

International Youth Council Chapter Guidelines

Article I: Name of the chapter

The name of the chapter will officially be called as “International Youth Council <your country> Chapter” e.g. International Youth Council Spain Chapter.

In these guidelines, the International Youth Council will be referred to as the IYC.

Article II: Purpose

The chapter will be organized and operated to serve your country. The chapter aims to inform, inspire, and support youth leadership in pursuit of the sustainable development practices as stated in the Sustainable Development Goals (SDGs) through cross-cultural and inter-generational partnerships as well as strategic initiatives. All chapters will work under the guidelines of the IYC Headquarters in line with the IYC’s mission and vision. The chapters are not allowed to create a regional, or sub chapters without the permission from IYCHQ.

Article III: Membership

- In accordance with IYC policy, chapter membership will be open to everyone regardless of gender, race, colour, caste, religion, age, national origin, political opinion, economic status, sexual orientation, and/or disability.
- All chapter members must be registered at the chapter’s office and the Secretary should update the members’ details every month to the Director - Operations and Partnerships and Global Executive Director - Communications & Public Engagement, IYC Headquarters.
- The recommended age range of individuals to hold elected office is 18 to 34. However, there are no age restrictions to IYC chapter memberships.

Article IV: Chapter Council

The Chapter Council shall act as trustee of the chapter and provide leadership and direction for the chapter. Each of the officers of the chapter must be a member of the IYC. The Chapter Council shall consist of the five (5) mandatory officers as follows.

Chairperson:

- Presides over chapter meetings and ensure progress is in line with the schedule and objectives of the chapter council and its agenda.
- Ensures chapter and its officers are following IYC guidelines.
- The Chairperson should be above the age of 18 and below 34 years.
- Working separately with each department of the chapter in maintaining accurate financial systems and find local partners & sponsors to your own chapter.
- Keep up to date with current affairs, especially events directly affecting the chapter.
- Contribute to the planning, development and implementation of the chapter’s strategic plan across all kinds of projects.
- Promote the IYC in your country and represent as Chapter Chairperson to local and global events.
- Any other executive responsibilities as deemed necessary by the IYC Headquarters.
- Work with the Global Executive Director - Operations and Partnerships to update the progress in a timely manner.

Program Officer:

- Responsible for all training programs, workshops & projects conducted by your chapter in your country.
- Plans logistics and arrangements for chapter meetings and outside activities.
- Keep up to date with current affairs, especially events directly in line with IYC's mission and strategic direction.
- Work with the Global Executive Director - Programs to update the progress and get the IYC HQ's support to empower your national programs.

Finance Officer:

- Maintains financial records of the chapter and pays bills.
- Finance based work entails ensuring that all the branches of the organization are operating within their budgets and helping the organization in efficient costing.
- Administrative work entailing filing of source documents, updating records, completing all finance filings and documentation after events.
- Responsible for sending annual financial reports/updates to the IYC Headquarters.

Public Relations Officer:

- Working on publicity for events held by the organization- online publicity, speaking with the press and developing event partners.
- Coordinates public outreach and mobilization as well as update campaign status of the chapter on IYC network.
- Maintain contact information and profiles of members and coordinate membership drives.
- Work with Director – Communication and Engagement, IYC HQ to deliver a quality service in accordance to the IYC standards.

Secretary:

- Record and track minutes of chapter meetings
- Communicate with the Director - Operations and Partnerships, IYC Headquarters to notify chapter updates and strategic direction.
- Update memberships to the Global Executive Director - Communications & Public Engagement.
- Coordinates all kinds of administrative work with Chairperson and other chapter council members
- Any other responsibilities as deemed necessary by Chapter Chairperson.

Article V: Additional and/or Temporary Officers and Committees

- It is permitted to create a permanent or temporary officer (s) /committee (s) as appropriate to address any outstanding role or responsibility.
- Any Additional and/or temporary officers' and committees' details should be submitted by the chapter Chairperson to Director - Operations and Partnerships (IYC HQ) for an approval.

Article VI: Meetings & Activities

- Meetings must be held only in places that are accessible and open to all members of the chapter.
- Meetings and activities must be publicly advertised as written (e.g. Flyer) or via electronic medium (e.g. Web site).
- All activities must be informed to the Global Executive Director – Programs, IYC HQ.

Article VII: Chapter Elections

- The term of the Chapter Council shall be 2 years.
- The elections should be held every two years during the last month of the term of the Chapter Council (December)
- The term of the newly elected leadership will begin exactly one month after the elections.
- The start of new term begins from 1st of January of the following year and end a year after on the 31st of December. E. g. 1st January 2007 to 31st December 2008.
- The Officers will be elected by a majority of votes cast the chapter members.
- At any election or decisions, voting shall be by secret ballot (via physical or secure online mechanisms)
- Voting by proxy shall be allowed by the chapter council if a member already registered to vote is unable to attend the Election.
- If there is vacant between elections, the Chapter Council may appoint someone to fill the assume responsibility of the vacated officer position until the next election.

Article VIII: Relationship with IYC Headquarters

IYC Chapters are expected actively contribute to the IYC website by one or more of the followings

- Status of ongoing projects or campaigns
- Sharing best practices of project management and development
- Blog posts of youth development and/or sustainable development
- Photos of chapter activities

IYC Chapters can also directly contact any Global Executive Committee members to get support on respective areas

Article IX: Publications & Communications

- In matters of publications and communication, the Chapter will adhere to Public Positions and Statements Policy under the International Youth Council's Chapter Policies and Procedures.
- All public and official statements of Chapters should get approval from the Global Executive Director - Communications & Public Engagement.
- For any other written and online communications, media, the Chapter should approach the Global Executive Director - Policy & Advocacy.

Article X: Social Media

In adherence to Social Media and Brand Recognition Policy under the International Youth Council's Chapter Policies and Procedures, the Chapter will create:

- Facebook page called – “International Youth Council - <country> Chapter”,
E. g. [International Youth Council Spain Chapter](#)
- Twitter Account called - “IYC<country name>”
E. g. [IYCSpain](#)
- Instagram Account called - “iyc<country name>”
E. g. [iycspain](#)

The chapter Twitter account will follow the official Twitter Account - [@IYCUpdates](#), Official Instagram Account “[iycconnect](#)” and official Facebook page - www.facebook.com/IYCconnect to stay connected with the latest news and updates.

Article XI: Privileges and Rights of Members

- Each member of the chapter is entitled to receive a copy of the IYC Chapter Guidelines.
- Each member of the chapter is entitled to receive any publications, newsletters, journals and other information related and published by the chapter depending on the conditions and decisions taken by the Chapter Council.
- Each member of the chapter is entitled to attend seminars, workshops, conferences and other activities organized by the chapter.
- Chapter members can direct contact the International Youth Council Global Executive Board if they have any concerns.

Article XII: Termination of Membership

- Any member by making a written request to the Secretary of the chapter can resign from the membership.
- Membership of any member can be cancelled if reported and proved to be done as ineligible due to one or more of the criteria below;
- Violating the IYC Chapter Guidelines.
- Bringing discredit to the chapter
- Aberrant money and/or fraudulent financial resources of the chapter and also dishonest management of the organization and Actions harmful to the wellbeing and rights of young people in general.

Article XIII: Dissolution of Chapter

- Failure to adhere to these guidelines may result in suspension of the Chapter, as determined by the International Youth Council Global Executive Committee.

Your focal point at the International Youth Council HQ

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