

CONSTITUTION OF THE WELLINGTON REGION OF THE UNITED NATIONS YOUTH NEW ZEALAND

(An unincorporated branch of the United Nations Association of New Zealand (United Nations Youth New Zealand Branch) Incorporated)

1. **Application and Interpretation**

- 1.1. The unincorporated branch is named the Wellington Region of the United Nations Association of New Zealand (United Nations Youth New Zealand Branch) Incorporated (the region). The United Nations Association of New Zealand (United Nations Youth New Zealand Branch) (UNANZ) Incorporated trades as United Nations Youth New Zealand (UN Youth). The region may trade as: the Wellington Region of UN Youth, or UN Youth Wellington.
- 1.2. The region must comply with the UNANZ and UN Youth Constitutions at all times and may not exercise any powers not contemplated for it by these constitutions, except in accordance with this constitution.

2. **Treaty of Waitangi**

- 2.1. UN Youth Wellington recognises the Treaty of Waitangi as a foundational document of New Zealand and is committed to respecting the principles recognised therein.

3. **Interpretation**

- 3.1. "AGM" means an annual general meeting of UN Youth Wellington at which all Regional Members may attend, participate, speak and vote on motions;
- 3.2. "SGM" means a special general meeting of UN Youth Wellington at which all regional Members may attend, participate, speak and vote on motions.
- 3.3. "Constitution" means this document in its entirety, being the regional constitution of UN Youth Wellington.
- 3.4. "Regional Council" means the collective group of Regional Officers and the Immediate Past President.
- 3.5. "Regional Member" means a person who has become a member of UN Youth Wellington in accordance with clause 6.
- 3.6. Regional Officer (Councillor):

- 3.6.1. "Regional Officer" or "Councillor" is a Member elected through AGM or SGM, to the Regional Council and whose position, responsibilities, duties and term of office is determined by this constitution;
- 3.6.2. "Regional Officeholder" is a Member appointed to a volunteer position within UN Youth by the Regional Council, and whose position, responsibilities, term of office and the relevant appointment procedure is to be determined by the Regional Council.
- 3.7. "UN Youth Constitution" means the national constitution of UN Youth New Zealand.

4. **Objects of UN Youth Wellington are:**

- 4.1. The education of young New Zealanders about the United Nations and international affairs, and other purposes as set by the UN Youth Constitution; and
- 4.2. Pecuniary gain and private profit are not objects of the region.

5. **Functions of UN Youth Wellington**

- 5.1. To promote, facilitate, and inspire discussion on issues relevant to its objects, through events such as the Model UN and other relevant conferences;
- 5.2. Cooperate with relevant organisations that may further UN Youth's charitable objects, such as UN associations in other countries, educational institutions, government departments and non-governmental organisations;
- 5.3. Do anything else necessary to achieve its objects.

6. **Membership**

6.1. **Eligibility:**

- 6.1.1. Enrolled at a primary, secondary, or tertiary educational institution in the Wellington Region, or 25 years or younger; or
- 6.1.2. Appointed as a Member expressly in writing by the unanimous agreement of the Regional Council.
- 6.2. To become a Member, a person must:
 - 6.2.1. Register via the UN Youth website, where all membership details shall be kept confidential by UN Youth and UN Youth Wellington, but may be accessed and utilised by authorised staff in accordance with the National Protocols; and

- 6.2.2. Have attended a UN Youth Regional conference in the last calendar year.
- 6.3. Every Regional Member, by virtue of their membership, is deemed to have agreed to be bound by this Constitution, the Protocols and the UN Youth Constitution.
- 6.4. Membership duration shall be determined by the National Council, in accordance with National Protocols.
- 6.5. The Protocols may provide circumstances where a Member may be expelled from membership.

7. **Regional Council**

- 7.1. The region is governed by the Regional Council in accordance with this constitution, the UN Youth Constitution, Protocols, and Regional AGM or SGM.
- 7.2. The Regional Council comprises of the President, Vice-President for Tertiary, Vice-President for High Schools, Secretary, Treasurer, Equity Officer, Immediate Past-President, and other officers who may be elected at the regional AGM or SGM.
 - 7.2.1. Their term is from the 1st January to 31st December of the same year.
- 7.3. **Responsibilities and powers of the collective Council:**
 - 7.3.1. The Regional President or in their absence a vice-president shall preside and moderate meetings of the Regional Council.
 - 7.3.2. The Regional Council may, through simple majority, appoint any officeholder at any time during their term.
 - 7.3.3. The Regional Council must meet at least six times a year (excluding the AGM)
 - 7.3.4. All present Regional Council members shall have speaking and voting rights. However, the Immediate Past President, Regional Officeholders, and other members may only attend if invited, and will only hold speaking rights.
- 7.4. Quorum for the Regional Council is 51% of Regional Officers, which must include the Regional President, or a Vice-President
- 7.5. **Vacant roles:**
 - 7.5.1. If a Regional Officer resigns, passes away, or is incapacitated prior to August 1st, an SGM must be held to elect a new officer; or

