



St Neots Youth Council Constitution

1. Name: St Neots Youth Council

1.1 The name of the group shall be St Neots Youth Council, and hereafter in this document shall be referred to as SNYC or Youth Council.

1.2 The SNYC will receive development and administration support from St Neots Town Council.

2. Mission:

2.1 St Neots Youth Council will meet at a minimum twice per month.

2.2 The aims and objectives of SNYC are to:

- a) Represent the views and interests of young people, aged 11-25, who live work or study in St Neots.
- b) Tackle issues relevant to and important to young people.
- c) Inform St Neots Town Council of young people's views so that they can make decisions about young people more effectively.
- d) Promote and encourage activities, events and opportunities for young people from St Neots.
- e) Encourage and initiate communication between Young People and Local and National Government.
- f) Raise the profile of Young People in a positive way.
- g) Form subgroups as and where appropriate to carry out the work of the Youth Council who will report progress and conclusions to the full Youth Council.
- h) Participate in national and regional initiatives.
- i) Meet and work with groups and agencies that work with and around the issues affecting young people to ensure the needs of young people are addressed.
- j) Celebrate the achievements and successes of young people in St Neots.
- k) Ensure the needs of individuals or groups of young people who may experience disadvantage or are unable to speak for themselves are represented.
- l) Plan, organise and deliver 'themed' events for young people that explore issues and enable young people to share their views, ideas, and opinions.
- m) Advertise and promote the work of the Youth Council.



3. Membership:

3.1 Any Young Person aged 11-17 (up to 25 with additional education needs) who lives, works, or studies in St Neots is eligible to join St Neots Youth Council.

3.2 St Neot's Member of Youth Parliament (MYP) and Deputy (DMYP) are automatically awarded Youth Council Membership.

3.3 Youth Councillors have an unlimited term and may remain members until their 18th Birthday.

3.4 All members may vote in all internal elections, votes, and committee appointments.

3.5 Co-opted Members: SNYC aims to be representative of all young people within St Neots. At times certain life defining factors may not be represented in the membership of the Youth Council. These may include:

- Geographical locality
- Looked after and Care Experienced Young People
- Young carers
- Young People with disabilities
- Young People who are parents
- Young people in contact with the criminal justice system
- Young People who are homeless
- Young People from ethnic minority groups
- Lesbian, Gay, Bi-sexual, Transgender Young People
- Young People from the travelling community
- Young People who are refugees or asylum seekers

3.6 To ensure that the views and voice of these young people are represented on the Youth Council young people from these groups may be co-opted onto the Youth Council by agreement.

3.7 Those co-opted have full voting rights and will serve a term of office of a minimum of one year.

3.8 Members may be co-opted by invitation when a vacancy exists.

3.9 Candidates for co-opting will be required to attend a Youth Council meeting and engage with the topic that the Youth Council are focusing on. The Candidate can explain why they should be elected, what they hope to achieve in their term of office and the qualities they bring to the post, if they wish.



4. Management Committee:

4.1 The Youth Council will have an elected management committee to carry out a function in the running of Youth Council.

4.2 Management Committee members are elected by a vote of all youth council members at the Annual Council Meeting (ACM) and will hold their position until the following ACM. The positions are:

- a) Chair
- b) Vice Chair
- c) Secretary
- d) Finance Officers
- e) Entertainment Officers
- f) Communication Officers (social media)
- g) Any other roles as deemed necessary by the youth council.

4.3 A maximum of two representatives can share one management committee role at the same time.

4.4 If the Chair is unavailable, the Vice-Chair will take over their responsibilities for that period. If the Chair steps down or is removed from their position the Vice-Chair shall become the Chair and a new Vice-Chair must be elected.

4.5 If any other management committee member steps down, another Youth Councillor must be elected for the remainder of the term.

4.6 Lead roles linked to the main management committee will be created to reflect the same format. The lead will oversee a working group of similar minded SNYC members in relation to the topic. These lead roles are voted on by other members of the working group only not by entire Youth Council members.

