

UNICEF Young Envoys Club Constitution
(Substantial amendments are highlighted in Yellow)

Section 1 –General

Article 1.1 Definitions

In this constitution,

- (a) “The Club” shall mean the UNICEF Young Envoys Club.
- (b) “HKCU” shall mean the Hong Kong Committee for UNICEF.
- (c) “Members” shall include all members of the Club which refers to all successfully appointed Young Envoys and Young Leaders since 1996.
- (d) “Working Members” shall include all members who have applied for Working Membership.
- (e) “Divisions” shall mean the Divisions of the Club.
- (f) “The Constitution” shall mean this Constitution.

Article 1.2 Name

- (a) The name of the Club shall be “UNICEF Young Envoys Club”.
- (b) The name of the Club in Chinese shall be “聯合國兒童基金會青年使者會”.

Article 1.3 Address

The address of the Club is:

3/F, 60 Blue Pool Road, Happy Valley, Hong Kong (Correspondent)

Article 1.4 Official Languages

- (a) The official language of the Club is English.
- (b) English, Cantonese and Mandarin are accepted as working languages.

Article 1.5 Introduction

The UNICEF Young Envoys Club (YEC) was established in 2000 by participants of UNICEF Young Envoys Programme to advocate and carry out the mission of UNICEF — to create a better world for children worldwide. The Club not only enables members to understand the role and achievements of UNICEF in improving the lives of children in developing countries, but also provides members with opportunities to organize and take part in UNICEF’s fundraising, advocacy and educational activities in Hong Kong.

Article 1.6 Objectives

- (a) To provide a youth-led platform to promote youth engagement and participation.
- (b) To prolong the service life of the Young Envoys and Young Leaders.
- (c) To strengthen the relationships between Young Envoys and Young Leaders and the HKCU.
- (d) To unite members of all years.
- (e) To initiate fundraising activities for UNICEF.
- (f) To advocate the works of UNICEF.

- (g) To support UNICEF initiatives and motivate extra volunteer power for UNICEF.
- (h) To establish collaboration amongst youth.
- (i) To promote the United Nations Convention on the Rights of the Child.

Section 2 –Affiliation with the HKCU

Article 2.1 Affiliation

The Club is supported and sponsored by the HKCU.

Article 2.2 Relations with the HKCU

- (a) Duties and responsibilities of the Club to the HKCU
 - i. The Working Members of the Divisions of the Club are required to produce an annual plan to the HKCU in November of each calendar year. The annual plan will be approved by the HKCU before it is presented at the Annual General Meeting in January.
 - ii. For each activity, a proposal would first have to be submitted to the Honorary Advisor. Upon approval, it would then be submitted to the HKCU for final approval.
 - iii. The Divisions of the Club must hold at least two general meetings with the Honorary Advisor throughout the year.
- (b) Rights and Benefits enjoyed by the Club under the HKCU
 - i. The Club can use the office address of the HKCU as its office address.
 - ii. The Club may seek permission to use facilities of HKCU.

Article 2.3 Honorary Advisor

A member of staff of the Advocacy and Public Relations Department of the HKCU is to take up the role as Honorary Advisor of the Club. The Honorary Advisor is responsible to advise the Club on the annual plan and proposals outlined in Article 2.2 (a)i. and (b) respectively.

Article 2.4 Financial Structure

The HKCU will provide financial support to the Club. The amount of financial support is determined by the type of activities the Club organized. The amount of contribution from the Advocacy & Public Relations Committee of HKCU should not exceed HK\$30,000 annually.

Article 2.5 Application for Funding

The proposed projects should first be endorsed by Honorary Advisor. The proposals will then be considered and approved by the HKCU.

Article 2.6 Liability

The liability of the members is limited.

Section 3 –Members and Working Member

Article 3.1 Eligibility for Membership

(a) All UNICEF Young Envoys and Young Leaders appointed by the HKCU are Full Members of the Club.

(b) Deferral of Appointment

- i. In the event that a potential Young Envoy's appointment is deferred, the potential Young Envoy shall be considered as Associate Member. Associate Members are not allowed to become or vote for Division Coordinator.
- ii. Associate Members who are appointed by the HKCU as Young Envoys after an observation period shall be considered as Full Members. Those who are not appointed after observation period will lose their membership status automatically.

Article 3.2 Rights and Responsibilities of Members

All Full Members are eligible to volunteer for and participate in events held by the Club.

Article 3.3 Eligibility for Working Membership

- (a) All Full Members of the Club are eligible to become Working Members of the Divisions of the Club.
- (b) All Full Members who are participants of the Young Envoys Programme of the preceding year automatically become Working Members when they join the Club.

