**The Constitution of Adventists Youth Advisory Councils**

**Of**

 **South Caribbean Conference**

**PREAMBLE**

Whereas, The Youth Ministry of the South Caribbean Conference of Seventh-day Adventists realizes that Christ will return to this earth very soon, and that the vast throngs of our Adventist Youth need to be trained, organized and motivated to carry the message quickly and effectively. Recognizing that with such an army of workers as our youth, rightly trained might furnish, how soon the message of a crucified, risen and soon coming Saviour might be carried to the whole world. Ed. 27

We hereby commission the formation of Adventist Youth Councils in Trinidad and adopt the following constitution:

**ARTICLE 1: NAME**

The name of this body shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adventist Youth Advisory Council.

**ARTICLE 2: PURPOSE**

The purpose of the Adventist Youth Council shall be to motivate the youth to respond to the noble AIM of Adventist Youth International, i.e. �The Advent message to all the world in this generation,� and to assist the Youth Ministry in the achievement of the following objectives:-

(a) To mobilize every Adventist Youth so that they would participate in the total

 program of the Church:- Sabbath School, Community Services, Lay

 Activities, Christian Education, Stewardship, Family Life, Health, Witnessing

 and Youth.

(b) To be a Resource Center for developing all areas of youth work within the

 Region.

(c) To develop an integrated program, i.e. between the Lay and the Club

 Operations, so as to facilitate the Adventist Youth physically, mentally,

 socially and spiritually.

(d) To establish an A.Y. taskforce in order to foster an interchange of Trained

 Personnel between the Districts and particularly in Club Operations.

(e) To create strong links between the Districts so that the young people will

 have a rich storehouse of Adventist companions.

(f) To evaluate, monitor and improve the Club Operations Ministries i.e. Eager

 Beaver (under 6 years), Adventurer (6-9), Pathfinder (10-15) and Master

 Guide (16 plus).

**ARTICLE 3: TERRITORY**

There shall be three (3) Adventist Youth Advisory Councils (AYAC):

(1) North Trinidad

(2) Central Trinidad

(3) South Trinidad

**ARTICLE 4: FUNCTIONS**

(a) To implement programs as listed on the Conference Adventist Youth

 Calendar and to assist districts in implementing such programs.

(b) To provide specific assistance to districts and societies to ensure their

 growth and development, giving priority to those that are weak and non-

 functional.

(c) To advise the National Youth Council and Youth Ministry regarding the

 following:-

(i) The needs of the particular districts.

(ii) The organization of training programs.

(iii) The state of the District Council.

(d) To assist the Youth Ministry in the establishment of District Councils.

(e) To conduct Youth Ministry Training programs in the districts in

 consultation with the District Council and Pastor(s).

(f) Cooperates with the decisions made by approved National Youth Councils in

 the fulfillment of their functions.

**ARTICLE 5: MEMBERSHIP**

Membership shall be held by all youth districts within the region and all duly constituted Districts through their District Leader and Secretary / Treasurer.

 **ARTICLE 6: OFFICERS, DUTIES AND FUNCTIONS**

**Section 1:** The elected officers of the organization shall be the: Leader, Inreach and an assistant Inreach leader, Two (2) Outreach coordinators (one of which will be the leader) Friends Forever Regional Coordinator (elected by Friends Forever membership), Uniform coordinator and two (2) associates, Social and Cultural Leaders, Secretary/Treasurer, Assistant Secretary/Treasurer, Communications Officer, Youth Training and Employment Coordinator and Ambassador Coordinator.

**Section 2: The Inreach, Outreach, Social and Cultural Leader and Uniform** **Coordinator shall serve as associate regional leaders.**

**Section 3: The Leader shall be expected to perform the following duties:**

(a) Chairperson of all regular AYAC meetings.

(b) Plan the agenda for these meetings.

(c) Have a thorough knowledge of the program of the Conference Youth

 Ministry.

(d) Present programs of the region to the National Youth Council.

(e) Supervise the operations and programs of the AYAC, in such a manner so as

 to facilitate the growth of districts and societies.

(f) Assisting districts in organizing counseling programs and personality

 development.

