THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA

*YOUTH FELLOWSHIP CONSTITUTION*

***Advance the Kingdom of God in a manner befitting the Church and consistent with God's word.***

**ACKNOWLEDGEMENT**

It is with our humble and indeed our sentimental appreciation that we acknowledge the support and participation of Presbyteries, Congregations and individuals in compiling this document, In particular the first and second team serving in constitution task team for their hard work and commitment.

It gives us a real sense of pride that as the Youth Assembly Executive, we managed to succeed and reach set goals and continue to strive for the best. We extended a word of gratitude to the General Secretary, the *Rev V Vellem,* Past Moderator, the *Rev J Pillay*, Church Association Convenor, the *Rev V Mkhungo* and the entire work force for the support, assistance, co operations and commitment whose results are where we are today.

People who acted as midwives to assist in the birthing of this First – born. It brings contentment to me to mention some few names out of those who contributed to this work, even though some may have not directly contributed. *Gareth Beyers* the former Secretary for the Youth Assembly your contribution is NOTED thank you, the past team and present Executive that I am working with Thank you.

We seek to advance the Kingdom of God.

*Bro V.S Letuka*
*Youth Assembly President*

## YOUTH ASSEMBLY: - PRESBYTERIES OF THE UPCSA

**PRESBYTERIES**

**Amatola**
**Central Cape**
**Drakensberg**
**eGoli**
**Free State**
**Highveld**
**JH Soga - East Griqualand**
**JH Soga - Mthatha**
**H Soga - Transkei**
**Lekoa**
**Limpopo**
**Thekwini**
**uThukela**
**Tshwane**
**Western Cape**
**Zambia - Munali**
**Zambia - Copperbelt**
**Zambia - M'chinga**
**Zimbabwe**

## THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA

## YOUTH FELLOWSHIP CONSTITUTION

**1. Name:**

**The name of the fellowship shall be the** `Uniting Presbyterian Church In Southern Africa Youth Fellowship' (UPCSAYF**) here after referred to as `Youth Fellowship' (YF).**

***2. Vision:***

*Advance **the Kingdom of God** in a manner befitting the Church and consistent with God's word.*

**3. Mission:**

**To present Christ as Lord and Saviour to the Youth – both believers and not yet believers**

**4. AIMS:**

The aims of the Youth Fellowship shall be to:

4.4 Empower and encourage the youth to be witnesses of the Gospel of Jesus Christ in the Word and in deed, and promote Christian values in their lives.
4.5 Strive for unity within the body of Christ, inter alia, so that resources can be optimised for building the church and missionary outreach.
4.6 Encourage the Youth to discover their talents and spiritual gifts, andto pledge these and their resources to building the kingdom of God
4.7 and uplifting the community through projects related to issues such as Health issues, justice, social equality, poverty alleviation, etc.
4.8 Engage the Youth at all levels within the UPCSA (Congregational, Presbyterial and Youth Assembly) in planning and executing youth – Related programmes and activities.
4.9 Establish structures to ensure effective communication and evaluation.

## ***5. MEMBERSHIP:***

*5.1 Membership shall be open to:*

5.1.1 All **Baptised** and **Confirmed** members of the UPCSA who **subscribe to the aims set forth in this constitution**;

5.1.2 Members in full standing of other associations and fellowships within the denomination who subscribes to the aims set forth in this constitution.

5.2 Adherents:

5.2.1 An adherent is a person who attends the meetings of the Youth Fellowship but is not a member of the Youth Fellowship;

5.2.2 Adherents are expected to express their interest to join the Youth Fellowship publicly and demonstrate their commitment to the Youth Fellowship.

5.3 Responsibilities of full members shall be to (not withstanding Adherents):

5.3.1 Attend all meetings of the Youth Fellowship as arranged and organised by the relevant structures;

5.3.2 Participate actively and passionately to all Youth activities for the welfare of the Youth fellowship, the church and community at large;

5.3.3 Recognise and accept the authority of church courts and Youth structures

5.3.4 Pledge generously their gifts for the furtherance of the work of the Youth Fellowship and the Kingdom of God;

5.3.5 Be faithful in the reading of the Bible and in prayer;

5.3.6 Always strive to manifest a Christ like way of life in Word and deed;

5.3.7 Pay membership fee and relevant dues as determined by relevant structures.

6. **YOUTH STRUCTURES:**

There shall be four levels of the Youth Structures namely:
Branch, Congregation, Presbyterial and Youth Fellowship Assembly

### 6.1 The Branch

6.1.1The Branch is a group of members belonging to an Outstation, Preaching Place, Nuclear Congregation under Presbytery or Session.

