



The following shall be published and enforced for all affairs and matters involving and regarding the Canadian Youth Assembly. These Regulations shall be known as the “Canadian Youth Assembly Constitution” or “CYA Constitution” in short.

SECTION I: NAME

Article I. The name of this organization shall be Canadian Youth Assembly/Assemblée de la jeunesse canadienne; CYA/AJC in abbreviation from herein.

SECTION II: MISSION STATEMENT

Article I. The Canadian Youth Assembly’s mission is to represent the collective views of the youth of Canada to the people of Canada through cultivating interest and activity in the public sector by providing innovative training, leadership opportunities, and an inclusive and efficient means of discussing and debating the issues that affect them.

SECTION III: OBJECTIVES

Article I. The objectives of CYA/AJC shall be:

- i. To outreach to uninvolved youth and provide opportunities for their involvement within the CYA/AJC;
- ii. To incorporate all youth and represent their collective opinions to the people of Canada through making public statements, running polls and other statistical and representative measures;
- iii. To bring awareness to the challenges facing youth on a national scale in order to achieve better representation for young people throughout Canada;
- iv. To train youth to be effective in acquiring and fulfilling roles in the public sector and the CYA through conferences, workshops and any other means available;

- v. To provide youth with leadership positions in which they shall gain experience, training, build networks and positive relationships.

SECTION IV: STRUCTURE & MEMBERSHIP

SUB-SECTION I: CYA/AJC BOARD OF DIRECTORS

Article I. The CYA/AJC Board of Directors shall be elected as outlined in the CYA Bylaws and shall serve terms of two (2) years.

Article II. The CYA/AJC Board of Directors shall be responsible for:

- i. Setting long term plans in order to ensure that the CYA/AJC proceeds in a manner as to acquire its goals;
- ii. Review the work of the staff and ensure their actions are in line with meeting these goals, while taking no direct action to fulfill these roles;
- iii. To ensure that all functions and actions of the CYA/AJC contribute towards meeting the goals of the organization.

Article III. All other information pertaining to the CYA/AJC Board of Directors shall be found in the CYA/AJC Bylaws.

SUB-SECTION II: CYA/AJC EXECUTIVE STAFF

Article I. The CYA/AJC Executive Staff shall consist of the Executive Director, the Deputy Director and the Chief Financial Officer.

Article II. The CYA/AJC Executive Staff shall be responsible for the daily operations of the CYA/AJC, upholding the Constitution, Bylaws, Code of Conduct, any other relevant documents, and for the overall success of the CYA/AJC.

Article III. The CYA/AJC Executive Staff composition and detailed responsibilities shall be outlined in this document.

SECTION III: EXECUTIVE DIRECTOR

Article I. There shall be an Executive Director who is appointed by a CYA/AJC Board of Directors on the advice of the outgoing Executive Director.

Article II. In the absence of a CYA/AJC Board of Directors the Executive Staff shall serve as the Board of Directors until a proper Board is elected.

Article III. The opinion of the membership of the CYA/AJC should be heavily considered upon selecting a new Executive Director.

Article IV. As much information as possible should be made available to the membership regarding possible candidates for Executive Director as well as any other pertinent information.

Article V. The Executive Director shall:

- i. Exercise general direction and supervision over the conduct of the CYA/AJC;
- ii. Ensure that all staff and volunteers act with fairness and impartiality and in compliance with this Act and all other governing document;
- iii. Issue to all staff and volunteers the instructions that the Executive Director considers necessary for the administration of this Act and all other government documents; and
- iv. Exercise the powers and perform the duties and functions that are necessary for the administration of this Act and all other governing documents.

Article VI. The Executive Director may implement public education and information programs to make the CYA/AJC better known to the public.

Article VII. The Executive Director may, using any media or other means that he or she considers appropriate, provide the public, both inside and outside Canada, with information relating the CYA/AJC.

SECTION III: DEPUTY DIRECTOR AND STAFF

Article I. A Deputy Director shall be chosen by the

Executive Director in collaboration with the Board of Directors. The Executive Director may appoint any other staff as they see fit. In the absence of a CYA/AJC Board of Directors, the Executive Director may appoint an interim Deputy Director.

Article II. The Executive Director may authorize the Deputy Director or any other officer on his or her staff to perform any of the Executive Director's functions under this Act or any governing document.

Article XI. An ombudsman shall be selected by the executive staff. This individual will be present at 75% of all Board of Directors meetings. This individual will take no role in the meetings and only audit. Once a year the ombudsman will make a thorough report regarding the functionality of the Board of Directors, including their effectiveness and impartiality within their roles.

Article XII. The following persons shall not be appointed as a CYA/AJC staff member and/or volunteer:

- i. An elected member of the CYA/AJC;
- ii. A former elected member, within the last five years of the CYA/AJC;
- iii. An individual running for election in the CYA/AJC;
- iv. An individual involved with the campaign of another individual or entity in the CYA/AJC.

Article XIII. CYA/AJC Staff shall:

- i. Be hired as prescribed in Section III, Article I of this document;
- ii. Swear an oath in writing, in the prescribed form, to perform the duties of the office in an impartial manner; and
- iii. Not vote in any CYA/AJC election or by-election;
- iv. Be discharged as soon as their services are no longer needed.

Article XIV. No staff or volunteer shall communicate private information obtained in the course of performing his or her duties under any CYA/AJC governing document to anyone other than the Executive Director, other than for a purpose related to the performance the duties required by their position.

Article XV. All volunteers and staff enter into a three (3) month probation period in which they can be terminated without prior notice with or without cause.

Article XVI. After a staff member or volunteer has passed the three (3) month waiting period, they will be issued two (2) warnings if the Executive Director deems their conduct to be unbecoming or that the individual is not meeting the requirements of their position. Upon the issuance of a third warning, the individual may be removed from their position.

Article XVII. If the conduct of a staff member of volunteer is of high severity, the Executive Director may terminate the individual without prior notice.

Article XVIII. The Executive Director reserves the right to remove any staff/volunteer without prior notice while they are within their three (3) month probationary period.

The Executive Director reserves the right to remove any staff/volunteer after two (2) official and documented warnings, except in the case where he or she determines that continuing the employment, volunteer or staff, would bring the credibility of CYA/AJC into disrepute.

SUB-SECTION V: CYA/AJC VOTER MEMBERSHIP

Article I. CYA/AJC Membership shall exist as outlined in the CYA/AJC bylaws.

SECTION V: ENFORCEMENT AND AMENDMENTS

Article I. The CYA/AJC Board of Directors shall be informed when and if a violation of this constitution is reported. They will be charged with administration of penalties and will hold hearings as necessary. Their decision shall be final.

Article II. Amendments to these bylaws must be passed through the YEC/EJC Board of Directors.

Article III. Upon the passing of constitutional amendments it must be ratified as soon as practicable by the Executive Director and the Chair of the CYA/AJC Board of Directors.

Dated: , 2008

_____, *Executive Director*

_____, *Deputy Director*

_____, *Chief Financial Officer*

_____, *Chair of the CYA/AJC Board of Directors*