**Rulebook of the Youth Club for Transparency & Human Rights**

**Chapter I - Purpose and Interpretation**

**Article 1 - Purpose**

1. The Rulebook of the Youth Club for Transparency & Human Rights will act as the core guidelines and policies for the operations of the Club.

2. The Rulebook is applicable subject to the terms of the Statute of the Youth Club (hereafter referred to as ‘the Statute’). No clause in the rulebook may contradict the terms of the Statute.

**Article 2 - Interpretation**

1. The interpretation of this rulebook is at the discretion of the General Assembly of Members (hereafter referred to as ‘the Assembly’), but if the Assembly cannot agree on an interpretation of a particular clause, the EPLO has discretion to interpret it.

**Chapter II - Election Procedures**

**Article 3 - General Election Procedure**

1. Elections for the Director and Ambassador roles in the Youth Club must be held in accordance with the procedure outlined in this chapter.

2. Before the process of nominations begins for any position, the Assembly must nominate a Returning Officer to act as the arbiter of the election process. The Returning Officer must not be a candidate in the election, and must be a current member of the Assembly. If the Returning Officer is, for whatever reason, unable to fulfill their duties, the EPLO can nominate a new Returning Officer.

3. The Returning Officer must announce the period when nominations open to when nominations close. This announcement must be clear and communicated via multiple channels (such as email and social media), as much as reasonably practicable. Nominations can be made in whatever format the Returning Officer chooses. Nominations must be opened at least two weeks before voting commences.

4. If there are insufficient nominations for the positions, the Returning Officer may extend the period of nominations by giving notice to members of this change. This may be done once only. If there are still insufficient nominations for the positions, members may nominate from the floor of the Assembly when the election is being held, except the Returning Officer themselves.

5. The election shall be conducted at the discretion of the Returning Officer, no less than two weeks after the call for nominations has opened. The Returning Officer may determine the means by which voting is conducted, but must offer electronic voting options for those not present at the meeting in person.

6. Any current member of the YC may vote in the elections, including the Director and Ambassadors. Each member can vote once.

7. Election results shall be determined by the Returning Officer based on the requirements set out in the Statute and this Rulebook for vote percentages. If conducted over an extended period, the Returning Officer must notify all members of the outcome of the election as soon as practicably possible.

8. Where the Returning Officer is failing to adequately fulfill their obligations under this Article, where they exceed the powers of their position, or where they act in a way that is disrespectful or inappropriate for their position or in their general conduct, the Assembly may vote to remove them by a 2/3rds majority vote with a quorum of 75% of members voting.

**Article 4 - Specifications for Ambassador Elections**

1. Ambassadors are appointed by the Assembly on an annual basis at the first meeting of the new university year. There is no limit to the number of ambassadors that may be appointed, but there must be a minimum of three ambassadors appointed each year. If three ambassadors cannot be chosen at this meeting, the remaining ambassadors will be elected at the next meeting. If the remaining ambassadors still cannot be nominated, the EPLO will choose member(s) to fill the remaining spot(s).

2. To be nominated as an Ambassador for YC, a candidate must meet the following criteria:

1. Has been a member of the YC for one year or more, and
2. Has been recognised as exemplary in their commitment to the activities of the YC, and
3. Will continue to be of a permissible age under the Statute to participate in the YC for the year of their position, and
4. Is recognised by their fellow YC members as possessing the skills necessary to fulfill the role if selected.

3. Ambassadors are expected to serve out a full year as their term, and can be nominated again for another year by the Assembly.

**Article 5 - Specifications for Director Elections**

1. The Director is appointed on an annual basis at the final meeting of the Assembly of the university year before their term as Director begins, or if this is not possible, they are appointed by the Assembly at the first meeting of the new university year.

2. To be nominated as the Director of the YC, a candidate must meet all the criteria indicated in Art 5(2) for Ambassadors, as well as the following additional criteria:

1. Has shown substantive leadership qualities in their activities as part of the YC, and
2. Is not seeking nomination for a position of Ambassador at the same time.

3. The Director is expected to serve out a full year as their term, and can be nominated again for another year by the Assembly.

4. For the purposes of Art 8(6) of the Statute, “as soon as reasonably practicable” refers to the time taken to undertake the procedures of Art 3 of this Rulebook for the election of a Director. To accelerate the process of nomination, the Returning Officer may be appointed by either the Assembly or the unanimous vote of the serving Ambassadors at the time.

**Chapter III - Members**

**Article 6 - Joining the Youth Club**

1. To become a Member of the Youth Club a person is required to satisfy the requirements stated in Art 5(2) of the Statute. In addition to this, it is required to share the core principles of the Youth Club and accept the tasks related with the membership, as set out in art. 5, par. 4, of the Statute.

2. The Assembly will vote to approve the admission of the new Member. The admission will be effective with the approval of a simple majority of the voters.

**Article 7 - Disciplinary Committee**

1. There shall be a Disciplinary Committee comprised of three members of the Assembly who do not hold a position of Director or Ambassador. They shall be appointed on a yearly basis by the Ambassadors and Director.

2. The purpose of the Disciplinary Committee is to hear complaints or issues from members regarding problems with other members, and to work to resolve any issues or problems in a fair and balanced manner.

3. The Disciplinary Committee shall meet regularly to discuss and resolve any issues that have arisen since their last meeting. They shall also be obliged to publish a report detailing statistical information every six months for viewing by the members about incidents dealt with in that time.

4. Disciplinary Committee members must recuse themselves from hearing any matter that involves a potential conflict of interest. These include, but are not limited to, where there is a financial relationship between the parties (e.g. where one employs the others), where the person is a relative, or where there is a personal relationship of trust between the parties.

5. Indicators of a “personal relationship of trust” include but are not limited to knowing significant personal details about one another, being in a legally recognised relationship with the person (trustee / beneficiary; civil union; marriage, etc.), and having a connection via their relations with a third-party (e.g brother/sister-in-law or similar connections).

6. Members of the Disciplinary Committee can be dismissed from their roles by the Director of the Assembly if they have committed a potential breach of their obligations as members under the Statute. This dismissal can be overturned by a 2/3rds majority vote of the Assembly.

**Article 8 - Disciplinary Procedure**

1. This disciplinary procedure is to be followed at all times prior to any use of the exclusion powers of the Statute of the YC, including Arts 7(9), 8(5) and 9(5). These powers are to be seen as a last resort, and must be used when there are no other options available to the Assembly.

2. In the event where a member has potentially breached the terms of Art 7(9) of the Statute, another member may report their concerns to a member of the Disciplinary Committee.

3. Once a complaint has been reported, the matter must be referred to the Disciplinary Committee to investigate. The Disciplinary Committee will consider the seriousness of the complaint made, and for general matters, will react appropriately under the following guidelines.

1. Where the complaint is made about any of the grounds for terminating membership, the committee will notify the subject of the complaint about the nature of the concerns (Initial Warning). They will discuss with them ways in which things have been breached, and how things can be improved. If the complainant wishes to participate, and the subject of the complaint is happy to undergo mediation, both can be involved in this discussion. If there are no further issues, the matter is considered resolved, and the complainant and subject of the complaint notified of the outcome.
2. If there are ongoing issues after this meeting, a message will be sent to the subject of the complaint via email or similar medium giving them a formal notice of their breach of the policy (Formal Warning). The Committee will request a response from the subject of the complaint, and expects that they will resolve the breach. If there are no further issues and there is no longer a breach, the matter is considered resolved, and the complainant and subject of the complaint notified of the outcome.
3. If the subject continues to breach the Statute, the Disciplinary Committee can issue a Public Notice of Potential Breach to all members of the Assembly. This document contains details of the potential breach.. The Director must add an item to the agenda of the next assembly to discuss this.
4. The Assembly can discuss the matter and, if the breach is deemed to have occurred and serious enough to warrant punishment, the Assembly has various options available. The assembly may vote to take no action, or to apply measures including mediation, suspension from the benefits of membership (including limiting participation in club activities), suspension from the club, and stripping the person of a position. Any vote on this matter must pass with a 2/3rds majority vote of the Assembly.
5. As a last resort, the Assembly can vote to remove the member from the Assembly in accordance with the terms of Art 7(9) of the Statute, but only where the alternative options are deemed manifestly inadequate punishments for the breach.

4. If the Disciplinary Committee deems that the complaint is one of Gross Misconduct, including threatening the safety of others, sexual harassment or assault, assault, violation of the privacy of members, or criminal acts in general, the following procedure is to be applied:

1. The Disciplinary Committee will immediately begin gathering basic information about the allegation, and will inform the accused member as soon as reasonably practicable (Initial Information Gathering). The accused must be given notice in writing, and this notice must contain at least that there is a claim against them, the reasons for the claim, and the potential violations of the Statute or this Rulebook. All initial activities and investigations must be kept confidential and follow due process.
2. The Disciplinary Committee will launch an Internal Investigation into the allegations, in accordance with terms of reference set by the chair of the committee. These terms should indicate how long the investigation goes for, and the scope of what will be investigated. The accused should be given copies of all material investigated before answering any questions on the matter. The Committee should come to a conclusion on the balance of probabilities and create a report on the issue to be kept internally.
3. The Disciplinary Committee should then meet with the accused and discuss the outcomes of the investigation, and asked to present their response (Disciplinary Hearing). The Committee will consider this response in recommending action to the Director of the Assembly, who will then put any action requested into a future agenda of the Assembly. Some actions include taking no action, mediation, suspension from the benefits of membership (including limiting participation in club activities), suspension from the club, stripping the person of a position, removing their membership, and potentially referring the matter to police.
4. It must be noted that throughout this process, the member making the accusation should be kept informed of the progress of the investigation, and the outcome of the process. Especially in matters of sexual harassment or assault, appropriate and meaningful support measures should be provided to assist them in continuing with life and work, regardless of the outcome of the hearing.
5. From the moment the Disciplinary Committee receives the claim to the holding of the Disciplinary Hearing, a maximum time period of 3 months is permitted to operate on this.

