



**UN**  
**youth**  
australia

CONSTITUTION  
OF THE  
UNITED NATIONS YOUTH  
ASSOCIATION  
(TASMANIA DIVISION)

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## PREAMBLE AND STATEMENT OF OBJECTS

We, the United Nations Youth Association of Tasmania (UN Youth Tasmania), believing in the purposes and principles of the United Nations, aim to encourage young people to strive towards a greater understanding of global issues and to educate them about the United Nations' structure, functions and future.

In achieving these aims, UN Youth Tasmania will:

- i) Increase the level of youth awareness about the United Nations while emphasising a global perspective;
- ii) Facilitate discussion and debate on a diverse range of issues through regular communication and activities;
- iii) Provide inspiration and opportunities for youth to realise their full potential as decision makers; and
- iv) Serve as a voice for youth within the United Nations with regard to its policies, actions and structural change.

The members of UN Youth Tasmania are committed volunteers who act on the basis of goodwill, giving shape and hope to our future. Members of UN Youth Tasmania accept and agree to be bound by this Constitution.

This Association was formerly known as UNYA Tas, UNYA Tasmania, and United Nations Youth Association of Tasmania, and all existing contracts, policies, and obligations applying to the Association under that name shall likewise continue to apply to the Association.

## CHAPTER I - GENERAL

### *Interpretation*

1. In this Constitution, unless inconsistent with the Constitution of UN Youth Australia Inc or the applicable law;
  - (a) “activity” means any event organised with the approval of the membership’
  - (b) “AGM” means Annual General Meeting;
  - (c) “CRC” means Conference Review Committee;
  - (d) “member” means any eligible person with an individual financial membership of UN Youth Tasmania;
  - (e) “MDA” means a Multi-Divisional Activity;
  - (f) “mediator” means a member of the Division appointed by the Executive to adjudicate a dispute resolution process;
  - (g) “National” means of or relating to UN Youth Australia Inc;
  - (h) “the Constitution” refers to this document;
  - (i) “the Preamble” means the Preamble of this document which is the Statement of Purposes for the Division;
  - (j) “UN Youth Tasmania” and “the Division” have the same meaning;
  - (k) each individual numbered point in this Constitution shall be referred to as a “section”;
  - (l) “UNYC” means the UN Youth Australia National Youth Conference.

### *Name*

2. The name of the Division is the ‘United Nations Youth Association of Australia (Tasmania Division)’ which may be abbreviated as ‘UN Youth Tasmania’.

### *Affiliations*

3. UN Youth Tasmania is a ‘Division’ of the ‘United Nations Youth Association of Australia Incorporated’ which may be abbreviated as ‘UNYA Inc’ or ‘UN Youth Australia Inc’, within the meaning of the Constitution of UNYA Inc;
4. UN Youth Tasmania is affiliated with the ‘United Nations Association of Australia Tasmania Branch’ which may be abbreviated as UNAA Tas;
5. UN Youth Tasmania is affiliated with the Tasmania University Union, which may be abbreviated as TUU, and is a ‘society’ of the TUU Sports and Societies Council within the meaning of the Constitution of the TUU.

### *Relationship to National Constitution*

6. Subject to the *Associations Incorporation Act 1991* (ACT) the National Constitution is the supreme authority of the Association and any inconsistency between the Divisional Constitution and the National Constitution shall be resolved in favour of the National Constitution.

## CHAPTER II – THE MEMBERSHIP

### *Membership*

7. Any person aged between fifteen (15) to twenty-five (25) who supports the objects of UN Youth Tasmania is eligible become a member;
8. Any eligible person who pays the membership fee shall be a member.

## CHAPTER III – THE EXECUTIVE

### *Members of the Executive*

9. The Executive shall consist of the following Officers:
  - (a) The President;
  - (b) The Vice President (Administration);
  - (c) The Vice President (Finance);
  - (d) The Policy Officer;
  - (e) The Education Officer.

### *Eligibility*

10. Any person may be elected to the Executive if:
  - (a) That person is eligible to be a member of UN Youth Tasmania;
  - (b) Has been a member of UN Youth Tasmania for at least six (6) months or has attended a Divisional Activity or a MDA in the past twelve (12) months;
  - (c) That person will not hold more than one (1) Executive Office;

### *Election of Executive Officers*

11. All Executive Offices must be declared open for nominations to all members at least two (2) weeks prior to an AGM;
12. Nominations will be open to all eligible members until one (1) week prior to an AGM;
13. Nominations must be submitted to the Vice President (Administration) and the President;
  - (a) Neither the President or Vice President (Administration) can accept nominations for a position for which they are nominating;
14. One (1) week prior to an AGM nominations will cease to be accepted and will be distributed to all members by the Vice President (Administration);
15. Nominations later than one (1) week prior to an AGM will only be accepted when;
  - (a) There are no nominations for the position in which case nominations will be accepted from the floor of the AGM; or
  - (b) Members present at an AGM resolve by a simple majority vote to accept late nominations;
16. Elections for Executive Offices shall occur by secret ballot;

17. At an AGM the returning officer(s) will be elected from members not running for Executive Offices and will be responsible for counting votes in Executive elections;
18. The Executive shall assume their Offices at the close of an AGM at which they were elected;
19. Except as the Constitution otherwise provides, Executive Officers will hold their Office until the close of the first AGM after they assume office.

#### *Election of Non-Executive Officers*

20. Nominations for non-Executive Officer positions are always open and may be submitted in writing to the Vice President (Administration) for distribution before any General Meeting or AGM;
21. A General Meeting or AGM can elect any number of non-Executive Officers;
22. The election of non-Executive Officers shall be a vote;
23. The responsibilities of non-Executive Officers shall be determined by the Executive.

#### *Duties of the Executive*

24. The Executive may make any decisions and take any actions on behalf of UN Youth Tasmania in between General Meetings and must report on all such decisions and actions (including Executive Meetings) to the next General Meeting;
25. Each Executive Officer must prepare reports of all the decisions, actions and activities that have occurred in the course of their duties (as those duties are outlined in the bylaws) including reports for:
  - (a) General Meetings;
  - (b) An AGM;
  - (c) National Council;
  - (d) And other affiliated bodies such as the TUU and UNAA;
26. The other duties of the Executive are recorded in the UN Youth Tasmania bylaws.

#### *Removal of an Executive Officer*

27. A General Meeting may remove an Executive Officer where the members present are satisfied that Officer has:
  - (a) Willfully acted in a manner prejudicial to the objects, aims or interests of UN Youth Tasmania;
  - (b) Failed to perform their duties as they are outlined in the bylaws;
  - (c) Failed to attend three (3) consecutive General Meetings without a reasonable excuse;
28. The removal of an Executive Officer requires a special majority;
29. If a motion to remove an Officer is to be considered at a General Meeting the relevant Officer shall have all the rights outlined in s 39 with the exception of s 39(f);

30. If a motion to remove an Officer is to be considered at a General Meeting then the 'adequate prior notice' referred to in s 39(a) shall be a period not less than three (3) days.

*Filling vacancies on the Executive*

31. If an Executive Office falls vacant two (2) months or more before a scheduled AGM then a General Meeting may elect a new Executive Officer;
32. Nominations will be open to all eligible members and will be received at the relevant General Meeting;
33. If an Executive Office falls vacant less than two (2) months before a scheduled AGM then the Executive can appoint a new Executive Officer;
34. If the Office vacant is that of the President then the next most senior Executive officer in s 9 will fill the position until:
  - (a) A President is elected in accordance with s 31 and s 32;
  - (b) A new President is elected at an AGM if the Presidency becomes vacant less than two (2) months before an AGM is scheduled.

## CHAPTER IV – DISPUTE RESOLUTION

### *General principles*

35. All disputes will be resolved with reference to two basic obligations:
- (a) The 'hearing rule' which imposes an obligation on the mediator to ensure all parties to the dispute have an adequate opportunity to present their case;
  - (b) The 'bias rule' which requires that the mediator be neutral and free from bias in relation to the dispute.

### *The National Welfare Platform*

36. The National Welfare Platform is outlined in the bylaws;
37. Where a dispute comes under the National Welfare Platform the dispute shall be resolved in accordance with the procedures outlined in that Platform.

### *Dispute resolution procedure*

38. Where a dispute does not fall under the National Welfare Platform or the Executive so chooses it shall appoint a mediator to oversee dispute resolution;
39. In addition to the procedures outlined in that Platform, in a dispute between two (2) or more UN Youth Tasmania members or Executive Officers (the 'parties'):
- (a) All parties will be given adequate prior notice of all matters relevant to the dispute including but not limited to the time, date and place the dispute will be heard and the details of the dispute;
  - (b) All evidence that will be used in resolving the dispute will be disclosed to all the parties involved;
  - (c) All parties will have an opportunity to make written submissions outlining their side of the dispute to the mediator and the mediator has the discretion to receive oral submissions;
  - (d) All parties can elect to have another member of UN Youth Tasmania represent them in the resolution of a dispute;
  - (e) Where there is an allegation of bias or malice the mediator has the discretion to allow the 'accused' the opportunity to cross-examine the 'accuser';
  - (f) Disputes will be heard in the presence of the mediator, the President (where the President is involved in the dispute or is the mediator the next most senior Executive Officer not involved in the dispute shall be present) and any other persons requested by one of the parties and approved by the mediator and the President (or the next most senior Executive Officer not involved in the dispute).

## CHAPTER V – DIVISIONAL ACTIVITIES

### *Running a Divisional Activity*

40. Any member wishing to organise a Divisional Activity must make a submission (a 'bid') to the Executive providing:
  - (a) An outline for the Activity;
  - (b) The name of the convenor(s);
  - (c) A preliminary budget that includes possible costs, guests, numbers of delegates and sponsorship;
  - (d) A draft itinerary that includes suggested venue(s), transport options and an hour-by-hour breakdown of the activity;
41. The submission must be approved by a General Meeting before an Activity can go ahead;
42. The convenor(s) of all Divisional Activities must provide updated reports to at least two (2) General Meetings between the approval of their submission and before the final date set for an Activity;
43. In special circumstances the Executive can exempt the convenor(s) from s 42 and these may include:
  - (a) Where there are time constraints;
  - (b) Where the convenor(s) have provided written reports to at least two (2) General Meetings;
  - (c) Where other evidence has been provided to the Executive to prove special circumstances.

### *State Conference*

44. Any member wishing to organise State Conference or must make a submission that conforms to the bidding procedure outlined in s 40;
45. The submission (the 'bid') to convene State Conference must be presented to and approved at an AGM;
46. At least four (4) weeks prior to the date scheduled for the AGM any member wishing to convene State Conference must submit their bid to the Vice President (Administration) and the President;
47. The Vice President (Administration) must distribute the bids to the membership no later than two (2) weeks prior to the date scheduled for the AGM.

### *Responsibilities of State Conference Convenor*

48. State Conference must be bid for at one (1) AGM per year and run each year;
49. The member(s) who make a successful bid for State Conference (the 'convenor') must fulfill the same requirements outlined in s 25 for Executive Officers.'

*Tasmanian Evatt Trophy Competition*

50. Any member wishing to organise the Tasmanian Evatt Trophy Competition must make a submission that conforms with the bidding procedure outlined in s 40;
51. The submission (the 'bid') to convene the Tasmanian Evatt Trophy Competition must be presented and approved by a General Meeting at least four (4) months before the date scheduled for the Tasmanian Evatt Trophy Competition;
52. At least four (4) weeks prior to the date scheduled for a General Meeting any member wishing to convene Tasmanian Evatt Trophy Competition must submit their bid to the Vice President (Administration) and the President;
53. The Vice President (Administration) must distribute the bids to the membership no later than two (2) weeks prior to the date scheduled for the General Meeting;

*Responsibilities of Tasmanian Evatt Trophy Competition Convenor*

54. The Tasmanian Evatt Trophy Competition must be bid for at one (1) General meeting per year and run each year;
55. The member(s) who make a successful bid for of Tasmanian Evatt Trophy Competition (the 'convenor') must fulfill the same requirements outlined in s 25 for Executive Officers.'

*Removal of a Divisional Activity Convenor*

56. A convenor can be removed from office following the same procedure outlined in ss 27-30 for the removal of an Executive Officer.

