

**RESOLVED:** to accept the constitution without any changes.

## **SEVENOAKS YOUTH COUNCIL CONSTITUTION**

1. The name of the organization should be Sevenoaks Youth Council (hereafter referred to as SYC)
2. The SYC is to be a democratic body, with its membership of:
  - a. up to 16 Youth Councillors aimed to be representative of all young people aged 11 to 18 within the town of Sevenoaks regardless of gender, ethnic background, disability, race or sexuality.
  - b. One voting representative from any school in Sevenoaks with pupils aged 11 to 18.  
More than one pupil aged 11 to 18 may attend from schools in Sevenoaks. Each school may only have one vote.
3. All members will live within 5 miles of Sevenoaks (at the time of appointment) or attend a school within Sevenoaks and be between the ages of 11 – 18.

### **Terms of Reference**

1. The aims of the SYC are:
  - to encourage a culture of participation in the democratic process and to develop the ideal of citizenship.
  - to provide young people with the opportunity to convey their ideas and priorities to Sevenoaks Town Council.
  - to provide a mechanism for Sevenoaks Town Council and other agencies to consult with young people.
2. The objectives of the SYC are:
  - to build relationships with people of influence
  - to develop networks of young people within the town of Sevenoaks
  - to persuade young people that they are valued and can make a difference
  - to comment on policies that may affect the quality of life and opportunities for young people
  - to identify and redress forms of discrimination against young people
  - to develop links with organisations such as the British Youth Council and UK Youth Parliament

### **Structure and Membership**

1. The SYC will comprise of young people aged 11 to 18 years to represent different localities (where possible) within the town.

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2. Members of the SYC should serve a two year term.
3. Members can be nominated via schools in Sevenoaks, youth clubs, youth organisations *in* addition to submitting personal nominations.
4. Schools in Sevenoaks may submit agenda items and send along representatives. However only one vote will be allocated to each school.
5. Should a Youth Councillor miss 3 consecutive meetings (without agreement of exceptional circumstances) they would no longer be a member.
6. Should a youth Councillor leave the SYC another young person should be elected or nominated to replace them.
7. Youth Councillors wishing to leave the SYC should do so by giving written notice.
8. To be elected or nominated as a youth councillor, a young person must be at least 11 and no more than 18 years old.
9. At each Annual General Meeting the SYC will elect a Chairperson, Vice Chairperson, Secretary and Treasurer. In urgent situations these members can make decisions, which must then be reported to the next meeting of the SYC for confirmation.

## **Meetings**

1. The first meeting in each Youth Council financial year (normally *October/November*) will be the AGM.
2. The SYC will normally meet every six weeks approximately.
3. A quorum of one-third of SYC needs to be present before decisions can be made.
4. Meetings are open to the public, Support workers and *three* Town Councillors may be present, but not able to vote.
5. Any young person can suggest items and have the opportunity to add items for the agenda, either through the Town Clerk, Committee Clerk or the elected Chairman.
6. Meetings of the SYC will take place during the late afternoon or early evening or at a mutually agreed time.

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### **Voting**

1. All decisions should be reached by a majority of those present and eligible to vote.
2. Decisions can only be reached if a quorum of one-third of SYC is present for the vote.
3. In the event of a vote being equal, the Chairman will have the casting vote.
4. Both secret and open voting will be used as and when required.
5. A two-thirds majority must agree any changes to the constitution at an AGM. Proposals for changes to the constitution must be given to the Town Clerk at least 14 days before the AGM so that they can be included in the Agenda.

### **Not for Profit Making Organisation.**

1. SYC will be a not for profit making organisation.
2. No member will personally benefit from SYC funds.
3. Should the SYC dissolve all funds would be returned to Sevenoaks Town Council and ring fenced for youth purposes.