**Constitution and Standing Orders**

of the Glasgow Youth Council

Effective from Thursday 17th September 2020

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# 1. Name

1. The name of the association shall be the Glasgow Youth Council. It shall hereafter be referred to as GYC.

# 2. Motto and Mission

1. The Motto of GYC shall be “To Listen, To Speak, To Change”.
2. GYC exists to improve the lives of all young people living in Glasgow.
3. GYC shall be a youth democracy organisation, led by and for the Young People of Glasgow, dedicated to opportunity, equality and engagement.
4. The Mission Statement of GYC is as follows: “The Glasgow Youth Council aims to be the link between Young People and Decision-Makers, at all levels. We exist to facilitate positive change and to impartially represent and engage the Young People of Glasgow in the decision-making and political process.”

# 3. Stated Aims

1. To represent and further the interests of the Young People of Glasgow.
2. To broaden the opportunities available for all of Glasgow’s Young People and increase the accessibility of said opportunities.
3. To effectively voice the views of Young People in Glasgow to stakeholders and decision makers.
4. To support Youth Councillors in reaching their full potential through training and skills development.
5. To regularly consult with and facilitate an open dialogue with young people across Glasgow.
6. To campaign and work to improve the lives of Young People in Glasgow.

# 4. Membership

1. Anyone aged 12-25, who lives/works/studies/volunteers within the boundaries of Glasgow City Council and accepts the aims above is eligible to become a member of GYC.
2. Any eligible individual can be appointed as a Youth Councillor (YC) at any point within the year. Membership will be confirmed by the Executive Committee.
3. YCs shall gain partial voting rights (enabling them to vote on Motions) upon attending their first meeting of the Full Council.
4. YCs shall gain full voting rights (enabling them to vote at Annual and Extraordinary General Meetings as well as special resolutions) once they have attended three quorate meetings of Full Council.
5. YCs may resign at any point in the year by notifying the Chair.
6. YCs shall be required to follow the code of conduct at all times.
7. Should any YC seek elected office, they are obliged to take a voluntary leave of absence during the official election campaign. In the event of their successful election, they must resign from the GYC with immediate effect.
8. YCs’ membership will formally cease on the date of their 26th birthday.
9. If a YC fails to submit their apologies for Full Council meetings on four consecutive occasions, they may be removed from the membership by the Executive Committee due to inactivity. Prior to this, after three consecutive absences, the YC must be notified in writing that removal from the membership may occur should they be absent from the next meeting.

# 5. Full Council Meetings

1. GYC shall seek to hold Full Council meetings once per calendar month, typically on the third Wednesday of each calendar month, where possible.
2. All full council meetings shall be quorate with the attendance of at least 20% of the membership.
3. All full council meetings shall be scheduled by the Secretary, with the assistance of the Executive Committee and Support Staff.
4. All meetings shall be held in a suitable location within the City of Glasgow.
5. At a meeting of the Youth Council no business other than that specified in the Agenda shall be considered.
6. The Youth Council may at any meeting vary the order of business to give precedence to any item on the agenda, through a vote.
7. Voting at meetings can take place by:
   1. A call of affirmatives and negatives
   2. A show of hands
   3. Secret ballot (electronic/paper)
8. Where a vote is tied, the Convenor of the meeting will have a casting vote.
9. YCs who cannot attend a meeting of the full council shall be required to submit apologies no later than four hours prior to the scheduled start time of the meeting. Accepting apologies that are submitted later than this shall be at the discretion of the Secretary.
10. Minutes shall be taken by any competent member, with the Secretary being responsible for maintaining a record of all minutes.

# 6. Executive Committee Meetings

1. GYC shall seek to hold Executive Committee meetings at least once per calendar month.
2. All meetings shall be quorate with the attendance of at least 50% of the Executive Committee.
3. All meetings shall be scheduled by the Secretary, with the assistance of the Executive Committee and Support Staff.
4. All meetings shall be held in a suitable location within the City of Glasgow.
5. At a meeting of the Executive Committee no business other than that specified in the Agenda shall be considered.
6. The Executive Committee may at any meeting vary the order of business to give precedence to any item on the agenda, through a vote.
7. Voting at meetings can take place by:
   1. A call of affirmatives and negatives
   2. A show of hands
   3. Secret ballot (electronic/paper)
8. Where a vote is tied the Convenor of the meeting will have a casting vote.
9. Minutes shall be taken by any competent member, with the Secretary being responsible for maintaining a record of all minutes.

# 7. Executive Committee

1. At the AGM, the following offices of the Executive Committee shall be elected:
   1. Chair
   2. Vice Chair
   3. Secretary
   4. Finance and Events Officer
   5. Policy & Public Affairs Officer
   6. Campaigns Officer
   7. Communications & Outreach Officer
2. The Executive Committee shall be responsible for the day-to-day running of GYC in accordance with its strategic aims.
3. All routine GYC decisions shall be communicated through the Executive Committee for discussion and approval.
4. The Executive Committee shall be responsible for the implementation of GYC policies and resolutions as decided at AGMs, EGMs, Executive meetings, and Full Council meetings.
5. If the Executive Committee is not delivering on its duties in accordance with the strategic aims of the Council, an EGM may be called to reselect the Executive Committee.
6. The Executive shall consult the Council on its work, but does not necessarily require explicit consent for any and all actions it may take.
7. The Executive Committee is able to appoint deputies and officers to assist in their work. These must be confirmed by the Full Council. The tenure of any appointed deputy or officer will be at the discretion of the Executive Committee.
8. The Executive shall be responsible for ensuring that all members are adhering to the conduct and standards expected of all Youth Councillors.
9. The Executive shall be entitled to propose or enact any required action that is within the rules of this document.
10. Should an Executive Member resign during the course of their term, a replacement shall be nominated by the Executive Committee. This nomination must be confirmed by the Full Council. The Executive Committee may appoint a member to act in the role in the interim.
11. If this nomination fails to be confirmed, the position must be opened up for nominations and a full election by all YCs with full voting rights through the election procedures detailed in this document.
12. The Executive Committee shall always work through an agreed decision-making process and be collectively responsible for the decisions it makes.
13. The Executive shall always be accountable to the Full Council.
14. The Executive Committee can vote, by a two-thirds majority, to suspend collective responsibility on an issue-by-issue basis.