(g) Attend Joint National Advisory Council (JNAC) meetings called by the

 Youth Director or his designee and implement decisions taken at these

 meetings.

**Section 4: Outreach Leader (Youth Evangelism Coordinator): - Chairperson of the Outreach**

Council which consists of all Outreach Leaders of the Districts within the

territory. The Outreach Leader shall be responsible for assisting the Youth

Ministry in planning and coordinating multifaceted evangelistic programs

involving Public and Personal Evangelism.

**Section 5: Assist Outreach Leader (Care Ministries Coordinator)** shall

(1) Deputize for the Outreach Leader when the Outreach Leader is absent.

(2) Assist the Youth Ministry in planning and coordinating community oriented

 programs.

(3) Be responsible for promoting and implementing such as Heart to Heart and

 Healing Ministries programs and organizing training sessions in

 conjunction with the Youth Ministry of the Conference. These plans must

 be submitted to the Youth Director, who will in turn submit

 them to the Conference Executive Committee for approval.

**Section 6: Friends Forever Regional Coordinator**

(1) Establish Friends Forever programs throughout the region.

(2) And fulfill duties as directed by the Friends Forever constitution.

(3) Friends Forever Coordinator sits as an Ex Officio on the Regional Advisory.

**Section 7: Inreach Leader:** - Chairperson of Inreach Council which consists of all Inreach Officers of the District Councils within the territory. The Inreach Leader shall assist the Districts in areas of conservation, character development, placing special emphasis on prayer and fasting, consistent Bible Study, Library, Roots, Encounter series, Bible Bowl, and Youth Weeks-of-Prayer Conference programs and other such programs that will encourage spiritual growth.

**Section 8: Social and Cultural Leaders:** - Chairperson of Social and Cultural Council (All Social and Cultural Leaders of the District Council). The Social and Cultural Leader shall promote interesting inter-district cultural and fellowship activities, after they have been approved by the Youth Director and where necessary, the Conference Executive Committee. He/she also works with the District Social and Cultural Leaders to improve the standard of programming in the local churches. He/she is a member of the National Sports and Cultural Council.

**Section 9: Uniform Coordinator:** - Chairperson of Regional Uniform Club Coordinating Council which comprises of all Club Operations Coordinators of the District Councils within the territory. This Coordinator shall have the following responsibilities:

(i) Report to the Advisory who will report to the Youth Director on the

 progress of Little Lamb, Eager Beaver, Adventurer, Pathfinder and Master

 Guide Clubs.

(ii) Represents the Advisory on NaCOC

(iii) Implement decisions made at NaCOC in their region.

(iv) Assist the Youth Director in the establishment of new clubs, training

 programs, drill sessions and in the preparation for Investiture programs.

**Section 10: The Secretary / Treasurer shall:**

(a) Record the minutes of each committee meeting and present a report at the

 next meeting of the AYAC.

(b) Send out notice of meeting to the members.

(c) Motivate districts to report accurately to the Conference Youth Ministry

 Department and Pastors.

(d) Receive all funds and disburse them in harmony with the action of AYAC.

(e) Keep an accurate record of both Income and Expenditure.

(f) Submit quarterly reports to the AYAC who shall submit these to the

 Conference Treasurer, members of this body and Youth Ministry

 Department.

(g) Attend Joint National Advisory Council (JNAC) meetings called by the Youth

 Director or his designee.

(h) Write to officers who miss three consecutive Advisory Council meetings

 requiring of him / her a written explanation for his / her absence, showing

 why he/she should not be replaced.

**Section 11: The Associate Secretary / Treasurer shall:**

(a) Deputize for the Secretary when the Secretary is absent.

(b) Perform such duties as are required by the Secretary.

**Section 12: The Communications Officer:** - Chairperson of the Communications Council which comprises of all Communications Officers of the District Councils within the Region. It shall be the duty of the Communications Council to ensure that there are effective and efficient Communication links between the Conference and District Councils. The Communications Officer shall advertise and promote programs of the AYAC in a dynamic and dignified manner at the AYAC Conventions; and also at churches when consent is given by the Adventist Youth Council or any other relevant authorities of local church or district. (E.g.: Pastor, Church Board, First Elder, etc.)

 **Section 13: Youth Training and Employment Agency:** - The Chairman of the YTEA which comprises of all members of YTEA of the District Councils within the Region. The YTEA Coordinator will be responsible for the development of Self-Help Projects, the establishment of vocational classes, the publication of the District Small Business Directory and the formation of YTEA Chapters in the local churches. Provide career guidance training and assist youth to obtain employment. Seeing work related activities as part of ministry and how to appropriately prepare for the work environment through Career fairs and temperament evaluation for career alignment.

**Section 14: Ambassador Coordinator:** - To coordinate the ambassador program as directed in the Ambassdor Manual. (Chairperson of Ambassador Unit which comprises all district Ambassador Coordinators).

N.B. Teene Freene has been replaced by the Ambassador program.

**ARTICLE 7: See Appendix 1 for all matters referring to Sanctions.**

**ARTICLE 8: FINANCE**

Funds shall be obtained from the following sources:-

(a) The budget of the Youth Ministry Department.

(b) Special appropriations from the Conference Executive.

(c) Funds generated from specific projects, conventions, private contributions

 and other activities approved by the Advisory Councils.

(d) District allocations..:

N.B.: Funds should be held as a Trust Fund in the Church of the Secretary / Treasurer and released as guided by the Advisory

**ARTICLE 9: YOUTH ADVISORY COUNCIL**

**Section 1: The Adventist Youth Advisory Council shall consist of:**

(a) All elected officers as stipulated in Article 6

(b) All district Leaders and Communication Officers, Club Operations, Inreach,

 Outreach, etc.

(c) All Pastors of Pastoral Districts. These pastors may be represented by proxy.

(d) Youth Representative from Pastoral District(s) where there is no functioning

 District Youth Association.

**Section 2:** The quorum shall consist of five (5) persons of which three shall be duly elected officers.

**Section 3:** Receive monthly reports from the Chairperson of the District Youth Councils.

**Section 4:** Districts who do not present reports will be notified by the Advisory Secretary and given a deadline (one month) to rectify the situation.

**ARTICLE 10: ELECTIONS**

**Section 1:** Elections shall be held biennially within the annual Youth Leadership Summit.

**Section 2:** The nominating committee shall consist of a maximum of three (3) members from each youth district, being preferably the District Leader, the Club Operations Coordinator and the District Secretary. In the absence of these preferences being available the AY delegates from the district shall recommend up to three (3) alternative representatives whom they shall deem as appropriate substitutes. The Chairperson of the Nominating Committee shall be the Conference Youth Director or his / her designee.

**Section 3:** When the AYAC Leader is chosen he or she shall be asked to join, if available. The Nominating Committee which will then proceed to elect the remaining officers.

**Section 4:** Each officer shall be elected for a term of two years by a majority of regional delegates present and a voting at the Summit, subject to the approval of the individuals Church Board and the Conference Executive Committee. Advisory Officers shall not serve in the same office for more than two (2) consecutive terms.

**Section 5:** Between Summit Conference, the Advisory Council shall be authorized to recommend person(s) to fill any vacancies, which may occur by death, resignation or otherwise of duly elected officers, advisory and members of sub-committees.

**Section 6:** Evaluation of regional officers will be done on a quarterly basis to determine eligibility for continuation in the said office.

**ARTICLE 11: AMENDMENTS**

This constitution may be amended at the Youth Leadership Summit or at a special session called by the Youth Director for this purpose by a two-thirds vote of the delegates present at the meeting at the time of voting. These amendments must be submitted to the Conference Executive Committee for approval. Any meeting held / conducted for the purpose of amending the Constitution shall be chaired by the Youth Director or his / her designee.

Last amended April 19, 2011

**Appendix 1**

**Section 1.1 Misconduct**

(a) Participation in a divisive faction against the District or any of its bodies

 above Advisories or Youth Department.

65

(b) Incompetence

i. Any officer who has failed to fulfill his / her responsibility for three (3) months consecutively shall be subject to replacement.

(c) Capability

a. Any officer whose absence from Advisory meetings for a period of six (6) months on the grounds of sickness, may be replaced by Youth Department on recommendation of the Advisory.

(d) Falsification of records

(e) Attendance at meetings Missing no more than three consecutive meetings

 without providing appropriate written reason(s).

**Section 1.2 Gross Misconduct**

(a) Insubordination

(b) Disrespect of a duly appointed or elected officer.

(c) Apostasy

All of the above are as guided by the Employees Handbook: Caribbean Union Conference of Seventh-day Adventists.

In case of an accusation found in Section 1.2, the Youth Director is responsible for initiating the required consultation process found in Section 2.2.

**Section 2.1 Procedure for sanction of officers for items in Section 1.1**

An officer who commits an offence listed under Section 1.1 shall be subject to the following procedure:-

1. An oral caution conducted by the Regional Leader and/or his designee.

2. Upon failing to observe said oral caution over a period of two (2) months, the

 officer would receive a letter.

3. Should the officer disregard both oral and written warnings, and fail to

 correct his / her behaviour, the Regional Leader would commence removal

 proceedings.

NB. Note that where the offence is committed by the Regional Leader, the Youth Director shall initiate the sanctioning proceedings.

**Section 2.2 Procedure for sanction of officers for items in Section 1.2**

An officer who commits a breach under Section 1.2 shall be subject to the following procedure: -

1. The Youth Director or his / her designee shall inform the offending officer of

 his / her breach in writing. This letter shall also outline the facts as have

 been reported.

2. The parties are invited to a meeting with the Youth Director or his / her

 designee and one other person.

3. If this meeting does not occur (by virtue of one party�s refusal to engage in

 the process) or resolve the issue, then the Director shall convene a meeting

 (step 4 in the process) of the relevant governing body.(eg. NACOC; National

 Sports Council; National Joint Advisory). If the issue is resolved the

 information is passed on the relevant bodies.

4. The accused shall be informed of the date of the meeting and shall be invited

 to make a response to the allegations against him / her at the initial

 meeting.

5. Where the offending officer is found liable, a decision shall be made by the

 relevant body as to the sanction, if any, to be given to him/her. Such

 sanction may include-

i) Removal from office

ii) Suspension from office

iii) Censure

iv) Request of a written/oral apology

v) Any other measure which the relevant body deems appropriate.

6. The accused shall receive notification of this decision in writing within seven

 (7) days, upon which time the decision shall become effective.

Sanctions imposed at any level for gross misconduct shall be communicated to all levels within the Department. The levels and reasons for the above are stated below:

1. . Local Church � for information and for the individual Church Board to take appropriate actions.
2. . Youth District Council � for the District to follow through with the decision taken at any other level within the Department.

**Note:** Someone who has committed gross misconduct shall not serve at the National / Advisory or District levels. However, in the same case, the Local Church needs to make its own decision, based on the information given to it in writing.

Once an individual(s) has been sanctioned for misconduct, the next lower body shall be informed so that it is aware that the sanctioned individual no longer authorized to act on behalf of the sanctioning body in such a capacity. This however, does not necessarily preclude him/her from being elected or asked to function in any capacity at the lower levels.

**Section 3.1 Procedure for Appeal for District Officers**

In the case of District officers, if the sanctioned person is not satisfied with the ruling of the sanctioning body, then he / she shall appeal to the following entities in the following order:

i. Local church board or representatives appointed by the local church boards

 comprising the territory of the Youth District; The time allotted for the appeal

 at this level must be conducted within a reasonable time frame.

ii. Conference Committee through the Youth Director

iii. Union Committee

iv. Division / General Conference

This procedure must be done without the aid of civil or legal representation as guided by the Church Manual (2010 ed.) pp. 51, 52, 56.

**Section 3.2 Procedure for Appeal for National / Advisory officers**

In the case of National / Advisory officers, if the sanctioned person is not satisfied with the ruling of the sanctioning body, then he / she shall appeal to the following entities in the following order:

i. Conference Committee through the Youth Director

ii. Union Committee

iii. Division / General Conference

This procedure must be done without the aid of civil or legal representation as guided by the Church Manual (2010 ed.) pp. 51, 52, 56.