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**CYCC CONSTITUTION**

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**MISSION STATEMENT**

*To do our part fighting the climate crisis to safeguard the future of our planet and its inhabitants.*

**GUIDING PRINCIPLES**

1. Ensuring that all are respected, valued, included, treated with kindness and patience as we work and learn together.
2. Collaborating and incorporating the knowledge of all members as we engage in consensus-based decision-making.
3. Organizing peaceful and determined actions in the face of the climate crisis.
   1. Condemning any form of violence, discrimination, harassement or bullying.
4. Advocating for social and climate justice.
   1. Applying the principles of justice, equity, diversity, decolonization, anti-racism, accessibility, and inclusion in all of our work.
   2. Adopting an intersectional framework that considers and incorporates minorities and marginalized groups (BIPOC, 2SLGBTQIA+, people with different-abilities, linguistic minorities, etc) .
5. Engaging in dialogue with multiple governments and stakeholders.
   1. Including but not limited to: municipalities, all organizations and NFP's, School districts, the K’ómoks First Nation, MLA, MP, political parties.
6. Educating and raising awareness of the impacts and solutions to mitigate and adapt to climate change in our communities .
7. Creating a long-lasting network of youth passionate about advocating for climate action and justice in the Comox Valley.
8. Recognizing our role in building relationships of reciprocity and stewardship.

**INTERPRETATION**

In these by-laws, unless the context otherwise requires:

**1.** “The Council” means the Comox Youth Climate Council. This includes all voting members (youth aged 13 to 25 years old with an interest in climate action in the Comox Valley) as well as allies.

**2.**“Board” means the board of directors of the Council. The Board is made up of those fulfilling roles for the Council. i.e Secretary, Chair, Social Media Person.

**3.** “Member” means all voting members (youth aged 13 to 25 years old with an interest in climate action in the Comox Valley) involved with the Council. i.e Volunteers, Board Members, and Casual Members.

**4.** “Volunteer” means a volunteer of any age for the CYCC, and could mean being an adult ally, someone to help us out when we need them, or just someone who wishes to come to climate rallies.

**5.** “Council Member” refers to all voting members (youth aged 13 to 25 years old with an interest in climate action in the Comox Valley).

**LIST OF BOARD ROLES**

**ROLES:**

(see section nine (9) of rules for more)

**Board Roles:**

1. Chair

Duties:

* Breaking of a tie vote
* Managing of weekly meetings
* Ensuring the enactment of the constitution
* Spokesperson(s) to the media

1. Secretary

Duties:

* Taking minutes
* Making Agendas
* Creation of polls for group purposes

1. Treasurer

Duties:

* Manages bank account
* Allocates funds

1. Internal Communications

Duties:

* Communicates with members within the group,

i.e. email, slack, instagram

* Informs the members (Council/Casual/Volunteers) of details concerning events.

1. Social Media

Duties:

* Marketing/Advertising
* Manages all aspects of CYCC social media (ie. posts, direct messages, linktree, petitions, etc.)

1. External Communications

Duties:

* First point of contact with community
* Communicates with persons, businesses, etc. outside of the CYCC

1. Event Organizer

Duties:

* Head organizer of all major events not related to other committees. i.e Climate Strikes

1. Creative & Wellbeing Director

Duties:

* Combat climate anxiety by posting positive climate action progress.
* General wellbeing check-in at each meeting; positive question of the day
* Creative assistance in projects, etc.

**MEMBERSHIP**

1. **Member Requirements**

**(a)** Casual Members

i. Casual members are strongly encouraged to come to one or more meetings per month. No serious input into group activities/ideas is required.

ii. Casual members who are the Head of a Committee are also required to come to one meeting per month and have additional check-ins with the Board when necessary. When they do so they are expected to talk about the progress of the committee.

**(b)** Board Members

i. Board members are required to hold one role (i.e. treasurer, external communications) and have the option to be the head of a committee.

ii. Board members are expected to come to all meetings that they can.

iii. If someone would like to join the Board there must be a role available for them to fill.

**(c)** Volunteers

i. Volunteers are expected to help out when necessary. There are no requirements.

1. **Roles and Heads of Committees**

**(a)** Roles

i. Once assigned to a role, it is your responsibility to continue to fulfil your duties. It is also your responsibility to ask for help or explain why you are struggling with your role if need be.

ii. Any Casual member may become a “wing person” for a role with the consent of the current fulfiller of the role. The wing will be expected to take over the role eventually.

**(b)** Heads of Committees

i. Any Casual member or Board member can become the head of only one committee

ii. All Heads of Committees are expected to give progress reports at least monthly.

iii. Committee heads are responsible for creating the structure of their committee (ie. assigning roles within the committee, delegating tasks, etc.).

