

## **Incorporated Constitution**

### **Newfoundland and Labrador Coalition of Youth Justice Committees**

**Dated Ratified: September 2019**

**Commented [B51]:** Date of AGM – formerly Oct 2015

## Constitution

### Section 1 – Name

The name of this provincial organization shall be the “Newfoundland and Labrador Coalition of Youth Justice Committees Incorporated.”

### Section 2 – Mandate

The Newfoundland and Labrador Coalition of Youth Justice Committees Inc. has been developed to promote communication between all Youth Justice Committees and to provide support, strength and a collective voice on important issues pertaining to the administration of Extrajudicial Sanctions Programs, in this province.

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### Section 3 – Goals and Objectives

The Newfoundland and Labrador Coalition of Youth Justice Committees Inc. is dedicated to:

- a) facilitating liaison and communication among the Youth Justice Committees in the province;
- b) acting as a general clearinghouse for information on program content; training; recruitment; recruitment of volunteers/staff; etc.
- c) organizing annual general meetings of the Extrajudicial Sanctions Program, in conjunction with the Community Youth Corrections Division, Department of Children Seniors and Social Development;
- d) engaging in public awareness activities;
- e) facilitating the establishment of Extrajudicial Sanctions Program Standards;
- f) providing a vehicle for the development of consensus around relevant issues for Extrajudicial Sanctions and to communicate these positions to government, the public, and other relevant sectors of the Youth Justice system.

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## Section 4 – Membership

### Executive Committee:

- a) The Executive Committee shall be comprised of:
- Chairperson
  - Vice-Chairperson
  - Secretary
  - Treasurer

### Regional Representatives:

- b) This Coalition is comprised of regional representatives of Extrajudicial Sanctions Programs/ Youth Justice Committees throughout the province. Representation is provided for the following regions:
- Eastern
  - Central
  - Western – including the Great Northern Peninsula
  - Labrador – including South Labrador
  - St. John’s – including Bell Island

The Eastern, Central and Western regions will have a maximum of two representatives per region on the Coalition. St. John’s and Labrador will have one representative per region.

Ex-Officio membership on the Coalition will include the following agencies:

- Department of Children Seniors and Social Development
- Royal Canadian Mounted Police
- Royal Newfoundland Constabulary
- Crown Attorney

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### General Membership:

- c) Membership in the Coalition shall be made up of Extrajudicial Sanctions Programs and/or Youth Justice Committees sanctioned by the Department of Children Seniors and Social Development;
- d) A committee is in good standing when membership is paid for the current fiscal year. In extenuating circumstances, the Executive Committee may reduce or waive a membership fee;
- e) The Coalition will make available a copy of the Coalition’s Constitution to every Extrajudicial Sanctions Program/Youth Justice Committee.

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**Membership Fees:**

- f) Membership fees will be deducted from each Committee's yearly operating budget on April 1<sup>st</sup> of each fiscal year by the Department of Children Seniors and Social Development. The membership of \$100.00 per committee will be forwarded to the Coalition by the Department of Children Seniors and Social Development.

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**Section 5 – Election Procedures**

- a) A call for nominations will be made to regional representatives by the vice Chairperson of the Coalition 90 days prior to the provincial AGM;
- b) Regional Representatives will ensure that elections have taken place and the name of the elected representatives forwarded to the Coalition Chairperson at least 30 days prior to the AGM;
- c) When nominations are being submitted for the election of regional representatives, individual Extrajudicial Sanctions Programs may nominate a candidate only in the area of the region in which their Program is located;
- d) In the event of an election, an eligible voters list will be forwarded to each Committee/Program. Eligible voters consist of all members registered at the time of the nomination call in the area in which the election is taking place;
- e) In regions where only one candidate is nominated, this individual will be appointed by acclamation;
- f) A slate of newly elected members shall be presented during the AGM;
- g) All regional representatives elected under this section will serve for a period of four years. With alternate elections to be called every other year; all may be re-elected. Subsequent elections will occur four years after expiry of a representatives term of office or his/her resignation from the Board. Representatives elected 2011 will serve for four years until 2015. There will not be an election in 2012. Representatives that were elected in 2010 will serve a three year term to 2013. However representatives elected in 2013 will serve a four year term to 2017. Thus, four year terms thereafter.
- h) In the event that a regional representative can no longer serve for any reason, the position shall be filled as follows:
- (i) If the vacancy occurs more than six months before an AGM, by appointment of the Chairperson in consultation with the retiring regional representative and such appointment shall be valid until the position is filled in accordance with (a) to (e) above.

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- (ii) If the vacancy occurs less than six months before an AGM the position shall remain vacant until filled in accordance with (a) to (e) above.

## **Section 6 – Responsibilities of Coalition Members**

### **a) Chairperson:**

- (i) to chair meetings/teleconferences of Coalition;
- (ii) assign responsibilities to committee members, checking to ensure that they are carried out; supporting individual members and soliciting their views;
- (iii) gives leadership to the Executive Committee;
- (iv) represents the Coalition when dealing with government officials and community agencies.
- (v) calls for election nominations in the absence of the Vice-Chairperson.

