or debate**. When referring to another Member, you should refer to the **“lady or gentleman from ...,”** (stating Member’s home town or county)
2. A Member is not entitled to speak or make a motion until the presiding officer has recognized him.
3. Any parliamentary question or issue not specifically covered by these rules of the YMCA Youth Legislature shall be governed by the rules of the regular Legislature of Alabama and the Alabama Constitution. The Presiding Officer may permit the mover and one opponent of the motion three minutes each during which to debate motions.

Qualifications for Office

*****Please note that holding an office is a yearlong commitment. Officers are required to attend officer's retreats, district meetings, Fall Planning, Conferences and training sessions throughout the year*****

A. Qualifications of ALL Officers 1. At least one (1) year's previous Alabama YMCA Youth Legislature experience.

2. Recognized leadership
3. Ability to speak in public extemporaneously.
4. Knowledge of Parliamentary Procedure.
5. Knowledge of current issues and events.
6. Personality, appearance, dress, poise, and good voice.
7. Member of an affiliated Student YMCA or Government Club
8. Ability to attend officer meetings and YIG Events throughout the year.

B. Qualifications of Youth Governor

1. In his/her Senior Year of High School when serving
2. At least one (1) year's previous Alabama YMCA Youth Judicial experience.

C. Qualifications of Lt. Governor and Speaker of the House

1. In his/her Senior Year of High School when serving

D. Qualifications of President Pro Tem, Speaker Pro Tem and Supreme Court Justices

1. At least a Junior in High School when serving
2. **(Justices Only)** 1 year previous experience as judge, witness or attorney.

E. Qualifications for House & Senate Floor Leaders, Asst. Floor Leaders and Secretary of the State

1. At least a sophomore in High School when serving

Qualifications of Attorney General

1. At least a sophomore in High School when serving
2. At least one (1) year's previous Alabama YMCA Youth Judicial experience.

G. Qualifications of Chaplains, Secretary of Senate, Clerk of the House, Reading Clerks, Asst. Sec. of the State, Deputy Attorney General and Sgt. at Arms

1. In any high school grade (9-12).

First Year Legislature

H. Qualifications for Presiding Officer (PO)

1. At least one (1) year's previous Alabama YMCA Youth Legislature Experience.

I. Qualifications of Presiding Officer Pro Tem of First Year Legislature, Floor Leader, Clerk, Chaplain, and Sgt. at Arms

1. No previous Alabama Youth Legislature experience necessary. MUST BE IN FIRST YEAR PROGRAM.

Nomination Form for Office

Name _____ Delegation _____

Position Sought _____

**Petition must be signed by 10 Student YMCA
or Government Club Members.**

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Steps to run for office:

1. Review the available offices for each district at alyig.org/districtnominate.pdf.
2. Review the officer qualifications on the nomination form to ensure eligibility.
3. Announce candidacy at the Fall Planning conference (optional).
4. Pre-qualify at www.alyig.org before the District Meeting.
5. Submit officer nomination form along with ten signatures at district meeting to the person in charge of the election. The nomination form may be submitted any time before the day of Session but must be submitted no later than the end of registration on the day of the District Meeting. A candidate for office may not visit the meeting in another District except upon invitation of the Youth Legislative Director.
6. Candidates who are nominated by their district continue to run for office at Youth Legislature. Candidates running for office should carefully review the campaign guidelines, paying special attention to rules regarding expenditures and campaign materials. Guidelines can be found at alyig.org.

Junior Youth Legislature

The Alabama Junior Youth Legislature is a program promoted and developed through the YMCA. It is a sound education approach to the development of citizen participation in the democratic government by providing opportunities to 7th - 8th graders to study public government through a model legislative program.

The Alabama YMCA Junior Youth Legislature was started in 1991. It has been in operation every year since that time serving young people from throughout our state. During this event, students throughout Alabama will have a hands-on experience with writing and debating bills. Sixth grade students may also attend the conference, serving as pages to the annual Alabama YMCA Youth Legislature.