1. **Age**

**(a)** Age Limits

i. The maximum age for Board and Casual Members is twenty-five.

ii. The minimum age for Board and Casual Members is thirteen.

iii. There is no maximum/minimum age for volunteers.

1. **Leaving**

**(a)** Leaving the Board

i. If a member of the Board wishes to leave the Board, they may do so. They should inform the other Board Members of their wish to leave and should keep their reasons short. When a Board member leaves, their “wing” will take over the role until the next Annual General Meeting. If there is no wing, the next Council Member interested may take over the role with the consent of the Board.

**(b)** Lack of Attendance

i. If a member of the Board does not attend any meeting for four consecutive weeks without providing a reason, it is the job of the Internal Communications Person to ask them if they wish to continue as a member of the Board. If yes, all voting members present at the meeting will vote for whether or not they stay.

1. **Term of Appointment**

**(a)** Board Members

i. Board Members will serve for a term of one year, at the end of this period they can then nominate themselves for re-election of their role at the annual general meeting (this applies to the Chair as well).

ii. If at any point during the term they wish to step down or if the majority of the Board deems they are unfit for the position, all voting members will vote to call for the optional confirmation of the wing (this applies to the Chair as well).

**RULES AND PROCESSES**

1. **Constitution**

**(a)** Constitutional Amendment

i. Any section of the constitution can be changed if the CYCC comes to a consensus, OR if it is voted upon.

1. **Decision Making**

**(a)** General Consensus

i. All decisions should first be discussed with the goal of coming to a general consensus. To better achieve this, each concern should be independently examined until an understanding is found.

**(b)** Voting:

In the case that a general consensus can not be found, the chair can call a vote. All council members present at said meeting have the right to vote.

Step 1: Allocate everyone one vote. A 2:1 ratio is necessary for a motion to pass.

**(c)** Involving more than two possible outcomes.

Step 1: Voting members rank options (with 1 being their favorite). Example: if there are four options to choose from, all Voting Members rank options 1-4. This can be achieved through an online poll, or by some other means during a zoom or in-person meeting.

Step 2: The option with the lowest overall score is the winner.

**(d)** All voting members have the right to a veto of motions they deem unacceptable. If a voting member chooses to use their veto, they must provide a list of arguments to support their decision. The council must review these arguments and return to a consensus-based discussion.

1. **General Meeting Procedures**

**(a)** The procedure for a General meeting is as follows:

i. Verification of quorum;

ii. Land [acknowledgement](https://docs.google.com/document/d/1B1_hoVXtt4bsv2ZR0md4Ry5vB3EsIreuk-Y_0FCwq3k/edit?usp=sharing):

iii. Wellbeing activity

iv. Adoption of the agenda;

1. Additional motions from Council members;

v. Adoption of the minutes of the last general meeting;

vi. Board reports;

vii Chair’s report;

Viii. Questions relating to the reports;

\* ix. New business and election of current and new board members;

x. Adjournment of meeting.

\*Procedures specific to annual general meeting

**(b)** Quorum

i. Quorum is 50% of Board members for regular general meetings and 50% of all active Council Members for the annual general meeting.

**(c)** Date

i. The AGM will take place on the first Saturday of July each year.

1. **Election Processes**

**(a)** Elections to the Board

i. Candidatesmust have been part of the CYCC for at least one (1) month.

ii. Candidates will nominate themselves during the annual general meeting. If there is one nominee then all voting members will vote in said meeting. If there is more than one nominee a google form will be sent and responses will be tallied and announced on the following Thursday meeting.

iii. Each Board Member and all present Casual Members will get one vote.

**(c)** The former holder of the role must oversee the training of their successor for a period of at least two weeks following the election.

1. **Health and Safety**

**(a)** Pandemic Procedures

Until all members are vaccinated, all events should be staged with socially-distant and sanitary measures.

**(b)** BC health and safety rules must always be observed, along with any special guidelines.

1. **Committees -** Visit this [document](https://docs.google.com/document/d/1xWveFdFUW3CkZ-sz-C7HvekH4derH3ScAUJuZhPYcjM/edit?usp=sharing) for more on Committees.

**(a)** Committee Meetings are to be held as needed and are recommended to follow the following organizational structure:

i. A meeting agenda is created in the days prior to the meeting by the Head of the Committee and other Committee Members.

ii. A Committee secretary takes minutes and shares these with the entire Council following the meeting.

iii. All attendees should read both the previous meeting’s minutes and the agenda before the meeting commences.

**(b)** Committee Structure

i. A Head of Committee leads the Committee and has the responsibilities and restrictions detailed in section two.

ii. The Head of the Committee dictates the roles in the committee as well as the appointment of said roles.

iii. Each committee is required to provide a statement of purpose.