

BY – LAWS

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1. Nomination and Election Procedures for Elections of the Executive Committee

- (1) Elections for the executive committee shall be held no later than the 31st of November in the year in which elections are due.
- (2) The National Council on the recommendation of the executive committee shall decide upon the date of the elections for the executive committee.
- (3) All posts to be contested shall be declared vacant by the Presiding officer
- (4) Notice of the positions up for election, the date of election and the deadline date, time and venue for the submission of nomination forms shall be sent by the secretariat to all member organizations in good standing with the NYCJ within two days of the posts be declared vacant and no less than forty two (42) days prior to the date stipulated for elections
- (5) There shall be at least twenty – one (21) days between the circulation of the notice outlined in 1 (4) and the deadline date for the submission of nomination forms.
- (6) Persons desirous of contesting a post on the National Executive must be nominated by at least Five Youths Clubs from five parishes with each of the three counties, Cornwall, Middlesex and Surrey, having a representative club
- (7) The final list of nominees shall be disseminated by the secretariat at least 14 days before the date stipulated for elections
- (8) The Council upon the submission of the YEO – Youth Leadership shall approve by simple majority the venue of the elections, the time at which the polls shall open and close, the rules governing Election Day procedures including the counting of ballots and the issuing of results.
- (9) The list of nominees shall be accompanied by a document outlining the venue of elections, date of elections, opening and closing times of the polls and the rules governing Election Day procedures

2. Roles and Responsibilities of officers of the Executive Committee

- (1) The Chairman shall, *inter alia*:
 - (a) be the chief executive officer of the NYCJ;

- (b) preside over all meetings of the National Assembly, the National Council and the Executive Committee;
- (c) be responsible for the general supervision and administration of the National Council and the Executive Committee;
- (d) ensure that the mandates directed by the National Assembly/National Council shall be duly carried out;
- (e) be a co-signatory to cheques of the NYCJ;
- (f) approve all press releases before they are issued in the name of the NYCJ;
- (g) execute contracts on behalf of the NYCJ once the contract has been approved by the executive committee;
- (h) be an *ex-officio* member of all standing, special, ad-hoc, advisory committees;
- (i) Have the authority to speak on behalf of the NYCJ, and
- (j) Shall perform any other functions that are assigned to him/her from time to time by the National Council, this Constitution and its By-laws.

(2) The 1st Deputy Chairman shall, *inter alia*:

- (a) Chair the National Assembly, the NYCJ and the Executive Committee in the absence of the Chairman;
- (b) Act as Chief Executive Officer of the NYCJ in the absence of the Chairman;
- (c) Chair the Disciplinary Committee of the NYCJ;
- (d) Coordinate the NYCJ Sports Programme;
- (e) Be in charge of training, advocacy and development, and
- (f) Shall perform any other functions that are assigned to him/her from time to time by the National Council, this Constitution and its By-laws.

(3) The 2nd Deputy Chairman shall, *inter alia*::

- (a) Coordinate a national youth volunteer programme;

- (b) Conceptualize, organize and implement at least 2 national programmes annually;
- (c) Sit on the Finance Committee of the NYCJ;
- (d) Chair the NYCJ and Executive Committee in the absence of the Chairman and the 1st Deputy Chairman, and
- (e) Perform any other functions that are assigned to him/her from time to time by the National Council, this Constitution and its By-laws.

(4) The General Secretary shall, *inter alia*::

- (a) Be the administrative head of the NYCJ;
- (b) Coordinate and manage the secretariat;
- (c) Be responsible for recording and making notes of such minutes, resolutions and motions as are passed at National Assembly, NYCJ and Executive Committee meetings;
- (d) Compile and publish reports of the NYCJ every three months;
- (e) Ensure the proper and timely maintenance of files including but not limited to the national register of youth organizations, minutes and reports of the events, such that they may be made available to any member of the NYCJ upon reasonable request;
- (f) Coordinate training for secretaries in collaboration with the 1st Deputy Chairman;
- (g) Be a co-signatory to cheques of the NYCJ;
- (h) See to the dissemination of information to the NYCJ, the Executive Committee, the Parish Youth Council Executive and members, and
- (i) See to the compilation and update of the NYCJ's directory which shall encompass the names and contact info of the officers of the NYCJ, the parish council executive and the executives of all member organizations.

