

SALTASH YOUTH NETWORK **CONSTITUTION**



The Network hereby formulates the following rules as its Constitution.

The Constitution, as amended from time to time, is the sole source of authority of the Saltash Youth Network (SYN).

1. TITLE AND DATE OF OPERATION

Saltash Town Youth Council came into effect on Wednesday 9th September 1992. Its name was formally amended at the January 2023 AGM to Saltash Youth Network.

2. THE AIM AND OBJECTIVES OF THE SALTASH YOUTH NETWORK

The aim of the organisation is to provide a networking opportunity for all Saltash youth organisations to communicate, support and co-ordinate youth activities within the Town of Saltash.

The Objectives of the Saltash Youth Network are:

2.1 To assist all affiliated youth organisations in Saltash to provide better facilities and equipment for young people.

2.2 To provide a focal point for other organisations in the Town of Saltash to donate funds for youth work with confidence that its distribution is properly directed and controlled.

2.3 To represent youth organisations as a whole to other parts of the community - for example Saltash Town Council.

2.4 To act as a central reference point for the availability of equipment, transport, and venues.

2.5 To assist and advise affiliated organisations in their fundraising.

2.6 To allocate funding grants to affiliated organisations and individuals.

3. MEMBERSHIP OF THE SALTASH YOUTH NETWORK

3.1 One representative from each recognised 'not for profit' youth organisation within Saltash shall be eligible for appointment to the Network on the payment of the annual affiliation fee. New members must complete an application form.

3.2 The Network shall consist of the following Elected Officers:

CHAIRMAN

VICE – CHAIR (optional - added Jan 23)

HONORARY SECRETARY

HONORARY TREASURER

3.3 A quorum shall be five members, of which one must be the Chair, Vice Chair, the Honorary Secretary or the Honorary Treasurer.

3.4 Ceasing to be a member: members may resign at any time in writing to the Honorary Secretary. Any member who has not paid their affiliation fee by the end of February will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

4. ELECTION OF OFFICERS

4.1 Elections will take place at the AGM.

4.2 All nominations for Officer appointments to the Network shall be approved by the person nominated prior to the election of the Officers.

4.3 The Chairman of the Network shall be elected from the body of the network

4.4 The Network shall if they so request elect a Vice Chair who will be elected from the body of the network.

4.5 The Network shall elect annually an Honorary Secretary who shall be a member of the Network and shall ensure that proper minutes are kept.

4.6 The Network shall elect annually an Honorary Treasurer who shall be a member of the Network and shall ensure proper accounts are kept.

4.7 The period of office of all Elected Officers shall be one year, at the end of which they shall resign, but they shall be eligible for re-election for a further year. (There is no limit on the number of times they may be re-elected even in consecutive years, if appointed by a majority vote.) If it is the wish of the Network the election may be conducted by secret ballot.

4.8 In the event of an officer standing down during the year a replacement will be elected by the members at the next meeting.

5. EXECUTIVE COMMITTEE

5.1 An Executive committee consisting of a minimum of four members (two of whom must be Officers) will be elected by the Network at the AGM. At least two of these Executive Committee members must be in attendance (one of whom must be an officer) at the Executive meetings to be quorate.

5.2 They will meet from time to time, as and when necessary to discuss the operation of the Network and make any urgent decisions.

5.3 Should it be necessary, due to an urgent request for funding being received between General Meetings of the Network, the Executive Committee will discuss the funding application and go out to the membership via email for final approval before issuing funds.

6. FUNCTION OF THE SALTASH YOUTH NETWORK

6.1 The Saltash Youth Network shall meet not less than four times in each financial year.

6.2 The Saltash Youth Network shall be responsible for ensuring the fulfilment of the purposes set out in the Aims and Objectives (2)

6.3 The Saltash Youth Network will adhere to its rules, policies and standing orders for the conduct of its meetings.

6.4 Each organisation member of the Saltash Youth Network present at a meeting shall have the right to exercise one vote. If necessary, the Chair of the meeting shall have the right to exercise the casting vote.

7. ANNUAL GENERAL MEETING

7.1 The Saltash Youth Network shall hold an AGM before the 31st January each year, to which one representative from each recognised 'Not for Profit' youth organisation within Saltash shall be eligible for appointment to the Saltash Youth Network on the payment of the annual affiliation fee.

7.2 The date of the AGM shall be advertised at Saltash Library and via social media.

7.3 The Chair shall present the Annual Report, and the Honorary Treasurer the statement of accounts, with such explanations as may be necessary.

7.4 The Election of Officers and Executive Committee will take place at this meeting.

7.5 Any amendments to the Constitution may be made at this meeting.

8. FINANCE

8.1 The Saltash Youth Network is responsible for the safety and proper management of all monies and assets of the Saltash Youth Network.

8.2 The Saltash Youth Network shall elect annually an Honorary Treasurer, who shall be a member of the Saltash Youth Network, and shall ensure that proper books of account are kept.

8.3 The Honorary Treasurer shall submit to the Saltash Youth Network as early as possible, and not later than four months after the end of each financial year, an annual report with accounts.

8.4 Each financial year shall begin on 1st January and end on 31st December.

8.5 The Saltash Youth Network shall open and operate a suitable bank account. Three persons will be appointed as bank signatories. These will be either Elected Officers or Executive Committee Members. The signatories must not be related or living at the same address. Two out of three signatures are required on all withdrawals.

8.6 The Honorary Treasurer is to maintain a minimum reserve of £500.00 in the Saltash Youth Network account for the purpose of meeting any outstanding liabilities should a decision by the Saltash Youth Network subsequently result in a deficit.

9. OWNERSHIP

All cash and other assets collected by or donated to the Saltash Youth Network, or acquired by the Saltash Youth Network, are the property of the Saltash Youth Network and are held to be in the name of the Saltash Youth Network.

10. APPLICATIONS FOR FINANCIAL ASSISTANCE

10.1 All applicants requiring assistance must complete a SYN application form to be forwarded to the Chairman prior to the date of the Meeting at which they are to be considered.

10.2 Applications for assistance will only be considered at the second or subsequent Meeting of the Saltash Youth Network after receipt and acceptance of the youth organisation's affiliation. (i.e., an organisation cannot affiliate and immediately apply for grant funding.)

10.3 Assistance will be limited to a maximum of up to £500 per affiliated organisation per financial year. An organisation may submit more than one application within that time period so long as the amount for the year for that organisation does not exceed £500.

10.4 The Executive Committee may meet to discuss the authorisation of a Grant, up to a value of £500 maximum per organisation, should it be necessary due to an urgent request being received between General Meetings of the Saltash Youth Network. An email will be sent to the membership for approval before funds are issued.

10.5 All grants are at the discretion of the SYN affiliated membership, and Grants must be for the benefit of local young people living in the Saltash Wards.

10.6 Applications must be made prior to the event taking place. Applications will not be considered retrospectively.

10.7 SYN may make grant donations to an individual young person (up to the age of 21 years) up to a maximum of £150. The applicants must live within the Saltash Wards. In the case of an organised group activity SYN would be unable to fund individual participants. In such a case an affiliated group may apply to the larger Grant scheme (see 10.3). This is to ensure public funds are fairly distributed.

10.8 Affiliated youth organisations and individuals in receipt of a grant will be asked to submit a written report, to include photographs where appropriate, for reporting Saltash Youth Network activities to the local press and Saltash Town Council.

11. DISSOLUTION

11.1 If the activities of the Saltash Youth Network cease, notice of such cessation shall be given to the next AGM. The affairs of the Saltash Youth Network shall remain in abeyance from the date of such AGM, for a period of six months, at which time an Extraordinary Annual General Meeting (EAGM) shall be held.

11.2 If at the time of such EAGM that meeting shall fail to resolve to revive the activities of the Saltash Youth Network, a winding up Committee shall be appointed by such EAGM comprising Saltash Youth Network members who shall be empowered to return the assets of the Saltash Youth Network to the original funding organisations as appropriate. Any equipment held in the name of Saltash Youth Network may be donated to youth organisations in the town subject to agreement by the winding up committee.

CHANGE RECORD

- 1. Amended at the AGM held on the 10th January 2011:**
The move of the AGM from October to January of each year.
- 2. Amended at the AGM held on the 10th January 2011:**
The maximum level of grant increased from £100 to £150 for an individual and from £150 to £250 for a youth organisation.
- 3. Amended at the AGM held on the 31st January 2023 :**
The change of name from Saltash Town Youth Council to Saltash Youth Network.
- 4. Amended at the AGM held on the 31st January 2023:**
The addition of the position of Vice Chair.
- 5. Amended at the AGM held on the 31st January 2023:**
The maximum grant for an organisation increased from £250 to £500.
- 6. Amended at the AGM held on the 31st January 2023:**
Organisations can make more than one application in any one financial year as long as their total grant does not exceed £500. (Paragraph 11.4)
- 7. Amended at the AGM held on the 23rd January 2024:**
Constitution rewritten to reflect and accommodate the name change to SYN.
- 8. Amended at the AGM held on the 23rd January 2024:**
7.2 amended to remove the necessity for the AGM to be advertised in the local press. Saltash Library and social media will be used instead.
- 9. Amended at the AGM held on the 23rd January 2024:**
10.5 amended to clarify that grants must benefit young people living in the Saltash Wards, and are at the discretion of the affiliated membership.
- 10. Amended at the AGM held on the 23rd January 2024:**
Individual grant applications under 10.2 clarified so that SYN do not receive multiple applications from individuals attending the same event.

Signed by Chair Don Berrey:

23rd January 2024