The Alabama YMCA Youth Legislature is a program for students in 9th – 12th grade. It is a replica of the Alabama Legislature. Once at Youth Legislature the high school students will take part in a hands-on program where they take over our state government for four days. Bills will be drafted in local clubs, brought to the State Capitol where they are read, studied by Committees, debated and disposed of. The youth serve in every capacity of government from Governor to Lt. Governor to Speaker of the House to Chief Justice and to Attorney General. Therefore, when a delegate participates in the Alabama Youth Legislature he or she has had an actual experience in the way the laws of the state are made. The Youth Legislature Board of Directors tries to see that no aspect of the regular Legislative pattern is changed or abridged. Youth Legislative officials are elected and preside according to the Legislature rules.

The Junior Youth Legislature program is a great way to introduce students to Alabama State Government. The purpose of the Alabama YMCA Junior Youth Legislature is to prepare a selected group of young people for moral and political leadership in the American Democratic Process by providing guidance, training and experience in the theory and practice of determining public policy. It also provides a fellowship that makes for an understanding of other people's problems, to help accept defeat without discouragement and to stimulate tolerance towards another's point of view.

The Junior Youth Legislature program will consist of fun and exciting workshops throughout the day. On Friday, the students will participate in 2 workshops: Bill Writing and Parliamentary Procedure. The **Bill Writing workshop** will teach your child how to write a bill and how to make amendments. The **Parliamentary Procedure workshop** will teach your child how a bill becomes a law and we will hold several "mock sessions". Friday afternoon, the students will jump right in to debating the bills they have written.

Junior Youth Legislature is great way for youth to meet other youth from across the state!

INFORMATION FOR FRIDAY ONLY CONFERENCE:

When: Friday, January 26, 2023, 8am to 4pm
Where: Alabama Statehouse
Grades: 7 – 8 (6th graders can serve as Pages)
Cost: \$30.00 (includes Conference Fee, Lunch, & Conference T-shirt)
Registration Due: **January 1, 2023. After this date, fee is \$40.00 per person**

Other Opportunities

The YMCA Youth in Government Office can assist groups with starting local government programs. Two such programs are outlined below. Please contact Nancy Boyd– nboyd@ymcamontgomery.org or 334-239-2010, if you would like more information.

Montgomery's Youth in City Program

Montgomery's Youth in City Program is the oldest in the state. During a week in November, Montgomery's Downtown Optimist Club, in cooperation with the Montgomery Britton YMCA, sponsors Youth in City as a part of **Optimist International Youth Appreciation Week**. Students in grades 7-12 from all over the city gather in City Hall for a day to debate the city ordinances they prepared. This program is very similar to Youth Legislature, except it is on a citywide level rather than a statewide level. Officers are elected at the opening meeting, held the night before. A Youth Mayor and 8 City Councilmen preside over the day. The morning and early afternoon are spent debating. The late afternoon is filled with the Youth Mayor's election and guest speakers. The election is held immediately after lunch, so those votes may be tallied during the guest speakers. Usual guest speakers are the Mayor and City Councilmen. Others just drop by to watch the youth in action. After the announcement of the Youth Mayor's election, the new Youth Mayor adjourns. It is an important learning experience for all youth to have.

Youth in County Program

The Youth in County Program is fairly new and impressively successful. The base of this program is entirely different than Montgomery's, but the purpose is the same: to educate. As is obvious from the title, the focus is on county government rather than on city government. Students do not gather in their city hall and debate ordinances. Rather, students elect County Commissioners, and during the selected day, they meet with their counterparts. Their counterpart officials explain the role of their office, and afterwards, take the group on a walking tour of the county courthouse complex; and together, the students and adult officials visit the different officials' offices. This program is much more simplistic in nature compared to Montgomery's, but is equally as beneficial. It is a practical start that can be easily expanded into one much like Montgomery's.