

THE STANDING COMMITTEE FOR YOUTH JUSTICE

CONSTITUTION

1. Title

The name of the body shall be the STANDING COMMITTEE FOR YOUTH JUSTICE.

2. Interpretation

The following expressions shall have the meanings respectively assigned to them:

- a) SCYJ or the Committee shall mean the Standing Committee for Youth Justice.
- b) The Executive Committee shall mean the Chair, Deputy Chair, Secretary and Treasurer of SCYJ.
- c) Full Members and Representatives shall mean those individuals nominated by member organisations in accordance with Section 5. Associate Members shall mean those individuals either seeking nomination or proposed and then confirmed in accordance with the document 'Membership and Associate Members of SCYJ'.

3. Aims

The aim of SCYJ shall be:

- a) To provide a forum for organisations primarily in the non-statutory sector which work to promote the welfare of children (i.e. persons below the age of 18 years) who become engaged in the youth justice system.
- b) To advocate a child-focused youth justice system which promotes the integration of such children into society and thus serves the best interests both of the children themselves and of the community at large.

4. Objectives

- a) To campaign for changes in legislation, policy and practice in accordance with the SCYJ's principles.
- b) To co-ordinate and express the views of its members in relation to youth justice issues and their work with children in trouble
- c) To monitor, assess and publicise the impact and implementation of criminal justice legislation as it relates to children.

- d)** To facilitate the exchange of information between members through meetings and mailings.
- e)** To act as a source of information and expertise and to disseminate this through publications and seminars and the support of its members' activities.
- f)** To co-ordinate and monitor the development and implementation of SCYJ's principles by its members
- g)** To promote the safety of children in the communities in which they live and in any residential placements.

5. Membership

- a)** Membership of SCYJ is open to any organisation which:
 - i.** Is in agreement with SCYJ's Statement of Principles and Publications Protocol.
 - ii.** Demonstrates the relevance of its work to membership.
 - iii.** Is recommended for membership by the Executive Committee.
 - iv.** Pays the annual membership fee.
- b)** Observer status may be granted to organisations or individuals in accordance with 9(f). Those with observer status will not be entitled to vote on any resolution or proposal or in relation to the Publications Protocol
- c)** The annual fees for Full and Associate membership shall be determined by the Executive Committee and ratified at the Annual General Meeting.
 - i.** Membership will run from 1st April to 31st March. Members joining from 1st October in any year will pay half the fee.
 - ii.** Any changes in membership fees will apply from the first renewal date following the Annual General Meeting.
- d)** Representation

Representatives will be chosen by member organisations and may be changed at any time, as decided by the organisation, without affecting the organisation's membership of SCYJ. More than one representative from any member organisation may attend SCYJ meetings, but only one will be entitled to vote.

6. Meetings

- a)** The Committee shall meet not less than once every 3 months. Notice of such meetings

shall be given in writing to all members not less than 14 days in advance.

- b)** The Committee shall discuss, decide on and implement activities which lie within the Aims, Objectives and Principles of SCYJ.
- c)** The Chair, or in his/her absence the Deputy Chair, shall preside at all meetings of the Committee. In the absence of the Chair and Deputy Chair, those members present shall appoint one of their number to preside as Acting Chair for that meeting only.
- d)** Each member of the Committee shall have one vote. For all business other than matters in relation to the Publications Protocol and the election of Associate Members, a resolution shall be considered carried by a simple majority of those members present and voting. In the case of equality of votes, the Chair, Deputy Chair or Acting Chair shall have a casting vote.
- e)** Amendments to the Constitution shall be considered only at Annual General Meetings or Extraordinary General Meetings.

7. Activities

- a)** The Committee shall pursue its Aims and Objectives by means of activities including (but not limited to) the following:
 - i.** The response to government consultation documents and other initiatives in the area of youth justice.
 - ii.** The co-ordination of responses by voluntary sector organisations to such consultations.
 - iii.** The support of campaigns by one or more member organisations which are in accordance with the Committee's Aims and Objectives.
 - iv.** The arrangement of meetings with government ministers and officials to raise issues regarding legislation, policy and practice affecting children who become involved in the criminal justice system.
 - v.** The issuing of press statements and other publicity regarding events and actions which come within the scope of the Committee's Aims and Objectives, subject to 9(b).
 - vi.** The publication of position papers, reports and other documents related to its work.
 - vii.** The arrangement of, or support to, seminars and workshops which are relevant to the Aims and Objectives of SCYJ.

8 The Executive Committee

- a) The Executive Committee shall consist of the Chair, Deputy Chair, Secretary and Treasurer of SCYJ. These officers shall be elected annually at the Annual General Meeting for a one-year term. The positions of Chair and Deputy Chair may only be filled by Full Members
- b) Any vacancy arising on the Executive Committee may be filled by the cooption of a member of SCYJ (subject to **8(a)** above), approved by a simple majority of the members present and voting at a Committee Meeting. The term of office in such circumstances shall continue until the next Annual General Meeting.
- c) Any member of the Executive Committee who ceases to be a member of SCYJ shall cease to be a member of the Executive Committee.

