

JACL NCWNP District Youth Board Guidelines

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About the JACL

The Japanese American Citizens League is a national organization whose ongoing mission is to secure and maintain the civil rights of Asian Americans and all others who are victimized by injustice and bigotry. The leaders and members of the JACL also work to promote cultural, educational, and social values and preserve the heritage and legacy of the Japanese American community.

The Northern California-Western Nevada-Pacific (NCWNP) District includes Merced County (excluding the Livingston-Merced Chapter), Monterey County, and all other counties in California north of the aforementioned counties, Hawaii, Japan, and the Northwestern portion of Nevada.

History of the NCWNP District Youth Board

In February 2022, the NCWNP District Governor, Carol Kawase, and NCWNP Youth Representative, KC Mukai, agreed that the NCWNP District needed more youth leaders and programming targeted towards youth (JACL identifies youth as individuals between the ages of 18 - 25). Inspired by the temporary Pacific Southwest (PSW) District Youth Board, KC recruited Bruce Arao, Halle Sousa, Cecelia Shimizu, Emily Yoshii and Jackson Sousa to form the first JACL NCWNP District Youth Board in March 2022.

Since its founding, the District Youth Board has executed multiple in-person and virtual events, hosted fundraisers, inspired youth to become leaders in their community, partnered with other Japanese American organizations in Northern California and received large financial grant funding.

Mission & Vision

Mission*:* The NCWNP District Youth Board is a regional leadership organization under the NCWNP Japanese American Citizens League District Council whose mission is to foster a welcoming community of young activists through advocacy, volunteering, and networking.

Vision*:* The NCWNP District Youth Board strives to build an engaged young adult community that protects civil rights, inspires lasting change, and preserves the history of Japanese Americans for future generations.

Role Description

The District Youth Board (DYB) serves the NCWNP District to bring youth throughout the District and in the local chapters together. They will help with district functions including fundraiser events, assist with NCWNP summit planning, and organize NCWNP Youth programming such as recruiting, fundraising, or leading workshop events. The DYB will meet as often as needed.

The DYB Chair and Vice-Chair will attend District Executive Board meetings and will act as liaisons between the District Executive Board and District Youth Board. If either Chair is unable to attend a District Executive Board meeting, the absent Chair can appoint one of the other DYB members to attend the meeting in their place. DYB Secretary and At-Large members are not expected to attend District Executive Board meetings but are encouraged to attend District Council meetings for opportunities to network among JACL youth and chapter leaders in the area.

The DYB will adhere to the District Code of Conduct at all times. Any violation of the Code of Conduct will immediately be reported to the DYB Chair and District Governor. If any action is required, the DYB will meet to discuss the violation and the notes from that meeting will be sent to the District Executive Board to discuss and determine action steps.

To ensure lessons learned by each DYB are passed to the next DYB, the DYB has created the DYB Lessons Learned Guide. The DYB will review and add to the NCWNP DYB Lessons Learned Guide to learn from and record lessons learned from each DYB program/term. Lessons learned should be used to help guide, but in no way limit, the current DYB's planning and programming.

Board Structure

The DYB shall be comprised of the DYB Chair, DYB Vice Chair, Secretary and up to four At-Large members, totaling a maximum of seven DYB members at once. Quorum is reached when, at minimum, 4 members are present at the DYB meeting. The Chair and the Vice Chair will be the two district-approved NCWNP Youth Representatives to represent the NCWNP District at National JACL-sponsored activities.

Chairs

The DYB Chair, and Vice Chair, will be the leaders of the DYB. The chairs serve two-year terms as stipulated in the NCWNP District Constitution and Bylaws (C/BLs). Applicants for DYB Chair and Vice-chair are accepted and reviewed through an open application process. The best candidate is appointed by the District Executive Board at their October District Executive Board meeting. The chairs will then be ratified by the District Council at the 3rd qtr. NCWNP District Council Meeting.

The DYB Chair will:

1. Preside at all meetings of the District Youth Board, District Council, and the District Executive Board;
2. Supervise the affairs of the DYB in accordance with the DYB Guidelines and the C/BLs of the NCWNP District;
3. Represent the organization at a district and chapter level, where necessary, or appoint a person to do so;
4. Continually update the DYB Lessons Learned Guide with additional knowledge gained during tenure;
5. Make DYB member appointments, with the approval of the District Council; and
6. Perform all other duties and responsibilities indicated in these Guidelines.

