

YOUTH ASSOCIATION OF SIERRA LEONE
(YASIL)
CONSTITUTION



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PREAMBLE

Whereas the youth of the Republic of Sierra Leone have declared that we are determined:

- To save succeeding generations from the scourge of war and poverty, which several times in our life time have brought untold sorrows to all peoples;
- To reaffirm faith in fundamental human rights, in the dignity and worth of our fellow human being, and in the equal rights of men and women in all nations;
- To establish conditions under which justice and respect for the obligations arising from treaties and sources of national and international laws can be maintained; and
- To promote social progress and better standards of life in larger freedom;

And to these ends

- To practice tolerance and live together in unity as one nation in peace and harmony with our neighbours and the global community of nations, and
- To unite our strength to maintain national and international peace and security, and
- To ensure, by acceptance of principles and the institution of methods, that armed force shall not be used, save in the common interest, and
- To employ national and international machinery for the promotion of the economic and social advancement of our youth and all youth of the world;

And whereas our government, to achieve these aims, agreed to the Charter of the United Nations

WE THE REPRESENTATIVES OF THE YOUTH ASSOCIATION OF SIERRA LEONE:

- Believe that since wars begin in the minds of youths, it is in the minds of youths that the defences of peace must be constructed, and
- Believe that the culture of peace be inculcated, upon the intellectual and moral solidarity of our young generation. We have resolved to combine our efforts to form an Association of the youth of Sierra Leone and, have agreed to this present Constitution, do hereby establish a national organization which is a dependent organization known as the YOUTH ASSOCIATION OF SIERRA LEONE (YASIL).

OBJECTIVES

Article 1: Objectives

The objectives of **Youth Association of Sierra Leone (YASIL)** are:

- a. To serve as a Sierra Leone youth movement for the United Nations;
- b. To serve as a dependent Organization to Youth Association of Sierra Leone(ASIL), Sierra Leone's representative to the United Nations Department of Public Information (UNDPI)
- c. To strive for respect for human rights and fundamental freedoms, the responsibilities and duties accompanying those rights for youths in Sierra Leone and the world;
- d. To co-ordinate and foster the youth activities of members, and promote and expand the work the ASIL/UNDPI/UN nationwide through Regional and District Chapters;
- e. To promote tolerance, understanding, solidarity and co-operation among Youths and Children throughout Sierra Leone without distinction as to ethnicity, gender, religion or political orientation;
- f. To stimulate and maintain student's interest in International Affairs and foster friendship among the youths of all countries;
- g. To actively participate in National and International youths activities in promoting the health of young people.
- h. To contribute to the removal of barriers of peace, to work for Justice, security and disarmament, and to promote the development of peaceful co-existence and co-operation among youth of Sierra Leone and the nations of the world;
- i. To promote economic development, enhancement of social progress, better standards of life for young Sierra Leoneans and the world; To promote the spirit of patriotism and nationalism, good attitudes towards democratic governance and the rule of law, and voluntarism;
- j. facilitate the partnership between Y(S)As; promote the idea of UN Youths among political institutions and the civil society in general; support the establishment of YA in Sierra Leone as such institution is not found in the State; facilitate fundraising; exchange ideas, know-how and best practices; establish common projects, programmes and initiatives;
- k. To promote research, information and education about ASIL//UNDPI/UN, the goals of the Charter of the United Nations (UN), and the work of the United Nations System.

MEMBERSHIP

Article 2: Membership

Membership shall be open to young persons in Sierra Leone from the ages 14 – 30, governmental and non-governmental organizations, civil society groups, and the private sector.

Types of Membership

The types of membership are:

1. Individual Members
2. Private Sector Membership - Businesses
3. Civil Society Membership – Community-based organizations (CBO)
4. Governmental Organizations (Agencies of the Central and Local governments)
5. Non- Governmental Organizations (NGO)
6. Foreign Membership

1. Individual Membership

YASIL caters for all young citizens of Sierra Leone as well as non-citizens' resident in Sierra Leone. This membership is open to all individuals in Sierra Leone as well as Sierra Leoneans living in the Diaspora who share the objectives of the Association. Members under this category have equal rights to privileges and opportunities provided by the Association. All Staffs, Volunteers of YASIL will fall under this category during and after service to YASIL.

2. Private Sector Membership

This membership includes private companies, establishments, and businesses including petty trades established by youths. This membership is limited to establishments within the State. A private sector establishment joining the Association shall designate one or two individuals to represent it at meetings or activities of the Association.

3. Civil Society Organization (CSO) and Community-Based Organization (CBO) Membership

This membership is open to civil society and community-based organizations (CBO), service organizations, and grassroots activists operating as organized groups established and operated by youths.

4. Government Agency (Central and Local) Membership

The category of government membership includes for youths serving in Ministries, Departments, and Agencies (MDAS) of the Central Government, and local governmental agencies at the Regional, District, and Chiefdom levels. A government agency joining the Association shall designate one or more individuals to represent it at meetings or activities of the Association.

5. Non-Governmental Organizations (NGOs)

This Membership is open to established operating non-governmental organizations (NGO). An NGO joining the Association shall designate one or more individuals to represent it at meetings and activities of the Association.

6. Foreign Membership

Foreign embassies, consulates, agencies, organizations, and other bodies which share the objectives of YASIL may apply for this category of membership. Such members may designate one or more individuals to represent them at meetings and activities of the Association.

Code of Conduct

Members of YASIL shall maintain the highest standard of conduct; operate with fairness, integrity, compassion and dignity; and act in the interest of YASIL, ASIL, UNDP, and the United Nations.

- Members shall serve YASIL faithfully, respecting confidentiality, and avoiding conflicts of interest or personal gains at the expense of YASIL.

- YASIL shall foster an environment where interaction among employees, volunteers, suppliers and clients is conducted fairly without discrimination, harassment or abuse.
- Members shall not indulge in any practices or activities that could bring the United Nations, the State, ASIL, or UNDP into disrepute.

Article 3: Admission of Members

The procedure for application and admission of members into any of the membership categories shall be as follows:

- A. An applicant shall submit to the Secretariat an application letter for admission;
- B. The application for admission shall be accompanied by the following:
 - a. A completed YASIL membership application form;
 - b. A certified copy of the national identification or passport; and
 - c. Eight Passport pictures.
- C. YASIL shall evaluate the application at the Plenary Assembly on vote of a simple majority of those present and voting.

Article 4: Termination of Membership

Membership may be terminated in the following two ways:

1. A member who wishes to terminate membership may submit a letter of resignation at any time to the Executive Committee.
2. On the recommendation of the Executive Committee and the Board of Trustees, a member may be expelled by the Plenary Assembly by a two-thirds majority vote of those present and voting. To be expelled, the member must have been adjudged by the Executive Committee to have violated the constitution by acting contrary to its objectives, not participating in the affairs of Association, or failing to pay dues.

Article 5: Membership Co-operation

1. Members shall co-operate with each other in pursuing the objectives of ASIL.
2. Each member shall endeavor to participate in activities of YASIL, other Youth Associations (YAs)/Youth Sector, and UNDPI.
3. Participation in activities of other YAs, or UNDPI shall require approval by ASIL.

ORGANS

Article 6: Organs

The organs of YASIL shall be the Plenary Assembly, the Executive Committee and the Secretariat.

PLENARY ASSEMBLY

Article 7: Plenary Assembly

Composition

The Plenary Assembly shall be the Supreme Authority of the Association. It shall consist of youths from ages 15 – 30 years attending and in good membership standing. For official transactions, such as voting, the 14 District Chapters of YASIL shall be represented at the Plenary Assembly by delegations of three delegates each (one for each membership type) and three respective alternates. Members of the Executive Committee, Officers of the Secretariat of YASIL's, the Board of Trustees and Director General of ASIL, shall have the right to attend the Plenary Assembly of YASIL. The President shall chair the Plenary Assembly.

