

COELIAC YOUTH OF EUROPE

CONSTITUTION

APPROVED AT THE CYE ASSEMBLY AND CONFERENCE 2018

§ 1 Coeliac Youth of Europe

Coeliac Youth of Europe (hereinafter "CYE") is an umbrella organization of national coeliac youth groups and operates as a working group within the parameters of the Association of European Coeliac Societies (hereinafter "AOECS"). CYE's mission is to improve living conditions for coeliacs through a range of activities, projects and initiatives. Another essential aspect of the organisation's work is to provide support to the youth groups of national coeliac societies and to encourage cooperation between these groups. Member organisations meet at the annual Coeliac Youth of Europe Assembly and Conference (hereinafter "CYE Conference"). The organisation's operations in between CYE Conferences are coordinated by the Youth Committee.

§ 2 Youth Committee

The Youth Committee consists of:

- General Coordinator
- Project Manager
- Financial Manager

§ 3 Responsibilities of the Youth Committee

(1) Common Responsibilities

It is the responsibility of the Youth Committee to coordinate project work and CYE's collaborations. The Youth Committee represents CYE internally and externally of AOECS and is responsible for the progress of the youth projects, which represent the frameworks for the achievement of CYE's goals and objectives.

The Youth Committee members collectively accept global responsibility for the working of the Youth Committee. They have a duty to participate in the committee's work and contribute to the achievement of CYE's mission and goals. Youth Committee members do not receive any remuneration or other revenue for this work. At the start of each CYE Conference, the Youth Committee shall appoint a delegate to act as minute secretary.

(2) The General Coordinator

- is responsible for organisation and leadership, and drawing up the CYE Conference agenda;
- organizes and leads additional Youth Committee meetings, sets the agenda;
- maintains contact with the AOECS Board;
- represents the Youth Committee externally;

- coordinates the setting and fulfilment of the Annual Plan;
- reports his/her work in the Annual Report.

(3) The Project Manager

- takes the overall responsibility for the Coeliac Youth of Europe projects;
- maintains regular contact with delegates and compiles information on the progress of projects and initiatives;
- reports in the Annual Report on the status of the youth projects;
- draws up the Annual Report in English and distributes it to all CYE Conference delegates at least four weeks prior to the CYE Conference;
- coordinates, edits and sends out regular updates on CYE work to the member organisations;
- contributes to the Annual Plan.

(4) The Financial Manager

- takes the responsibility for the finances of the Youth Committee;
- is responsible for applying for external funds and seeking sponsorship from various channels;
- is responsible for the annual budget and bookkeeping;
- reports on the financial situation in the Annual Report;
- contributes to the Annual Plan.

§ 4 Terms of the Youth Committee's membership

- (1) Youth Committee members are elected for a period of two years.
- (2) If a committee member resigns during his/her period, his/her role will be taken over by the other Youth Committee members. The Youth Committee can also offer the position to the person who stood as a candidate when the resigned person was elected and received the second-most votes.
- (3) There will be an election for the position of the resigned person at the next CYE Conference. The newly elected person will serve a term of one year.

§ 5 Nomination of candidates

- (1) Every CYE member organisation represented at the CYE Conference has the right to nominate one or more candidates prior to the election of the Youth Committee from the member countries' delegates.
- (2) If no candidate is put forward for a post, the CYE Youth Committee shall nominate a delegate.

§ 6 Election of the Youth Committee

- (1) The Youth Committee is elected in one go but each position is elected separately in the following order: General Coordinator, Project Manager, Financial Manager.
- (2) The elections are held at the CYE Conference. The election process is managed by the Youth Committee according to the Constitution.
- (3) For each election process, every represented CYE member organisation has one vote. The number of delegates, the country's population or the number of the society members is not relevant.
- (4) At the beginning of the election process, the election manager shall ask the delegates for nominations. Prior to the CYE Conference, the Youth Committee shall inform delegates which positions are up for election.
- (5) The elections have to be carried out confidentially by using paper sheets.
- (6) CYE member organisation may vote for their own candidates.
- (7) If the votes are a tie for one position, a by-election will be held between the candidates who received the same number of votes in the first round. If the second round is also a tie, the election shall be determined by lot.

§ 7 Additional restrictions and regulations for the election

- (1) Each AOECS member organisation can send one member to the Youth Committee.
- (2) A person cannot be elected to the Committee before reaching the age of 18 years or after completing his/her 28th year of age.
- (3) A non-member organisation of the AOECS gains the right to vote at the election if it was represented at the previous CYE Conference.
- (4) The candidates should attend the election, however it is possible to elect someone who cannot participate if he/she is nominated prior to the CYE Conference.

§ 8 Vote of no confidence

- (1) If the member organisation are not satisfied with the work of the Youth Committee, they can vote each member separately out of his/her position. For this vote, a two-thirds majority of all present and eligible countries is needed.
- (2) Following the "vote of no confidence" there has to be another voting process to immediately elect a new person for the freed up position on the Committee.

§ 9 Coeliac Youth of Europe Projects and Initiatives

The Coeliac Youth of Europe projects and initiatives are determined by the majority vote of CYE member organisations.

- (1) The Youth Committee sends out at least two proposals for topics for the delegates to work on between CYE Conferences. The deadline for the Youth Committee to send out these proposals is the 30th of April. The deadline for voting on the topics is the 31st of May. Every member organisation carries one vote.
- (2) At the CYE Conference the first working session shall focus on the previous year's topics. The new topic shall form part of a subsequent working session at the CYE Conference. The program is determined by the Youth Committee.
- (3) The Youth Committee has the responsibility to arrange lectures or discussions on the following year's topic to be held at the CYE Conference. The delegates have the responsibility to prepare a presentation on the results achieved for the previous year's topic. Each CYE member organisation shall give their presentation at the CYE Conference. These presentations will be led by the Youth Committee at each CYE Conference.
- (4.a) The project "Beat the Wheat" is a blog published on the CYE website. At each CYE conference and in consultation with the present countries the CYE Youth Committee nominates an Editorial Team. The Editorial team consists of an editor-in-chief and at least two co-editors. In case a position within the Editorial Team is left vacant in between CYE conferences, the CYE Youth Committee has the right to nominate *pro-tempore* members of the Editorial Team.
- (4.b) *Duties of the Editorial Team.* Members of the Editorial Team carry out their duties as agreed during the CYE Conference. They collaborate with the delegates and volunteers from each country to get the material for the blog and they are responsible for editing the content. The Editorial Team reports about its work to the CYE Youth Committee.

§ 10 Responsibilities of CYE member organisations

- (1) Responsibilities:
 - CYE member organisations have the responsibility to ensure continuous work and progress of the yearly topics.
 - CYE member organisations have the responsibility of knowledge transfer to their delegates in order to ensure the smooth transition of the tasks/topics to the newly-elected delegates of the respective organisation.

- Every CYE member is responsible for achieving the agreed aims for the year.
- Cooperation amongst members is recommended but does not reduce responsibility to achieve the annual aims.
- Each member coordinates its delegates' work on the topic of the year.
- Every member stays in contact steadily with the appropriate Youth Committee member usually the Project Manager.

(2) Timeframe and deadlines:

Deadlines are issued by the Youth Committee in the Newsletters (usually for a term of three months).

§ 11 Summation

- (1) The Youth Committee and each CYE delegate must always follow the regulations as set out in this document.
- (2) The Youth Committee is controlled by the youth delegates of AOECS member organisations.
- (3) This document is approved and can be changed by a two-thirds majority vote of the organisations with voting rights at the CYE Conference.
- (4) If there are conflicts with other AOECS regulations, the Statutes of the Association of European Coeliac Societies apply.