5. If either the person whom the complaint is made against, or the person making the complaint, is dissatisfied that the process followed by the Disciplinary Committee did not meet their obligations under the Statute or this Rulebook, they may choose to lodge a Complaint with the Academy of Transparency & Human Rights. The ATHR may then proceed to review the matter in whatever way they deem necessary, and must have access to all documents they request.

**Chapter IV - Operations of the Assembly**

**Article 9 - Agenda and Meetings of the Assembly**

1. Meetings of the Assembly shall be held on a regular basis throughout the year, with no less than four meetings expected to be held in a single year.

2. Meetings shall be convened by the Director of the Assembly, who is responsible for putting together an agenda, managing the running of the meeting, and ensuring all members who wish to participate can do so in person or electronically.

3. The Director must give a minimum of two weeks’ notice for a Meeting of the Assembly to be held, and must compile an agenda from the suggestions of members, committees and other relevant parties as early as practicably possible. The Director should accept as many agenda items as possible, with exclusions only permissible where necessitated by time restrictions or the content of the item not being appropriate or relevant to the Assembly. The Director must accept motions from the Finance and Disciplinary Committees as early as possible.

4. At the beginning of each meeting, the Director will nominate a member to be the Secretary of the Assembly for that meeting. The Assembly must endorse this person with a simple majority vote.

5. The Secretary of the Assembly is responsible for recording accurate minutes of the meeting of the Assembly, as well as resolving any concerns about these minutes that are raised after the meeting. They must publish to all members a full written record of the meeting that they are the Secretary for, as soon as practicably possible after the meeting has concluded. They are also responsible for assisting the Director and Ambassadors in recording vote counts.

6. For any procedural matter of the Assembly, unless otherwise indicated by the Statute or this Rulebook, a simple majority is sufficient to pass decisions where a quorum of 2/3rds of members is present.

**Article 10 - Organs of the Assembly**

1. The Assembly has the power to create additional organs that may be used as organisational, review or decision-making bodies in addition to the existing structure.

2. Every organ created by the Assembly must have a Chair. The Chair of the committee is to be appointed by the Assembly by a simple majority vote.

3. The Chair will be accountable for the activities of the organ, and will report back to the Assembly regularly with updates on the activities of the committee. They will hold the equivalent powers and responsibilities with regard to their organ as the Director holds for the Assembly under the Statute.

4. Chairs and members of an organ may be removed in the same process as the removal of Ambassadors by the Assembly.

5. Decisions of any organ created by the Assembly are subject to the oversight and discretion of Assembly decisions. Organ also cannot make decisions that directly contradict a regulation, decision or rule of the Assembly.

6. Once an organ has completed its founding mission and responsibilities, or where the temporal limitation on the committee has expired and the committee has not been renewed, the organ is considered as dissolved.

7. At any time, the Assembly may vote to dissolve an organ by 2/3rds majority vote of the Assembly, if one of the following circumstances arise:

1. The organ’s responsibilities are being transferred to another organ of the YC, or
2. The organ is not fulfilling its mission to such an extent that the Assembly is left with no choice but to dissolve the organ.

**Article 11 - Finance Committee and Requirements**

1. There shall be a YC Finance Committee created as an organ subordinate to the Assembly. It will hold the purpose of managing the budget of the YC, receiving budgetary allocations from the EPLO, reporting on the financial status of the club, and other relevant purposes to the financial management and wellbeing of the YC.

2. Each year, the Assembly will appoint five members to serve on the financial committee, including a chair appointed in accordance with the regulations in this Chapter.

3. The committee is responsible for preparing the subsidiary budget of the YC in accordance with the plans and desires of the Assembly, and submitting it for approval to the Executive Committee of the EPLO. They are also responsible for collecting their own income, and managing its usage.

4. At any time, the EPLO or the Assembly may request documentation from the Committee on any of their activities, and they must provide it as soon as reasonably practicable. The Committee is also subject to the same audit procedure as the EPLO itself.

5. Members of the Finance Committee can be dismissed from their roles by the Director of the Assembly if they have committed a potential breach of their obligations as members under the Statute. This dismissal can be overturned by a 2/3rds majority vote of the Assembly.