

Community Youth Club Constitution

CYC Council

1. The Functions of the Council shall be :
 - 1.1 To ensure the aims and objectives of the CYC Scheme are maintained.
 - 1.2 To determine the overall policy on the Scheme and advise on its general development.
 - 1.3 To formulate guidelines for the reference of the Executive Committee.
 - 1.4 To ensure that sufficient resources are made available to the Scheme and that such resources are used effectively.
2. Composition of the Council :
 - 2.1 The Council shall comprise the following persons :
 - (a) the Principal Assistant Secretary for Education who also serves as the President of the Club;
 - (b) the Chairman of each of the CYC District Committees;
 - (c) a relevant Section Head ;
 - (d) the representative(s) (at most two) of the Lions Clubs International District 303, Hong Kong & Macau;
 - (e) an Officer from the Education Bureau appointed as the secretary;
 - (f) the Officers from the CYC Office (in attendance).
 - 2.2 The President of the Club shall be the Chairman of all the Council meetings or his representative in his absence,
 - 2.3 The Council shall have power to co-opt not more than two additional voting members for a period of one year.
 - 2.4 All members of the Council shall be eligible for re-appointment, or re-co-option.
3. Proceedings of the Council :
 - 3.1 The Council shall meet at least once in a CYC year which counts from October to September of the following year. The first meeting should be held in November to December in each of the CYC year. Other meetings may be called at any time as may be deemed necessary.
 - 3.2 1/3 of the members of the Council shall form a quorum for a meeting. Should there be an insufficient quorum after 30 minutes from the time appointed for the meeting, the meeting shall be adjourned and be reconvened within two weeks. At the reconvened meeting, any number of members present shall form a quorum.
 - 3.3 Each member of the Council except the Secretary and those CYC Officers in attendance shall have 1 vote. All business brought before the meeting shall be decided by a majority of votes of the members present, and in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
 - 3.4 Resolutions may be approved by circulation, provided they are supported by a majority of members.
 - 3.5 Other persons may be requested by the Chairman to attend meetings of the Council. These persons shall not be allowed to exercise a vote but may take part in discussion when requested by the Chairman.

CYC Executive Committee

4. The Functions of the Executive Committee shall be :
 - 4.1 To implement policies and guidelines set by the Council.
 - 4.2 To keep under review the effectiveness of the activities of the Scheme and to make recommendations to the CYC Council on desirable improvement.
 - 4.3 To co-ordinate and organize territory-wide CYC activities.
 - 4.4 To provide advice and technical assistance to district and school based activities.
5. Composition of the Executive Committee :
 - 5.1 The Executive Committee shall comprise the following persons :
 - (a) a Principal Education Officer as the Chairman;
 - (b) five members representing the five CYC Regions elected by the Chairman of the District Committees of the respective regions at the first Council meeting of each of the CYC year;
 - (c) the representative(s) (at most two) of the Lions Clubs International District 303, Hong Kong & Macau;
 - (d) the Officers from the CYC office;
 - (e) one officer from the CYC office appointed as secretary
 - 5.2 The Principal Education Officer shall be the Chairman of all the Executive Committee meetings, or in his absence, the first Vice-Chairman, or none of them be present, the second Vice-Chairman.
 - 5.3 The Executive Committee shall have power to co-opt not more than two additional voting members for a period of one year.
 - 5.4 All members of the Executive Committee shall be eligible for re-election, re-appointment and re-co-option.
6. Proceedings of the Executive Committee :
 - 6.1 The Executive Committee shall meet at least once per year.
 - 6.2 1/3 of the members of the Executive Committee shall form a quorum for a meeting. Should there be an insufficient quorum after 30 minutes from the time appointed for the meeting, the meeting shall be adjourned and be reconvened within two weeks. At the reconvened meeting, any number of members present shall form a quorum.
 - 6.3 Each meeting of the Executive Committee except the Secretary shall have 1 vote. All business brought before the meeting shall be decided by a majority votes of members present, and in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
 - 6.4 Resolutions may be approved by circulation provided they are supported by a majority of members. Urgent matters may be approved by telephone, provided they are ratified at a subsequent meeting.
 - 6.5 The Executive Committee shall have the power to appoint sub-committees consisting of members of the Executive Committee and/or members of the Club or otherwise for any specific purposes and to delegate to same any of the power of the Executive Committee for such purposes.

