

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



**ADOPTED ON:** 6 May 2020 [Day/Month/Year]

**1 Name:**

**The name of the YoungTEC shall be:** YoungTEC

**2 Aims:**

**The aim of the YoungTEC 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 YoungTEC 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 YoungTECs and exchange information

**4 Membership:**

- (a) Membership of YoungTEC shall be open to any staff of the Tourism Export Council (hereafter referred to as TECNZ) who is a current financial member of TECNZ 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 YoungTEC 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 YoungTEC 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 TECNZ, the member shall be entitled to remain a member until the next AGM.

**5 Entrance Fees and Subscriptions:**

- (a) The 2020/2021 membership fee will be deferred until September 2020. After this time a membership fee of \$37.50 (plus GST) will be invoiced to existing and new members. This will cover the membership until 31 March 2021.
- (b) The YoungTEC membership fee invoice year will be 01 April - 31 March of any given financial year.
- (c) This is a non-refundable fee.
- (d) The annual subscription payable by members shall be paid within 30 days of the date on which the association forwards an invoice for payment to such member.

**6 Executive:**

- (a) YoungTEC shall be administered by an Executive Committee of Officers not less than **5** or more than **7** other members elected at the YoungTEC'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 YoungTEC deems necessary to carry out the required activities of YoungTEC.
- (c) At least one committee member appointed to the executive team must be representation from an IBO.
- (d) The Executive Committee shall meet at least **3** times a year.
- (e) The Chairperson shall Chair all meetings of YoungTEC.
- (f) The quorum for Executive Committee meetings shall be **4** members.
- (g) 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.
- (h) 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.
- (i) The Executive Committee may appoint another member of YoungTEC as a Committee member with voting rights to fill a vacancy provided the maximum number is not exceeded.

(j) YoungTEC Executive representation is in Auckland, Central North Island, Wellington, Christchurch and Queenstown. If no person is nominated in one particular region, this seat is then awarded as a non-region specific seat.

#### **7 Duties of the Officers:**

##### **(a) The duties of the Chairperson are to:**

- chair meetings of the Committee and YoungTEC
- represent YoungTEC at functions/meetings that YoungTEC has been invited to
- act as spokesperson for YoungTEC 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 YoungTEC in consultation with the Chairperson
- maintain the membership list and liaise with the membership co-ordinator
- collect and circulate any relevant information within YoungTEC

##### **(c) The duties of the Treasurer are to:**

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

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

#### **8 Finance:**

(a) Any funds obtained including those assigned by TECNZ shall be used only for YoungTEC with TECNZ approval.

(b) Any bank accounts opened for YoungTEC shall be in the name of YoungTEC.

(c) Any cheques/payment issued shall be signed/approved by the Treasurer and one other nominated official.

#### **9 Elections and Annual General Meeting:**

(a) Nominations for the Executive committee shall be signed by at least two YoungTEC members and sent by postal or electronic means to the registered office of TECNZ 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 TECNZ Constitution.

(b) YoungTEC shall hold the AGM annually.

(c) At the AGM of 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 YoungTEC's activities over the year
- (ii) receiving a report from the Treasurer on the finances of YoungTEC
- (iii) electing a new Executive Committee and
- (iv) considering any other matter as may be decided.

#### **10 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.

#### **11 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. For urgent matters outside this timing, a change may be called on by the executive committee of any **4** members to make a consecutive final decision.

#### **12 Dissolution:**

YoungTEC 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 YoungTEC on \_\_\_\_\_.**

#### **Signed by:**

Chairperson:

Secretary:

Treasurer:

Other Committee members: