

**THE CONSTITUTION**  
**OF THE**  
**CHURCHILL FALLS**  
**YOUTH CENTRE COUNCIL**

## **Article 1**

### **Name**

The name of this organization shall be the Churchill Falls Youth Council of Churchill Falls, hereinafter to be called the "Youth Council".

## **Article 2**

### **Purpose**

The Youth Council is founded for the general purpose of promoting the welfare of youth in this area in particular and in the province in general. The Youth Council seeks:

- (i) To identify, co-ordinate and enunciate the needs, aspirations and problems of the youth.
- (ii) To give youth a voice in the decisions and activities which affect their quality of life or that of their community; to represent youth whenever and wherever the need exists; and to develop qualities in youth that will enable them to participate effectively and positively in their community and society in general.
- (iii) To bring youth, adults, officials and others together such that they may work in unison to solve problems which affect all.
- (iv) To develop, create, provide and maintain services which are desired by youth and, in doing so, to aid and work with other organizations which have similar aims.
- (v) To obey and enforce rules and regulations that are assigned by the Recreation Department of Nalcor Energy – Churchill Falls. The Youth Council is the body to assist the department's regulations as the department is the final decision maker in all Youth Council affairs that affect the overall running of the Youth Centre.

## **Article 3**

### **Membership**

#### **Section 1**

- The membership of this Youth Council is unlimited with respect to the number of members it shall contain.

#### **Section 2**

- Any youth who resides in the area designated by the Youth Council shall be eligible to become a member provided he/she can meet with the following condition:  
He/she must be in grade seven (7) and up, to 18 years old.

#### **Section 3**

All members, excluding special members, are required to pay fees and dues. The annual due shall be \$10.00, payable in advance on or before October 1 of each year. The Treasurer shall notify members in arrears on October 1, and those whose dues are not paid within seven days thereafter shall be automatically dropped from membership in the Youth Council. Any other fees shall be decided upon by a majority vote of the membership. Any member wishing to dis-associate himself/herself from the Youth Council may do so in writing to the Secretary or Treasurer but shall not be refunded any portion of the dues paid by that person for that year. Any member that moves to another town or city shall not be refunded any portion either. If any member is removed from the membership, no refund will be made for any portion of dues paid for that year.

## **Article 4**

### Officers

#### Section 1

The officers of the Youth Council shall consist of a President, Vice-President, Secretary, two or three Social Directors and Treasurer. These officers shall perform the duties as prescribed by this constitution and the adopted parliamentary authority of the Youth Council.

#### Section 2

On the third week of September, a nominating sheet will be posted that will be available in the Youth Centre office for one week. In the last week of September, voting for nominated persons will take place. The successful candidates will be announced on October 1. The elected executive will meet and prepare for annual general meeting that will be held two weeks after October 1. The AGM will be opened to paid members of the Youth Centre.

#### Section 3

The officers shall be elected by ballot to serve for one year or until their successors are elected and their term of office shall begin October 1. If for any reason the officers are not fulfilling their obligations within a period of three months, they will be asked to resign their office and an election will be held for that office.

#### Section 4

No member shall hold more than two offices at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

#### Section 5

The officers shall have decision over property and monies upon dissolution of the Youth Council. They must consult with the Recreation Director for all monies spent and property for final approval.

## Section 6

The President, Vice-President and Treasurer must be 16 years or older to hold these offices. The Secretary and Social Director(s) may range from 13- 17 years. Any other time the Youth Centre is opened it must be approved by the Recreation Department of Nalcor Energy – Churchill Falls (all times the Youth Centre is opened it must be approved).

## **Article 5**

### Section 1

#### **PRESIDENT**

- a. To preside over the meetings of the Youth Council;
- b. To act as chief diplomat and public relations officer;
- c. To act as an ex-officio member of all committees (except Nominating Committee) and thus has the rights of any other member on the committee but is not required to attend the committee meeting nor is the President counted as part of the quorum of any committee;
- d. To act as signing officer and therefore must be bonded;
- e. To appoint all committees (except Nominating Committee) and their chairperson; this power is non-transferable to another person occupying the chair in the President's absence;
- f. To compile, in coordination with the Secretary, prior to each meeting an order of business;
- g. To make a report at the annual meeting and closing banquet and other function deemed necessary.

Section 2

**VICE-PRESIDENT**

- a. Should the presidency become vacant, for any reason, for the period of one month, the Vice-President will assume duties of the presidency until regular elections are held or the assembly chooses by a majority vote to hold an election for that office at an agreed time as specified in a motion;
- b. To perform presidential duties, except appointing committees, as required by the president, or his/her duties in a brief absence of less than one month;
- c. To act as a signing officer in the absence of the President and, therefore, must be bonded.

Section 3

**TREASURER**

- a. To oversee the Youth Council's funds and finances, collect all fees and dues according to the rules and regulations of the Youth Council, bills and receipts members as required;
- b. To act as bonded signing officer;
- c. To head the finance committee;
- d. To make an annual report in addition to the general statement which he/she shall make at the out-start of regular meetings.

Section 4

**SECRETARY**

- a. To keep record of minutes;
- b. To keep on file all reports of officers and committees;
- c. To keep the Youth Council's membership role and to call the roll when required;
- d. To make records and minutes available to the members of the council upon request;

- e. To notify officers, committee members and delegates of their elections of appointment, to furnish the same with whatever document required for the performance of their duties, and have on and at each meeting a list of officers;
- f. To sign all certified copies of acts of the council unless otherwise specified in the constitution;
- g. To maintain record book(s) in which the constitution special rules of order, standing rules and minutes, are enter with any amendments to those documents properly recorded, and have current recorded books on hand at every meeting;
- h. To notify the membership of the call of each meeting and to conduct the general correspondence of the council;
- i. To compile, in co-operation with the president, prior to each meeting an order of business;
- j. In the absence of president and vice-president, to preside as chairperson pro tem has been elected. The secretary should make this first order of business.

## Section 5

### **SOCIAL DIRECTOR**

- a. To oversee all social activities at the Youth Centre;
- b. To organize and prepare for all social events at the Youth Centre;
- c. Responsible for providing the necessary elements required to hold events; i.e. chaperones music person etc.

**ONCE AN OFFICER IS ELECTED, HE/SHE WILL AUTOMATICALLY BE PLACED ON A THREE-MONTH PROBATIONARY PERIOD. DURING THIS TIME, A FILE WILL BE KEPT BY ATTENDANTS ON DUTY. AT THE END OF THE THREE MONTHS, EACH NEWLY ELECTED OFFICER WILL BE EVALUATED ON THEIR PERFORMANCE OF THEIR OFFICE, ATTENDANCE, ATTITUDE AND ANYTHING WHICH MAY CONTRIBUTE TO WHETHER HE/SHE STAYS IN SUCH ELECTED OFFICE.**

Section 6

With regard to the above duties, no officer shall take it upon himself/herself to act singularly on behalf of the Youth Council except with expressed consent of the Youth Council, or except as written in the rules and regulation of the Youth Council. The Youth Council may, if it wishes, over-rule any action by any officer or member if the circumstances permit.

**Article 6**

Meeting

Section 1

The regular meetings of the Youth Council shall be held monthly with the first regular meeting to be held in the first two weeks after the election.

Section 2

The annual meeting shall be for the purpose of receiving reports of officers and committees and for any other business that might arise.

Section 3

Special meetings may be called by a majority of officers or twenty percent of the membership in writing. The chairperson shall be required to ascertain where the quorum of 33% of the members listed on the membership roll. Should this number contain a fraction, the quorum is the same for both regular and special meetings.



## **Article 7**

### **Committees**

#### **Section 1**

A Finance Committee may be appointed by the President. It shall be the duty of this committee to prepare a budget for the fiscal year (current). The Finance Committee may submit supplements to the budget at any time during the fiscal year; however, the budget itself must be presented to the Youth Council on the date set by the President on appointment of the committee. It is also the duty of this committee to set and regulate the fees and dues of the Youth Council. The President shall also choose the size and membership of this committee except that it shall be headed by the Treasurer.

#### **Section 2**

A Policy Committee may be appointed by the President. The committee will devise a policy which meets with the purpose and goals of the Youth Council and meets with any requirements of membership in the coalition. The President shall set all other requirements, duties, size and membership of this committee.

#### **Section 3**

All committees shall not take any action by themselves on behalf of the Youth Council but shall report and make recommendations to the Youth Council. Other standing committees are appointed, if deemed necessary, to carry out the Youth Council's work upon approval of the Youth Council (which consists of officers and members) and in this case shall require a two-third vote.

## **Article 7**

### Adult Advisory Committee

#### Section 1

There should be a minimum of two adults on the Adult Advisory Committee. This committee shall provide guidance, advice and assistance to the executive and general membership.

#### Section 2

The duties of an Adult Advisory Committee include:

- a. Attend all executive and general meetings;
- b. Offer advice and suggestions with regard to the Youth Centre and its projects;
- c. Help with committees, projects and programs of the Youth Centre;
- d. Act as chaperones at various functions;
- e. Help the Youth Centre with relationships with the community; i.e. two-way link between youth and adults.

#### Section 3

The Adult Advisory Committee is to act in a way that “helps” the Youth Centre. They do not make decisions for the youth; however, they help the young people in the decision-making process.