

# **CARIBBEAN YOUTH ENVIRONMENT NETWORK**

## **CONSTITUTION**

*(Amended at Springfield, Dominica - October 2004)*

### **ARTICLE 1**

The name of the Organisation is the **CARIBBEAN YOUTH ENVIRONMENT NETWORK**. Here in after called the Network.

#### **1. Interpretation**

In this constitution and all other by-laws of the Network, unless the context otherwise requires:

1. The singular includes the plural and the plural includes the singular; the masculine gender includes the feminine and neuter genders; the word “person” includes bodies, corporate companies, partnerships, syndicates, trusts and any association of persons; and the word “individual” means a natural person.
2. “Caribbean” means the geographical area touched by the Caribbean Sea together with such other areas as the Board of Management may reasonably deem to be part of the Caribbean.
3. In the case of the conflict between the following Articles and any other rules of the Network the Articles shall prevail.

#### **2. The abiding principles of the Network**

1. The Network is a movement specifically for promoting and implementing Caribbean youth education, training and action on environment and sustainable development issues.
2. The Network unites young persons through activities designed to assist their personal development and enable them to provide service to the environment and people of the Caribbean.
3. The Network recognises no barrier of class distinction, party politics, racial or national differences.
4. The network is a non-profit organization.

### **3. Object**

The central objective of the Network is to train and develop youth to realise their potential as the future leaders of the Caribbean whilst instilling in them respect for nature and cultural practices and developing skills of environmental resource management.

## **ARTICLE 2**

Membership in the Network shall be as follows:

### **1. Group Members.**

Group membership of the Network is open to any group which:

1. Has an interest in the environment and its associated developmental issues in the Caribbean and which is desirous of promoting Caribbean integration and cooperation.
2. The condition of Group Membership shall be:
  1. The completion of an application form provided for that purpose
  2. Agreement to conduct work and activities according to the principles set out in the Plymouth Understanding and signature to the same by an appropriate official of the group.
  3. Payment of an annual member fee to the CYEN Executive Coordinator Secretariat.
  4. Participation in the activities of the Network.

### **2. Individual Members.**

Individual membership in the Network is opened to:

1. All persons over the age of fourteen and up to thirty one years and that are citizens or residents of a Caribbean territory.
2. The conditions of Individual membership shall be:
  1. The completion of an application form provided for that purpose.
  2. Payment of an annual registration fee CYEN Executive Coordinator Secretariat.

### **3. Associate Membership.**

Associate membership in the Network is opened to:

1. All persons that are over the age of thirty one years and who are citizens or are resident in a Caribbean territory.
2. The conditions of Associate membership shall be:
  1. The completion of an application form provided for that purpose.
  2. Payment of an annual registration fee.
  3. An Associate member shall have no voting privileges but may be appointed a National Coordinator, National Adviser or Regional Adviser.

**4. National and Regional Advisers.**

Individuals who have, in the opinion of the Board of Management, displayed outstanding service to the youth sector in environment issues or who have excellent motivating skills, may be appointed a national advisor for the territory in which they reside or an advisor to the regional body. Individuals selected as regional advisors will comprise the Regional Advisory Council.

**5. National Coordinators.**

An Individual member, Associate member or a representative of an Organisational member may be appointed as a National Coordinator on the advice of the membership and National Advisor of the specific territory. National Coordinators shall be appointed for a period of two years.

**6. Special Envoys.**

A member or an adviser may be appointed by the Executive Committee of the Board of Management as a Special Envoy in order to undertake a specific assignment.

**7. Affiliate Members.**

Affiliate membership is open to groups or individuals who do not reside within the Caribbean region, or who reside in the Caribbean and are under the stipulated age for individual membership, but who are desirous of working with, learning about or supporting youth and environment activities within the Caribbean. Affiliate members are not afforded the rights of individuals or group members and are not allowed to hold office or vote in the election of officers of the Network.

**8. Benefactors.**

In recognition of a notable monetary or other type of contribution, on the recommendation of the Executive Coordinator or the Board, an individual, group or company may be granted the designation of Benefactor for the period of five years.

Benefactors will be suitably recognised in publications and public activities of the Network.

**9. National Chapters.**

For the purposes of efficient and effective management of the affairs of the Network within individual territories, National Chapters may be established. National Chapters shall develop rules of governance termed Operational Guidelines. National Chapters shall pay an annual registration fee to be determined by the Executive of the Board of Management.

**10. Discipline.**

The Board of Management shall have power to exclude any Member whose conduct is found, in their judgement, to be inconsistent with the purposes of the Network and its rules, or whose general attitude and spirit are found to be prejudicial to the best interest of the Network and its Membership. The right of suspension, until the next meeting of the Board of Management is vested in the Executive Coordinator.

**11. Arrears.**

Members whose fees are three months or more in arrears may be deprived of membership by the Board, after due notice has been given.

**12. Rights, Responsibilities and Benefits.**

1. With the exceptions of Affiliate members and Associate members all members of the Network may participate in the process which elects officers of the Network in accordance with the stipulations outlined in this document.
2. Members are expected to participate in all activities, programmes and projects of the Network. They may be called on at any time to represent the Network at local, national or international fora. It is therefore in the interest of members to regularly communicate with the Network's Communication Center in order to be familiar with the issues and activities in which the Network participates.
3. All voting members have the right to inspect or review all records of the Network by request in writing.

## ARTICLE 3

### Board of Management

1. There shall be a Board of Management not exceeding nine (9) in number, including four (4) representatives of the Group Membership; two (2) Individual Members; two (2) representatives of the Network's Advisory body and the Executive Coordinator as an *ex officio* member of the Board.
2. The selection of the Board of Management shall be done by election including election through mailed ballot when appropriate. Each member has one vote and may only vote for nominated members from the same membership category.
3. Nominations must be made at least two months prior to the General Congress or the stipulated time of elections for the Network. The Résumé of the nominated candidates must be circulated to all members within one month of nomination along with official ballot papers which state the submission deadline. The stated deadline shall be determined by the Executive but must be realistic and reasonable.
4. The counting of ballots shall be witnessed by at least four members or their representatives who shall sign the official results sheet. A copy of the signed results sheet must be circulated to all members within two weeks of the final count. In the event of a tie, the Executive Coordinator or his nominee shall have the casting vote.
5. Only Group Member representatives, Individual Members, Network Advisors and members of the Regional Advisory Council are eligible to serve on the Board of Management.
6. The election of all Officers of the Board of Management shall be for a period of two years from the day of their election or until such time as their successors are appointed. Retiring Officers of the Board of Management shall be eligible for re-election.
7. The Board of Management shall have power to fill any vacancy occurring in its ranks. Officers so appointed shall hold office only to the end of the Network's operating year.
8. Elected positions on the Board of Management shall be:
  - Executive Chairman
  - Alternate Chairman
  - General Secretary
  - Treasurer
  - Two (2) General Directors
9. The Board of Management or their agent shall appoint to their ranks, two representatives from the Regional Advisory Committee.

**10.** The Board may also elect a patron for the Network.

**11. The Executive Coordinator**

The Board of Management shall appoint an Executive Coordinator on a part time or full time bases as it deems fit. The Executive Coordinator shall be the only officer of the network directly appointed by the Board of Management. The Board of Management shall not receive remuneration of service rendered to the network. The office of the Executive Coordinator shall receive remuneration for work undertaken on behalf of the Network.

**12. Meetings**

The regular meetings of the Board of Management shall in ordinary circumstances, be held twice yearly. Five shall form a quorum at any Board of Management meeting.

**13. Board of Management**

There shall be an Executive Committee of the Board of Management comprising the, Regional Chairman, the Alternate Chairman, General Secretary, Treasurer and Executive Coordinator, which shall meet from time to time to carry out the routine business affairs and programmes of the Network. The Executive Committee shall be responsible to the Board of Management for all of its actions, and shall conduct its business in accordance with the policies established by the Board. For purposes of conducting the business of the Network, the Executive Coordinator shall have a vote as a member of the Executive Committee.

**14. Committees**

All Committees not appointed by the Board of Management shall be submitted to the same for approval.

**15. Financial Year**

The Financial Year of the Network shall under ordinary circumstances extend from January 2<sup>nd</sup> of any year to December 31<sup>st</sup>. Membership fees shall be fixed, as to the amount and method of payment by the Board of Management.

**The Regional Advisory Body**

**16.** The Regional Advisory body is comprised of the Regional Advisers, National Advisors and National Coordinators.

## **ARTICLE 4**

### **Powers and Duties of the Board of Management**

#### **1. Regional Chairman**

The Regional Chairman shall preside at all meeting of the Board of Management and the Executive Committee. He shall ensure that orders, resolutions and directives of the Board of Management be carried out. He or his designate shall sign all documents or instruments purporting to bind or obligate the Network. The Regional Chairman shall have an original and a casting vote.

#### **2. Alternate Chairman**

If, for any reason, the Regional Chairman is unable to conduct his duties or if the Regional Chairman resigns his post, the Alternate Chairman shall assume the position Regional Chairman. The Alternate Chairman shall exercise and discharge other duties as may be required of him by the Board of Management.

#### **3. General Secretary**

The General Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Management and of the members. Serve notice of meetings of the Board of Management and of the members; keep current records of the members of the Network together with their addresses. The General Secretary shall perform other duties as required by the Board of Management. The General Secretary may from time to time delegate any of his functions with the approval of the Board of Management.

#### **4. Treasurer**

The Treasurer shall examine the financial records of the Network, at three month intervals, and shall present a statement of the financial position to the Board of Management.

#### **5. Executive Coordinator**

The Executive Coordinator shall serve as the Executive Officer in respect to the activities of the Network, under the direction of the Board of Management. He shall:

1. Be responsible for the appointment and dismissal of all other employees of the Network. The employees shall have the right to appeal to the Board of Management by letter to the General Secretary.

2. Keep correct and full account of all monies received.
3. Present a general statement of the progress of work, month by month to the Board of Management.
4. Convene and keep minutes of all business meetings.
5. Be solely responsible to the Board of Management for the entire management of the Network.

## **ARTICLE 5**

### **The Seal**

The Network shall have a seal having within it the logo of the Network and the words: CARIBBEAN YOUTH ENVIRONMENT NETWORK. The Executive Coordinator shall be responsible for keeping the corporate seal and shall affix it to appropriate documents under the direction of the Board of Management.

## **ARTICLE 6**

### **Meetings**

1. The general congress of the Network will be held at least biannually after the 30<sup>th</sup> October when the report of the Board of Management including the Treasurer's statement shall be submitted.
2. Special meetings of the Membership shall be convened by order of the Executive Chairman at the written request of twenty-five or more members or by order of the Board of Management.
3. A quorum at the General Congress shall be deemed to exist if one approved representative is present from at least three fifths of the territories in which members of the Network reside.

## **ARTICLE 7**

### **Auditor**



The Network shall at each General Congress appoint an Auditor to examine and ascertain the state of the Network's financial affairs and to prepare and sign a statement thereof. A member of the Board of Management or Officer of the Network shall not be eligible to the office of Auditor.

## **ARTICLE 8**

### **General**

The Board of Management shall approve of all by-laws and regulations.

## **ARTICLE 9**

### **Debt**

Financial obligations shall not be entered into by the Board of Management without reasonable provision being made to meet the same.

## **ARTICLE 10**

### **Alterations and Amendments**

The Constitution may only be altered or amended by a vote of at least three-fourths of the membership at the General Congress or through a specially convened mailed referendum. The proposed alterations or amendments must be approved by at least six members of the Board of Management.

## **ARTICLE 11**

### **Matters of Emergency**

All matters not dealt within the Constitution shall be settled as they may arise by the Board of Management, whose decision shall be final.