(5) The Financial Controller shall, *inter alia*::

- (a) Be the chairperson of the finance committee of the NYCJ;
- (b) Present a financial plan including a two year budget of the NYCJ to the national council for approval;
- (c) Ensure that accounting practices and procedures of the NYCJ are in accordance with standard best practices;
- (d) Sign all cheques of the NYCJ;
- (e) Receive all monies on behalf of the NYCJ;
- (f) Authorize the disbursement of all monies as approved by the NYCJ;
- (g) Keep an accurate account of all receipts and expenditures of monies made on behalf of the NYCJ;
- (h) Lodge in the name of the NYCJ all monies belonging to the NYCJ with the bankers of the council within two working days of receipt of the same;
- (i) Present an up to date report on the finances of the NYCJ to the executive committee, the national council and the Parish Youth Councils Annual General Meetings;
- (j) Submit to the General Secretary the audited accounts of the NYCJ one month before the National Assembly;
- (k) Present the audited accounts of the NYCJ to the National Assembly,
- (l) Ensure that proper bookkeeping and recording processes are adhered to by the Parish Youth Councils
- (m) Publish and distribute quarterly reports to the Parish Youth Councils and,
- (n) Perform any other functions that are assigned to him/her from time to time by the National Council, this Constitution and its By-laws.

(6) The Public Relations Officer shall, *inter alia*:

- (a) Coordinate the cultural and entertainment activities of the NYCJ;
- (b) Promote the activities of the NYCJ;

- (c) Develop, implement, maintain national communication strategies for the NYCJ;
- (d) Be the primary contact between media and the NYCJ;
- (e) Disseminate accurate and relevant information to member organizations, private and governmental agencies;
- (f) Coordinate a national media campaign;
- (g) Coordinate, within three months of the approval by the national council of the two year plan of action, visits to the monthly meeting of each parish by members of the executive committee to outline the plan of action;
- (h) Have the authority to speak on behalf of the NYCJ, and
- (i) Provide assistance and guidance in matters related to public information as requested by Parish Youth Councils

3. Procedures for Parish Youth Council Executive

- (1) Elections for the Parish Youth Council Executive shall be held no later than forty two (42) days after the date of the elections
- (2) The YEO of the Parish and the Electoral Office shall coordinate the Parish Youth Council Executive.
- (3) All posts to be contested shall be declared vacant by the presiding officer.
- (4) Notice of the positions up for election, the date of election and the deadline date, time and venue for the submission of nomination forms shall be sent by the secretary of the Parish Youth Council to all member organizations in good standing with the Parish Youth Council and NYCJ within two days of the posts be declared vacant and no less than twenty one (21) days prior to the date stipulated for elections
- (5) There shall be at least fourteen (14) days between the circulation of the notice outlined in 2 (4) and the deadline date for the submission of nomination forms.
- (6) Persons desirous of contesting a post on the Parish Youth Council Executive must be nominated by at least five member organizations from the parish.
- (7) The final list of nominees shall be disseminated by the secretariat at least seven (7) days before the date stipulated for elections

- (8) The list of nominees shall be accompanied by a document outlining the venue of elections, date of elections, opening and closing times of the polls and the rules governing Election Day procedures

4. Roles and Responsibilities of the Parish Youth Council Executive

(1) The President shall

- (a) Preside over all meetings of the Parish Youth Council, the Parish Youth Council Executive Committee
- (b) Be responsible for the general supervision and administration of the Parish Youth Council and the Parish Youth Council Executive Committee.
- (c) Ensure that the mandates directed by the National Assembly/National Council shall be duly carried out.
- (d) Compile, submit and present a report of the progress of the parish youth council to the national council meetings
- (e) Be a co-signatory on cheques of the Parish Youth Council
- (f) Be an *ex-officio* member of all standing, special, ad hoc, advisory committees
- (g) Have the authority to speak on behalf of the Parish Youth Council
- (h) Shall perform any other functions that are assigned to him/her from time to time by the National Council, the Parish Youth Council, this Constitution and its By-laws.

(2) The Vice President shall:

- (a) Chair the Parish Youth Council and the Parish Youth Council Executive Committee in the absence of the chairman
- (b) Aid in the execution of national programmes at the Parish level
- (c) Chair the Parish Youth Council's disciplinary committee
- (d) Shall perform any other functions that are assigned to him/her from time to time by the National Council, the Parish Youth Council, this Constitution and its By-laws.

