

**CONSTITUTION OF:
Young Tourism Export Council
(hereafter referred to as Young TEC)**



ADOPTED ON: [Day/Month/Year]

1 Name:

The name of the Young TEC shall be: Young TEC

2 Aims:

The aim of the Young TEC shall be to:

To provide support, education and networking opportunities to further the professional development of young people working in the New Zealand tourism export industry.

3 Powers:

In order to achieve its aims the Young TEC may:

- a. Raise funds through sponsorship or paid membership
- b. Open bank accounts and take out insurance if appropriate
- d. Employ staff if appropriate
- e. Organise courses and events
- f. Work with other Young TECs and exchange information

4 Membership:

- (a) Membership of Young TEC shall be open to any staff of the Tourism Export Council (hereafter referred to as TEC) who is a current financial member of TEC between the ages of 18 – 36 years.
- (b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- (c) Every individual Young TEC member shall have one vote only at General Meetings.
- (d) The membership of any member may be terminated for good reason by the Executive Committee but the member has a right to be heard by the Executive Committee before a final decision is made.
- (e) Any member of Young TEC may resign his/her membership by providing the Secretary written notice.
- (f) If the member's employment changes and the new employer is not a member of TEC, the member shall be entitled to remain a member until the next AGM.

5 Executive:

- (a) Young TEC shall be administered by an Executive Committee of Officers not less than **5** or more than **7** other members elected at the Young TEC's Annual General Meeting (AGM).
- (b) The Officers of the Executive Committee shall be: the Chairperson, the Treasurer and the Secretary and any additional officers the Young TEC deems necessary to carry out the required activities of Young TEC.
- (c) The Executive Committee shall meet at least **3** times a year.
- (d) The Chairperson shall Chair all meetings of Young TEC.
- (e) The quorum for Executive Committee meetings shall be **4** members.
- (f) Voting at Executive Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- (g) The Executive Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- (h) The Executive Committee may appoint another member of Young TEC as a Committee member with voting rights to fill a vacancy provided the maximum number is not exceeded.

6 Duties of the Officers:

(a) The duties of the Chairperson are to:

- chair meetings of the Committee and Young TEC
- represent Young TEC at functions/meetings that Young TEC has been invited to
- act as spokesperson for Young TEC when necessary

(b) The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and Young TEC in consultation with the Chairperson
- maintain the membership list and liaise with the membership co-ordinator
- collect and circulate any relevant information within Young TEC

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Young TEC in conjunction with the CEO of TEC
- keep proper accounts that show all monies collected and paid out by the Young TEC

(d) The duties of other committee members including the membership co-ordinator are variable depending on time of year and activities undertaken.

7 Finance:

- (a) Any funds obtained including those assigned by TEC shall be used only for Young TEC with TEC approval.
- (b) Any bank accounts opened for Young TEC shall be in the name of Young TEC.
- (c) Any cheques/payment issued shall be signed/approved by the Treasurer and one other nominated official.

8 Elections and Annual General Meeting:

- (a) Nominations for the Executive committee shall be signed by at least two Young TEC members and sent by postal or electronic means to the registered office of TEC no less than 45 days before the Annual General Meeting (AGM). In the event of the number of nominations exceeding the appropriate vacancies, a postal/electronic ballot shall be held as per similar to Rule 25 of the TEC Constitution.
- (b) Young TEC shall hold the AGM in the month of _____. **TBA**
- (c) At the AGM in every year, all members of the Executive shall retire from office but every such member shall be eligible for re-election.
- (d) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be **15** members.
- (e) The business of the AGM shall include:
 - (i) receiving a report from the Chairperson on Young TEC's activities over the year
 - (ii) receiving a report from the Treasurer on the finances of Young TEC
 - (iii) electing a new Executive Committee and
 - (iv) considering any other matter as may be decided.

9 Special General Meeting:

A Special General Meeting may be called by the Executive Committee or by any **4** members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10 Alterations to the Constitution:

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 Dissolution:

Young TEC may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to the Tourism Export Council of New Zealand.

This constitution was adopted at a general meeting of the Young TEC on _____.

Signed by:

Chairperson:

Secretary:

Treasurer:

Other Committee members: