

UNICEF Young Envoys Club

Constitution

Version: 2 Oct, 2012

UNICEF Young Envoys Club Constitution (Version: 2nd Oct 2012)

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) “General Meeting” shall mean meeting for all members of the club.
- (e) “Executive Committee” shall mean the Executive Committee of the club.
- (f) “Advisory Board” shall mean the Advisory Board of the club.

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’s Young Envoys Programmes to advocate and carry out the mission of UNICEF aiming to better the future of children worldwide. The club not only enables the Envoys and Leaders to understand the role and achievements of UNICEF in improving the lives of children in developing countries but also provides Young Envoys and Young Leaders 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 and Structure

Article 2.1 Affiliation

The club is supported and sponsored by the HKCU.

Article 2.2 Relations with the HKCU

- (i) Duties and responsibilities of the Club to the HKCU
 - (a) The Executive Committee of the club is required to produce an annual plan to the HKCU before the inauguration ceremony. The annual plan will be approved by the HKCU before it is presented at the inauguration ceremony.
 - (b) For each activity, a proposal would first have to be submitted to the Education Officer (or Project Officer in the absence of Education Officer). Upon approval, it would then be submitted to the HKCU for final approval.
 - (c) The Executive Committee of the club must hold at least two general meetings with Education Officer (or Project Officer in the absence of Education Officer) throughout the year.
- (ii) Rights and Benefits enjoyed by the Club under the HKCU
 - (a) The Club can use the office address of the HKCU as its office address.
 - (b) The Committee may seek permission to use facilities of the Youth Information Centre or other office facilities of HKCU.

Article 2.3 Honourable Advisor(s)

The Education Officer and Project Officer (s) of the HKCU are to take up the role as Honourable Advisors of the Club. They will be responsible to give advice and suggestions to the annual plan and proposals outlined in Article 2.2 (i)(a) and (b) respectively.

Article 2.4 Executive Committee Structure

The Executive Committee shall consist of:

- (a) Honourable Advisor(s) (Chinese: 榮譽顧問)
- (b) 1 Chairperson (Chinese: 主席)
- (c) 1 Vice-Chairperson (Chinese: 副主席)
- (d) 1 Secretary (Chinese: 文書)
- (e) 1 Advocacy Director (Chinese: 倡議主任)
- (f) 1 Internal Relations Director (Chinese: 內部關係主任)
- (g) 1 Publication and Publicity Directors (Chinese: 出版及宣傳主任)
- (h) 1 Public Relations Director (Chinese: 公共關係主任)

Article 2.4 Responsibilities of Executive Committee members

- (a) General responsibility
 - The Executive Committee shall:
 - (i) draw the theme of the year and the correspondent annual plan.
 - (ii) review the constitution when necessary.
 - (iii) establish Sub-Committee when necessary as outlined in Section 5.
 - (iv) establish Organizing Committee when necessary as outlined in Section 6.
 - (v) be in charge of the evaluation report of every individual event of the year.

- (b) Chairperson
The Chairperson shall:
- (i) represent the club.
 - (ii) Direct and monitor various directors of the club in their work.
 - (iii) take the overall responsibility of the works of the club.
 - (iv) preside over all General Meetings and the meetings of the club.
 - (v) present an annual report at the Annual General Meeting.
 - (vi) prepare agendas for meetings.
- (c) Vice-Chairperson
The Vice-Chairperson shall:
- (i) act for the Chairperson when he or she is absent or on leave.
 - (ii) assist the Chairperson with his or her work.
 - (iii) coordinate meetings.
 - (iv) manage communication and information flow between Executive Committee members.
- (d) Secretary
The Secretary shall:
- (i) attend to all secretarial works of the club including taking minutes of meetings.
 - (ii) draft mass e-mails and letters.
 - (iii) attend to all financial matters, receipts and payments arising from all meetings and functions of the club.
 - (iv) prepare the annual budget and financial reports of individual projects for the purpose of requiring funding from the HKCU.
 - (v) present the annual financial report at Annual General Meeting.
 - (vi) manage and monitor budgets of all activities of the club.
- (e) Advocacy Director
The Advocacy Director shall:
- (i) initiate responses among members towards humanitarian crises
 - (ii) raise public awareness of CRC and issues regarding children and youth.
- (f) Internal Relations Director
The Internal Relations Director shall:
- (i) manage and update the membership database.
 - (ii) keep track of the record of members' participation
 - (iii) initiate social activities for members.
- (g) Publication and Publicity Director
The Publication and Publicity Director shall:
- (i) coordinate publications of the club (e.g. newsletters, fliers).
 - (ii) draft press releases of the club.
 - (iii) update and maintain the website of the club.
 - (iv) manage all communication via the internet (e.g. Email, Facebook, Twitter).
 - (v) promote the club to the public.

- (h) Public Relations Director
The Public Relations Director shall:
 - (i) cooperate with other organizations and NGOs that have the same objectives as the HKCU.
 - (ii) facilitate the relationship between the club and other organizations.
 - (iii) seek opportunities to engage in activities organized by external organizations with same objectives as HKCU.

Article 2.5 Eligibility

All Full Members are eligible to be elected as members of the Executive Committee.

Article 2.6 Advisory Board

- (a) The Advisory Board acts the role to share their experience of planning or implementing events organized before, settle dispute, supervise and give advice to the existing Executive Committee.
- (b) The Advisory Board shall consist of previous Executive Committee members. (by invitation of Honourable Advisor(s))
- (c) The execution period of the Advisory Board shall begin from the Annual General Meeting and end upon the Annual General Meeting of the next session.
- (d) The incumbent Executive Committee has the obligation to submit its annual plan to the Advisory Board for consultation two months after the Annual General Meeting.

Article 2.7 Membership

- (a) All UNICEF Young Envoys and Young Leaders who were appointed by the HKCU will become Full Members of the club.
- (b) (i) For cases of deferral of appointment, potential Young Envoys shall be considered as Associate Members. These members shall not be allowed to enjoy the right to vote and election.
(ii) Associate members who are appointed by the HKCU as Young Envoys after observation period shall be considered as Full Members. Those who are not appointed after observation period will lose their membership status automatically.

Article 2.8 Financial Structure

The HKCU will provide financial support to the club. The amount of financial support depends on the type of activities the club organized. The amount of contribution from the Advocacy & Public Relations Committee of HKCU should not exceed HK\$100,000 annually.

Article 2.9 Application for Funding

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

Article 2.10 Liability

The liability of the members is limited.

Section 3 – Meetings

Article 3.1 Annual (and Extraordinary) General Meeting

- (a) There shall be an Annual General Meeting of the club once a year. At the Annual General Meeting, the following business shall be transacted:
 - (i) To elect members of the next Executive Committee.
 - (ii) To present annual report.
 - (iii) To present financial report and obtain approval of it.
- (b) The Executive Committee shall determine the time and venue for the Annual General Meeting, and shall give at least fourteen days notice of the meeting to all members.
- (c) The quorum of an Annual General Meeting shall consist of not less than 25% of all members joined in the previous four years.
- (d) Any meeting other than the Annual General Meeting of the club shall be considered an Extraordinary General Meeting of the club. The Executive Committee may, whenever it thinks fit, convene an Extraordinary General Meeting of the club.
- (e) Members of the Executive Committee and Advisory Board may form the quorum of Annual General Meeting and Extraordinary General Meeting.
- (f) At any General Meeting of the club, the Honorable Advisor(s) are welcomed to attend and vote.

Article 3.2 Executive Committee Meeting

- (a) The Executive Committee shall hold a regular meeting at least twice every three months.
- (b) For every meeting of the Executive Committee, members of the Executive Committee shall be notified in advance. The quorum of a regular meeting shall consist of at least 50% of the Executive Committee members.
- (c) Executive Committee members have the obligation to attend all the meetings.

Section 4 – Election of the Executive Committee

Article 4.1 Nomination

- (a) All members are eligible for nominations.
- (b) Each applicant shall receive at least two endorsements from members to become an official candidate. Each member shall not endorse more than 2 candidates in the same election. Applicants shall not endorse themselves.
- (c) The incumbent Executive Committee shall be responsible for the election of the Executive Committee for the next session.
- (d) The application deadline should be set at least 20 days before the Annual General Meeting.
- (e) The Executive Committee shall release the application package containing application form, election procedure, details of the Annual General Meeting to members as reference at least 20 days before the application deadline.
- (f) All candidates shall attend a Meeting Session with the Executive Committee before the Annual General Meeting.
- (g) The election of Executive Committee members shall take place at the Annual General Meeting.
- (h) The club shall send a copy of the list of proposed candidates to every member no less than 7 days before the Annual General Meeting.

Article 4.2 Election

- (a) The club has the obligation to ensure there will be at least one candidate running for the 1st and 2nd priority of each post.
- (b) The number of vote each voter has is in accordance with the number of seat(s) available for a particular post.
- (c) If there are two or more candidates running for the post, each member shall vote for or against the candidate or abstain. If only one candidate is running for the post, each member shall only vote trust or distrust for the candidate.
- (d) The election of the posts shall be in the following order:
Public Relations Director, Publication and Publicity Directors, Internal Relations Director, Advocacy Director, Secretary, Vice-Chairperson, Chairperson.
- (e) If there are more candidates running for the post than the seats available, candidates shall obtain at least 30% of the total votes to win the election.
- (f) If the number of candidate running for the post is less than or equal to the seats available, a vote of trust would be conducted. The candidate must obtain at least 50% of the total votes to win the election.
- (g) If a candidate gains the majority of votes but the number of votes does not exceed 30%, a vote of trust shall be conducted. The candidate must gain at least 50% of the total votes to win the election.
- (h) If the candidate cannot gain 50% of the total votes, the election of this post shall be postponed after the elections of all other posts.
- (i) If candidates are not elected in the first round, they will be eligible to run for the posts left in the second round. The voting procedures of the second round are concurrent with those of the first round.
- (j) If there is still no winner in the second round, chairperson of the incumbent Executive Committee has the decision power to settle the situation.
- (k) The chairperson reserves the final right of the interpretation of the Voting System in constitution.

Article 4.3 Duration of Appointment

- (a) If any post is resigned during the appointment, it will stay suspended until the next executive committee of the club is elected
- (b) The official title of the Executive Committee members elected in the Annual General Meeting shall be 'Executive Committee member-elected' before the inauguration ceremony.
- (c) The duration of office for the Executive Committee will begin from the inauguration ceremony and will end upon the inauguration of the next Executive Committee. However, the previous Executive Committee is expected to carry out the responsibility of supervision even after serving its duration of the office.

Section 5 – Sub-Committee

Article 5.1 Functions

- (a) Assist the Executive Committee on a particular project.
- (b) Provide members with opportunities to contribute to the club.
- (c) Provide extra manpower to the club

Article 5.2 Establishment

- (a) Members may deliver detailed proposals to the Executive Committee in expressing their will to establish a sub-committee.
- (b) Executive Committee shall obtain the approval of the Honourable Advisor(s) on any possible recruitment of a sub-committee.
- (c) Sub-Committee members shall be recruited by the Executive Committee-elected at least 2 months before the inauguration ceremony.

Article 5.3 Structure

- (a) A Sub-Committee shall consist of i) 2 representatives from the incumbent Executive Committee; ii) 1 Coordinator; iii) 1 Secretary and iv) 2-4 members. A Sub-Committee shall not consist of more than 8 people.

Article 5.4 Duration of Office

- (a) The duration of office of a Sub-Committee shall start from the inauguration ceremony until it has finished its planned projects.
- (b) The duration of office of a Sub-Committee shall not exceed 1 year.

Article 5.5 Dismissal

- (a) The Executive Committee has the right to dismiss a Sub-Committee before its termination of office with the approval of Honourable Advisor(s).

Section 6 – Organizing Committee

Article 6.1 Functions

- (a) Facilitate coordination of a particular event
- (b) Provide members with opportunities to contribute to the club.
- (c) Provide extra manpower to the club

Article 6.2 Establishment

- (a) Executive Committee shall obtain the approval from the Honourable Advisor(s) on any possible recruitment of an Organizing Committee

Article 6.3 Structure

- (a) An Organizing shall consist of i) 2 representatives from the incumbent Executive Committee; (ii) 1 Secretary and; (iii) 3-5 members. An Organizing Committee shall not consist of more than 8 people.

Article 6.4 Duration of Office

- (a) The duration of office of an Organizing Committee shall be within the execution period of the corresponding Executive Committee.
- (b) The duration of office of an Organizing Committee terminates when it has finished its planned event.

Article 6.5 Dismissal

- (a) The Executive Committee has the right to dismiss an Organizing Committee before its termination of office with the approval of Honourable Advisor(s).

Section 7 – Discipline

Article 7.1 Disciplinary Actions

- (a) Disciplinary actions are undertaken towards an Executive Committee member only if a particular member has taken part in any misconduct or failed to perform their responsibilities stated in the constitution. Article 7.1 (b)-(d) are indicators of such failures.
- (b) The committee member has an attendance rate lower than 70%(the attendance rate brings into consideration all activities and meetings organized by the Executive Committee)
- (c) The committee member has failed to complete tasks and obligations assigned by the Executive Committee with the approval of the Honourable Advisors.
- (d) The committee member has behaved in a disadvantageous way towards the benefits of the club and HKCU.

Article 7.2 Motion of No Confidence

- (a) Motions of No Confidence can be raised towards Executive Committee members by at least two Executive Committee (or Advisory Committee) members or a member with 30 member endorsements
- (b) The member(s) who raises the motion shall make detailed explanation to the Advisory Committee and Honourable Advisor(s) in written form.
- (c) The Advisory Committee and the Honourable Advisor(s) shall evaluate the circumstances and may launch an investigation towards the misconduct or infringement of the constitution.
- (d) A special co-meeting of the Advisory Committee and the Executive Committee shall take place in the next 14 days after the evaluation report is released (either in oral or written form). A vote shall then be conducted. The 2/3 majority rule applies. The alleged Executive Committee member shall abstain from the meeting and voting process.

Article 7.3 Dismissal

- (a) Executive member(s) who is/are justified to be irresponsible or free-riding is/are subjected to dismissal following the procedures in Article 7.3 (b)-(g).
- (b) The procedure in Article 7.2 shall be processed.
- (c) A verbal warning on behalf of the Executive Committee will be considered by a vote of the Executive Committee members. The simple majority rule applies.
- (d) A warning letter on behalf of the Executive Committee will be considered if the situation has not been improved after a 30-day observation period. A vote will be casted by the Executive Committee members. The 2/3 majority rule applies.
- (e) If the situation has yet to improve after another 30-day observation period, a special meeting will be called. The meeting should involve the Honourable advisors and no less than two third of the Executive Committee. A vote of dismissal would be conducted, the simple majority rule applies.
- (f) A formal dismissal submission, including the reasons for dismissal as well as evidence supporting the reasons would be submitted to HKCU.
- (g) Upon approval by the HKCU, the particular member would be formally dismissed. An official letter will be sent to the particular member informing him/her of the dismissal. He/ She is required to return the Certificate of Appointment and relevant items to the HKCU.

Section 8 –Constitution

Article 8.1 Amendments

- (a) Executive Committee shall obtain the consent of the Honourable Advisor(s) 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 8.2 Interpretation

The interpretation of this constitution shall rest with the HKCU.

(Approved and passed on 2nd Oct 2012)