

## **Runnymede Youth Council Constitution**

The Youth Council shall review the Constitution annually.

The Borough Council Leisure Development Officer, Sports Development Officer and the Runnymede Councillor for Youth shall act as advisors to the Youth Council.

The Borough Council shall provide administrative help to run the Youth Council.

### **Conduct at Meetings:**

Rules on how the Youth Council should operate at meetings and how Youth Councillors should treat each other both at and outside meetings.

- Only one person should talk at a time. There should not be any background chat
- Respect each other
- Respect each others views
- Take job seriously
- Work together with each other
- Switch off mobiles. If mobiles have to be left on for emergencies, the Chair should be told at the start of the meeting and they should be put on silent or vibrate and people should leave the meeting to answer a call
- Every member of Youth Council should try to attend meetings. Send apologies if unable to attend at least 24hrs prior to meeting.
- Keep Youth Council project based
- Contact by email and text message
- Join in and participate – your views are important
- Be on time for meetings

### **Membership:**

Membership of the Youth Council shall be open to young people between the ages of 11 and 19 years.

Each of the following schools/colleges shall be entitled to appoint a minimum of two students to serve on the Youth Council.

The schools/colleges of the Runnymede Youth Council shall be:

- Fullbrook School
- Jubilee High School
- Magna Carta School
- Philip Southcote School
- Salesians School
- St George's College
- Sir William Perkins
- Tasis
- Strodes

Youth Councillors who do not attend any meetings of the Youth Council for a period of three months without sending their apologies will cease to be Youth Councillors and they will be notified in writing and their names removed from the Youth Council membership mailing list.

## **Elections:**

Annual elections for the Youth Council shall be held each October. This will include the election of the Chair and Vice-Chair.

The term of office of each Youth Councillor shall be one year from the Annual Elections.

Resignations from the Youth Councillors will not cause a re-election to be held.

## **Meetings:**

An Annual Meeting of the Youth Council shall be held in November after the Annual Elections.

Ordinary Meetings of the Youth Council shall be held monthly throughout the year on such dates and times as agreed by the Youth Council.

Other meetings of the Youth Council may be called from time to time as required by the Chair in consultation with the Borough Leisure Development Officer.

The Youth Council may appoint such Working or Project Groups as it requires to meet its objectives.

## **Time, Place and Duration of Meetings:**

Youth Council Meetings shall be held on a monthly basis, on the first Monday of each month 6.00pm until 8.00pm at Runnymede Civic Centre, Station Road, Addlestone.

The Youth Council shall aim to complete its business no later than 8.00pm.

The Youth Council shall agree the time, dates and place of Working or Project Groups.

## **Records of Meetings:**

The minute taking duty shall be the responsibility of the Leisure Development Officer or Sports Development Officer for recording and producing minutes for a given meeting.

## **Financial Arrangements:**

The financial year shall run from 1 April to 31 March.

The Youth Council is a not for profit organisation and any income shall be applied solely towards the carrying out of the objectives of the Youth Council as set out in this constitution and no portion thereof shall be paid or transferred, directly or indirectly to its members.

Any application for grant aid shall be recorded in the minutes together with the name or names of the applicant.

## **Objectives:**

- Express a view on behalf of young people in Runnymede
- Campaign on local issues that young people care about
- Develop an understanding of local issues
- Promote and encourage activities and event and create opportunities
- Celebrate the achievements of young people in Runnymede
- Act as a sound board for the Borough Council for their services
- Attend meetings, seminars and workshops in the community and with businesses in connection with the above
- Promote the Runnymede Youth Council to inform and advise the community on the views of the Youth Council and young people in Runnymede
- Participate in Government initiatives such as the UK Parliament and Surrey Youth Parliament.