(3) The Secretary shall:

- (a) Be responsible for recording and making notes of such minutes, resolutions and motions as are passed at Parish Youth Council meetings and the Parish Youth Executive Committee meetings.
- (b) Keep an attendance register for all meetings of the Parish Youth Council and the Parish Youth Council Executive Committee
- (c) Coordinate the compilation and submission of the chairman's report to the national council
- (d) Be a co signatory on the cheques of the Parish Youth Council
- (e) Ensure the proper and timely maintenance of files including but not limited to the minutes and reports of the events, such that they may be made available to any member of the national council or parish youth executive committee upon reasonable request.
- (f) See to the dissemination of information to the members
- (g) Shall perform any other functions that are assigned to him/her from time to time by the National Council, the Parish Youth Council, this Constitution and its By-laws.

(4) The Treasurer shall:

- (a) Present a financial plan including a two year budget of the Parish Youth Council Executive for approval and submission to the national council
- (b) Ensure that accounting practices and procedures of the council are implemented
- (c) Sign all cheques of the Parish Youth Council
- (d) Receive all monies on behalf of the Parish Youth Council
- (e) Authorize the disbursement of all monies as approved by the Parish Youth Council Executive
- (f) Keep an accurate account of all receipts and expenditures of monies made on behalf of the Parish Youth Council

- (g) Lodge in the name of the Parish Youth Council all monies belonging to the Parish Youth Council with the bankers of the council within two working days of receipt of the same
- (h) Present an up to date report on the finances of the Parish Youth Council to the Parish Youth Council Executive Committee, the Parish Youth Council, the Deputy Financial Controller and the national council.
- (i) Shall perform any other functions that are assigned to him/her from time to time by the National Council, the Parish Youth Council, this Constitution and its By-laws.

(5) The Public Relations Officer shall:

- (a) coordinate the cultural and entertainment activities of the Parish Youth Council
- (b) promote the activities of the national council and the parish youth council
- (c) be the primary contact between media, the members of the Parish Youth Council and the Parish Youth Council Executive
- (d) disseminate accurate and relevant information to member organizations, private and governmental agencies.
- (e) Have the authority to speak on behalf of the council

(6) The Developmental Area/Cluster coordinator shall:

- (a) Be the liaison between member youth organizations in their development area/Cluster and the Parish Youth Executive council
- (b) Disseminate information to the member organizations in their development area/Cluster
- (c) In collaboration with the YEO Coordinate a yearly meeting for all member organizations in their developmental area/Cluster
- (d) Promote interclub exchanges within and outside of their developmental area/Cluster

- (e) Along with the YEO facilitate the development of new clubs where necessary
- (f) Aid in the registration process of youth organizations within the developmental area/Cluster

5. Handing Over

- (1) All property of the NCYJ shall be handed over by the outgoing executive committee to the incoming executive committee no later than 28 days after the elections of the executive committee.
- (2) The period of time of 28 days between the elections and the handing over shall be used for the outgoing executive committee to settle all outstanding matters and liaise with the incoming executive committee to hand over all materials and information concerning their respective posts.

6. Standing Committees

- (1) The National Council under the By - Laws of the NYCJ shall appoint such Committees and Committee Members as outlined herein.
- (2) The term of each Committee shall coincide with the sitting Executive Committee under which the said Committee was constituted.
- (3) All committees shall submit reports to the National Council meetings
- (4) The following are the standing committees of the NYCJ:
 - (a) Finance Committee
 - (b) Disciplinary Committee
 - (c) Constitutional Committee

7. Finance Committee

- (1) The finance committee shall comprise of:
 - (a) The Financial Controller
 - (b) The Assistant Financial Controller
 - (c) The 2nd Vice president
 - (d) Two Parish Treasurers to be appointed by the national council on the advice of the Financial Controller
- (2) The powers and duties of the finance committee include:
 - (a) Develop a two year budget for the NYCJ to be submitted to the national council for approval

- (b) Develop an annual operation budget for the NYCJ to be submitted to the national council for approval
 - (c) Monitor all the income and expenditure of the council to ensure that it is in keeping with budgetary allocations
 - (d) Prepare Monthly Reports regarding the status of the councils accounts
 - (e) Approve distribution of allocated funds
 - (f) Prepare a report for each meeting of the national council
 - (g) Perform other such functions as determined by the National Council
- (3) The Finance committee shall meet once monthly.