4.7 Decisions taken by the Management Committee will be required to be presented to the next SNYC meeting for discussion and vote.

4.8 Management committee roles are to be held for one year at a time. Once the term of office has finished, Youth Council Members will vote on whom they feel should take the role over.

5. St Neots Town Council Support:

5.1 SNYC will be supported by the St Neots Town Council Engagement and Participation Youth Worker who will be treated as a management committee member without voting rights.



6. Meetings:

6.1 The Youth Council will meet at least twice per month, every other Tuesday (usually at the Museum, but also online via Microsoft Teams). Meetings can also be held in a variety of locations in St Neots.

6.2 Attendance at these meetings are mandatory and if any member should miss three meetings in a row they can be removed from their role unless valid reasons are confirmed to the chairperson and sent to the St Neots Town Council Engagement and Participation Youth Worker.

6.3 The St Neots Town Council Engagement and Participation Youth Worker will remove anyone from their role for non-attendance and the roles will then become available for others.

6.4 24 hours' notice of being absent from the meeting must be sent in writing (via email) to Secretary, Chair, Vice Chair, and St Neots Town Council Youth Workers.

6.5 SNYC may hold additional meetings to address specific issues and tasks as and when it is considered necessary.

6.6 SNYC may invite anyone having special knowledge or experience relevant to the aims of SNYC to sit in and participate in meetings. These people will have no voting rights. All decisions will be made by a majority of members present, voting on a one member one vote basis. If there is a tie a re-vote will be conducted until a decision has been reached.

6.7 Decision making by voting can only take place if one third (a quorum) of active members are present (not including vacancies).

6.8 The Management Committee will meet as often as required to set agendas, agree minutes, and manage the day-to-day business of SNYC.

7. Attendance:

7.1 Members of SNYC are expected to attend all full meetings. Where this is not possible, they must send apologies.

7.2 All non-attendance at meetings will be recorded regardless of whether apologies have been given.

7.3 Non-attendance is acceptable if apologies have been given prior to the meeting, to Secretary, Chair, Vice Chair, and St Neots Town Council Youth Workers.

7.4 Persistence non-attendance (covering a 3-month period) will be addressed by the St Neots Town Council Engagement and Participation Youth Worker. A letter will be sent to the non-attending member asking them to attend the next meeting or their membership will cease.



8. Training and Support:

8.1 All Youth Councillors will be offered training opportunities and training needs will be identified throughout the year.

8.2 New Youth Councillors will be supported by the St Neots Town Council Engagement and Participation Youth Worker to understand their role and participate fully in Youth Council.

9. Political Views:

9.1 The St Neots Youth Council is a non-party political organisation.

9.2 Members may hold allegiance or membership of a political party but cannot express their political views as a Youth Council member or on behalf of the Youth Council.

9.3 Members can meet with any political party at any time if it is not used in any way to gain votes for that party.

10. Dismissal:

10.1 A member may be dismissed from the SNYC for persistent non-attendance, disruption of meetings, abuse of powers or others and/or misrepresenting its members.

11. Equal Opportunities:

11.1 All members of the SNYC are equal in status regardless of sexuality, race, age, gender, religion, ability, culture, lifestyle, or background.

11.2 SNYC is committed to pursuing Equality of Opportunity for all. SNYC will ensure fairness is built into all that it does. All those involved in the work of SNYC will be expected to promote equality and justice at all opportunities and will ensure that no-one is treated unfairly or discriminated against.

11.3 All those working with the SNYC will be expected to challenge any forms of prejudice or discrimination.

12. Amending the Constitution or Policies:

12.1 The constitution and associated policies can be amended at any time. All changes must be agreed with a majority vote by all Youth Councillors present.

This constitution was ratified by the St Neots Youth Council members on the 30/01/2024 and finalised on 13/02/2024.

Reviewed: 14/01/2025.

Next review date: 13/01/2026