The Vice Chair will:

1. Preside at all meetings of the District Youth Board, District Council, and NY/SC calls and summits;
2. Develop and lead all NY/SC-related programming and initiatives in the District and at National Convention;
3. Represent the organization at a national level where necessary, or appoint a person to do so;
4. Continually update the DYB Lessons Learned Guide with additional knowledge gained during tenure;
5. Make DYB member appointments, with the approval of the District Council; and
6. Perform all other duties and responsibilities indicated in the NY/SC On-Boarding Guide.

If either Chair position is vacant, the remaining Chair can appoint a youth member, with approval from the DYB, to fill the vacant Chair position. The appointed member is then approved by the District Executive Board and ratified by the District Council. The appointed member will complete the remaining portion of the term and must re-run if they are interested in serving another term.

Secretary

There will be one Secretary on the DYB in one term. Applicants for secretary are accepted and reviewed through an open application procedure. The best candidate is confirmed by the District Youth Board at their first board meeting in October. The incoming Secretary will then be installed and onboarded by the outgoing DYB.

The Secretary will:

1. Preside at all meetings of the District Youth Board;
2. Record the notes, decisions and action steps discussed at each District Youth Board meeting;
3. Volunteer to lead/co-lead District programming at a minimum of once per term;
4. Perform to the best of their abilities
5. Communicate with the Chair or DYB should they not be able to complete their duties on time, or if an emergency arises and;
6. Continually update the DYB Lessons Learned Guide with additional knowledge gained during tenure.

At-Large Members

There will be up to four At-Large members on the DYB in one term. The best candidates are confirmed by the District Youth Board at their first board meeting in October. The incoming At-Large members will then be installed and onboarded by the outgoing DYB..

At-Large Members will:

1. Attend District Youth Board meetings and events at a minimum of twice per month;
2. Volunteer to lead/co-lead District programming at a minimum of once per term;
3. Perform to the best of their abilities
4. Communicate with the Chair or DYB should they not be able to complete their

duties on time, or if an emergency arises and;
5. Continually update the DYB Lessons Learned Guide with additional knowledge gained during tenure.

Separation from the Board
If any DYB member, other than the DYB Chair, (Vice Chair, Secretary or At-Large Member) is unable to perform their duties for a minimum of 2 consecutive months, the DYB Chair should have a meeting with the DYB member to discuss their duties and availability to continue their membership on the DYB. If the DYB Chair is unable to perform their duties for a minimum of 2 consecutive months, the Vice Chair should notify the District Governor about the DYB Chair. The DYB Chair and District Governor should then have a meeting to discuss their duties and availability to continue their tenure as DYB Chair.

If a DYB member must vacate their position, the DYB must meet immediately to coordinate a plan to distribute the responsibilities that the former member was previously responsible for. If both the DYB Chair and Vice Chair must vacate their positions, please see Emergency Leadership Transition Plan.

Application Procedure

Chair Application
On August 15 of every year, the District Executive Board will disseminate an open application. Every odd year term will be for the DYB Chair position, and every even year term will be for the Vice Chair position. The Executive Board will review all applications and approve the chair at the October District Executive Board meeting. The chair is then ratified at the November District Council meeting.

General Application
The outgoing DYB will create a General Application for the Secretary and At-Large positions. The application will consist of general information (name, contact info, age, etc) and short essay questions. General applications open August 15 and close October 1. Applicants will be reviewed and selected by the current DYB members. DYB applicants can expect to hear back within 7 days of the application deadline to know the status of their application. Selected applicants will have 7 days to accept their member candidacy. The Executive Board will review all selected candidates and approve the new DYB at the October District Executive Board meeting. The Secretary and At-Large members are then ratified at the November District Council meeting.

Qualifications to be a member of the DYB
- Must be a JACL Member of a chapter located within the NCWNP District
- Must be in the age range of 18-25 years old* at the date of October 1.
- Must possess an interest for the Japanese American and AAPI community as well as an interest in civil rights and social justice

*exceptions may be made for outstanding members that are not yet 18 years of age.

Chair Term Length

Chair terms will last for two years (October to September) and Chairs will have the option to re-run after their term. There is no term limitation, and Chairs can re-run up until the age of 25. Chairs must complete a new application to be ratified by the District Council.

General Member Term Length

Terms will last for one year (October to September) and Secretary and At-Large members will have the option to re-run after their term. There is no term limitation, and Secretary and At-Large members can re-run up until the age of 25. Secretary and At-Large members must complete a new application to be ratified by the District Council.