Article 3.4 Rights and Responsibilities of Working Members

All Working Members are:

- (a) responsible for the operation of their respective Divisions.
- (b) eligible to be elected as a Division Coordinator of their respective Divisions
- (c) eligible to vote for a candidate for Division Coordinator of their respective divisions.
- (d) While all Full Members of the Club are eligible to participate in events organized by the Club, priority is given to Working Members in the event that the number of participants exceeds the quota of participants of the event.

Section 4 –Divisions

Article 4.1 Purpose

The Divisions are the core components of the Club, and they are responsible for the operation of the Club. The purpose of organizing the Club into Divisions is to enhance engagement from all Full Members of the Club.

Article 4.2 Structure

- (a) Each Division should consist of at least one Division Coordinator, Working Members and Division Advisor(s) should such appointment(s) be made.
- (b) Addition Division Coordinator may be elected by the Working Members of the Division with the consent of the Honorary Advisor. Each division may have a maximum number of 2 Division Coordinators.
- (c) The Division Coordinators of different Divisions should endeavour to ensure that each Division of the Club has a sufficient number of Working Members to sustain its operation.

Article 4.3 Division Advisors

- (a) The Division Advisors serve to share their experience of planning and implementing events, supervise and give advice to the Division Coordinators and Working Members of the Division.
- (b) The Honorary Advisor may appoint and remove one or more Full Members of the Club as Division Advisors as they see fit.
- (c) A Division Advisor shall enjoy the same rights and bear the same responsibilities of Full Members unless he or she applies for a Working Membership of the Division he or she advises.

Article 4.4 Joint Duties of Different Divisions

Working Members of different Divisions should work together closely in organizing the following items in order to ensure the sustained operation of the Club:

- (a) Introducing and promoting the work of the Club to current participants of the Young Envoys Programme in their Orientation.
- (b) To organize a YEC Induction Day after participants of the Young Envoys Programme of the year have become Working Members of Divisions of the Club.

Article 4.5 Duties of Individual Divisions

The Club should consist of three Divisions, and their names and responsibilities are as follow:

- (a) Division of Collaboration
 - i. Ensure events of each division do not clash with one another
 - ii. Organize the Annual General Meeting
 - iii. Prepare e-newsletters of the Club
 - iv. Organize the membership of the database
 - v. Manage the Club's correspondence, email accounts, facebook group and intranet
 - vi. Organize activities that reward Members and enhances cohesion of the Club
- (b) Division of Advocacy
 - i. Raise public awareness of the UNCRC, local and global issues

regarding children and initiate responses among members towards humanitarian crises by means of organizing advocacy campaigns.

j. **Division of Education**

- i. Educate the general public, with a particular focus on children and youth in Hong Kong, about Children rights by initiating and organizing interactive educational activities.

Working Members of each Division should submit an annual plan to the HKCU outlining how the above duties will be fulfilled in the coming year. The annual plan should be submitted to the HKCU in November each calendar year.

- k. In addition to the duties stipulated in Article 4.4(a)-(c), each division is also responsible for the following genera duties of their own Division:
 - i. Invite the current participants of Young Envoys Programme to observe the division's work in May and June of each calendar year.
 - ii. Organizing the application of Working Membership for current participants of the Young Envoys Programme in July of each calendar year.

The duties stipulated in Article 4.4 and Article 4.5(d) of the Constitution is summarized in a schedule in Appendix I.

Article 4.6 Provisions for Establishing a New Division

(a) Members may deliver detailed proposals to the Honorary Advisor in expressing their intention and rationale to establish a new division.

(b) Such application should be made by May of each year, before current participants of Young Envoys Programme apply for Working Membership of the Divisions.

Section 5 Division Coordinators

Article 5.1 Responsibilities of Division Coordinators

(a) Division Coordinators are responsible for:

- i. providing leadership to their respective divisions.
- ii. taking the overall responsibility of the works of their respective divisions.
- iii. chairing meetings of the division and facilitating participation and engagement of each Working Member.
- iv. prepare agenda for meetings.
- v. carrying out annual membership review for their respective divisions.

(b) Division Coordinators should also coordinate among themselves to ensure the smooth functioning and work efficacy of the Club.

Article 5.2 Preparation for Election and Nomination of Division Coordinators

- (a) An annual election of Division Coordinators shall be held in a meeting of the Division in August of each calendar year. The meeting should be held after current participants of the Young Envoys Programme of the year have become Working Members of the Division.
- (b) In the meeting prior to the election, Working Members who wish to contest the election should announce the candidacy.
- (c) The candidacy of those who wish to contest in the election is confirmed by endorsements from two Working members of his or her division.
- (d) Each working member shall not endorse more than 2 candidates in the same election. Applicants shall not endorse themselves.
- (e) A list of candidates should be sent to every Working Member of the Division via email no less than 7 days before the meeting when the election is held.

Article 5.3 Election of Division Coordinators

- (a) If there are two or more candidates running for the Coordinatorship, each member shall cast a vote for or against the candidate or abstain. If only one candidate is running for the Coordinatorship, each member shall only cast a vote of confidence or vote of no confidence for the candidate.
- (b) If there are more candidates running for the Coordinatorship than the numbers of Coordinators available, candidates shall obtain at least 30% of the total votes to win the election. In the event that the leading candidate(s) gain(s) a plurality of votes but the number of votes is less than 30% of the total votes, a vote of confidence would be conducted. The leading candidate(s) must obtain at least one half of the total votes to win the election.
- (c) In the event that no candidate satisfies the conditions stipulated in Article 5.3(a) and 5.3(b) of the Constitution, a second round election will be held.
- (d) All Working Members of the Division are eligible to contest in the second round election regardless of their candidacy in the first round. The voting procedures of the second round are concurrent with those of the first round.
- (e) If there is still no winner in the second round, the incumbent Division Coordinator should settle the situation after consulting the Honorary Advisor.

Article 5.4 Tenure of the Division Coordinators

The tenure of a Division Coordinator begins on the day he or she is elected as Division Coordinator, and terminates on the day when a new Division Coordinator is elected.

Section 6 –Membership Review and Disciplinary Action

Article 6.1 Membership Review

- (a) An annual Membership Review should be held by each Division in a

Division Meeting in May of each calendar year.

- (b) A Working Member who wishes not to remain as a Working Member of his or her division may declare his or her intention in the said Division Meeting.
- (c) A Working Member with frequent absence from meetings and events of his or her Division may be invited to terminate his or her Working Membership by the Division Coordinator after consulting the Honorary Advisor. Such invitation may be made at times other than the annual Membership Review in May.

Article 6.2 Removing a Division Coordinator from Office

- (a) In the event that a Division Coordinator is deemed unfit for office by the Honorary Advisor, Division Advisor(s) or Working Members, a motion of no confidence may be moved against the Division Coordinator.
- (b) A motion of no confidence may be moved by:
 - i. The Honorary Advisor or the Division Advisor(s) with the endorsement of 20% of the Working Members of the Division.
 - ii. A Working Member with the endorsement of 50% of the Working Members of the Division.
- (c) A Division Coordinator is removed from office should two-third of total number of Working Members of the Division casted a vote of no confidence to the Division Coordinator.
- (d) The Division Coordinator removed from office should remain as a Working Member of the Division unless he is invited to terminate his Working Membership under Article 6.1(c) of the Constitution.
- (e) In the event that no Division Coordinator remains in office in the Division, an election should be held in the next meeting of the Division pursuant to Article 5.2 and Article 5.3 of the Constitution.
- (f) A Division Coordinator who is elected in a election other than the annual election in August of each calendar year has a term of office from the day he or she is elected as Division leader to the day when the next annual election in August is held.

Section 7 –Constitution

Article 7.1 Amendments

- (a) Executive Committee shall obtain the consent of the Honorary Advisor to propose any constitutional amendment.
- (b) The amendment shall be submitted to the Advisory Committee for consultation 14 days before it is publicized to all members.
- (c) Executive Committee shall send a copy of the original version together with the proposed version of the constitution to all members.
- (d) All members may raise objections to the proposed amendment in the next 14 days in written form.
- (e) The amendment will be carried if less than 30% of the members object to the amendment . If more than 30% of the members object to the amendment, a general meeting shall be taken place. The motion of amendment shall only be carried by a simple majority.

Article 7.2 Interpretation

The interpretation of this constitution shall rest with the HKCU.

Appendix I

Timeline of the Joint Duties and General Duties of the Divisions

| Time | Work |
|---|---|
| Orientation Day of the current participants of the Young Envoys Programme | Working Members of the Divisions should work together to introduce the Club to the current participants of the Young Envoys Programme. |
| Retreat Day (April) | Current participants of the Young Envoys Programme are asked to declare their initial choice of Division which they will work in after becoming Working Members of the Club. |
| May – June | Working Members of the Club should arrange job shadowing experience for the Current Participants of the Young Envoys Programme. This may include allowing them to sit in Division meetings. |
| Prior to current participants departing for Field Trip | Working Membership for Divisions is open to application for all members. |
| August | Release of Results of Working Membership application Incumbent Working Members should organize induction activities for new Working Members |
| Before 31 st August of each calendar year | Annual election of Division Coordinator |
| Sep - Nov | Working Members of each division should draft a new year plan for the next Calendar year. (i.e. January to December) If events included in the last annual plan are to be executed from September to November, Working Members are responsible to carry out the events previously planned. |
| Before 31 st August of each calendar year | The annual plan of each division should be sent to HKCU for approval. |
| Before 31 st January of each calendar year | Annual General Meeting Working Member of each division should report on the accomplishments of their respective division and plans for the coming year in the Annual General Meeting. |