

# Youth Engagement Committee Standard Operating Procedure (SOP)

## Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

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### 1. Introduction and Purpose

The Youth Engagement Committee is established under **Article XIII** of the MVVCSO 2025 Bylaws to develop programs that foster youth involvement and gather input from younger residents of the Ranchita community. The committee's purpose is to promote intergenerational community focus and ensure long-term inclusivity, aligning with MVVCSO's **community focus** and **inclusivity** Northstars. By empowering youth and integrating their perspectives, the committee strengthens MVVCSO's mission to serve all members of the community.

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### 2. Authority and Legal Compliance

This SOP is authorized by **Article XIII** of the MVVCSO 2025 Bylaws, which mandates the creation of committees to support the organization's mission. The committee operates in compliance with:

- **California Corporations Code** (Corp. Code § 5110 et seq.), governing nonprofit public benefit corporations.
  - **Nonprofit Integrity Act (NIA, Gov. Code § 12586)**, ensuring transparency and accountability.
  - **IRS 501(c)(3)**, requiring activities to further the exempt purpose without private benefit.
  - **Unruh Civil Rights Act (Civ. Code § 51)**, prohibiting discrimination and ensuring equal access.
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### 3. Committee Composition and Structure

- **Membership:** The committee consists of at least five members, including:
    - Two Directors or Voting Members.
    - Two youth representatives (ages 14-21).
    - One community member with expertise in youth development.
  - **Appointment:** Members are appointed by the Board of Directors, with youth representatives selected through an inclusive application process.
  - **Term Length:** Two-year terms, renewable once, to ensure fresh perspectives.
  - **Diversity:** The committee prioritizes diverse representation (e.g., age, race, gender, ability) to reflect the Ranchita community.
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### 4. Roles and Responsibilities

- **Committee Chair:** Appointed by the Board, responsible for:
    - Leading meetings and setting agendas.
    - Reporting to the Board quarterly.
    - Ensuring compliance with bylaws and laws.
  - **Members:** Responsible for:
    - Developing youth programs and engagement strategies.
    - Gathering and integrating youth input.
    - Collaborating with other committees and community partners.
  - **Staff Liaison:** A designated staff member or volunteer coordinator assists with logistics and communication.
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### 5. Meeting Procedures

- **Frequency:** The committee meets quarterly, with additional meetings as needed.
- **Quorum:** A majority of members (three out of five) must be present to conduct business.
- **Decision-Making:** Decisions are made by consensus; if consensus cannot be reached, a majority vote is used.

- **Minutes:** Recorded by the Secretary or a designee and publicly posted within 14 days, ensuring transparency.
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## 6. Program Development

- **Needs Assessment:** Annually, the committee conducts surveys, focus groups, and interviews with youth to identify interests and needs.
  - **Collaboration:** Partners with schools, youth organizations, and the Community Engagement Committee to align programs with community priorities.
  - **Approval Process:** New programs require:
    - A written proposal with goals, budget, and evaluation metrics.
    - Committee approval by majority vote.
    - Board approval for programs exceeding \$5,000 or involving significant resources.
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## 7. Youth Input and Engagement

- **Feedback Mechanisms:**
    - Quarterly youth advisory panels (ages 14-21) provide input on programs and policies.
    - Anonymous surveys and suggestion boxes at community events.
  - **Youth Leadership:**
    - Youth representatives on the committee have voting rights.
    - Leadership development programs (e.g., internships, mentorship) are prioritized.
  - **Incorporation of Input:** Feedback is documented and integrated into program planning and governance decisions.
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## 8. Budget and Resources

- **Annual Allocation:** The committee submits a budget request to the Finance Committee by November 30 for inclusion in the annual budget.

- **Fundraising:** The committee may seek grants or donations for youth programs, with Board approval.
  - **Resource Management:** Expenditures are tracked by the Treasurer, ensuring compliance with IRS 501(c)(3) and NIA standards.
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## 9. Reporting and Accountability

- **Quarterly Reports:** The committee submits reports to the Board detailing activities, youth engagement metrics, and program outcomes.
  - **Annual Review:** The Board evaluates the committee's effectiveness based on predefined metrics (e.g., youth participation rates, program impact).
  - **Public Disclosure:** Summaries of activities are included in the annual report and posted publicly, supporting the **transparency** Northstar.
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## 10. Legal and Ethical Compliance

- **Non-Discrimination:** All activities comply with the Unruh Civil Rights Act, ensuring equal access without regard to race, gender, disability, or other protected traits.
  - **Conflict of Interest:** Members must disclose conflicts per MVVCSO's Conflict of Interest Policy.
  - **Data Privacy:** Youth data is collected with parental consent (if under 18) and stored securely, per the California Consumer Privacy Act (CCPA).
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## 11. Training and Development

- **Adult Members:** Complete annual training on youth development, cultural competency, and legal compliance (e.g., CCPA, ADA).
  - **Youth Members:** Receive training on governance, leadership, and advocacy.
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## 12. Northstar Alignment

- **Community Focus:** Programs are shaped by youth input and local needs.
  - **Transparency:** Activities and outcomes are publicly shared.
  - **Inclusivity:** Diverse youth voices are prioritized.
  - **Serving All Members:** Programs engage youth from all backgrounds.
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## 13. Review and Amendment

- The SOP is reviewed annually by the committee, with amendments approved by the Board per **Article VIII** of the bylaws.
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