9. Functions of the Executive Committee

The Executive Committee shall:

- a) Implement resolutions and instructions passed at Annual General meetings or Extraordinary General Meetings.
- b) Issue statements and opinions on behalf of SCYJ subject to its Statement of Principles and the Publications Protocol.
- c) Convene and conduct meetings and carry out the business of SCYJ in accordance with the Committee's Aims and Objectives.
- d) Ensure that the Treasurer presents an account of income and expenditure and a balance sheet for each financial year at the Annual General Meeting.
- e) Ensure that the Secretary convenes Committee meetings, issues requisite notices, conducts correspondence relating to the affairs of SCYJ, keeps minutes of all meetings and circulates all appropriate papers and documents to members of SCYJ.
- f) Have the discretion to offer, by unanimous agreement, observer status to any organisation or individual whose membership it considers relevant to the Aims and Objectives of SCYJ and who subscribes to its Statement of Principles.

10 Extraordinary General Meetings

- a) An Extraordinary General Meeting shall be called by the Secretary upon the written request of 5 members or 25% of the total membership (whichever is the less), stating the purpose of the meeting. At least 30 days notice shall be given and the meeting shall be held within 60 days of receipt of the request.
- b) Five members of SCYJ shall constitute a quorum for conducting business at an Extraordinary General Meeting.

- c) The conduct of such meetings shall be in accordance with 6(d) above and 12 , . below.

11. Annual General meetings

- a) There shall be an Annual General Meeting open to all members of SCYJ. Each Annual General Meeting shall be held within 14 months of the previous Annual General Meeting.
- b) Notice of the Annual General Meeting will be sent in writing by the Secretary to all members not less than 30 days before the meeting.
- c) Agenda items for the Annual General Meeting shall be submitted to the Secretary of the Committee at least 14 days before the Annual General Meeting.
- d) Five members of SCYJ shall constitute a quorum for conducting business at the Annual General Meeting.
- e) The Annual General Meeting shall, in separate votes, elect the Chair, Deputy Chair, Secretary and Treasurer of the Committee. Each member of SCYJ shall have one vote.
- f) In the absence of a quorum at the Annual General Meeting, the Executive Committee shall arrange and conduct a postal ballot of all members for the purposes of electing a Chair, Deputy Chair, Secretary and Treasurer, approving the accounts and of agreeing action on any other matters that the Executive Committee consider urgent.
- g) At each Annual General Meeting the Chair shall present a report on the work of SCYJ.
- h) At each Annual General Meeting the Treasurer shall present a report, verified by the Secretary, containing the accounts of SCYJ for the preceding financial year.
- i) The Annual General Meeting shall have the opportunity to consider matters relating to the Aims, Objectives and activities of SCYJ and to pass resolutions regarding these. However, no resolution, if passed, shall be binding on the Committee or Executive Committee if notice of it was not submitted to the Secretary in accordance with 11 (c).
- j) The Annual General Meeting shall ratify the fees for Full and Associate membership for the following financial year.
- k) For all business other than amendments to the Constitution, a resolution shall be considered carried by a simple majority of those members present and voting. In the case of equality of votes, the Chair shall have a casting vote.

12. Amendments to the Constitution

- a) Amendments to the Constitution may be proposed by the Executive Committee or by the submission to the Secretary of a resolution proposed and seconded by members of SCYJ.
- b) A resolution to amend the Constitution shall be considered carried if it receives two thirds or more of the votes cast by those members present and voting at a quorate Annual General Meeting or Extraordinary General Meeting.

13. Finance

- a) All monies raised by or on behalf of SCYJ shall be applied to further the Aims and Objectives of the Committee.
- b) The Treasurer shall ensure that all monies are paid into the Committee's bank account(s).
- c) The Treasurer shall ensure that proper accounts are kept and shall arrange for the accounts to be verified by the Secretary annually before the Annual meeting.
- d) All cheques shall be signed by the Treasurer and one other member of the Executive Committee. In the event of the incapacitation of the Treasurer, the advice of SCYJ's bank will be sought regarding an alternative signatory.
- e) The Committee shall have access to the accounts at all times and may arrange an immediate audit at the request of one or more members.
- f) Where a Member has to undertake additional work or attend meetings relevant to the Aims and Objectives of SCYJ, which are beyond the scope of normal working arrangements, consideration will be given to the reimbursement of travel costs or the payment of an honorarium.
- g) Such payments shall be made:
 - i. Subject to the financial resources of SCYJ
 - ii. In the case of an honorarium, to a maximum of £100.
 - iii. On the authority of the Chair or Deputy Chair and one member of the Executive Committee, other than the beneficiary.
- h) The decision regarding requests for payments, and any payments made, shall be recorded in the minutes of the next available meeting.

14. Dissolution of SCYJ

- a) The Committee may be dissolved at any time by a resolution passed according to the same procedures as those required for an amendment to the Constitution

as set out in Section 12.

- b)** If such a resolution is passed, the Executive Committee shall have the power (subject to any other relevant special resolutions) to dispose of any surplus assets (after satisfaction of debts and liabilities) held by, or in the name of, SCYJ to such other organisations whose aims are the same as, or similar to, those of SCYJ at the time of the resolution.