Functions

- A. The Plenary Assembly shall be a supreme organ of YASIL, responsible for pursuing and achieving the objectives as defined in this Constitution.
- B. Every Executive Member of the Plenary Assembly shall act in his/her personal capacity for the duration of six years.
- C. The Plenary Assembly shall elaborate and adopt the policy and programme of activities of YASIL. It shall have the authority to decide on all questions which any Member of the Executive Committee may submit to it in accordance with the procedures set out in this Constitution.
- D. The Plenary Assembly shall decide on admission of new Members and termination of membership in accordance with Articles 2, 3 and 4 of this Constitution.
- E. The Plenary Assembly shall consider the general report submitted by the Secretary General.
- F. The Plenary Assembly shall approve the report of the Treasurer on the financial status of the Association as well as the audited accounts; adopt the budget of the Association; and determine the dues of the members.
- G. The Plenary Assembly shall discuss questions raised from discussions of its agenda.
- H. The Plenary Assembly shall receive reports from its Commissions; and adopt policy resolutions and decisions on internal matters, including the Code of Conduct for members of YASIL.
- I. The Plenary Assembly shall, upon the recommendation of the Executive Committee of YASIL, the board of Trustees and Director General of ASIL appoint the Secretary General of YASIL.
- J. The Plenary Assembly shall receive any appeal by a Member against any decision of the Executive Committee. Except for an appeal concerning the Agenda of the Plenary Assembly, an appeal concerning any other decision taken by the Executive Committee since the last Plenary Assembly shall be heard first by the Executive committee, which shall forward such appeal, together with its comments, to the Plenary Assembly. In each case, the Plenary Assembly shall have the authority to decide upon the appeal only after having heard the member who originated it.
- K. The Plenary Assembly shall select the President, Vice President, Clerk Deputy Clerk, Chief Whip, Deputy Chief Whip, Treasurer, Secretary General, Deputy Secretary General, Commissioners, Regional and District Executive Directors of YASIL.

By-laws

Subject to this Constitution, the Plenary Assembly may adopt By-Laws of YASIL.

Meetings

The Plenary Assembly shall have two types of sessions: ordinary and extra-ordinary meetings.

A. Ordinary Meetings

1. The Plenary Assembly shall meet in ordinary session twice a year, on a rotational basis, to the extent feasible, in the four regions – Western Area, Northern Region, Southern Region, and Eastern Region.
2. The Plenary Assembly shall decide on the time and place for its next session. If it does not make this decision at the Plenary Assembly, the Executive Committee in consultation with the Secretary General and the President shall take the decision.

B. Extraordinary Meetings

1. An extraordinary meeting shall be convened by the Secretary General:
 - a. If this decision is taken by two-thirds of the Executive Committee.
 - b. At the written request of two-thirds of the Members of the Association.
2. Unless the Executive Committee decides on another place, an extraordinary meeting shall be held at the national Headquarters of the Association.
3. An extraordinary meeting shall deal only with item(s) for which it is convened.

Notices

The Secretary General shall give the appropriate notice for each meeting of the Plenary Assembly as follows:

- A. Notice of an ordinary session shall be issued six weeks in advance.
- B. Notice of extra-ordinary meeting shall be issued at least two weeks in advance. The notice shall state the purpose for convening the meeting.

Quorum

The quorum for the Plenary Assembly shall be two-fifths of the Members qualified to vote.

Organization of Work

- A. The Plenary Assembly shall adopt the report of the Credentials Committee.
- B. The Plenary Assembly shall adopt its agenda upon the recommendation of Executive Committee.
- C. The Plenary Assembly shall establish Commissions for certain functions.
- D. The Plenary Assembly shall appoint the Elections Committee.
- E. The meetings of the Plenary Assembly shall be open to the General Public unless the Plenary Assembly decides otherwise.
- F. The proceedings of the Plenary Assembly shall be regulated by the By-Laws of the Association as provided by the governing detail.

Voting Rights

- A. Only members shall have the right to vote and each member shall have one vote at the Plenary Assembly.
- B. Only members who have complied with their full financial obligations by the date of the Plenary Assembly and have fulfilled their reporting requirements in accordance with the Constitution can exercise their voting right to vote at the meeting.

Resolutions and Decisions

- A. Matters relating to national and international relations shall be resolved by a majority of two-thirds of those present and voting.
- B. The decision on internal matters shall be taken by a simple majority of members present and voting, except otherwise provided in this constitution.

EXECUTIVE COMMITTEE

Article 8: Executive Committee

The Executive Committee is the second major organ of the Association.

Composition

- A. The Executive Committee shall consist of sixteen individuals, four from each region, selected at the Plenary Assembly each year.
- B. It shall be headed by a Chairperson selected from its members.
- C. The President and Vice President, Clerk and Deputy Clerk, Chief Whip and Deputy Chief Whip, Secretary General and Deputy Secretary General, Treasurer, Commissioners, Regional and District Chapter Executive Directors are members of the Executive Committee.
- D. The board of Trustees and Deputy Director General of ASIL shall participate as ex-officio in the work of the Executive Committee and may attend meetings of the Executive Committee.

Members

- A. Every Member of the Executive Committee shall act in his/her personal capacity.
- B. Each candidate for selection to the Executive Committee shall be nominated by the Chapter delegation to the Plenary Assembly under the type of Membership he/she belongs and seconded by another Chapter delegation to the Plenary Assembly.
- C. In selecting Members of the Executive Committee, due regard shall be given to qualifications of nominees, their availability and to equitable Chapter representation.
- D. Only members with voting rights can nominate and second candidatures. Candidates for election to the Executive Committee can come from any type of Membership.
- E. The term of office of the Executive Committee shall be six years. They shall be eligible for additional two terms, from the end of the Plenary Assembly in which they are selected to the end of the next.

- F. Members of the Executive Committee shall be removed from office by the Plenary Assembly for actions detrimental to the Association, or for failing to pay dues. Also, a member may resign from the Executive Committee at any time by submitting a written resignation to the Chairperson of the Executive Committee.
- G. The term of office of a Member of the Executive Committee shall expire automatically with the termination of rights and privileges in the Association.

When a Member of the Executive Committee resigns, or is removed, or is unable to continue to serve, the Executive Committee shall co-opt a member from the same Chapter after consultations, for the unexpired term.

Functions

The Executive Committee shall be responsible to the Plenary Assembly for promoting the objectives of the Association, and in particular for:

- A. Implementing the resolutions and decisions of the Plenary Assembly.
- B. Giving guidance to the President on matters related to YASIL.
- C. Supervising the work of the Plenary Assembly.
- D. Considering applications for membership in accordance with Article 3.
- E. Recommending termination of membership in accordance with Article 4.
- F. Preparing the agenda of the Plenary Assembly as well as making recommendations with respect to the work of the Plenary Assembly.
- G. Approving the agenda of the Regional Conferences.
- H. Giving guidance on matters relating to finances of YASIL; assisting in fund raising; controlling finances including opening and operating bank accounts, designation of signatories of checks and contracts, and appointing the Finance Committee.
- I. Adopting regulations related to the functioning of the Association.
- J. Performing other functions delegated to it by the Constitution.
- K. Adopting the reports of the various Committees.

- L. Acting with Plenary Authority in the interval between Plenary Assemblies consistent with the Constitution or on the decisions of the Plenary Assembly.

Rules of Procedure

Subject to this Constitution and to the By-Laws of the Association, the Executive Committee may adopt its own rules.

Meetings

The Executive Committee shall have two types of meetings: ordinary and extra-ordinary meetings.

A. Ordinary Meetings

The Executive Committee shall meet for ordinary sessions immediately before and immediately after an ordinary session of the Plenary Assembly and at such other time as the Executive Committee shall decide. The Chairperson of the Executive shall ensure that the Executive Committee meets as required by the constitution.

B. Extraordinary Meetings

1. An extraordinary meeting of the Executive Committee shall be convened by the Secretary General at the request of the Chairperson in consultation with the President, or at the request of the Executive Committee, with a two-thirds vote.
2. Unless the Chairperson and the Secretary General decide upon another place, an extraordinary meeting shall be held at the Headquarters of the Association.
3. The Chairperson of the Executive Committee shall notify members of the Executive Committee, Plenary Assembly and Secretariat of an extra-ordinary meeting of the Executive Committee at least two weeks in advance. The notification shall state the purpose for which such a meeting is convened.

Quorum

The quorum for Executive Committee meetings shall be eight members, at least one person from each region.

Organization of Work

- A. The Executive Committee shall select from among its Members a Chairperson and a Vice-Chairperson for Six years, and eligible for re-selection for two additional terms.
- B. The Chairperson shall be the spokesperson of the Executive Committee and, in his/her absence, the Vice Chairperson shall be appointed to be the spokesperson.
- C. The Executive Committee shall, when appropriate, appoint ad-hoc committees.
- D. Executive Committee meetings shall be private.

Voting

- A. Executive Committee members and the President shall have one vote each.
- B. The Executive Committee shall work on the basis of consensus. In case this fails, decisions shall be taken by a simple majority of members present and voting.

THE SECRETARIAT

Article 9: The Secretariat

The Secretariat is the third arm and the Administrative organ of YASIL.

Composition

- A. The Secretariat shall consist of the Secretary General, the Deputy Secretary General, Regional and District Executive Directors and any other Staff as required.
- B. The Secretary General may recommend a candidate to the Board of Trustees and Director General of ASIL for the appointment of Deputy Secretary General,

Regional and District Chapter Executive Directors, Staff of the Secretariat(s), with due regard to competence, gender equity, and Chapter representation.

