



# THE HYC CONSTITUTION

halton belongs to us all

for Runcorn & Widnes  
6 October 2015

## Name

- The name of the group shall be Halton Youth Cabinet (HYC) and hereafter in this document shall be referred to as HYC.
- HYC will receive development and administration support from Halton Youth Provision Staff.

## Aims and Objectives

- To promote and encourage activities, events and opportunities for young people from the Borough of Halton.
- To encourage and initiate communication between Young People and local and National Government
- To be a voice for the Young People in Halton and to represent their views to decision makers within Halton
- To raise the profile of Young People in a positive way.
- To form sub groups as and where appropriate to carry out the work of the HYC. These sub groups will report progress and conclusions to the full Youth Cabinet.
- To participate in national and regional initiatives, such as the British Youth Council, Youthforia and the United Kingdom Youth Parliament.
- To meet and work with groups and agencies that work with and around the issues affecting young people to ensure the needs of young people are addressed.
- To inform Halton Borough Council of young people's views so that they can make decisions about young people more effectively.
- To celebrate the achievements and successes of young people in Halton.
- To ensure we are aware of the needs of individuals or groups of young people who may experience disadvantage or are unable to speak for themselves in order to represent their views.
- To plan, organise and deliver the 'thematic' events for young people that explore issues and enable young people to share their views, ideas and opinions

## Membership

- The HYC is an opportunity open to all young people living or educated in the Borough of Halton.
- Young people can become members upon application and agreement to the Halton Youth Cabinet Code of Conduct.
- All members must be between the ages of 11 – 19 years inclusive on their acceptance to HYC. Membership will cease on their 20th birthday.
- A member of HYC may resign at any time by informing the Halton Youth Provision support worker in writing.
- HYC aims to be representative of all young people within the Borough of Halton. At times due to certain life defining factors may not be represented in the membership of HYC. These may include –
- To ensure that the views and voice of these young people are represented on the HYC, young people from these groups may be co-opted onto the Youth council. Co-optees have full voting rights.
- HYC is free to work with other groups of young people and professionals as deemed necessary by the membership.
- Members must adhere to the HYC Code of Conduct. Failure to adhere to the Code of Conduct will be investigated by the Youth Provision support staff. In the event of members having a case to answer a special disciplinary committee of Youth Cabinet members will be randomly selected to hear the case and impose consequences, this may include but is not limited to the issuing of verbal and written warnings, removal of voting rights, stripping of officer status and ultimately removal of membership.

## Officers

- The group shall elect a Chair on a four monthly basis. Any member may stand for chair.
- The group shall elect a secretary on a four monthly basis. Any member may stand for secretary.
- Elections shall be held at youth cabinet meeting on a schedule agreed at the AGM. Elections shall be by secret ballot. The number of votes each member receives will not be revealed. Elections will be overseen by youth provision staff.
- The number of votes each candidates receives will not be revealed.

## Meetings

- The HYC will meet at least once per month, with regular meetings scheduled to take place twice a month.
- HYC may hold additional meetings to address specific issues and tasks as and when is considers necessary, this includes the establishment of sub groups and committees.
- The HYC may invite anyone having special knowledge or experience relevant to the Aims and Objectives of the HYC to sit in and participate in HYC meetings. These people will have no voting rights. All decisions will be made by a majority of members present, based and voting on a one member one vote basis.

## Attendance

- Members of HYC are expected to attend all meetings. Where this is not possible they must send apologies.
- All non-attendance at meetings will be recorded regardless of whether or not apologies have been given.
- Non- attendance is acceptable if apologies have been given prior to the meeting, to the Youth Provision support staff.
- Persistent non-attendance (covering a 3 month period) will be addressed by the group. A letter will be sent to the non-attending member asking them to attend the next meeting or their membership will cease.
- Special arrangements may be made in circumstances where a member is unable to attend for extraordinary reasons. These will be considered by the group and agreed where appropriate.

## Political Views

- The HYC is a non-party political organisation.
- Members may hold allegiance or membership of a political party, but cannot express their political views as an HYC member or on behalf of HYC.
- Members can meet with any political party at any time as long as it is not used in any way to gain votes for that party.

## Voting

- The HYC shall make decisions by a majority voting system using either a show of hands or where needed a secret ballot.
- In the event of a tied vote, the chair shall cast the deciding ballot.
- All voting will be supervised and independently verified by Youth Provision staff
- Equal opportunities.
- All members of HYC are equal in status regardless of sexuality, race, age, gender, religion, ability, culture, lifestyle or background.
- HYC are committed to pursuing Equality of Opportunity for all. HYC will ensure fairness is built into all we do. All those involved in the work of HYC will be expected to promote equality and justice at all opportunities and will ensure that no-one is treated unfairly or discriminated against.
- All those working with HYC will be expected to challenge any forms of prejudice or discrimination
- All members must adhere to the Code of Conduct and any breach will lead to disciplinary procedures as set out in the code of conduct.

## Finance and Budget

- The HYC finances and budgets will be administered under the same policies and guidelines as Halton Youth Provision.
- The Youth Provision support staff will take responsibility for the monitoring of any finances and budgets, including any funds raised by Youth Cabinet members or any external funding received for the HYC.

## Alterations to the Constitution

- The Constitution may only be amended by a majority decision at the first meeting of the HYC following the annual general meeting or at a special meeting called for that purpose.

## Dissolution

- The HYC may be dissolved by a majority decision at a meeting of all members, called for this specific purpose.
- The reasons for the dissolution must be put in writing and sent to all members 2 weeks before the meeting.