# 8. Finances

1. All financial matters shall primarily be the responsibility of the Finance and Events Officer. However, the Executive Committee holds overall responsibility for budget allocation.
2. The GYC’s financial year shall run from April 1st to March 31st.
3. The Finance and Events Officer must be of at least 18 years of age.
4. The GYC shall require three named signatories for banking purposes, and at least two of these must sign off any and all banking transactions. These signatories must be nominated by the Executive and be at least 18 years of age.

# 9. Annual General Meeting

1. The GYC shall hold its AGM in the month of September. The AGM may be delayed if the Executive feel it necessary, but the AGM must take place before the 22nd of December.
2. The date of the AGM shall be circulated by the GYC Secretary at least 4 weeks before it is to take place.
3. All incumbent Executive members shall present reports (either oral or written) on their work during their tenure.
4. At the AGM, the Executive Committee shall be elected.
5. An individual shall be appointed to act as the Returning Officer to oversee the elections. They must not be a current GYC member.
6. An individual shall be appointed to act as Election Coordinator, to facilitate the elections. This should be the GYC Secretary unless they are unable to carry out the required duties.
7. The Secretary shall open nominations for the Executive Committee two months before the date of the AGM and shall close them no later than two weeks later.
8. Youth Councillors seeking nomination must have full voting rights and have attended at least one meeting in the three months prior to the AGM. In order to secure a place on the ballot, candidates must have the support of at least three Youth Councillors. Youth Councillors are entitled to stand for election to more than one office.
9. At the last meeting of the Council, prior to the AGM, the Secretary shall declare the candidates for election to the various role on the Executive.
10. The incumbent Executive shall be dissolved at the beginning of the AGM in order to ensure the conclusion of their term.
11. Candidates shall be invited to give statements, if they so wish, and will be expected to answer questions from the voting membership at the discretion of the Returning Officer.
12. All elections where there is only a single candidate shall take place through a confirmatory ballot. Voting against the single candidate will be deemed a vote to Re-open Nominations.
13. All elections where there are two or more candidates shall take place through the Alternative Vote.
14. All ballots shall feature the option of Re-open Nominations.
15. The Returning Officer shall notify the GYC membership of the results at their earliest convenience.
16. The time between and AGM and the following AGM shall be defined as a ‘term’.

# 10. Extraordinary General Meeting

1. An EGM may be called if at least 40% of Youth Councillors write to the Secretary to request such a meeting in extraordinary circumstances.
2. Extraordinary circumstances are defined as:
   1. An amendment to an article of the constitution.
   2. A motion of no-confidence in the Executive Committee.
   3. A motion of no-confidence in an individual member of the Executive Committee.
3. In the event of an EGM being triggered under item ii of the above clause, the Executive Committee as a whole shall be subject to a single vote of no confidence.
4. In the event of an EGM being triggered under item iii of the above clause, the relevant member of the Executive Committee shall be subject to an individual vote of confidence.
5. Should any votes of no-confidence pass with a simple majority, elections must take place for the vacant roles on the Executive Committee under the same rules of an AGM.
6. The Secretary shall give at least two weeks’ notice of an EGM.

# 11. Glasgow City Council/Glasgow Life

1. GYC welcomes the support that Glasgow City Council and Glasgow Life provide to Youth Councillors and the Executive Committee.
2. GYC shall seek to work constructively, within agreed guidelines, with Glasgow City Council and Glasgow Life on all matters relating to finances, child protection, and health and safety.

# 12. Equal Opportunities

1. GYC shall be fully committed to the promotion and implementation of equal opportunities in all it does.
2. GYC recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society, and believes that all persons should have equal rights, including the right to be free from discrimination of all types. Therefore, equal opportunities to be educated, to work, receive services and to participate in society should be provided to all.

# 13. Amendments to the Constitution and Standing Orders

1. Amendments to the constitution and standing orders can only be moved at:
2. an AGM or EGM, where at least 50% of those present must vote in favour of the proposed amendment for it to pass.
3. a Full Council Meeting, where at least 66% of those present must vote in favour of the proposed amendment for it to pass.
4. Amendments to the Supporting Documents of the Constitution and Standing Orders can be proposed and implemented by any Executive Member, providing that the Executive Committee support the proposal.
5. The Secretary, when placing the calling notice for an AGM, shall also call for any submissions of amendments to this constitution.
6. All amendments shall be sent to the Secretary two weeks before the AGM/Full Council meeting and a copy of all proposed amendments shall be made available to all members of the GYC one week before the AGM.
7. Only members with full voting rights shall be eligible to propose or vote on amendments to this constitution.

# 14. Dissolution

1. Should GYC dissolve, any assets shall be used to settle any debt that the GYC has. Any remaining assets shall be given to Glasgow Life and/or Glasgow City Council for the purpose of supporting youth-led activities within Glasgow.