- C. The appointment of the Deputy Secretary General, Regional and District Chapter Directors, Heads of Departments and any other Staff, shall be for fixed terms, and subject to Rules and Regulations thereof set by the Director General of ASIL.
- D. The Chapters Executive Directors shall coordinate all activities relating to people within the age bracket of 15 – 30years in the field nationwide.
- E. The responsibilities of YASIL’s National Secretariat shall be to coordinate the activities of the Chapters and promote the objectives of YASIL nationally and internationally.

General Regulations

- A. The Deputy Secretary General, Regional and District Chapters Executive Directors, Heads of Departments and Staff of the Secretariat(s) shall serve under the authority of the Secretary General and in accordance with the regulations approved by the Board of Trustees.
- B. The Secretary General shall be the spokesperson for YASIL’s Secretariat at meetings of the Plenary and the Executive Committee.
- C. The Deputy Secretary General, Regional and District Chapter Executive Directors and Staff shall receive directives from the Secretary General. Staffs, Volunteers and other employees shall receive directives from the heads of departments, the directorate(s) they are under and Secretary General as they follow due process and respect for the of Secretariat(s) command structure. They shall not seek or receive instructions or directives from any other organ of ASIL except the Director General of ASIL; UN Youth Association (YA), nor another authority outside of ASIL, nor the UNDP unless such instruction(s) is been endorsed by the Director General of ASIL. They shall refrain from actions that might reflect badly on their positions, or YASIL.
- D. Staff Members, Officers of the Association and Members of the Executive Committee shall respect the exclusively independent character of YASIL, and shall not be influenced in the discharge of their responsibilities.

OFFICERS OF THE ASSOCIATION

Article 10: Officers of the Association

- A. The officers of YASIL shall be the President, Vice-President, the Clerk and Deputy Clerk, Chief Whip and Deputy Chief Whip, Chairperson and Vice Chairperson of the Executive Committee, the Treasurer, the Chairperson and Vice Chairperson of the Board of Trustees, Secretary General and Deputy Secretary General, Regional and District Chapter Executive Directors.
- B. All officers with the exemption of Secretary General and Deputy Secretary General, shall undergo a scrutiny process by Elections Committee upon the request of the Plenary Assembly with due regard to Chapter representation competency and gender equity.
- C. As an Officer of the Association, no one person may hold more than one position in the Association; and shall be addressed as His/Her Excellency.
- D. All Officers of YASIL shall serve six years' terms of office, and serve six years' terms renewable for two additional terms.
- E. The Director General and Board of Trustees of ASIL shall determine officers who should receive salaries and what levels.
- F. In matters of urgency, the President, Chairperson of the Executive Committee, Secretary General shall hold consultations.
- G. Any Officer may resign by submitting a letter of resignation to the Secretary General.
- H. Any Officer may be suspended from office for violating his or her role of the constitution. A suspension proposal shall require a vote of two-thirds of the Executive Committee. If the Executive Committee so votes, the proposal shall be referred to the Plenary Assembly, which shall require a two-thirds majority to approve the suspension.
- I. When an Officer resigns or is suspended, the Executive Committee shall propose a candidate, to be approved by the President, Secretary General and the Chairperson of the Executive Committee, to fill the position for the unexpired term.

President

- A. The President of YASIL shall be selected by the Plenary Assembly and the Executive Committee and shall only preside over the Plenary Assembly of YASIL.
- B. The President shall participate in the Finance Committee as an ex-officio member.
- C. The President of YASIL shall be selected from the individual membership type of the Plenary Assembly. The appointments of the President of Plenary Assembly shall

be for a fixed term of six years, and eligible for re-selection, on the recommendation of the membership types of the Plenary Assembly to the Board of Trustees and Director General of ASIL.

- D. Candidates for the position of President shall be nominated by the Chapters. The President of YASIL shall be selected by the Plenary Assembly and the Executive Committee and shall only preside over the Plenary Assembly of YASIL.
- E. The President of Plenary Assembly shall be assigned on specific duties as per instructed by this Constitution.
- F. The President of Plenary Assembly shall receive directives from this Constitution and Plenary Assembly. The President of Plenary Assembly shall seek and receive instructions or directives from only the UNDPI and the United Nations; She shall be endorsed such instruction(s) by the Plenary Assembly.

Vice President

- A. Shall be selected by the Plenary Assembly, and shall deputize for the President.
- B. Candidates for Vice President shall be nominated by different Chapters from that of the President.

Clerk

- A. The Clerk of YASIL shall be selected from the individual membership type of the Plenary Assembly.
- B. The appointment of the Clerk of Plenary Assembly shall be for a fixed term of six years, and eligible for re-selection, on the recommendation of the membership types of the Plenary Assembly to the Board of Trustees and Director General of ASIL.
- C. Candidates for the position of Clerk shall be nominated by the Chapters. The Clerk of YASIL shall be selected by the Plenary Assembly and the Executive Committee and shall only preside over the Plenary Assembly of YASIL.
- D. The Clerk of Plenary Assembly shall be assigned on specific duties as per instructed by this Constitution.
- E. The Clerk of Plenary Assembly shall receive directives from this Constitution and Plenary Assembly. The Clerk of Plenary Assembly shall not seek or receive instructions or directives from any other Youth Association (YA), Association (A), nor another authority outside of ASIL, nor the UNDPI unless such instruction(s) is been endorsed by the Plenary Assembly.

Deputy Clerk

- A. Shall be selected by the Plenary Assembly, and shall deputize for the Clerk.
- B. Candidates for Clerk shall be nominated by different Chapters from that of the President.

Chief Whip

- A. The Chief Whip of YASIL shall be selected from the individual membership type of the Plenary Assembly.
- B. The appointments of the Chief Whip of Plenary Assembly shall be for a fixed term of six years, and eligible for re-selection, on the recommendation of the membership types of the Plenary Assembly to the Board of Trustees and Director General of ASIL.
- C. Candidates for the position of Chief Whip shall be nominated by the Chapters. The Chief Whip of YASIL shall be selected by the Plenary Assembly and the Executive Committee and shall only preside over the Plenary Assembly of YASIL.
- D. The Chief Whip of Plenary Assembly shall be assigned on specific duties as per instructed by this Constitution.
- E. The Chief Whip of Plenary Assembly shall receive directives from this Constitution and Plenary Assembly. The Chief Whip of Plenary Assembly shall not seek or receive instructions or directives from any other Youth Association (YA), Association (A), nor another authority outside of ASIL, nor the UNDP/PI unless such instruction(s) is been endorsed by the Plenary Assembly.

Deputy Chief Whip

- A. Shall be selected by the Plenary Assembly, and shall deputize the Chief Whip.
- B. Candidates for Deputy Chief Whip shall be nominated by different Chapters from that of the President.

Treasurer

- A. The Treasurer shall be selected by the Plenary Assembly, and shall be in charge of the Association's finances.
- B. The Treasurer together with the Secretariat shall:
 - 1. Prepare and submit the annual budget and statement of accounts.
 - 2. Inform the Plenary Assembly, Executive Committee of YASIL and the Board of Trustees of the financial status of the Association.

3. Ensure that Secretariat collects dues and help to coordinate fund raising activities.
4. Be ex-officio in the Plenary Assembly and Executive Committee.
5. Work directly with the finance department of the Secretariat.

Chairperson of the Executive Committee

- A. Candidates for the position of Chairperson of the Executive Committee shall be nominated by the Chapters.
- B. The Executive Committee of YASIL shall be selected from its membership by the Chairperson of the Executive Committee and shall only preside over the Executive Committee of YASIL.
- C. The appointments of the Chairperson of the Executive Committee shall be for a fixed term of six years, and eligible for re-selection, on the recommendation of the membership types of the Plenary Assembly to the Board of Trustees and Director General of ASIL.
- D. The Chairperson of the Executive Committee shall be assigned on specific duties as per instructed by this Constitution.
- E. The Chairperson of the Executive Committee shall receive directives from this Constitution and Plenary Assembly. The Chairperson of the Executive Committee shall not seek or receive instructions or directives from any other Association (A), nor another authority outside of ASIL, nor the UNDP unless such instruction(s) is been endorsed by the Plenary Assembly. S/he shall make a general report based on the roles and responsibilities as defined in this constitution and shall be responsible to the Executive Committee and Plenary Assembly.

Vice Chairperson of the Executive Committee

- A. Shall be selected by the Plenary Assembly, and shall deputize for the Chairperson of the Executive Committee.
- B. Candidates for Deputy Chairperson of the Executive Committee shall be from its membership by the Members of the Executive Committee.

Secretary General

- A. The Secretary General shall be appointed for a fixed term of six years, and eligible for re-election, on the recommendation of the Plenary Assembly and Executive Committee to the Board of Trustees and Director General of ASIL.
- B. The Director General of ASIL in consultation of the Board of Trustees of ASIL Executive Committee and Election Committees of YASIL appoint all Members of the Council of Executive Directors, the Deputy Secretary General, Heads of Committees and Delegations, Heads of Departments and Delegations, staff, volunteers, interns, and other employees not named in this constitution.
- C. The Secretary General shall be the head of Secretariat, Council of Executive Directors. Regional and District Chapter Executive Directors and Staff shall receive directives from the Secretary General.
- D. Staffs, Volunteers and other employees shall receive directives from the heads of departments, the directorate(s) they are under and Secretary General as they follow due process and respect for the of Secretariat(s) command structure. They shall not seek or receive instructions or directives from any other organ of ASIL except the Director General; Youth Association (YA), Association (A), nor another authority outside of ASIL, nor the UNDPI unless such instruction(s) is been endorsed by the Secretary General.
- E. The Secretary General shall make a general report to the Plenary Assembly on the work of the Secretariat, and shall be responsible to the Plenary Assembly and the Executive Committee.
- F. The Secretary General shall have a voice but no vote in the three organs.

Deputy Secretary General

- A. The Deputy Secretary General shall be selected for a fixed term of six years, and eligible for re-election, on the recommendation of the Plenary Assembly and Executive Committee to the Board of Trustees and Director General of ASIL.
- B. The Council of Committees and Delegations is chaired by the Deputy Secretary General.

Regional Chapter Executive Directors

- A. Appointments of Regional Chapter Executive Directors shall be for a fixed term of six years, and eligible for re-selection, on the recommendation of the Secretary General to the Board of Trustees and Director General of ASIL.
- B. Appointments of Regional Chapter Executive Directors shall be assigned on specific duties as per instructed by the Secretary General.
- C. Regional Chapter Executive Directors shall receive directives from the Secretary General and as they follow due process and respect for the of Secretariat(s) command structure. They shall not seek or receive instructions or directives from any other organ of ASIL except the Director General; Youth Association (YA), Association (A), nor another authority outside of ASIL, nor the UNDPI unless such instruction(s) is been endorsed by the Secretary General. They shall make a general report directly to the Secretary General on their Assignments of the Secretariat, and shall be responsible to the Secretariat.

District Chapter Executive Directors

- A. Appointments of District Chapter Executive Directors of shall be for a fixed term of six years, and eligible for re-selection, on the recommendation of the Secretary General to the Board of Trustees and Director General of ASIL.
- B. Appointments of District Directors shall be assigned on specific duties as per instructed by the Secretary General. District Directors shall receive directives from the Secretary General and as they follow due process and respect for the of Secretariat(s) command structure. They shall not seek or receive instructions or directives from any other organ of ASIL except the Director General; Youth Association (YA), Association (A), nor another authority outside of ASIL, nor UNDPI unless such instruction(s) is been endorsed by the Secretary General. They shall make a general report directly to the Secretary General on their Assignments of the Secretariat and shall be responsible to the Secretariat.

CHAPTERS

Article 11: Chapters

- A. A Chapter is an organized sub-body of the Association that is established at the Regional and District levels and answerable to ASIL, to facilitate a wider reach to the local population to achieve ASIL's objectives.
- B. Four Chapters shall be created at the regional level: Western Area, Northern Region, Southern Region, and Eastern Region. Each Regional Chapter shall operate and coordinate its activities in line with the ASIL's national operations.
- C. In each region, District level Chapters may be established according to the number of districts. Western Area Chapter shall have the District Chapters of Western Rural and Western Urban; Northern Chapter shall have the District Chapters of Bombali, Tonkolili, Koinadugu, Port Loko and Kambia; Southern Chapter shall have the District Chapters of Bo, Pujehun, Moyamba and Bonthe; and Eastern Chapter shall have the District Chapters of Kenema, Kailahun and Kono.
- D. Universities, institutions, schools and local communities may also establish local chapters according to the guidelines of ASIL.

COUNCIL OF EXECUTIVE DIRECTORS

Article 12: Board of Directors

The Council of Executive Directors is an establishment of the Secretariat that works on specific directives and objectives delegated to it by the Secretary General. The membership of the Board of Directors consists of all Regional and District Chapters Executive Directors. The Council of Executive Directors is chaired by the Secretary General.

COUNCIL OF HEADS OF COMMITTEES & DELEGATIONS

Article 13: Council of Committees and Delegations

The Council of Committees and Delegations is an establishment of the Secretariat that works on specific directives and objectives delegated to it by the Chairperson of the Executive Committee and Secretary General. The membership of the Council of Committees and Delegations consists of all Committees and Delegations heads. The Council of Committees and Delegations is chaired by the Deputy Secretary General.

COMMISSIONS

Article 14: Commissions

A Commission is an establishment of an Association that works on specific directives and objectives, delegated to it by the Plenary Assembly. Commissions may be established as and when necessary for a specific purpose. When a Commission is needed, the President shall advise the Plenary Assembly on its purpose, and proposes its membership.

COMMITTEES

Article 15: Committees

Committees are operating groups within YASIL established to accomplish ongoing activities of the Association, especially the Plenary Assembly. All committees report directly to the Executive Committee. The Council of Committees and Delegations is chaired by the Deputy Secretary General and shall delegate responsibilities to heads of each of these committees, upon the directives of the Secretary General, the Chairperson of the Executive Committee and in line with the statutory mandates whether defined or not in this constitution. There shall be Standing and Ad-hoc committees.

Standing Committees

Standing Committees are permanent operating structures of YASIL. They shall perform the duties for which they are created. Appointments to Committees whose memberships are not specified shall be made by the Executive Committee in consultation with the Secretariat and the President. Standing Committees shall include:

A. Membership Committee

The Membership Committee shall recruit new members at national and Chapter levels. The Committee shall organize chapter level membership sub-committees to assist it in carrying out membership drives and campaigns throughout the country. Membership campaigns shall be carried out in all regions and districts throughout the year.

B. Finance Committee

The Finance Committee shall include the Chairperson of the Executive Committee, / the Secretary General, Treasurer, Accounts Manager, and two persons appointed by the Executive Committee from among its members. The Committee shall:

1. Guide the Treasurer and make recommendations to the Executive Committee on financial matters;
2. Designate signatories to the Association's accounts;
3. Prepare the annual budget; and
4. Collect dues. Dues shall be set by the Plenary Assembly.

The Financial Year shall be January 1 through December 31.

C. Fund Raising Committee

The Fund Raising Committee shall be in charge of raising funds for YASIL from all sources other than dues. This Committee will also be responsible to source out funds and grants from internal or external sources, activities and functions organized by the Association, and other direct or indirect solicitations.

D. Marketing Committee

The Marketing Committee shall develop and implement a marketing plan for YASIL. This Committee will be under the auspices of the Executive Committee so as to develop and implement a marketing plan for YASIL.

E. Planning Committee

The Planning Committee shall develop and monitor the implementation of YASIL's strategic plan, which shall outline the development programmes of the Association. This Committee will be under the auspices of the Executive Committee so as to develop and monitor the implementation YASIL's strategic plan, development programmes for the Association.

F. Ethics Committee

The Ethics Committee shall ensure good ethics and resolve conflicts within YASIL. This Committee will be under the auspices of the Executive Committee so as to recommend the imposture of sanctions for violators, while also rewarding good organizational performance.

G. Audit Committee

The Audit Committee shall be responsible for identifying an auditor for YASIL. This Committee will be under the auspices of the Executive Committee so as to ensure that the annual audit report of YASIL is timely produced.

H. Elections Committee

The Elections Committee shall be in charge of all elections of YASIL. This Committee will be under the auspices of the Secretariat and Plenary Assembly as its membership

shall include representative from all chapters. The Committee shall designate a Chief Elections Officer from among the Committee. Chapter elections at regional and district levels shall always be attended by a member of the Elections committee.

Ad-Hoc Committees

There shall also be Ad-Hoc Committees established by the Plenary, or the Secretariat in consultation with the President, to perform specific functions of specific duration consistent with the Constitution.

ASSOCIATION OF SIERRA LEONE (ASIL)

Article 16: Association of Sierra Leone (ASIL)

The Association of Sierra Leone (ASIL) is a National Non Profiting, Non-Governmental Organization that serves as a Sierra Leone's representative to the United Nations Department of Public Information (UNDPI) and Sierra Leone peoples' movement for the United Nations (UN);

- A. ASIL shall co-ordinate and foster activities of members, promote and expand the work of ASIL nationwide through Regional, District Chapters and Local Chapters;
- B. To promote tolerance, understanding, solidarity and co-operation among Men, Women and Children throughout Sierra Leone without distinction as to ethnicity, gender, religion or political orientation;
- C. To contribute to the removal of obstacles of peace, to work for Justice, security and disarmament, and to promote the development of peaceful co-existence and co-operation among citizens of Sierra Leone and the nations of the world;
- D. Association of Sierra Leone (ASIL) – Secretariat is the Supreme Authority over Youth Association of Sierra Leone (YASIL). The ASIL secretariat is the main organ that YASIL is under subject to Article 19 of the ASIL constitution.

Composition

The Association of Sierra Leone (ASIL) shall consist of four major organs namely: Plenary Assembly, Executive Committee, Board of Trustees and Secretariat. ASIL shall oversee the overall operation of YASIL through its Organ-Secretariat.

The Director General of ASIL in consultation with the Board of Trustees of ASIL shall appoint the Members of Council of Executive Directors, President, Vice-President, the Clerk and Deputy Clerk, Chief Whip and Deputy Chief Whip, Chairperson and Vice Chairperson of the Executive Committee, the Treasurer, the Secretary General and Deputy Secretary General, Regional and District Chapter Executive Directors and any other Staff as required with due regard to competence, gender equity, and Chapter representation.

General Regulations

The President, Vice-President, the Clerk and Deputy Clerk, Chief Whip and Deputy Chief Whip, Chairperson and Vice Chairperson of the Executive Committee, the Treasurer, the Secretary General and Deputy Secretary General, Regional and District Chapter Executive Directors and any other Staff as required shall serve under the authority of the Director General of ASIL and in accordance with the regulations approved by the Board of Trustees and Executive Committee of ASIL. They shall receive directives from the Director General of ASIL. Staffs, Volunteers and other employees shall receive directives from the heads of departments, the directorate(s) they are under and Secretary General of YASIL as they follow due process and respect for the of Secretariat(s) command structure. They shall not seek or receive instructions or directives from any other organ of ASIL except the Director General; Youth Association (YA), Association (A), nor another authority outside of ASIL, nor the UNDP/PI unless such instruction(s) is been endorsed by the Director General. They shall refrain from actions that might reflect badly on their positions, or ASIL.

Staff, Officers of the YASIL, and Members of the Plenary Assembly and Executive Committee shall respect the exclusively dependent character of YASIL, and shall not be influenced in the discharge of their responsibilities.

DISPOSITION OF ASSETS UPON DISSOLUTION

Article 17: Disposition of Assets upon Dissolution

In event of the dissolution of YASIL, the Executive Committee shall make provision for the payment of all liabilities of YASIL. It shall dispose of all assets of YASIL to any other organization within Sierra Leone operated exclusively for charitable, educational, religious or scientific purposes accordingly, and licensed as such under the Laws of Sierra Leone.

WORKING LANGUAGE

Article 18: Working Language

The working language of YASIL shall be English.

MISCELLANEOUS PROVISIONS

Article 19: Miscellaneous Provisions

Legal Status

YASIL is established in the Republic of Sierra Leone, and is governed by the Laws of Sierra Leone.

AMENDMENTS TO THE CONSTITUTION

Article 20: Amendments to the Constitution

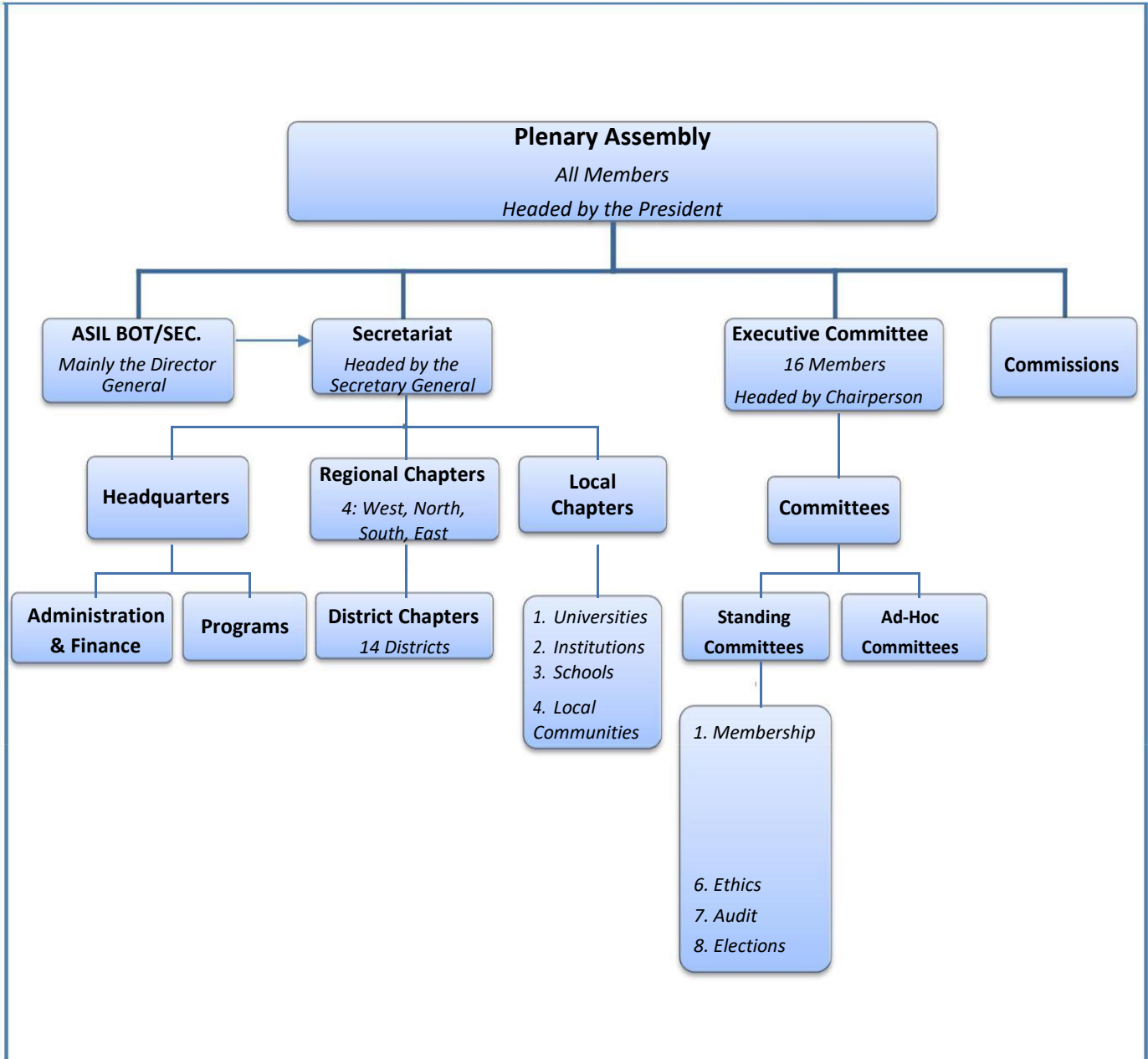
The Plenary Assembly shall have the supreme authority to amend the Constitution. It shall consider and deliberate on Constitutional Amendment Proposals, and take a decision on each proposal separately based on its merits. The submission and amendment process shall be the following:

- A. Any Member in good standing may submit a written request to amend any section of the Constitution to the Secretariat.

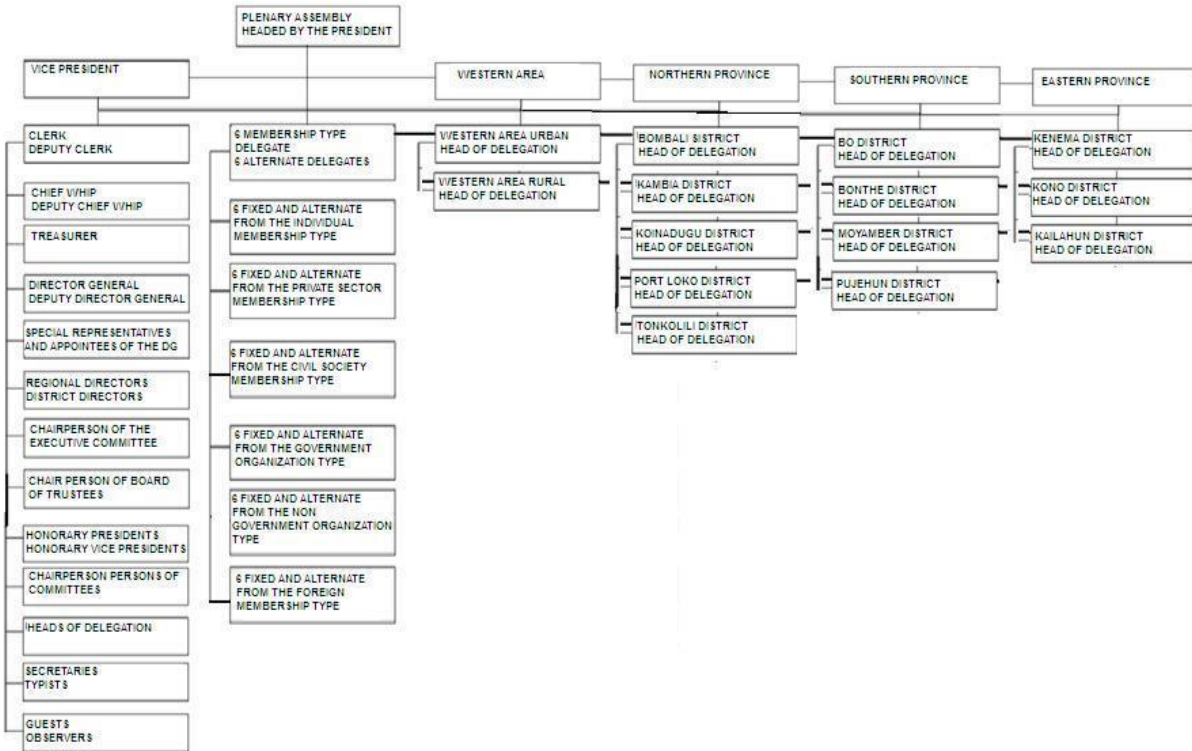
- B. The request must state the section, reasons, and text of the proposed amendment.
- C. The Constitutional Amendment Proposal must be received by the Secretariat no later than three months before the next Plenary Assembly.
- D. The Secretariat shall ensure that the Executive Committee receives all Amendment proposals no later than two-and-a-half months before the next Plenary Assembly.
- E. The Executive Committee shall review proposals, and cause the Secretariat to circulate those with merit to members two months before the Plenary Assembly.
- F. Members shall have one month to submit comments on any proposal. Comments should be submitted to the Secretariat at least one month before the Plenary Assembly. Comments received after that date shall be discarded.
- G. The Secretariat shall submit all comments from members to the Executive Committee three weeks before the Plenary Assembly.
- H. The Executive Committee shall have two weeks to evaluate the proposals based on comments received, and recommend proposals that need further consideration to the President of the Plenary Assembly one week before the Session starts.
- I. In the Plenary Assembly, the Chairperson of the Executive Committee shall present the report of the evaluation of the Constitutional Amendment Proposals at the Plenary Assembly before Plenary discussion of the Amendment proposals.
- J. The Plenary Assembly shall deliberate and vote on each Constitutional Amendment Proposal separately. A two-thirds majority vote of the members present and voting in the Plenary Assembly shall be needed to pass a Constitutional Amendment.

ASIL ORGANOGRAM

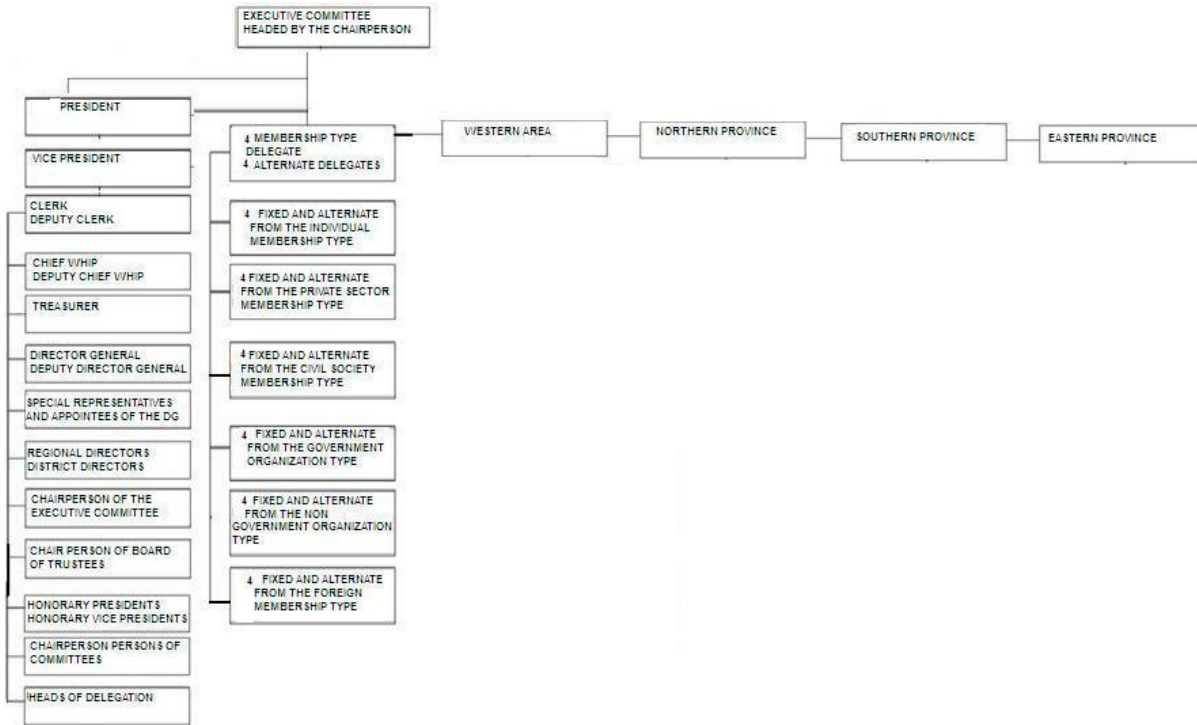
Article 21: Organogram



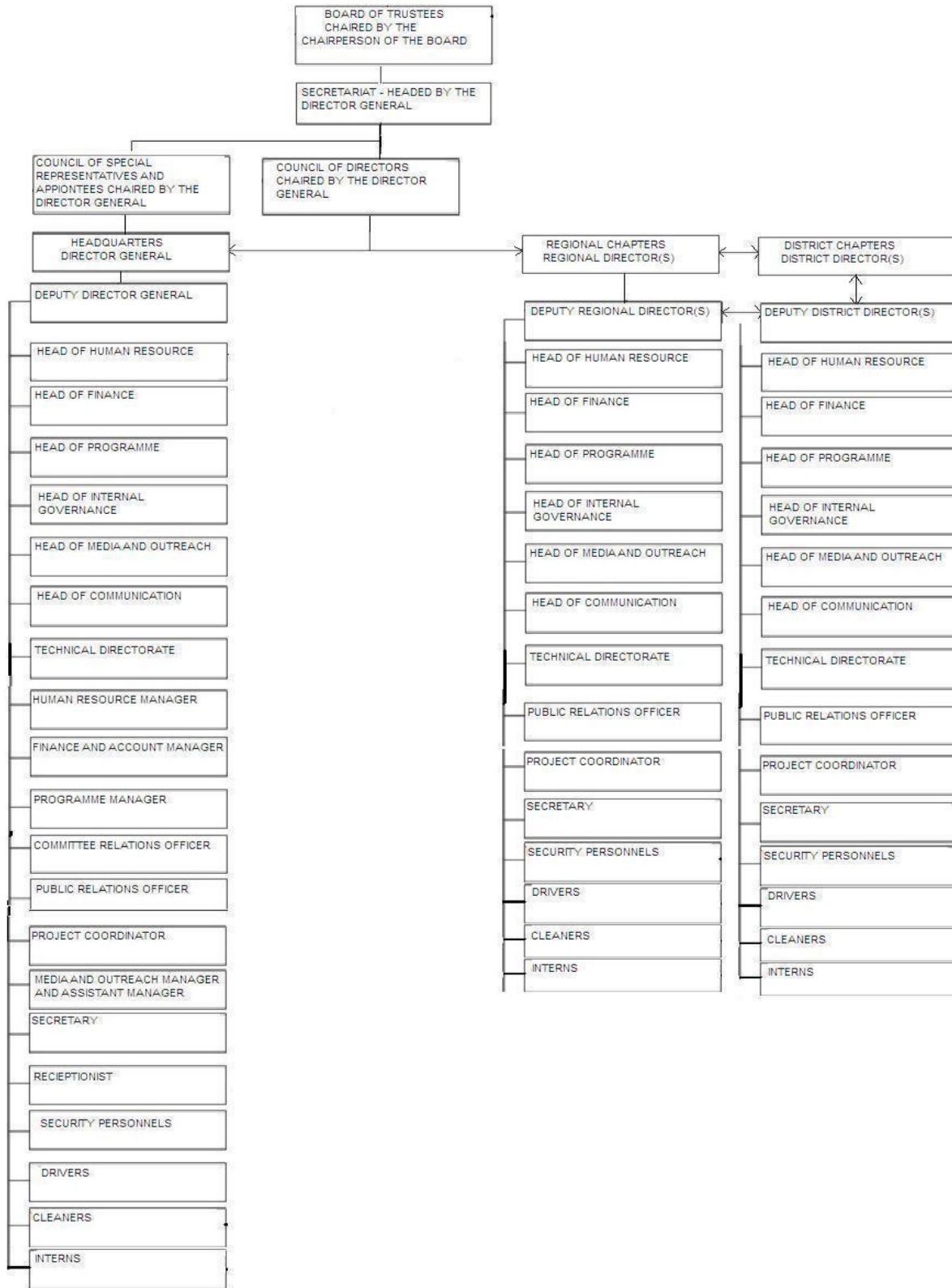
ORGANOGRAM OF THE PLENARY ASSEMBLY



ORGANOGRAM OF THE EXECUTIVE COMMITTEE



ORGANOGRAM OF THE SECRETARIAT



BY-LAWS

PLENARY ASSEMBLY

Rule 1: Invitations

In addition to the provisions of Article 7, the President in consultation with the Chairpersons of the Executive and Secretary General of the Secretariat of YASIL, the Board of Trustees shall invite individuals as observers to any meeting of the Plenary Assembly and in some occasions of the Organization serve as Commissioners and Honorary guests:

- A. The current or former Secretary General(s), Senior Youth Representatives/Coordinators of the United Nations Department of Public Information (UNDPI), of the United Nations Secretary General(s) Envoy on Youth, head representatives of UN Agencies, Funds, Programmes, Members of the Diplomatic and Consular Corp and all other Stakeholders.
- B. The current or former Government representatives and representatives of Civil Society in Sierra Leone, heads of UN Agencies in Sierra Leone, other development partners, the Media in Sierra Leone, and other dignitaries to the Opening of the Plenary Assembly and occasions of the organization.

Rule 2: Duration

The Duration of an Ordinary Session of the Plenary Assembly shall be decided by the Executive Committee.

Rule 3: Agenda and Programme

- A. The Agenda of the Plenary Assembly shall be drawn by the Executive Committee, and shall take into account proposals from previous sessions, from Members, Officers and the Executive Committee.
- B. The Preliminary Agenda of the Plenary Assembly shall be circulated to Members and those entitled to attend at least one month before the Plenary Assembly meeting.
- C. Comments and suggestions on the Preliminary Agenda from Members may be submitted to the Secretary General three weeks before the Plenary Assembly.

- D. The Secretary General shall consider comments and prepare a final version two weeks before the Opening Session of Plenary Assembly.
- E. At formal meetings such as the Opening and Closing of the Plenary Assembly, the programme to be followed and the names of speakers shall be determined by the Executive Committee and shall not be altered except at the discretion of the President of the Plenary Assembly.

Rule 4: Reports and Basic Documents

- A. Reports from Members on their activities since the previous Session of the Plenary Assembly shall be written in English and submitted to the Secretary General at least one month prior to the Opening of the Plenary Assembly.
- B. All other documents requested to be prepared for the Plenary Assembly must be submitted one month before the Plenary Assembly meeting.
- C. Documents requested from Chapters shall be submitted one month before the meeting, and introduced at the Plenary Assembly by a delegate of that Chapter.

Rule 5: Credentials

- A. Each District Chapter shall submit a list of its delegates, signed by the District Chapter Executive Director, to the Regional Chapter Executive Director who in turn will submit to the Membership Committee for verification of membership and authentication; the Membership Committee shall submit final list of delegates to the Director General two weeks before the Opening of the Plenary Assembly.
- B. The Membership Committee shall examine and report to the Plenary Assembly on the credentials of each delegation member.

Rule 6: Registration Fees and Dues

- A. For individuals, a registration fee shall be payable by every member, equivalent to USD 10.00 (ten U.S. dollars), and payable in Leones at the prevailing exchange rate at the time the member joins the Association. The Executive Committee in consultation with the President may set a new registration fee but only once in three years. Monthly membership dues, for individual members, shall be payable by every member, at the equivalent rate of USD 3.00 (three U.S. dollars), payable in Leones at the prevailing exchange rate every year. Only the Plenary Assembly may change monthly dues.

- B. For organizations, (membership types 2 to 5), a registration fee shall be payable by every organization, an equivalent of USD 150.00 (one hundred and fifty U.S. dollars) payable in Leones at the prevailing exchange rate at the time the organisation joins the Association. The Executive Committee in consultation with the President may set a new registration fee but only once in three years. Monthly membership dues, for organizations (membership types 2 to 5), shall pay an equivalent of USD 25.00 (twenty-five U.S. dollars) payable by every organization, payable in Leones at the prevailing exchange rate every year.

Rule 7: Presidency

The President shall preside over all sessions of the Plenary Assembly. In the absence of the President and the Vice President in any session, the Chairperson of the Executive Committee shall preside over the session.

Rule 8: Commissions

- A. The Plenary Assembly may establish Commissions as recommended by the Executive Committee. The Plenary Assembly shall select the Chairperson, Vice-Chairperson, two members, and Rapporteurs for each Commission, on the recommendations of the Executive Committee.
- B. When a Commission of the Plenary Assembly considers any item, it will conclude its debate with a resolution or decision and an oral report to the Plenary Assembly for adoption through acclamation or vote. Every Commission shall receive assistance from drafters selected from Chapter delegations.
- C. The Commission shall submit a full written report and with the text of the resolution or decision to the President not later than one week after the Plenary Assembly Session for inclusion in the final report of the Plenary Assembly.

Rule 9: Functions of the President of the Plenary Assembly

The President of the Plenary Assembly shall:

- A. Declare the opening and closing of the Plenary Assembly, accord the right to speak, direct the discussion, put the questions to vote, announce the results, and ensure the observance of the provisions governing the proceedings of the Plenary Assembly.
- B. Rule on the points of order in the Plenary Sessions and, subject to these provisions, shall have complete control of the proceedings at any meeting and over the maintenance of order.

- C. In the course of the discussion of an item, propose to the Plenary Assembly the closure of the list of speakers or the closure of the debate.
- D. Propose the suspension or the adjournment of the meeting or the adjournment on the item under discussion.

Rule 10: Right to Address the Plenary Assembly

- A. No delegate may address the Plenary Assembly without the permission of the President who shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.
- B. Unless the President of the Plenary Assembly decides otherwise in special cases, speeches shall not exceed five minutes in duration, with the exception of addresses referred to in Rule 4(A) of these By-Laws, which shall not exceed two minutes in duration. Any delegation may move that this be reduced and, subject to the discretion of the President of the Plenary Assembly, this motion shall be submitted to the Plenary Assembly to be voted on immediately without debate.
- C. During the discussion of any item, only one Member of any delegation shall speak and such delegate shall not speak more than once, except:
 - 1. To reply a questions raised in debates;
 - 2. In the case of the mover of a motion, to reply to the debate immediately before the vote is taken;
 - 3. When, in the opinion of the President of the Plenary Assembly, it is in the interest of the debate that a delegate shall be allowed to speak again.

Rule 11: Point of Order

During the discussion of a matter, a delegation may rise to a point of order, and it shall be immediately decided by the President. A delegation may appeal against the ruling of the President. The appeal shall be determined by a two-third vote. A Member of a delegation rising to a point of order shall not speak on the substance of the matter under discussion.

Rule 12: Procedural Motions

- A. Except for a point of order, the motions indicated below shall have precedence in the following order over all proposals or motions before the meeting:
 - 1. To suspend the meeting;
 - 2. To adjourn the meeting;
 - 3. To adjourn the debate on the item under discussion;
 - 4. To close the debate on the item under discussion.
- B. Such motions may be moved by any delegation during the discussion of any matter; they shall not be debated but shall be immediately put to the vote.

Rule 13: Exceptional Procedural Motion

- A. A motion of suspension of the provisions governing the proceedings of the Plenary Assembly may be proposed by two members on a matter of paramount importance to the Association.
- B. Such a motion shall have precedence over motions under Rules 12 and 13 of these By-Laws.

Rule 14: Resolutions and Decisions

- A. Drafts of resolutions and decisions can be submitted only on matters included in the agenda of the session. They shall be submitted to the appropriate Commission, as established according to Rule 8 of these By-Laws. Draft of resolutions and decisions not considered by a Commission may be submitted at the Plenary meeting only exceptionally, if the Plenary Assembly decides so by a two-thirds majority of those present and voting.
- B. When an amendment to a draft of a resolution or decision is moved, it shall be voted on first.
- C. If the adoption of an amendment implies the rejection of another, the latter shall not be put to the vote.
- D. The amended draft may be voted on section by section and shall in any case be voted on as a whole.

Rule 15: Voting

- A. The voting is valid only if the total number of those present and voting is at least equal to half the number of the delegation participating in the Plenary Assembly.
- B. For the purpose of the Constitution and the By-Laws, the expression “those present and voting” shall mean the delegation of Members casting an affirmative or a negative vote combined. Delegations which abstain from voting shall be considered as not voting.
- C. No vote by proxy shall be authorized.
- D. No vote can be cast in advance.
- E. The President of the Plenary Assembly shall grant a request by any delegation for a vote by roll call, provided this request is seconded by two other delegations.
- F. If the President of the Plenary Assembly is appointed by his/her delegation as a member of its delegation to the Plenary Assembly, he/she shall not be authorized to exercise the voting rights of his/her delegation.