### **b) Vice-Chairperson:**

- (i) supports and assists the chairperson;
- (ii) attends committee and executive meetings;
- (iii) acts as chairperson in his/her absence;
- (iv) assumes specific duties at the chairperson's request;
- (v) calls for election nominations;
- (vi) secures eligible votes lists at the time of the call for election nominations.

### **c) Secretary:**

- (i) attends all meetings;
- (ii) takes minutes of all meetings;
- (iii) knows the whereabouts and ensures the safety of all documents, membership, membership lists; etc.
- (iv) carries on official committee correspondence;

- (v) ensures minutes are distributed to all Coalition members.

d) **Treasurer:**

- (i) accounts for funds received and disbursed;
- (ii) participates in preparing the annual budget;
- (iii) reports to the committee/programs on the financial status of the Coalition;
- (iv) ensures financial records are up-to-date and adequately safeguarded;
- (v) ensures financial records are audited yearly;
- (vi) to prepare an annual financial report of which shall be presented at the AGM.

e) **Regional Representatives:**

All members are expected to become actively involved and are obliged to:

- (i) be informed of the Coalition’s history, previous committee decisions, existing policies; etc.
- (ii) be informed of the Coalition’s programs and services;
- (iii) attend meetings and serve on subcommittees;
- (iv) seek advice on issues/concerns presented for discussion and decision on behalf of Programs/Committees in his/her area;
- (v) assume responsibility for the distribution of information from the Coalition to Extrajudicial Sanctions Programs/Youth Justice Committees in their area.

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## Section 7 – Organizational Structure of Coalition

A committee structure is the mechanism by which the Coalition fulfills its responsibilities and identifies tasks. It is a method of “division of labor” by ensuring that duties are distributed among the Coalition membership.

<b>Committee</b>	<b>Membership</b>	<b>Function</b>
Executive	Chairperson Vice-Chairperson Secretary Treasurer	Coordination of Coalition Efforts
Finance  Note: \$100.00 limited on funds issued without prior Executive approval	Chairperson Treasurer One (1) Local Rep from Treasurer's district	Distribution of funds, monitoring of financial position, ensuring appropriate record keeping, preparation of Annual Financial statement.
Standards	Minimum of one (1) Regional Representative Local Membership	Determine current provincial standards on such issues as screening and confidentiality; assistance in the set up of new programs, etc.
Public Relations	Minimum of one (1) Regional Representative Local Representative	Official spokesman will be the Chair of the Coalition or his/her delegate. Coordination of efforts to create public awareness of Extrajudicial Sanctions Programs / Youth Justice Committees; developmental material to enhance public image; newsletter information clearinghouse. Ensure that newsletters are sent to regions without representatives.
Education	Minimum of one (1) Regional Representative Local Representative	Assess current educational programs offered to youth clients in various programs / committees, and areas where further development is needed.
Volunteer Training	Minimum of one (1) Regional Representative Local Representative	Assess current training standards; recruitment polices and orientation package which may be used by all YJC/AMP.

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These Committees will be chaired by a Regional Representative who will report back to the large group at Coalition meetings. The Committees may meet and correspond on a monthly basis or on a as need basis, as determined by the activities of that particular subcommittee.

### **Section 8 – Meetings:**

- a) The Coalition will meet three (3) times each year (subject to availability of funding). One of these meetings will include the Annual General Meeting;
- b) Other meetings as required will be held via teleconference (maximum of nine (9) per year). These meetings will be chaired by the Chairperson or his/her delegate.
- c) The Quorum of these meetings shall be 50% plus one of the total membership (excluding ex-officio members who don't have voting rights) of the Coalition.
- d) A regional representative may be asked to resign from the Coalition upon missing two (2) consecutive meetings without just cause;
- e) A special meeting of the Coalition may be called by any three regional representatives by giving one weeks notice to all other regional representatives and ex-officio members along with the precise reason(s) for such a meeting.

**Commented [BS16]:** Bi – annually for AGM? And do we want to say meetings can occur virtually or by teleconference? See (b)

### **Section 9 – Signing Officers**

- a) The signing officers for cheques shall be the Treasurer and one of either the Chairperson of the Coalition or an executive member of the Youth Justice Committee to which the Treasurer belongs;
- b) The signing officers for legal documents shall be the Chairperson and either one of the Vice-Chairperson or Secretary of the Coalition.

### **Section 10 – Administration**

- a) General business of the Coalition between meetings shall be conducted by the Executive Committee in accordance with the Constitution and By-Laws of the organization.

### **Section 11 – Property**

- a) Title to all property belonging to the Coalition shall be vested in the Coalition and an up-to-date inventory of all such property shall be maintained by the Secretary.

### **Section 12 – Finances**

- a) The Coalition shall prepare an annual operating budget which shall be distributed to and approved by members at the AGM.
- b) There shall be but one account in the name of the Coalition and such account shall be kept at a bank approved by the Coalition.
- c) All disbursements shall be by cheque.
- d) The fiscal year of the Coalition shall be September 1 to August 31.

### **Section 13 – Amendments**

Amendments to this constitution may be made by a simple majority vote held at the AGM of the Coalition, provided that written notice of the proposed amendment has been provided to each member committee 60 days prior to the AGM, or, where no notice has been given, by a 2/3 majority vote.