Ex-Officio

Outgoing DYB members may stay on as Ex-Officio, serving as an advisory role with no voting power, regardless of the member's age. An Ex-Officio member may stay on the Board for up to one year from the end of their term. If the DYB wishes for an Ex-Officio member to stay on the Board past the end of their Ex-Officio term, they must consult with the District Governor and then successfully vote to extend the Ex-Officio's tenure.

If, for any reason, the current DYB expresses that they no longer wish for the Ex-Officio member to continue attending DYB meetings, the DYB must vote to remove the Ex-Officio member from the Board. If the vote is successful, the Ex-Officio must transition any current programming to current DYB members and vacate their position, effective immediately.

Emergency Leadership Transition Plan

If there arises a situation where both the DYB Chair and Vice Chair must vacate their positions, they must both notify the District Board and DYB members of their separation immediately. The District Board and DYB will then schedule an emergency virtual meeting to decide which DYB members will replace the Chairs. Each Secretary and At-Large members' current responsibilities, accomplishments and schedule should be considered during the meeting. The District Board would then vote to approve which DYB members will become the new Chairs. At the next upcoming District Council meeting, the new DYB Chair and Vice Chair would be appointed for the remainder of the former Chairs' terms.

Prior to their departure, the previous Chairs will schedule a final meeting with the newly appointed Chairs to brief the new Chairs on any current and future programming for the DYB, any potential collaborations that have been started, and any other advice/knowledge that they previous Chairs did not include in the DYB Lessons Learned Guide.

If the new Chairs agree that they require new members to fill their prior positions, the DYB can host an emergency General Application. The application schedule will be revised based on the current schedule of DYB programming and the next upcoming District Council meeting. New members will be accepted for the remainder of the DYB

members' term and will have the option to re-run after their term.

New Member Onboarding

The first DYB meeting with new members will be an orientation to the history, mission, vision and role of the DYB. Current DYB members who were members of a previous DYB will lead the meeting and share their experiences as a DYB member. Following the meeting, all new members must read the DYB Guidelines and DYB Lessons Learned Guide so they have a strong understanding of the DYB. If new members have any questions or concerns that other current DYB members cannot address, they may reach out to the District Governor, District Board and Ex-Officio members (Ex-Officio members' contact information can be found in the DYB Lessons Learned Guide).

Programming

The DYB will run a variety of programs during the course of a term. Programs may be subject to change at the discretion of the DYB and the available capacity of its board members. [Note: individual events/programming can serve as multiple programs. For example, an in-person summit that is open to all youth, with a donation box, and a poster about the DYB can serve as a summit, fundraiser and recruitment event.]

- Summits
    - Summits occur throughout the course of the term and are hosted by the Vice Chair. There are typically 2-3 per term, on a rotating basis. These programs give JACL youth a chance to showcase and network with the wider community.
    - The theme and scope of the summit is dependent on the individual planning it and what they would like to accomplish. The DYB will support the Vice Chair and may garner additional support from fellow NY/SC members.
    - Funding for summits may be available through the NY/SC or the NCWCP District annual budget. This money is largely gained through sponsorship or DYB fundraising.

- Workshops
    - Workshops occur at the discretion of the District Youth Board, hosted by any member of the District Youth Board. They are smaller in scale than summits. They can be conducted virtually.
    - The DYB typically aims to host 2-3 workshops per term.

- Fundraising
    - Fundraisers will give the DYB the opportunity to talk about DYB programs and advertise the work it does.
    - Sponsorship and/or grant application will be conducted in collaboration with the Executive Board.
    - All funding received from fundraisers, sponsors and grants will be sent to the District Treasurer to be included in the District Budget.
    - The DYB typically aims to host 1-2 fundraiser events per term to fund DYB programs, attendance at conventions, and support any DYB

collaborations.

- Recruitment
    - The District Youth Board will begin recruiting the incoming District Youth Board after the JACL National Convention.

- Social Media
    - The District Youth Board shall utilize and leverage its social media platforms to gain traction and following with the youth in their district.

Collaboration

The DYB will collaborate with other JACL chapters and committees, and Japanese American/Asian American/community organizations to support and expand programming during the term. For more information on the DYB's current partnerships, please see the DYB Lessons Learned Guide.

Prior to officially agreeing to partner with another organization, the DYB must:

- Discuss the collaboration with the District Governor.
    - If the partnership involves financial assistance, the District Executive Board must approve.
- Discuss how the collaboration will be marketed with the other organization.
    - If there will be public materials created that contain both organizations logos/other identifying information, the creator of the material must have written (i.e. email, letter) consent from the other organization to include them in the material.

Governance

Official DYB decisions (including but not limited to, amending the DYB Guidelines, and member responsibilities) shall be voted upon using Robert's Rules. If an official DYB decision is expected in a future meeting, the DYB should review Robert's Rules prior to the meeting.

The DYB will record all meeting notes from every DYB meeting within the Meeting Agenda. Agendas will be created and distributed electronically prior to the meeting by the Chair to ensure a smooth and productive meeting.

The DYB will use the NCWNPyouthboard@jacl.org Google Suite to maintain productivity and accountability by tracking the tasks of individual members. This tool should be reviewed by the start of each call to check in on the status of each project.

Time Commitment

DYB members are expected to typically commit 2+ hours for bi-weekly or monthly calls

or in-person meetings that occur at a time that is convenient for the whole board. Additional work will be completed collaboratively through separate meetings, e-mails, and Google Suite.

Retreats
Retreats provide a chance for DYB members to get to know one another better. At a retreat, members can expect to plan for an upcoming summit and develop new ideas for workshops, fundraising events, and recruiting.

The locations of retreats will be selected by the DYB. Event and travel costs should be considered prior to the DYB agreeing upon a destination. Retreats will be scheduled as determined by the DYB.

Convention
The DYB Chair and Vice Chair are required to attend the JACL National Convention to vote on behalf of youth within the District (each chair has 1/2 vote). The Vice Chair is required to carry out all NY/SC-related convention duties. All other NCWNP DYB members are encouraged to attend the convention, but are not required.

If the Vice Chair is unavailable, the Chair or an available DYB member will attend in place of the Vice Chair.

DYB members who wish to attend the National Convention may request to be sponsored by their chapters and/or the District (depending on the District budget). Funding within each NCWNP District annual budget will be designated to fund DYB members' attendance at the National Convention

DYB Calendar Year

The DYB calendar begins after the board is voted in at the October District Executive Board meeting.

The schedule below outlines all of the larger activities of the DYB as a whole but does not encompass summits or workshops. In the months that are not listed, the DYB will maintain communication through meetings and calls.

- August
    - DYB applications open
- October
    - Applications close and applications are reviewed at the District Executive Board meeting
    - New DYB appointed by Executive Board
- November
    - New DYB ratified by District Council
    - 1st Sunday in November - 3rd qtr. NCWNP District Council Meeting
- February
    - 1st or 2nd Sunday in February - 1st qtr. NCWNP District Council Meeting

(depending on scheduling conflicts)

- May
  - 1st Sunday in May - 2nd qtr. NCWNP District Council Meeting
- June
  - 30 days prior to the Convention Pre-convention meeting
- July/August
  - JACL National Convention

Substance Use Policy

The NCWNP DYB Substance Use Policy has been created to be used as a guideline for the NCWNP DYB during events in which substances have the potential of being used.

Section I: Prescription Drugs

I. Medical Prescription drugs are allowed at NCWNP DYB hosted events as long as the prescription holder has a legitimate prescription to the drug in use.
   A. The prescription holder must submit a form notifying the DYB that they have a prescription for a medication *(The prescription holder does not need to disclose the specific medication being used.)*
   B. The prescription holder may not share any prescription drugs with any other participant at any given time.

Section II: Non-Prescription Drugs

I. Over the counter drugs are acceptable at NCWNP DYB hosted events.
II. The use of *Illegal* drugs as outlined by the United States Government are prohibited at any NCWNP DYB hosted event.
III. Recreational and Medicinal Marijuana of any kind is prohibited at any NCWNP DYB hosted event.

Section III: Alcohol

I. Alcohol is prohibited from being served at all NCWNP DYB hosted events.
II. Participants may consume alcoholic beverages at restaurants if the participant(s) is over the age of 21 and not in the presence of any underage participants.

Section IV: Consequences for Failure to Abide by the Rules Outlined in Section I, II and III

I. If a person is caught furnishing prescription drugs, illicit drugs, marijuana and/or alcohol to anyone at a NCWNP DYB hosted event, both parties will be banned from NCWNP DYB hosted events for a period of one year.
   A. The one year ban will start the day after the offense has occurred and will continue until that same day the following year.

AMENDED GUIDELINES APPROVED:May 5, 2024 District Council Meeting hosted by Silicon Valley Chapter