Rule 16: Elections Committee

- A. There shall be an elections committee of the Plenary Assembly responsible for controlling the elections process. The Elections Committee shall be appointed by the Plenary Assembly on the recommendation of the Executive Committee. It shall consist of five delegates, each from a different District Chapter. It shall appoint its own Chairperson.
- B. The Elections Committee shall decide on the validity of nominations submitted, draw up a list of candidates, and distribute the ballot papers to the delegations qualified to vote, supervise the ballot, count the votes and report to the Plenary Assembly on the results of voting. If the results of the elections are not contested within twenty-four hours, it shall destroy the ballot papers.

Rule 17: Nominations

- A. All nominations shall be seconded by at least one Member qualified to submit nominations and be accompanied by printed curriculum vitae.
- B. All nominations for the offices of the President, Vice-President Clerk, Deputy Clerk, Chief Whip, Deputy Chief Whip and Treasurer shall be submitted to the Elections Committee Chairperson at least one hour before the commencement of the plenary meeting.
- C. Nominations to the Executive Committee shall be submitted in writing to the Elections Committee Chairperson one hour before the commencement of the plenary meeting.
- D. A list of all candidates for each office shall be drawn up by the Elections Committee and distributed to all delegations prior to voting, and the curriculum vitae shall be put on a notice board in the meeting room where the Plenary Session is held.

Rule 18: Elections

- A. All elections shall be held by secret ballot.
- B. The President shall declare the opening and closing of the voting.
- C. A candidate is elected when he/she secures at least half of the number of those present and voting.
- D. The elections of the President, Vice President, the Chairperson of the Executive Committee and Treasurer shall take place before the closing of the deadline for submission of the other candidates.
- E. The following shall be considered null and void:
 - 1. For the elections to the Executive Committee, ballot papers in which less than five votes are cast;
 - 2. Ballot papers bearing other names than those of the candidates nominated in accordance with the provisions of the Constitution of YASIL and the By-Laws.

F. The Chairperson of the Elections Committee shall, in the plenary meeting, announce the results of the elections in the following order:

1. Number of delegations entitled to vote;
2. Number absent;
3. Number of abstentions;
4. Number of ballot papers null and void;
5. Number of those present and voting;
6. Number required for a majority;
7. Names of candidates and the number of votes secured by each of them, in descending order of the number of votes.

F. For the purpose of the provision of paragraph (6) above, the following definitions shall apply:

1. "Absent" – delegations entitled to vote but whose members are not present at the meeting at which the secret ballot takes place;
2. "Number of those present and voting" – the difference between the number of the delegation with the right to vote and the total number of absentees, abstentions and invalid ballot papers.

G. The Elections Committee Chairperson shall declare elected candidates who have obtained the required majority.

Rule 19: Meeting of the Heads of Committees and Delegations

A. The Executive Committee shall convene one week before and after the Plenary Assembly, a meeting of the heads of Committees and Delegations in order to hold consultations, aimed at facilitating the decision-making process of the Plenary Assembly.

B. The following persons shall take part in the meeting:

1. The heads of committees and delegations, delegation Members duly appointed by the head of their delegation;

2. The Officers of YASIL;
 3. The members of the Executive Committee.
- C. The Chairperson of the meeting of Heads of Committees and Delegations shall be the Deputy Secretary General. If not available, the Deputy Executive Chairperson of the Executive Committee; if not available the Vice President of the Plenary Assembly may preside on the invitation of the Executive Committee.
 - D. Opinions expressed during the meeting shall not be formally binding on the delegations to the Plenary Assembly and no deciding vote shall be taken.
 - E. The meeting shall be private and shall not be minuted.

EXECUTIVE COMMITTEE

Rule 20: Designation by a Member of a Substitute

A member of the Executive Committee who is unable to attend a session may, with the approval of his/her delegation, designate another member of his/her Chapter to attend that session.

OFFICERS

Rule 21: Procedure for the selection of Candidates for the Post of Officer of the Association

- A. A vacancy notification of the post of the Officer shall be brought without delay to the knowledge of all the Membership of YASIL.
- B. The President, in consultation with the Chairperson of the Executive Committee, shall invite all Members to submit applications for the post within a fixed deadline. The vacancy shall also be publicized outside the Association.
- C. A list of applicants with basic information on the candidates shall be circulated to all members of the Executive Committee and persons entitled to attend Executive Committee meetings as per Article 8(A) and 8(C) of the Constitution.

FINANCES

Rule 22: Finance Committee

The Finance Committee shall meet on the day proceeding every session of the Executive Committee and the Plenary Assembly.

Rule 23: Dues

- A. There shall be minimum dues fixed by the Plenary Assembly on the recommendation of the Executive Committee based on the various types of Membership.
- B. Dues shall be payable in Leones, which is the national currency.
- C. Any payment of dues shall automatically be applied to the remotest arrears.

Rule 24: Budget and Budgetary Procedure

- A. The Treasurer, in consultation with the Secretary General, shall submit to the Finance Committee and the Executive Committee YASIL's draft annual budget every year.
- B. The draft annual budget shall state an estimate of all expenditure and income, and explanatory notes.
- C. The Finance Committee shall first examine the draft annual budget one month before the Plenary Assembly, and then submit comments to the Executive Committee.
- D. The Executive Committee shall consider the draft annual budget and comments from the Finance Committee, and submit them to all members of the Association three weeks before the Plenary Assembly.
- E. Members will have two weeks to submit comments to the Executive Committee. Comments must be received one full week before the Plenary Assembly.
- F. The Executive Committee (or the Commission charged with the responsibility) shall consider all comments and recommend a final budget to the Plenary Assembly.
- G. Before the end of the session, the Plenary Assembly must adopt the annual budget for the year immediately following the Plenary Assembly.

Rule 25: Working Language

The working language of YASIL shall be English.

AMENDMENTS TO THE BY-LAWS**Rule 26: Amendment Procedure**

- A. These By-Laws may be amended by any session of the Plenary Assembly, which shall decide when they shall come into effect.
- B. Amendments of the By-Laws may be proposed in writing by any Member or the Executive Committee, and shall be submitted to the Secretary General.
- C. Amendments to the By-Laws can be made by the Plenary Assembly by a simple majority of members present and voting.

CODE OF CONDUCT FOR THE YOUTH ASSOCIATION OF SIERRA LEONE (YASIL)

The code of conduct of the Youth Association of Sierra Leone (YASIL) aims to strengthen the processes of accountability, organizational sustainability and collaboration, within the United Nations Department of Public Information (UNDPI). The code outlines acceptable practices consistent with UNDP, to be used to direct members, other Youth Associations (YAs), Associations (As), the United Nations (UN), the Government of Sierra Leone, civil society organizations, communities, academia, donors, and all other stakeholders.

The following are acceptable practices for YASIL:

Members are expected to make the correct use of YASIL's name and logo in branding and advertising YASIL, and this should be done only with the formulation of "*Youth Association of Sierra Leone.*"

YASIL shall respect the mission and values of the UNDP and UN. All programmes and activities shall be guided by the principles and goals of the United Nations.

Representatives of YASIL are expected to act in a manner which upholds the reputation of YASIL, ASIL, UNDP, UN and member Youth Associations at all times.

External relationships of YASIL shall be guided by the intention to collaborate with, and treat with respect and consideration, the Association, all member YAs, UN Agencies, UNDP, Civil Society Organizations, the United Nations Country Team, and all other stakeholders.

YASIL shall handle its finances in a transparent and legal manner. The accounts shall be audited annually according to generally accepted accounting standards.

No funds raised on behalf of YASIL shall be used for personal gain.

In the exercise of their duties, YASIL representatives are expected to conduct themselves in an honest manner at all times. Falsification of documents or partaking in any other criminal or otherwise unlawful activity will not be tolerated.

Members of YASIL who are not officers of YASIL cannot deliver written or oral statements, or speak on behalf of the Association without approval or clearance by the Secretariat.

All YASIL members should be active and reachable.

If inactive and unreachable for a prolonged period of time, the membership may be terminated.

All members of YASIL should work together to make the Association a harmonious, sustainable family for the good of the United Nations.

Members are expected to make the correct use of the name of UN and logo in branding and advertising YASIL activities, and this should be done only with the fully authorization of ASIL Director General through the UNDP.

**OFFICIAL SYMBOLS AND LOGO FOR THE YOUTH
ASSOCIATION OF SIERRA LEONE (YASIL)**

