Northern New Jersey Council, BSA
Venturing Teen Leader Council Guidelines

SUBMITTED: May 10, 2008

v. 3.0

Article I: Name and General Description

The Venturing **Teen Leader Council (TLC)** shall be under the supervision of the Northern New Jersey Council (NNJC) and the Scout Executive.

The NNJC elected members of the **TLC** shall consist of the following officers:

1- Venturing Teen Leader Council President
2- Venturing Vice-President for Administration
3- Venturing Vice-President for Program
4- Venturing Secretary
5- Venturing Treasurer
6- Venturing Historian
7- Venturing Chaplain
8 - Venturing Guide
9 - Venturing Sea Scout Boatswain
10- Venturing Advisor
11- NNJC Professional Staff Advisor

The **Teen Leader Council (TLC)** shall be comprised of the **Elected Officers and Representatives** from each registered Northern New Jersey Council Venturing Crew/Sea Scout Ship.

The May meeting of the **Teen Leader Council (TLC)** shall be called the **Venturing General Assembly.** Its purpose is to elect officers and conduct any other business that needs to be addressed at that time. Each Venturing unit shall have one vote at the **Venturing General Assembly**. Each **TLC Officer** shall have one vote at the Venturing General Assembly. Only one vote per youth may be made.

Article II: Purpose

The purpose of the **Teen Leader Council** shall be:

#1 - To promote the BSA Venturing program within the NNJC and ensure it maintains the highest quality program possible.
#2 - To provide a forum for the youth leadership of the Venture Crews and Sea Scout Ships of NNJC and to provide a variety of program, support and training events for youth within the Council.
#3 - To provide a forum where representatives of NNJC Venturing units can exchange information about the Venturing program and NNJC council activities.
#4 - To provide a forum where units can learn more about the opportunities within the Venturing program

Article III: Parliamentary Authority

To the extent which they are applicable, the operating procedures contained in the current edition of the **Venturing Teen Leader Guidelines** shall govern meetings of the **Teen Leader Council** and all subsidiary bodies.

Article IV: Council Venturing Teen Leader Council (TLC)

§ **A: Authority**

The Council Venturing **Teen Leader Council** shall organize the planning and implementation of Venturing program events and youth training at the Council level and offer support for the planning and implementation of Venturing program and events.

§ **B: Meetings**

The meetings of the **Teen Leader Council** and the **General Assembly** shall occur as calenderized at a time and place to be set by the Cabinet.

§ **C: Composition**

The Council **TLC** shall be composed of: the Council Venturing President, the Council Venturing Vice-President for Administration, the Council Venturing Vice-President for Program, the Council Venturing Secretary, the Council Venturing Treasurer, the Council Venturing Sea Scout Boatswain, the Council Venturing Guide, the Council Venturing Historian and the Council Venturing Chaplain. The Council **TLC** shall be overseen by an Adult Advisor appointed by the Council Vice President for Program and the Scout Executive.

§ **D: Council Venturing Teen Leader Officer Position Description**

Council Venturing President

-shall serve as the spokesperson and representative of the **TLC,** the **Venturing General Assembly**, and all Venturers within the Council
-shall preside at all meetings of the Council **TLC and** the **Venturing General Assembly**
-shall be a representative for the Venturing program and activities at the annual NNJC Program Launch
-shall assist **TLC Officers** in securing the information needed to perform their reporting duties
-shall provide the **TLC** Advisor with a copy of a proposed agenda within (5) days of planned meetings
-shall work with the **TLC Officers**, **TLC** Advisor and NNJC Professional Staff Advisor to make recommendations for **TLC** and **General Assembly** meeting dates and proposed **TLC** Venturing program activity dates.
-shall maintain unit contact information and keep this information confidential

Council Venturing Vice-President for Administration

-shall be responsible for the oversight and support of all crew **TLC** representatives
-shall perform the duties of Council Venturing President should he/she be temporarily unable to perform them
-shall immediately assume the office of Council Venturing President, should that office become vacant, until further election procedures are enacted
-shall review training available for Venturing youth
-shall serve as Committee Chair for NNJC Venturing Leadership Awards
-shall monitor and report on Venturing awards: Silver Award, Ranger Award, TRUST Award, Quest Award and Quartermaster Award
-shall be the contact for changes/modifications to the NNJC **TLC** Guidelines

Council Venturing Vice-President for Program

-shall be responsible for the oversight and support of all Venturing program areas and the implementation of said programs at the Council level
-shall be available and oversee NNJC **Teen Leader Council** sponsored activities
-shall work with the **TLC** President as a representative for the Venturing program and activities at the annual NNJC Program Launch
-shall promote and monitor the status of individual district Venturing Forums
-shall either chair TLC sponsored Venturing events or recruit a chairperson for the activity

Council Venturing Secretary

-shall record all minutes at meetings of the Council **TLC** and **Venturing General Assembly**
-shall submit a copy of the minutes to the **TLC** Advisor within (1) week of a meeting for review which will then be forwarded to members of the **TLC**
-shall work with Venturing Vice President for Program to promote Venturing events and submit regular articles for NNJC website and newsletter, and for a Venturing newsletter to be distributed at the **TLC** meetings
-if the secretary is not available for a meeting, the President shall choose a member of the Cabinet to substitute for taking minutes – submission of minutes to the Advisor by the substitute in the timely manner stated still applies

Council Venturing Treasurer

-shall make contact and work with all Venturing Crews and Ships in NNJC to make presentations in support of the FOS (Friends of Scouting) Council fundraising program
-shall make contact and work with all Venturing Crews and Ships in NNJC to promote and encourage participation in the annual Council Pop Corn Fundraising activity
-shall assist the Council Venturing TLC Vice President for Program with Council sponsored Venturing activities

Council Venturing Historian
-shall maintain an activity log of NNJC sponsored **TLC** Venturing events
-shall maintain a record/history of NNJC Venturing **Teen Leader Council Officers**
-shall maintain a record/history of NNJC Venturing Leadership Awards for Annual Council Recognition Dinner
-shall maintain a record/history of NNJC Ranger, Silver, Quest, Trust Awards
-shall maintain a record/history of NNJC Advisor Award of Merit

Council Venturing Chaplain
-shall report NNJC and National activities for youth ministry units
-shall give support and encourage Venturing Scout Sunday/Sabbath activities
-shall maintain information for Venturing religious scouting awards and the Venturing TRUST Award
-shall work with districts to help promote Venturing Youth Ministry Units

Council Venturing Guide
-shall monitor and report on Venturing Crew and Ship membership within NNJC
-shall make contact and work with new Venturing units to introduce Venturing program and the **TLC** and **Venturing General Assembly**
-will make contact with all/new Venturing units to obtain youth/adult contact information (i.e., e-mail, phone, etc.)

Council Venturing Sea Scout Boatswain
-shall be currently registered with a Sea Scout ship
-shall monitor status of council Sea Scout ships
-shall report on council Sea Scout activities and awards
-shall review training available for Sea Scout youth
-shall make contact and work with new Sea Scout units to introduce the Venturing/Sea Scout program, the **TLC** and **Venturing General Assembly**

Article V: Venturing General Assembly

§ **A: Authority**
The **Venturing General Assembly** shall meet annually in May to elect the **TLC Officers** and conduct any other business that needs to be addressed at that time.

§ **B: Composition**
The **Venturing General Assembly** shall be composed of the elected officers of the **TLC** and Crew Representatives in attendance. Each Venturing unit in attendance shall be entitled to one vote. Officers of the **TLC** can have multiple positions, but can only vote once.

Article VI: Election of Officers

§ **A: Time and Place**
The **TLC Officers** shall be elected by the **General Assembly** annually at the meeting in May. Notice of election should be submitted in writing to the NNJC Council at least (30) days prior to the election.