## CHAPTER VI – MULTI-DIVISIONAL ACTIVITIES

### *Bidding for MDAs*

57. In accordance with the relevant Chapters of the National Constitution, UN Youth Tasmania will periodically bid for MDAs;
58. Any member(s) wishing to bid for an MDA must:
  - (a) Nominate and be elected as 'convenor' at a General Meeting or an AGM;
  - (b) Present an appropriate bid to the appropriate meeting of National Council as required.

### *Selection of National facilitators*

59. At least four (4) weeks prior to the date scheduled for State Conference and Tasmanian Evatt Trophy Competition facilitator positions must be declared open;
60. Nominations must be submitted to the Vice President (Administration) and the President;
61. The date at which nominations will cease to be accepted is at the discretion of the Executive;
62. The returning officer(s) shall be the most senior Executive Officer not running for a facilitator position, although a General Meeting can elect a different returning officer(s) who is not running for a facilitator position;
63. The returning officer(s) shall use only the submissions provided to the Vice President (Administration) to select the facilitator(s);
64. The selections made by the returning officer(s) must then be approved by a General Meeting;
65. The UNYC delegation facilitators must include at least one (1) male and one (1) female facilitator.

### *Selection of delegates*

66. Selection of UNYC delegates shall be undertaken by a CRC comprised of members of UN Youth Tasmania who have:
  - (a) Facilitated at the relevant State Conference; and
  - (b) Attended a majority of the CRC meetings that occur during State Conference;
67. Selection of Evatt delegates shall be based the performance of teams at the Tasmanian Evatt Trophy Competition.

## CHAPTER VII – VOTING PROCEDURES

### *Voting rights*

68. Each member shall have one vote;
69. Only members present at a meeting may cast a vote and proxy and absentee voting is prohibited unless;
  - (a) A member has attended two (2) General Meetings in the last twelve (12) months;
  - (b) Or has attended an UN Youth Tasmania event as either a facilitator or delegate in the last twelve (12) months;
70. Voting at all UN Youth Tasmania meetings is compulsory.

### *Secret ballot*

71. When requested by any member present at a meeting or when prescribed by the Constitution a vote may take place using a secret ballot;
72. When a secret ballot is to be used the meeting shall vote to elect returning officer(s).

### *Simple majority*

73. Except when prescribed otherwise by the Constitution all matters put to a vote will be decided by a simple majority (50%+1) of members present.

### *Special majority*

74. A special majority shall be carried by a two-thirds (2/3) majority of members present.

### *Voting to select Executive Officers, Facilitators and Convenors*

75. All voting to select Executive Officers, Non-Executive Officers, facilitators and convenors shall occur by an optional preferential vote.

## CHAPTER VIII – MEETINGS

### *General Meetings*

76. General Meetings (in this chapter, 'meetings') shall be held periodically, that period normally being fortnightly, and shall be announced to all members by the Vice President (Administration) when:
- (a) Requested by the President;
  - (b) Requested by another Executive Officer;
  - (c) Requested by more than five members;
77. Notice of a meeting shall be given to all members at least seven (7) days before the meeting is scheduled;
78. The quorum for a meeting will be three (2) Executive Officers and three (3) other members;
79. Meetings will be chaired by the President or, in the President's absence by either:
- (a) An elected chairperson;
  - (b) The Executive Officer who requested the meeting;
  - (c) The Executive Officer who has duties that most closely reflect the purpose of the meeting;
80. Voting at meetings will occur by simple majority unless otherwise prescribed by the Constitution;
81. A General Meeting will become a Special General Meeting when it either:
- (a) Considers Constitutional amendments in accordance with ss 98-99 and four (4) weeks notice of the amendments is provided to members;
  - (b) Is held for the purposes of filling a vacant Executive Officer Bearer position.

### *Executive Meetings*

82. Executive Meetings shall be held periodically as requested by one (1) Executive Officer through a request to the President and all Officers shall be informed by the Vice President (Administration);
83. Quorum for the an Executive Meeting shall be three (3) Executive Officers;
84. Executive Meetings are closed to other members of UN Youth Tasmania unless otherwise decided by the Executive.

### *Annual General Meetings*

85. An AGM will be announced to all members by the Vice President (Administration) not more than fourteen (14) months after the previous AGM when:
- (a) Requested by the President;
  - (b) Requested by three (3) other Executive Officers;
  - (c) Requested by the more than fifteen (15) members;
86. Every AGM shall:
- (a) Accept the minutes of the previous AGM;

- (b) Receive a report from each Executive Officer on decisions, actions and activities undertaken to fulfill the duties outlined for their position in the bylaws;
  - (c) Elect a new Executive;
  - (d) Approve a new membership fee;
  - (e) Discuss any other business that the members present vote to discuss;
87. Voting to elect Executive Officers at an AGM shall occur by simple majority.

## CHAPTER IX – THE BYLAWS

### *The Bylaws*

88. All functions, duties and obligations of UN Youth Tasmania, its members and Executive Officers not listed in the Constitution are established in the bylaws.

### *Proposing a Bylaw Amendment*

89. The Vice President (Administration) can receive Bylaw Amendments at any time;
90. Bylaw Amendments need to be in writing and can be raised at a General Meeting without notice;
91. If Bylaw Amendments are to be considered at an AGM the Vice President (Administration) can receive Bylaw Amendments at any time no closer than two (2) weeks before the date for which an AGM is scheduled;
92. Bylaw Amendments to be considered at the AGM must be in writing and distributed to all members no later than two (2) weeks before the final date set for an AGM.

### *Approving a Bylaw Amendment*

93. A bylaw amendment can be approved by a vote at either a General Meeting or an AGM.

## CHAPTER X – FINANCES

### *Financial accountability*

94. Not less than one (1) month prior to an Activity's scheduled date the convenor(s) must provide a current budget and itinerary for the Activity to a General Meeting;
  - (a) Where it is not possible to present the current budget and itinerary to a General Meeting it will be presented to the Executive;
  - (b) The Executive must then report back to the next General Meeting with regards to the Activity's current budget and itinerary;
95. The convenor(s) of all Divisional Activities shall consult with the VP (Finance) with regards to budgetary matters after their submission is approved by a General Meeting;
96. Any surplus money generated by a Divisional Activity must be transferred to the bank account of UN Youth Tasmania;
97. No money generated by a Divisional Activity can be retained by the convenor(s) or any other member;
98. All funds generated in the course of Divisional Activities or in the course of any other UN Youth Tasmania business shall be deposited into the bank account of UN Youth Tasmania.
99. The assets and income of the organisation shall be applied solely in furtherance of the objects noted in the Preamble and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

### *Bank account*

100. The bank account(s) of UN Youth Tasmania will have three or more signatories, as is required for UN Youth Tasmania to remain affiliated with the TUU Sports and Societies Council;
101. The signatories shall be determined by the Executive.

## CHAPTER XI – CONSTITUTIONAL AMENDMENTS

### *Proposing a Constitutional Amendment*

102. The Vice President (Administration) can receive Constitutional Amendments at any time no closer than four (4) weeks before the date for which an AGM is scheduled;
103. The Vice President (Administration) can also receive Constitutional Amendments at any time no closer than four (4) weeks before a General Meetings;
104. Constitutional Amendments must be in writing and distributed to all members no later than two (2) weeks before the final date set for an AGM or General Meeting.

### *Approving a Constitutional Amendment*

105. A Constitutional Amendment must be approved by a special majority.

## CHAPTER XII – CESSATION OF THE DIVISION

### *Procedure*

106. The Executive must resign the Division's membership of UNYA Inc to the National President in writing;
107. The cessation of the Division must be approved by a special majority at an AGM;
108. If raised at an AGM cessation of the Division is 'any other business that the members present vote to discuss' outlined in s 80(e);
109. If approved by a special majority at an AGM the Division is wound up at the conclusion of the AGM;
110. In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities, in addition to all property and documents, shall be transferred to UNYA Inc.

## CHAPTER XIII – MISCELLANEOUS

*Appointment of a patron*

111. A patron or patrons of UN Youth Tasmania may be appointed by a special majority at a General Meeting or AGM.

*UN Youth Tasmania property*

112. The President, Vice President (Administration) and Vice President (Finance) shall be responsible for the maintenance of all UN Youth Tasmania documents and other property, with the assistance of other Executive Officers who may have Office-specific documents or property;
113. The documents and other property of UN Youth Tasmania shall be made available to a General Meeting or AGM where a written submission is made to the Vice President (Administration) providing at least two (2) weeks notice;
114. A register of UNYA assets must be maintained by the Vice President (Finance).