8. Disciplinary Committee

- (1) The Disciplinary Committee shall be responsible for:
- (a) The consideration, investigation and adjudication of complaints made against members of the Executive Committee, the national council and member organizations based on breaches of the code conduct or other breaches of the constitution.
 - (b) The consideration of appeals from decisions of the Parish Youth Council
- (2) The committee shall comprise of:
- (a) An independent individual appointed by simple majority of the national council on the advice of the executive committee who shall act as the chairman
 - (b) The first vice president
 - (c) The General secretary
 - (d) Two Vice presidents of Parish Youth Council executives
 - (e) The YEO – Youth Leadership
- (3) If a complaint is brought against any member of the disciplinary committee then such that individual shall be precluded from sitting on the Disciplinary Committee to hear that issue but rather shall be replaced by a member of the national council randomly selected by the chairman of the committee.
- (4) Matters which may be brought before the Disciplinary Committee include but are not limited to:
- (a) contravention of the Code of Conduct
 - (b) breach of NYCJ rules, regulations, procedures or policies
 - (c) procedural misconduct in administration of post or duties
 - (d) indiscipline or inappropriate conduct during occupation of post/position which is deemed to amount to serious misconduct.
 - (e) misrepresentation related to or defamatory statements in respect of the NYCJ.
 - (f) omissions sufficiently grave to amount to serious misconduct
 - (g) breach of any duty imposed by the Constitution or byelaws
 - (h) petitions for recall of Officers and submit a report to the National Council in accordance with Part XII

- (i) any complaints brought up against any member organization or their representatives as relates to NYCJ affairs.
- (5) All complaints must be written whether in letter form or y way of petition and must be sent to the Chairman of the Disciplinary committee.
 - (6) Subject to the rules of natural justice, the individual or the member organization against which the complaint is brought must be made fully aware of the case being brought against him/her, furnished with a copy of the complaint and given a fair opportunity to respond to the matter.
 - (7) Upon receipt of any official compliant the Disciplinary Committee shall investigate the complaint to ascertain its validity and adjudicate on the matter
 - (8) The investigation and adjudication on the matter should be completed within 28 days from the date of receipt.
 - (9) The committee can invite persons to be witnesses or to submit written statements and/or recorded oral submissions.
 - (10) The committee shall submit a report, the decision arrived at and the disciplinary action recommended to the National Council for approval by simple majority.
 - (11) The Disciplinary Committee may employ one or more or the following actions:
 - (a) issue a written caution
 - (b) require statement/apology on the matter
 - (c) issue a declaration of the state of affairs
 - (d) issue a mandate to take a particular course of action
 - (e) suspend or restrict privileges
 - (f) institute Recall proceedings
 - (g) any other action which it deems proportionate to the offence by reference to it nature, magnitude, context, duration and disposition of the parties in dispute
 - (12) Once the course have action has been approved by the national council then the decision should be communicated to the party/parties in question in tat the earliest possible time, such time not exceeding 3 days.
 - (13) Where a member of the executive committee fails to comply with an approved decision of the disciplinary committee then recall proceedings shall automatically be instituted as if it were commenced by way of 42 (1) (b) immediate grounds for the institution of recall proceedings.

9. Constitutional Committee

- (1) The constitution committee shall be responsible for:
 - (a) Receiving, reviewing and submitting any proposed changes, amendments or resolutions to the Constitution submitted by the executive committee, the national council or member organizations.
 - (b) The drafting of proposed amendments on the direction of the national council.
 - (c) Adjudicating on all matters relating to the interpretation of the Constitution.

- (2) The committee shall comprise of:
 - (a) An attorney – at – law, or individual with a LL. B and /or Legal Education Certificate, who shall serve as chairman
 - (b) A member of the Executive Committee to be appointed by the chairman of the NYCJ
 - (c) Three Parish Youth Council Presidents to be appointed by the chairman of the NYCJ
 - (d) The YEO – Leadership

10. Amendments

- (1) The By - laws may be amended by an absolute majority of the National Council.
- (2) The quorum for any meeting of the National Council to amend the By - laws is two thirds of the members.