- 7.5.2. If after August 1st, the Regional Council may appoint any person to the position vacated, who shall serve out the current remaining term immediately.
- 7.5.3. All appointments of a person to the Regional Council must be announced through the organisation's website, and/or social media.
- 7.6. Role Eligibility Restrictions:
 - 7.6.1. The candidacy for the roles of President, Vice President for Tertiary, and Vice President for High Schools shall only be enabled for tertiary and year 13 students (about to finish their final year of high school), or people aged 18 to 25 who are not enrolled in an educational institution.

8. Portfolio duties and responsibilities of the Regional Officers:

8.1. Regional President:

- 8.1.1. Provide leadership, strategy and vision to the region, and work with other Councillors to develop a strategic plan for their terms;
 - 8.1.1.1. Including establishing new roles for Council (collectively called the General Members) as necessary.
- 8.1.2. Represent, promote, and set policies for UN Youth Wellington at a regional and national level;
 - 8.1.2.1. Including being the primary contact between UN Youth Wellington and external parties and the community.
- 8.1.3. Upskill Councillors in professional development with their portfolios, and in use of UN Youth national resources;
- 8.1.4. Ensure the smooth running of the UN Youth Wellington region.

8.2. Vice-President Tertiary:

- 8.2.1. In conjunction with the President, develop the goals, content, and opportunities in the UN Youth programme for tertiary students.
- 8.2.2. Liaise with affiliated clubs, organisations and societies on campus that share similar values and objects to UN Youth New Zealand and UN Youth Wellington;

8.3. Vice-President for High Schools:

- 8.3.1. In conjunction with the President, develop the goals, content, and opportunities of the UN Youth programme for high school students and teachers,

8.3.2. Seek and maintain relationships with Wellington High Schools to promote the organisation's educational resources with both students and educators.

8.4. Regional Secretary:

8.4.1. In conjunction with the President, maintaining and ensuring effective administration of the Region including;

8.4.1.1. Effectively recording and distributing minutes;

8.4.1.2. Updating the membership database; and

8.4.1.3. Maintaining social media accounts in a professional manner in accordance to the objects pertained in this document.

8.5. Regional Treasurer

8.5.1. In conjunction with the President, draft a regional budget to be approved by the Council prior to the first regional event of the year;

8.5.1.1. Identify opportunities for new spending, scholarships, grants and more.

8.5.2. Ensure all members are aware and skilled on all UN Youth financial practices;

8.5.2.1. Assist event coordinators in creating event budgets and seeking event sponsorship/grants; and

8.5.2.2. Assist Members with any reimbursement claims, debts, expenses and/or accounts receivables.

8.5.3. Proactively pursue outstanding debts from regional events.

8.6. Equity Portfolio

8.6.1. In conjunction with the President, develop goals, content, and the implementation of the Regional Outreach programme;

8.6.1.1. Actively explore opportunities for the expansion of the outreach programme, both into new areas and within currently targeted areas.

8.6.2. Endeavour to promote and expand minority engagement with the community at Regional events, and other opportunities offered by the organisation.

8.7. Immediate Past President

8.7.1. This is the last President, who is not the current Regional President.

8.7.2. The Immediate Past President shall retain their role until the incoming President has completed their term.

8.7.3. The scope of the role shall be determined at the discretion of the Regional Council, however foremostly they are a mentor to the current President.

9. Annual General Meeting

9.1. The Regional AGM must be held between September 1st and October 31st.

9.1.1. The Council must give at least 28 days notice of the time, date, and location of the AGM to the region through the UN Youth Website and UN Youth Wellington social media sites.

9.2. Quorum and voting:

9.2.1. Quorum is 10 Regional Members, including the Regional President, or vice-president in their absence, and a Councillor.

9.2.2. Voting on all motions is decided by simple majority, except as otherwise provided in this constitution or the UN Youth Constitution.

9.3. Procedure:

9.3.1. An AGM is chaired by the President, or in their absence, a vice-president.

9.3.2. All present regional members may speak and vote at a regional AGM

9.3.3. Members must receive minutes from the previous AGM and SGM held that year, and the reports from the Council.

9.3.4. Elections for the incoming Council must be held.

9.3.5. Conduct any other business that the President or Regional Member deem necessary.

9.3.6. If there are exceptional circumstances preventing a member from attendance, proxy voting must be made available as reasonably practicable.

9.4. Returning Officer and Election process:

9.4.1. Upon announcement of an AGM the Regional Council will appoint a Returning Officer who will receive nominations; create, and collect proxy voting forms; and be present during the AGM to collect and count final votes at the end of each Election Round.

9.4.2. The Returning Officer shall be a current Councillor who is not rerunning, or if this is unfeasible, another candidate as appointed by the Council. Returning Officers are not allowed to be a current candidate in the aforementioned AGM;

9.4.2.1. This role must be filled by someone from the region.

9.5. Regional Election Process

9.5.1. Nominations

9.5.1.1. All nominations must be received from the date of notice of the AGM, via a written submission.

9.5.1.1.1. Nominations shall be distributed to the Region when proxy forms are released. This can be satisfied via announcement on the organisational website, or social media.

9.5.1.2. Written submissions should include:

9.5.1.2.1. Candidate's name, phone, email, position of nomination, and other positions held by the candidate in the organisation, the name of one Regional Member who supports their nomination, and a statement of intent for why the candidate is suitable, with a word limit determined by the Returning Officer.

9.5.2. Election at AGM

9.5.2.1. Elections shall be conducted in order of: President, Vice-President for Tertiary, Vice-President for High Schools, Secretary, Treasurer, Equity, and any other elected positions as predetermined by the President establishing new roles.

9.5.2.2. Each candidate is invited to give a speech when their nominated round is conducted, where speaking time is decided by the Returning Officer, and order of speaking is done so alphabetically by surname.

9.5.2.2.1. Candidates will then be open to questions from individual regional members.

9.5.2.2.2. Each candidate in each round will be given equal speaking and question time, as determined by the Returning Officer.

9.5.2.3. Voting shall commence at the end of each round, and results shall be given at the end of the following round of speeches.

10. **Special General Meeting**

10.1. The region must hold a regional SGM when:

10.1.1. At any time the regional council comprises of fewer than three regional officers;

10.1.2. Through a motion of the Regional Council, or at the request of three non-Council members with approval from: the Regional President or both vice-presidents.

10.2. Quorum:

10.2.1. Quorum is 10 Regional Members, including the Regional President, or Vice President in their absence, and a Councillor.

10.3. Voting:

10.3.1. If there are exceptional circumstances preventing a member from attendance, proxy voting must be made available as reasonably practicable.

10.3.2. Voting on all motions is decided by simple majority, except as otherwise provided in this constitution or the UN Youth constitution.

10.4. Procedure:

10.4.1. The region must give no less than 14 days notice of the time, date, and location of the SGM to the region through the organisational website and social media sites.

10.4.2. A SGM is chaired by the President, or in their absence, a vice-president or other Councillor.

10.4.3. All present regional members may speak and vote at a regional SGM.

10.4.4. Should it be an election SGM, the same procedure applies as in AGMs under section 9.

10.5. Upon announcement of a SGM a clear and defined purpose must be developed and announced. The SGM may not consider any issue other than that it is called to consider. An SGM may be called for, but not limited to:

10.5.1. Elections for a vacant office;

10.5.2. The dismissal of a Councillor for serious improper conduct causing controversy or detriment to the Region; and

10.5.3. To deal with matters of Regional importance.

11. Finances

11.1. The region's finances are a ledger on the UN Youth's bank account. The region may not operate a separate bank account.

11.2. All regional accounts receivable and regional assets vest in UN Youth. All regional property is the property of UN Youth.

11.3. The region is to operate its finances in accordance with UN Youth's processes, set down by the National Executive, National Council, Protocols, or otherwise in accordance with the UN Youth Constitution.

12. Constitution and Amendments

- 12.1. A copy of the Constitution must be available to all members, which is satisfied through a link to this Constitution on the regional page on the organisation's website.
- 12.2. A copy of the Constitution is to be present at all regional AGMs and SGMs.
- 12.3. The Constitution may only be amended by resolution of a regional AGM or SGM, in consultation with the Regional Council.

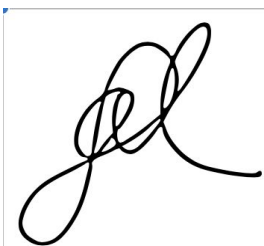
13. Establishment and Dissolution of the Region

- 13.1. The region is established by resolution of the UN Youth National Council.
- 13.2. The region may be dissolved by resolution of the UN Youth National Council or a UN Youth New Zealand AGM or SGM.
- 13.3. Upon dissolution, the region's ledger balance is to be collapsed into the residual funds ledger of the national accounts, to be spent at the discretion of the UN Youth National Executive. Any member of the wound up region may become members of another region subject to the National Council's redrafting of the geographical boundaries.

14. Geographical Boundaries

- 14.1. The geographical boundaries of the region are defined by the map attached as Appendix One to this constitution, and may be altered by the UN Youth National Council.

SIGNED:



AMARIND HUN ENG
WELLINGTON REGIONAL PRESIDENT

AS AT 6 SEPT 2019

Appendix 1:

