



TYP.G

Non-Profit Organisation Inc.

Constitution

## Chapter 1 – Preliminary

### (1) Name

The name of the organisation hereafter mentioned is TYP.G.

### (2) Definitions

**TYP.G:** TYP.G stands for Toowoomba Youth Peace Group. It is the youth sector of Pureland Learning College Association Inc.

**Youth:** Anyone aged between 12 to 25 years old.

**Policies:** All members must avoid any conduct contrary to State Law and Commonwealth Law. All members must follow the guidelines of Pureland Learning College Association Inc.

**Executive team:** Members responsible for leadership and management of the organisation.

**General Members:** A person who is a member of the TYP.G but does not hold a role within the Executive team.

**Motion Voting:** The motion is a specific phrase that clearly describes what everyone is voting on. The motion is “moved” by a member, to be seconded by another. Seconding is simply gaining the first vote, which allows voting to happen. Once the motion is moved, and seconded, then it is voted on by the attending members in a General Meeting.

**Biennial Elections:** Occurring every two years.

### (3) Objectives

(a) The objectives of TYP.G are:

- (i) To represent and promote the interests of its Members.
- (ii) To promote peace, diversity, and social harmony within the youth and the wider community.
- (iii) To promote and facilitate the professional development of youth.
- (iv) To encourage and promote co-operation between members and help foster a healthy atmosphere within TYP.G.

(b) No one means mentioned that subsection (a) shall dominate over any other.

(c) Subject to and without limiting the objectives in subsection (a), TYP.G may pursue its objectives by any necessary means, including by:

- (i) Conducting workshops to advance youth confidence and communication skills.
- (ii) Conducting educational and career workshop Q&A, and seminars.

- (iii) Coordinating networking opportunities and social and international events.
  - (iv) Facilitating activities, events, and programs, including sporting, cultural and social activities that promote and enhance physical and mental wellbeing.
  - (v) Produce monthly newsletters to ensure full and equal access for all members to the TYP.G information, services, and activities.
  - (vi) Engage with Pureland Learning College Association Inc. regarding collaborations.
- (d) No one means mentioned in subsection (C) shall dominate over any other.

## **Chapter 2 – The Executive team**

### **(4) The Executive team**

- (a) The executive team must include:
  - I. President.
  - II. Vice-President.
  - III. Secretary.
  - IV. Project Managers.
- (b) The executive teams' responsibilities and duties include, but are not limited to:
  - (i) Ensuring that TYP.G fulfills the objectives mentioned in section 3 of this constitution.
  - (ii) Approving all project ideas and plans.
  - (iii) Controlling and managing the general and financial affairs of TYP.G.
  - (iv) Performing all such acts and functions that are deemed necessary or desirable for the effective management of TYP.G.
  - (v) Ensuring that the will of TYP.G as expressed in the general meeting is upheld and maintained.

### **(5) President**

- (a) The responsibilities and duties of the President are:
  - (i) Overseeing the activities of TYP.G.
  - (ii) Providing leadership guidance to TYP.G.
  - (iii) Ensuring the day-to-day functions of TYP.G are carried out.
  - (iv) Chairing executive team and General Meetings.
  - (v) Calling a Special General Meeting if deemed necessary.
  - (vi) Furthering the aims and objectives of TYP.G.
  - (vii) Manage the finances of TYP.G.
  - (viii) Must be active for at least 6 hours per fortnight. Reports and evidence of work must be provided in the monthly meetings.
  - (ix) Must train the emerging president in the role for at least 3 months.

### **(6) Vice-President**

- (a) The responsibilities and duties of the Vice-President are:

- (i) Preside at general or executive meetings and act as the President, in the absence of the President or when the President is unable to act in that role.
- (ii) Act as official spokesperson in conjunction with the President.
- (iii) Assist the President with strategies and plans for the organisation.
- (iv) Must be active for at least 6 hours per fortnight. Reports and evidence of work must be provided in the monthly meetings.

## **(7) Secretary**

(a) The responsibilities and duties of the Secretary are:

- (i) Notifying members of meetings.
- (ii) Taking minutes and distribution of minutes.
- (iii) The Secretary is the main point of contact between executives and club members.
- (iv) Must be active for at least 6 hours per fortnight. Reports and evidence of work must be provided in the monthly meetings.

## **(8) Project Managers**

(a) The responsibilities and duties of the Project Managers are:

- (i) Working and collaborating with community organisations to promote and facilitate projects.
- (ii) Managing the promotion and preparations of events and activities.
- (iii) Project planning and research.
- (iv) Each project manager must have a project assigned to them.
- (v) All projects must align with the objectives of TYP.G outlined in section 3.
- (vi) All projects must be based on the theme selected each year.
- (vii) Project managers must be active for at least 4 hours per fortnight. Reports and evidence of work must be provided in the monthly meeting.

## **(9) General Members**

a) The responsibilities and duties of the general members are:

- (i) To work alongside project managers.

## Chapter 3 – Appointments

### (13) Elections and Appointments

(a) President

(ii) Biennial Elections will be held to appoint a new President or reinstate the position of the current President; or

(iii) Upon the formal withdrawal of the President. Must provide 4 weeks of notice.

(b) Vice-President

(i) Biennial Elections will be held to appoint a new Vice-President or reinstate the position of the current Vice-President; or

(ii) Upon the formal withdrawal of the Vice-President. Must provide 4 weeks of notice.

(c) Secretary

(i) Biennial Elections will be held to appoint a new Secretary or reinstate the position of the current Secretary; or

(ii) Upon the formal withdrawal of the Secretary. Must provide 4 weeks of notice.

(d) Project Managers

(i) An election will be held upon the receipt of an application from a person who wishes to be appointed as a Project Manager; or

(ii) Upon formal withdrawal of individuals. Must provide 2 weeks of notice.

(e) The General Election will be held at the commencement of the financial years, or when necessary.

(f) The procedure for the election for all TYP.G members, including general members is as follows:

(i) Applicants must be a general member for 3 months before completing the application to become a project manager. These applications will be assessed by the president, vice-president, secretary, and current project managers. The applicant must gain a majority vote.

(ii) If any project managers wish to undertake the positions of President, Vice-President, or Secretary, they must submit a cover letter outlining the reasons why they would like to be elected. The cover letter must refer to the objectives of TYP.G and the job description. All cover letters must be sent to the group at least 12 hours prior to the election date and time. Any cover letters submitted later than that time will not be considered. The executive team will assess each application, in the consciousness of the policies mentioned in section 2 of the constitution. A date will be scheduled by the Secretary on which motion voting will take place. Refer to Chapter 1 – definitions, for the description of motion voting. In order for the applicant to gain a position within TYP.G they must gain a majority vote.

- (iii) If the president, vice-president, or secretary wishes to remain in their role, they are not required to submit a cover letter. They must share with the executive team on the date of the election in writing or verbally evidence of their contribution and their intention to remain in the role.

## **Chapter 4 – Meetings**

### **(15) General Meetings**

- (a) General meetings must be held at least once every two months.
- (b) General meetings must be advertised to all members including General Members and notice given by email to all Members at least two weeks in advance.
- (c) Attendance via audio or video link is acceptable.
- (d) Long-distance engagement through emails is acceptable.
- (e) The President will chair the meeting. In the President's absence, the Vice-President will take the chair.
- (f) All members have the right to distribute thoughts.

### **(16) Executive team's Meetings**

- (a) A meeting with only the executive team must be held once every month.
- (b) Executive meetings will be called by the Secretary. Notice of the meeting and the agenda should be distributed at least two days in advance.
- (c) Attendance via audio or video link is acceptable.
- (d) Long-distance engagement through emails is acceptable.
- (e) Any member who will be absent must provide notice 24 hours prior, or at the earliest opportunity.
- (f) The President will chair the meeting. In the President's absence, the Vice-President will take the chair.
- (g) All members have the right to distribute thoughts.

### **(17) Minutes.**

- (a) Minutes must be taken for all general and executive team meetings.
- (b) Minutes must be kept and maintained by the Secretary and must be easily accessed upon request by all members.

### **(18) Register of Member**

- (a) The Secretary will keep a register of all TYP.G Members. This register must include:
  - (i) Full name.
  - (ii) Email.
  - (iii) Contact number.

## **(19) Termination of Membership**

- (a) Membership of TYP.G members may be terminated where:
  - (i) A member formally withdraws.
  - (ii) A Member is officially declared deceased.
  - (iii) A Member is convicted of an indictable offense.
  - (iv) A Member conducts him or herself in a manner considered to be injurious or prejudicial to the character or interests of TYP.G.
  - (v) Only applicable to the executive team: a member who does not attend three meetings in a row, who does not engage through emails or video link, will receive one warning from the president. A member who misses the fourth meeting in a row without addressing the warning from the president will be terminated.



## **Chapter 5 – Travel**

### **(21) National Travel**

- (a) To be eligible to attend national events and activities the following criteria must be met:
  - (i) All executive members and general members are eligible to be considered to attend a national event.
  - (ii) All members who are interested must submit an expression of interest form.
  - (iii) The expression of interest forms will be reviewed and assessed by the president, vice-president, and secretary.

### **(22) International Travel**

- (a) To be eligible to attend international events and activities all executive members must meet the following criteria:
  - (i) Only executive members are eligible to submit an expression of interest form.
  - (ii) All members must submit an expression of interest form.
  - (iii) The expression of interest forms will be reviewed and assessed by the president, vice-president, and secretary.

## **Chapter 6 – The Constitution**

### **(23) Amendment of this Constitution**

- (b) This Constitution may be amended by a majority vote of members present at a general meeting.
- (c) A proposal to amend this Constitution may come from any of the members, including general members.
- (d) The process for amending this constitution is as follows:
  - (i) A motion to amend the constitution will be forwarded to the Secretary no later than three days prior to a general meeting.
  - (ii) The proposal is read out and voted upon.
  - (iii) If the vote is successful, the Secretary will lodge the amendment with the President.
- (e) Amendments may be agreed on completely, or partly.
- (f) After the relevant amendments have been successfully voted on, the President is responsible for making those amendments, and publishing and disseminating the final copy of the Constitution as applicable.