CYC District Committees

7. District Committees :

- 7.1 There shall be one District Committee consisting of all CYC member schools within each of the CYC districts.
- 7.2 The management and the day-to-day administration of the district activities shall be vested in the District Executive Committee of each of the districts.
- 7.3 The Annual General Meeting of the District Committees should normally be held in September to October, and in any event should be before the first meeting of the Council to be held at the beginning of the following CYC year. The date of the meeting shall be decided by the District Executive Committee .
- 7.4 The Annual General Meeting shall only be attended by either the school head or the CYC supervisor of each of the CYC member schools.
- 7.5 The Chairman of the District Executive Committee shall be the Chairman of the Annual General Meeting or in his absence, one of the Vice-Chairmen.
- 7.6 1/5 of the total member schools shall form a quorum for a general meeting. Should there be an insufficient quorum after 30 minutes from the time appointed for the meeting, the meeting shall be adjourned and be reconvened within two weeks. At the reconvened meeting, any number of members present shall form a quorum.
- 7.7 The business of the Annual General Meetings shall be :
 - (a) To receive and adopt the minutes of the previous Annual General Meetings.
 - (b) To receive and adopt the Annual Report by the Chairman.
 - (c) To receive and approve the Annual Financial Report of the Treasurer.
 - (d) To elect not less than seven school heads from both the primary and secondary CYC member schools within the district to be members of the District Executive Committee.
 - (e) To consider and decide upon any proposal or matter and transact any matters which have been duly submitted in writing seven days prior to the meeting.
 - (f) To consider and decide upon any matter referred to by the Executive Committee.
- 7.8 Each CYC member school being represented by the school head or CYC supervisor in a meeting shall have 1 vote. All business brought before the meeting shall be decided by a majority vote of members present, and in case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

CYC District Executive Committees

8. The Functions of the District Executive Committees shall be :
 - 8.1 To advise schools' CYC groups within the district on all matters relating to the Scheme.
 - 8.2 To organize/co-ordinate district-based CYC activities.
 - 8.3 To keep under review the effectiveness of CYC activities in the districts and to suggest improvement as appropriate.
 - 8.4 To report regularly to the CYC Executive Committee on the progress of work of the District Executive Committee.
9. Composition of the District Executive Committee :
 - 9.1 Each District Executive Committee shall be composed of not less than seven school heads from both the primary and secondary CYC member schools within the district. All members of the District Executive Committee normally shall be elected annually or biennially with the agreement of majority of the members at the Annual General Meeting.
 - 9.2 One member of staff from the CYC Team shall be invited to attend as advisor.
 - 9.3 Each District Executive Committee may additionally co-opt voting members for a specified period of time not exceeding one year.
 - 9.4 The Chairman, two Vice-Chairmen, Secretary and Treasurer of the District Executive Committee shall be elected annually by the members of the District Executive Committee from among themselves at the first meeting conducted immediately after the Annual General Meeting.
 - 9.5 Should a member cease to be a staff of the school which he/she represents, his/her membership shall cease forthwith.
 - 9.6 All members of the District Executive Committees shall be eligible for re-election or re-co-option.
10. Proceedings of the District Executive Committees :
 - 10.1 1/2 of the member of the Executive Committee shall form a quorum for a meeting. Should there be an insufficient quorum after 30 minutes from the time appointed for the meeting, the meeting shall be adjourned and be reconvened within two weeks. At the reconvened meeting, any number of members present shall form a quorum.
 - 10.2 Each member of the District Executive Committee shall have 1 vote. All business brought before the meeting shall be decided by a majority of votes of members present and in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
 - 10.3 Resolutions may be approved by circulation provided they are supported by a majority of members. Urgent matter may be approved by telephone, provided they are ratified at a subsequently meeting.
 - 10.4 The District Executive Committee shall have the power to appoint sub-committees consisting of members of the District Executive Committee and/or members of the Club or otherwise for any specific purposes and to delegate to same any of the power of the District Executive Committee for such purposes.
 - 10.5 The Secretary of the District Executive Committee shall despatch a copy of the minutes of every meeting to the CYC Office.
 - 10.6 The Secretary of the District Executive Committee shall list all resolutions requiring action by the Executive Committee or the Council separately from the minutes and send them to the CYC Office.

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