

# **CONSTITUTION**

## **Commonwealth Alliance of Youth Work Associations**

### **1. NAME**

The charity's name is The Commonwealth Alliance of Youth Work Associations

### **2. THE PURPOSES OF THE CHARITY ARE:-**

For the public benefit to advance the standard and status of youth work, youth workers and the youth work profession in the Commonwealth in order to assist youth workers to deliver high-quality youth work to the young people and communities they serve by

- Promoting the standard of practice and status of youth workers in the Commonwealth
- Establishing the Commonwealth Code of Ethical Practice as the guiding Code of Commonwealth members of the Alliance.
- Supporting youth worker associations in the Commonwealth
- Promoting the professionalization of youth workers in the Commonwealth
- Encouraging education and research in youth work in the Commonwealth
- Building partnerships with Commonwealth Youth Councils and Youth Work networks in the EU

### **3. TRUSTEES**

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

### **4. CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the trustees have the power to:

- raise funds, receive grants and donations
- apply funds to carry out the work of the charity
- co-operate with and support other charities with similar purposes
- do anything which is lawful and necessary to achieve the purposes

### **5. MEMBERSHIP**

The charity shall have a membership Organizations that are Youth Work Associations in Commonwealth countries and who support the work of the charity can apply to the trustees to become a member. Youth Work Associations in Commonwealth countries will have the full rights of membership. Membership of Youth Work Associations outside of Commonwealth countries is encouraged, they will have full access to CAYWA activities, and will have the status of Associate Members. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date

membership list. The trustees may remove an organisation membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

**To ascertain whether an organisation is an Association of Youth Workers** the following Commonwealth Youth Programme definition will be used to define Youth Work and whether the Youth Worker members align their practice with that work.

### **Definition of Youth Work**

The Commonwealth defines youth work as: “all forms of rights based youth engagement approaches that build personal awareness and support the social, political and economic education and empowerment of young people, delivered through non-formal learning within a matrix of care”.

Youth Work Associations in the Commonwealth and in particular their members' practice should be underpinned by human rights and the Commonwealth Code of Ethical Practice.

### **Professionalising Youth Work**

Youth Work Associations wanting to join the Alliance shall have a membership that aims to include both qualified and experienced Youth Workers. The Association must be able to evidence that they are Youth

Workers via their Constitution and activities. Members will be active Youth Work Associations. Each Association must have or be working towards a Code of Ethical Practice or alternatively be prepared to adopt the Commonwealth Code of Ethical Practice. The trustees of the Alliance may remove an Association's membership if they believe the Association is no longer active.

- Minutes evidencing the Association has met over the past year at least 3 times,
- A constitution or other formal evidence of governance
- Minutes of an AGM and nomination and appointment process of trustees/board of governance
- Evidence of activity in the past twelve months, eg an event or policy meeting or the delivery of Professional Development or other evidence that can be provided.
- Evidence of membership by the endorsement of 10 other members stating the organisation exists.

### **Emerging Youth Work Associations as members of the Charity.**

Where an organisation can evidence 10 members who are Youth Workers with the aim of establishing a Youth Work Association they can join the charity as Associate members until they have established their Association and can achieve full membership.

## 6. Committees and Structures of CAYWA

- The CAYWA's formal structures shall comprise:
  - i. AGM Members
  - ii. Board of Directors (Trustees)
  - iii. The Regional Working Groups
  - iv. The Commonwealth Secretariat
- AGM Members
  - i. There shall be a CAYWA AGM. AGM shall be an assembly of delegates from member associations.
  - ii. AGM shall be the supreme body of the CAYWA. It shall have the following powers:
    - 1. to elect the Trustees
    - 2. to determine organisational policy including membership fee
    - 3. to determine the direction and priorities of the organisation
    - 4. to receive reports from the Trustees
    - 5. to amend and approve the budget
    - 6. to receive and approve the audited financial statements of the CAYWA
    - 7. to amend the constitution through the process outlined in this document
  - iii. All member association shall be invited to send delegates and observers to the AGM.
  - iv. Each country shall have one vote advanced by a Head of Delegation or their representative. Where there are multiple members from a country present, the delegation must reach a consensus on how to exercise their vote.
  - v. No more than forty months shall pass between meetings of AGM
  - vi. The Trustees shall be responsible for convening AGM, giving notice:
    - 1. with no less than 90 days' notice to all CAYWA members
    - 2. specifying the date, time, venue and duration
  - vii. The quorum for AGM is fifty per cent (50%) plus (1) of all Heads of Delegations present
  - viii. The trustees, acting consistently with the decisions of the AGM, shall have the following powers:
    - 1. to implement organisational policy
    - 2. to implement the political direction and priorities of the organisation
    - 3. to admit, reject, suspend or expel members
    - 4. to speak on behalf of the CAYWA.
    - 5. to propose a budget to the AGM
    - 6. to make recommendations to the AGM
    - 7. to act on the AGM resolutions

8. to form subcommittees and working groups
  9. to employ staff
  10. to allocate roles to Committee members
- ix. The trustees shall be elected at each AGM in accordance with the CAYWA constitution and electoral rules which may be developed from time to time by the AGM.

## **7. Representatives of other bodies**

- (1) Any organisation that is a member of the charity may nominate any individual member of its organisation to act as its representative at any meeting of the charity.
- (2) The organisation must give written notice to the charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the charity.
- (3) Any notice given to the charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the nominee has been properly appointed by the organisation.
- (4) An organization may also name a proxy to represent it if and when the named representative is unavailable to attend meetings of the Trustees.

## **8. ANNUAL GENERAL MEETING - AGM**

- The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
  - There must be at least 5 members present including Trustees one of which must be either the Chair and or deputy Chair, and the Secretary (which can be on an online platform) at the AGM. The AGM must be held by November each year.
  - Organisational members have one vote, which must be assigned to a member of that organisation as their representative.
- The trustees shall present the annual report and accounts.
- The AGM must be held within 6 months of the Charity being registered.
- Any full member, meaning a Youth Work Association may nominate a member of the Association to stand for election as a trustee.
- Members shall elect between 5 and 10 (a minimum of 5) trustees to serve for the next year. They will retire at the next AGM but may stand for re-election[1].

Extraordinary AGM

- An Extraordinary AGM may be convened following the submission to the President of a written request, stating the reason for the AGM, endorsed by two thirds of all members.
- An Extraordinary AGM may only be convened to deliberate on the sole matter which it was convened to discuss
- Not more than one Extraordinary AGM may be convened within a twelve month period to deliberate the same matter.
- An Extraordinary AGM may be held virtually
- The aforementioned stipulations on the notice of AGM will also apply for Extraordinary AGM.

#### Online AGM

- An Online AGM shall take place in any calendar year where there is no AGM.
- Online AGM shall have the following powers:
  - to receive reports from the Trustees
  - to make recommendations to the Trustees
  - To fill any vacancy in the Trustees
  - To take decisions as may be required to enable the CAYWA to operate, as may be determined and recommended by the Trustees
- All members shall be invited to attend Online AGM.
- Each country shall have one vote advanced by a Head of Delegation or their representative. Where there are multiple members from a country present, the delegation must reach a consensus on how to exercise their vote.
- The quorum for Online AGM is fifty per cent (50%) plus (1) of all delegates
- The aforementioned stipulations on the notice of AGM will also apply for the Online AGM.

### **9. TRUSTEE MEETINGS**

- Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- At least 5 trustees (of which one must be the Chair and or deputy and one the secretary i.e. exec plus 2) must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- During the year, the trustees may fill vacancies and appoint up to 2 additional non voting trustees. They will stand down at the next AGM.
- The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

### **10. MONEY AND PROPERTY**

- Money and property can only be utilised for the purposes of the charity.
- The trustees may decide it is in the interests of the charity to charge a joining fee.
- Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

## **11. GENERAL MEETINGS**

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 day's notice in writing with a rationale as to the need for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- General Meeting – called on written request from a majority of members.
- Trustees may also call a General Meeting to consult the membership.

## **12. SETTING UP THE CHARITY**

This Constitution was adopted on 21st June 2018 by the people whose names appear below. They are the first members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Adam Muirhead Institute for Youth Work, UK  
 Andrew Tandeo Zambia Youth Workers Association  
 Ashraf Patel ComMutiny, India  
 Jane Melvin TAG PALYCW, UK  
 Jane Zintl Professional Association of Youth Workers, New Zealand  
 John Tan Youth Work Association Singapore  
 Jufitri Joha Malaysian National Federation of Youth Workers  
 Kethania Griffiths Jamaica Professional Youth Workers Association  
 Robyn Broadbent Youth Workers' Association, Australia