§ **B: Term of Office**
TLC Officers shall be elected to a **(1)** year term (July 1 to June 30) with no person serving more than two consecutive terms in the same position. Newly elected officers shall take office at the installation ceremony at a June meeting and shall continue to serve until the election of their successors, so long as they remain eligible to hold office. Attendance at **TLC** and **General Assembly** meetings is mandatory. Failure to regularly attend meetings and/or perform duties as described may result in the recommendation for removal from office.

§ **C: Eligibility**
Any youth member of any Crew/Ship in the NNJC shall be eligible to run for any office of the **Teen Leader Council**. Elected officers must be under the age of 2l years during their ***entire*** term of office, must be registered with the NNJC and must have completed **Venture Leader Skills Course** training prior to taking office.

§ **D: Procedure**

(30) Days prior to the **General Assembly** elections in May, a Nominating Committee shall be formed consisting of (5) members - (#1) **TLC** Venturing Vice-President for Administration (#2 and #3) two members from the **TLC (**#4) **TLC** Advisor and (#5) NNJC Professional Staff Advisor (or substitute). It will be the duty of the Nominating Committee to disseminate a nomination ballot at the March **TLC** meeting for the purpose of gathering nominations and the ballot to be finalized for the April meeting. Upon acceptance of the nominations in April, the Nominating Committee will contact the candidates for their intent to serve. In the event of only one candidate per office, a written slate of officers shall be prepared for the May meeting. However, in the event of more than one candidate per office, a written ballot shall be prepared for the May meeting. Nominations may still be taken from the floor at this meeting. All candidates shall be prepared to give a speech (no more than 3 minutes) regarding their intended office for election. All elections shall be conducted by written ballot. A 50% + 1 majority of votes cast shall be necessary to elect an officer. Election of Officers shall begin with the election of Council Venturing President and proceed in order. Newly elected officers shall take office at the installation ceremony at a June meeting and shall continue to serve until the election of their successors, so long as they remain eligible to hold office. In the case of a tie, candidates will have the opportunity to speak to the **General Assembly** again. Then a second vote will be cast. A 50% + 1 majority of votes cast shall be necessary to elect the officer.

Article VI: Vacancy of Office

In the event of the vacancy in the office of Council Venturing President, the position shall be immediately filled by the Council Vice-President of Administration, until end of term. In the event of a vacancy in the office of Council Venturing Vice-President for Administration or Program, the office of Council Venturing Secretary, the Council Venturing President shall appoint an eligible individual to serve in that office for the unexpired portion of the term of office.

Article VIII: Removal from Office

§ **A: Notice**

Notice of intent to remove an officer must be given at the previous meeting of the body that will hold the removal vote or be mailed to all members of that body at least 2 weeks prior to the meeting at which the removal vote will occur. Intended officer to the removed shall also be contacted by the Venturing **TLC** President and the **TLC** Advisor.

§ **B: Authority to Remove**

The Council **TLC** President, Council Venturing Vice-President for Administration, Council Venturing Vice-President for Program, Council Venturing Secretary, Council Venturing Treasurer, Council Venturing Sea Scout Boatswain, Council Venturing Guide, Council Venturing Historian and Council Venturing Chaplain may be removed from office by a 50% + 1 majority vote at a meeting of the Council Venturing Cabinet.

§ **C: Response**

Prior to any removal vote, but after the reasons for the removal have been given, the officer to be removed shall have the opportunity to publicly respond.

Article IX: Amendment

§ **A: Notice**

Proposed amendments to these Guidelines must be made available at least (30) days prior to the **TLC** meeting at which they will be considered. They must be approved by the NNJC Scout Executive prior to distribution.

§ **B: Authority to Amend**

The **Venturing Teen Leader Council** may adopt proposed amendments by a 50% + 1 majority vote. Adopted amendments will be presented at the **Venturing General Assembly** meeting.

§ **C: Time of Effect**

Unless stated otherwise in the amendment, all amendments shall take effect immediately upon their adoption.

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