



OFFICIAL  
CONSTITUTION

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## **1 NAME**

The name by which this committee shall be known is the Reformed Churches of New Zealand Auckland Regional Youthwork Committee (ARYC).

## **2 BASIS**

The basis upon which the ARYC is instituted shall be the infallible Word of God being the Scriptures of the Old and New Testament, as interpreted in the subordinate standards of the Reformed Churches of New Zealand (being the Belgic Confession of Faith, the Heidelberg Catechism, the Canons of Dort and the Westminster Confession of Faith). Therefore, all activities and projects undertaken and promoted, shall be in accordance with Reformed principles and practices.

## **3 PURPOSE**

The purpose of the ARYC shall be to promote, in agreement with the basis of the ARYC, Christian fellowship for youth. This purpose includes:

- a. Providing opportunities for spiritual growth and development through the study and application of the Scriptures to all of life, and
- b. Providing opportunities for fellowship in a Christian atmosphere.

## **4 OVERSIGHT**

The ARYC has been instituted under the oversight of the Sessions of Reformed Churches in the Reformed Churches of New Zealand Auckland Presbytery (hereafter "the Presbytery").

## **5 ROLE AND RESPONSIBILITIES**

The ARYC will be independent from the Local Youth Clubs (LYCs), in that it is a regional co-ordinating body for youth in the Presbytery. Therefore, the ARYC shall have the responsibility for ensuring the co-ordination and planning of inter-club activities on a regional level for youth in the Presbytery. This shall additionally include taking an active interest in the spiritual well-being, social activities and evangelistic outreach of the LYCs in the Presbytery.

## **6 SCOPE OF ACTIVITIES**

The scope of the activities will be to perform the following tasks:

- a. To organise tri-annually a National Convention.
- b. To organise annually an Easter Camp.
- c. To co-ordinate periodic minister's meetings for LYCs in the Presbytery.
- d. To organise/coordinate other events on behalf of LYCs in the Presbytery.
- e. To liaise with LYCs instituted at each of the churches in the Presbytery.
- f. To liaise with Sessions of each of the churches in the Presbytery ("the Local Sessions" and "the Local Churches" respectively) as required.
- g. To liaise with RYC's from other presbyteries of the Reformed Churches of New Zealand on a national level whenever necessary.
- h. To organise other events in co-ordination with RYC's from other presbyteries of the Reformed Churches of New Zealand from time to time.

## **7 MEMBERS AND OFFICERS**

- a. The ARYC shall consist of members appointed under Clause 10 below ("the Members"). Members must be communicant members of congregations within the Presbytery.
- b. Except with the unanimous Consent of every existing Member, at any one time no more than two Members may be communicant members of the same congregation. Every Local Church is entitled at any one time to have two of its communicant members as Members of the ARYC.
- c. The ARYC shall take reasonable action to ensure that every Local Church is represented on the ARYC. The ARYC shall be deemed to have fulfilled its obligations under this clause if it writes to a Local Session informing it of its entitlement under sub-clause (b) above and asking for nominations in terms of clause 10(a) below.

- d. The ARYC shall appoint from its Members a President, a Vice President, a Secretary, and a Treasurer ("the Officers") in terms of Clause 11 below. For the avoidance of doubt, any reference to a Member shall include a reference to an Officer unless the context clearly requires the contrary. Where an Officer resigns, they must remain on the ARYC until a replacement is found (unless exceptional circumstances exist).
- e. Members are expected to be on the ARYC for a minimum of 2 years.

## **8 PRESBYTERY LIAISON OFFICER**

- a. The Presbytery will appoint a liaison officer between the ARYC and the Presbytery. He shall be an ex-officio member of this committee.
- b. The PresLO shall assist the Local Sessions in their calling to care for their covenant youth by:
  - i. Helping to organise/coordinate youth activities between the Presbytery's LYCs.
  - ii. Giving advice on youth matters.
- c. The PresLO shall assist and advise the ARYC in the activities that they undertake. This means that the PresLO will attend the ARYC meetings occasionally, and especially when requested. The PresLO will also liaise, when necessary, with the PresLOs of other Presbyteries. Where the PresLO is unable to attend a meeting, the PresLO will request another member of the Presbytery Appointed Youth Committee to attend.
- d. The PresLO has the right to vote on any motion at a meeting.

The PresLO shall report regularly to the Presbytery on regional youth matters and needs, serving as a liaison between the Presbytery and the ARYC.

## **9 PROCEDURE OF THE ARYC**

- a. The ARYC shall meet from time to time on an as required basis. Any Officer may call a meeting on giving written notice of the time and place of the meeting to every Member not less than one week before the meeting. The notice must include an agenda stating the nature of the business to be transacted at the meeting in sufficient detail to enable a Member to form a reasoned judgment in relation to it. An irregularity in a notice of a meeting is waived if all the Members attend the meeting without protest as to the irregularity, or if all Members agree to the waiver. The accidental omission to give notice of a meeting to, or the failure to receive notice of a meeting by a Member does not invalidate the proceedings at that meeting.
- b. A quorum of the ARYC shall be 50% of the Members (whether present or not) eligible to vote. No business may be transacted at a meeting of Members if a quorum is not present. A Member may exercise the right to vote either by being present in person, by proxy or by postal vote. A proxy must be appointed by notice in writing signed by the Member.
- c. A Member may exercise the right to vote at a meeting by casting a postal vote. A Member may cast a postal vote on all or any of the matters to be voted on at the meeting by sending a notice of the manner in which he or she wishes to vote to the Secretary or other Officer. The notice must reach that person not less than 48 hours before the start of the meeting.
- d. None of the restrictions in sub-clause (a) above shall apply to any meeting held at a camp or convention provided that no Members may be appointed or Officers elected at such a meeting.
- e. Any motion shall be valid and in full force and effect immediately the result of the vote is declared.
- f. Save as is expressly provided herein, the ARYC shall determine its own Rules of Procedure for the conduct of meetings.
- g. The Secretary must ensure that minutes are kept of all proceedings at meetings of Members.

## **10 APPOINTMENT OF MEMBERS**

- a. Where a new Member(s) is required from a Local Session, the ARYC shall approach that Local Session to put forward nominations for Members. The Local Session shall submit suitable nominees to ARYC.
- b. If the Local Session submits more nominees than Members to which it is entitled, the ARYC may elect which of the nominees become a Member provided that the ARYC elects enough Members (subject to sub-clause (d) below) to fill that Local Session's entitlement.
- c. If the Local Session submits no more nominees than Members to which it is entitled, subject to sub-clause (d) below, the ARYC must accept those nominees as Members.
- d. The ARYC on a unanimous vote has the right to refuse any person entry into membership of the ARYC.
- e. Upon receipt of nominees in terms of sub-clause (a) above, the ARYC, together with the PresLO, will examine the suitability of the nominees and vote on the nominees at the next meeting.
- f. The ARYC shall promptly notify the Local Session which provided the nominations, of the result of the elections.

## 11 ELECTION OF OFFICERS

- a. If a position for an Office becomes vacant, the Secretary shall call Members to send nominations for that office to the Secretary. The Secretary shall request all nominations to be made before a reasonable deadline. The Secretary may extend the deadline provided he or she informs to all Members.
- b. Nominees must be Members.
- c. The Secretary shall promptly notify all Members of the nominees once the deadline is closed. The new Officer shall be elected from the nominees at the next meeting provided all Members and the PresLO receive at least one week's notice of the meeting and the nominations.
- d. Voting shall be by secret ballot. The PresLO or some other person shall count votes after each ballot in the presence of two scrutineers appointed by him and inform the meeting Members of the results. A scrutineer must not be a nominee.
- e. If after the first ballot no nominee has more than 50% of the votes at Second ballot shall be held. If after the second ballot no nominee has more than 50% of the votes, the nominee with the fewest votes shall be dropped for the third ballot. This procedure shall continue until a nominee receives more than 50% of the votes on any ballot. If there are only two nominees being voted on and they both receive 50% of the votes on two consecutive ballots then the PresLO shall decide by lot in the presence of two scrutineers to determine who becomes the Officer.
- f. A nominee may withdraw at any time.
- g. If the Secretary is unable or unwilling to perform his or her duties, under this clause, or it would be inappropriate for the Secretary to act, the duties may be performed by any other Officer.
- h. The term of office for every Office is one year. An Officer may stand for re-election.

## 12 TERMINATION OF MEMBERSHIP AND DISMISSAL OF OFFICERS

- a. A Member shall cease to be a Member immediately upon an Officer or the PresLO receiving notice from that Member's Local Session that that Member is no longer to be part of ARYC.
- b. An Officer may be removed from Office by the PresLO at any time.

## 13 DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND MEMBERS

The duties and responsibilities of the Officers and Members include:

- a. **President.**

The President shall be responsible to convene all meetings of the ARYC as per Clause 9(a), to provide for the orderly procedure of business and to ensure that adequate notice is provided in advance. The President's duties include:

  - Calling of meetings (venue selection).
  - Chairing of meetings (opening, closing, facilitation).
  - Co-ordination of all committee members (monitoring and contact with members regarding progress between meetings).
  - Submit a written Presidents Report to the PresLO once per year (for submission to Presbytery).
  - Reporting to PresLO as required.
  - Co-ordination of camp activities (preparation, running).
  - Writing of letters on behalf of committee as required.
  - Attendance at meetings.
  - Liaison with other parties as required.
- b. **Vice President**

The Vice President shall be responsible to assume the duties of the President if the President is unable or unwilling to fulfil those duties. Other duties may be assigned to the Vice President as required.
- c. **Secretary.**

The Secretary shall faithfully record the minutes of all meetings and present them for confirmation at the next meeting, and shall handle all matters of correspondence.
- d. The duties of the Secretary include:
  - Attendance at meetings.
  - Taking of minutes during committee meetings.
  - Production and publishing of minutes (within 1 week of meeting).
  - Distribution of minutes to appropriate parties (including Members and the PresLO).
  - Writing and sending of letters on behalf of committee as required.
  - Receipt of correspondence.
  - Liaison with other parties as required.

**e. Treasurer**

The Treasurer shall faithfully handle all financial transactions of the committee, and ensure that:

- A faithful record is kept of all income and expenditure.
- The financial accounts are audited annually, and provided with the yearly Presidents Report to Presbytery.
- Regular financial statements are presented to the committee.

The duties of the Treasurer include:

- Handling the receipt of all income and disbursement of all payments (including recording, banking and accounting of income and expenditure).
- Production of end of year financial statements.
- Attendance at meetings.
- Reporting current status of accounts at each meeting.
- Accounting for Youth Camps.
- Liaison with other parties as required.

- f.** All Members are expected to attend every meeting and to support the ARYC in every aspect within the scope of its activities. All Members shall perform the tasks delegated to them during meetings by ARYC and the tasks reasonably delegated to them outside of meetings by the President/Vice President.

## **14 INVOLVEMENT OF THE LOCAL SESSIONS**

The involvement of the Local Sessions is outlined below:

- a. It is expected that one Session will have immediate oversight of the Easter Camp and National Convention (when held) during each year, on a rotational basis between all Local Sessions.
- b. It is expected that the overseeing Session will provide Elders and Deacons for the Sunday worship services to be held for camps and conventions.
- c. As it is understood that all Local Sessions have a general responsibility for the welfare of their youth at all Presbytery-wide functions, those Local Sessions not directly overseeing a particular youth activity may periodically liaise with the PresLO as well as the ARYC regarding the youth activity.

## **15 ANNUAL AUDIT**

An annual audit of the financial statements is to be performed by two persons independent of the committee.

## **16 WINDING UP RULE**

Upon dissolution of the committee, the assets of the committee shall be distributed to a charitable organisation(s) with the consent of the Presbytery.

## **17 PERSONAL PECUNIARY GAIN RULE**

No member or person associated with a member of the committee shall derive any income, benefit, or advantage from the committee where they can materially influence the payment of the income, benefit or advantage (except where that income, benefit, or advantage is derived from: (a) professional services to the committee rendered in the course of business, charged at no greater rate than current market rates, or (b) interest on money lent at no greater rate than current market rates).

## **18 AMENDMENTS**

No amendments (additions, alterations or revisions) to any of the clauses in this constitution shall be approved without the 75% majority of the committee, and approval by the Presbytery.