6.1.2 Each branch shall elect its office bearers in the following manner: an elder-in-charge of the Outstation, Preaching place, Nuclear Congregation under Presbytery or Session is an Ex-Officio member

i) Chairperson
ii) Vise Chairperson
iii) Secretary
iv) Treasurer
v) Additional Member

### 6.2 The Congregation

6.2.1 The congregation consists of all Youth members including those branches associated with the congregation.

6.2.2 Each congregation shall elect its office bearers in the following manner: Minister-in-Charge of the Congregation inherits the status of an Honorary President

i) Chairperson
ii) Vice-Chairperson
iii) Secretary
iv) Recording Secretary
v) Treasurer
vi) 2 Delegates
vii) Liaison Officer

6.2.3 Each Congregation shall convene a Council Meeting (GM and AGM) to deliberate on Youth matters.

6.2.4 The Council shall comprise of Minister-in-Charge, Congregation office bearers and any two delegates from branches (where applicable). Non-office bearers may attend council meetings.

6.2.5 Each Congregation shall convene its own conference comprising of; the Minister-in-Charge, Office Bearers and entire Youth membership of the congregation.

### 6.3 The Presbyterial Conference

6.3.1The Presbyterial **Conference** consists of all Congregations within the bounds of the Presbytery

6.3.2 Each Presbyterial **Conference** shall elect its office bearers in the following manner:
The Presbytery Moderator inherits the status of an Honorary President. All Ministers within the Presbytery bounds are Ex-Officio members

i) President
ii) Vice-President
iii) Secretary
iv) Recording Secretary
v) Treasurer
vi) Arts and Culture Convener

6.3.3 Each Presbyterial shall convene a Council Meeting to deliberate on Youth matters.

6.3.4The Council shall comprise of all Ministers within the Presbytery bounds, the Presbyterial Office Bearers and two delegates from each congregation.

6.3.5 Each Presbyterial shall convene its own conference comprising of; all Ministers within the Presbytery bounds, Presbyterial Office Bearers and the entire Youth membership of the Presbytery.

**6.4 The UPCSA Youth Fellowship Assembly (YFA**)

6.4.1 The YFA consists of all Presbyterial's within the denomination.

6.4.2 Each YFA shall elect its office bearers in the following manner: The Moderator of General Assembly inherits the status of an Honorary President. All Ministers of the denomination are Ex-Officio members

i) President
ii) Vice-President
iii) **Secretary**
iv) Recording Secretary
v) Treasurer
vi) **Arts and Culture Convener**

6.4.3 There shall be an Annual Council Meeting (ACM) of the Youth Fellowship to deliberate on Youth matters.

6.4.4 The Council shall comprise of the Youth Fellowship Assembly Office/Office Bearers and two delegates from each Presbyterial level. (Presidents and Secretaries of Presbyteries)

6.4.5 There shall be a (**Denominational)** UPCSA Youth Fellowship Assembly (YFA) comprising of Youth Fellowship Assembly Office and **two Youth delegates per Congregation in all Presbyteries.**

- All Ministers of the UPCSA denomination be ex officio members of the Youth Fellowship Assembly and its Councils.

**7. <u>Elections of Office Bearers and Delegates</u>:**

7.1 All office bearers and delegates shall be elected at Conference **/Assembly**

7.2 Nomination forms from branches/congregations/presbyterials are submitted by delegates at the council respectively.

7.3 Office bearers may not be above forty (40) years of age, but it is encouraged that those below forty (40) years be given the first priority.

7.4 Election shall be by private ballot or show of hands.

## 8. Term of Office:

8.1 The term of office shall be two (2) years to all Youth structures
8.2 No member may hold office for more than two (2) terms in succession
8.3 Any member who has served two (2) successive terms in office may be re-elected into office only after a terms' break (2 years).

## 9. Meetings and Conferences:

All meetings shall be opened and closed with prayer

9.1 Executive Committee Meeting

9.1.1Executive Committee meetings of a branch shall be held **bi-monthly**

9.1.2Executive Committee meetings of a congregation shall be held **at least quarterly if such a structure axists.**

9.1.3Executive Committee meetings of the presbyterial **Conference** shall be held **at least** quarterly and

9.1.4Executive Committee meetings of the UPCSA Youth Fellowship Assembly office shall be held at least three times a year.

9.2 **Conferences**

9.2 1 **Presbyterial** Conferences shall be held during the second semester of the year before the **UPCSAYF** Assembly **and the Congregational and branch meetings shall be held before the Presbytery meetings**

9.2.2 Conferences shall be held for the purpose of a General Meeting, Training and equipping, **of Youth in areas such as Art,Culture, excursion, music and talent.**

9.2.3 UPCSAYF Assembly is the highest decision making body followed by the Presbyterial Conference.

9.2.4 UPCSAYF Assembly receives reports on activities, finance and welfare on Youth in the Presbyteries.

**9.3 Special Meetings**

9.3.1 These are meetings that fall outside scheduled meetings
9.3.2 All levels of the Youth Fellowship may convene such meetings.
9.3.3 Special Meetings may be convened either to conclude an agenda of the previous meeting or may be convened in order to attend a new and urgent business that cannot wait for the next scheduled meeting
9.3.4 Special Meetings only deal with specific issue(s) for which they are convened
9.3.5 Minutes of a Special Meeting are read and confirmed in the next scheduled meeting
9.3.6 **Adequate notice must be given before sitting, taking into account the urgency of the situation**..
9.3.7 The Moderator, President or the Chairperson may convene a

Special meeting with a requisition in writing of two or more

members of any of the YF structures.

9.3.8 The Moderator, President or the Chairperson may decline such a request but shall submit reasons to the next scheduled sitting

9.3.9 A special meeting may be convened by the direction of the higher structure.

## 10. Quorum:

A quorum to all meetings (**e.g.** executive, conference & special meetings) is one-third 1/3 of the membership.

## 11. Discipline

11.1 Disciple in the YF shall be exercised bearing in mind clause 11.1 of the Interim Manual of Law and Procedure

11.2 The YF as an autonomous body has the right to exercise discipline over its members **provided it does not flout the church procedure**.

11.3 All YF structures enjoy the liberty of exercising discipline on matters contained in this constitution if deemed violated.

11.4The allegation(s) levelled against the accused, their investigation and the eventual application of discipline are matters for the competency of the executive body at a relevant structure

11.5 Matters requiring discipline that falls within the jurisdictions of Session/Presbytery/General Assembly, the YF shall refer the matter to the relevant court

11.6 Any member has the right to appeal to the higher structure against any judgement or decision of a lower structure **provided s/he does not flout the church procedure.**

## 12. Uniform:

The Youth Fellowship shall be a uniformed structure and the colours of the uniform is **Black** and **White** as follows:-

- White shirt
- Black blazer (single buttons no cut at the back) and (jersey for young ones)
- Black skirts and trousers
- Black socks
- Black shoes
- Black beret
- Black tie with a badge

## 13. Amendment(s) to the constitution:

Amendment(s) to the constitution can only be effected by obtaining two thirds (2/3rd) majority of the **UPCSAYF Assembly** members present, subject to the approval of the General Assembly through the Church Associations Committee.

## 14. Committees

The following standing Committees be appointed within the Youth Fellowship in all levels:-

1. Worship Committee
2. Organising and Entertainment Committee
3. Finance Committee

## 15. Dissolution:

14.1 The Youth Fellowship may be dissolved by the authority of the General Assembly

14.2 Upon dissolution or amalgamation all **assets** belonging to the Youth Fellowship shall be handed over to the General Assembly

**SECTIONS 1 & 2**

## SECTION ONE (1)

At all council meetings the rules of debate shall be used. The purpose of this practice is to equip the Youth for the leadership of the Denomination. The courts of the church use these rules of debate.

*1. THE CONDUCT OF DEBATE*

### 1. Motions

1.1 Motions shall come from full members of the **meeting,** Presbyterial Youth Fellowships and **Denominationa**l Office.

1.2 The Chairperson shall allow notices of motion and notices of amendment in the first session(s) of the Council – these shall be proposed and seconded. The Chairperson (in consultation with the Secretary) will decide in the order in which these motions shall be dealt with.

### 2. Rules of Debate

In all meetings in general the following rules of debate shall be operational:

2.1 A motion shall be moved, the proposer shall motivate the motion and the seconder shall indicate her/his support of the motion.

2.2 The Chairperson will then invite questions and comments; speakers responding shall stand, give their name and presbytery, branch, congregation of origin and then speak.

2.3 The Chairperson may set time limit for each speaker.

2.4 At the end of debate, the proposer or seconder shall respond to questions or comments. There after the motion shall be put to a vote.

2.5 Voting shall be by show of hands or secret ballot (if so decided by the majority members). The Chairperson shall call for the votes for and against and for abstentions. Results shall be recorded.

2.6 The Chairperson will vacate the chair if s/he wishes to speak to a motion.

2.7 A member shall normally not speak more than once to a motion, although this will be at the discretion of the Chair.

2.8 Should there be lack of clarity in any procedural matter, the Council will use the standing orders and rules of debate for the General Assembly as contained in the Interim Manual of Law and Procedure.

### 3. Rights of Members, Associates and Amendments

3.1 Members have the right to:

3.1.1 bring proposals/motions to the Council
3.1.2 speak to any motion;
3.1.3 vote or abstain from voting on any motion;

3.2 Associates:

3.2.1 have the right to speak to any motion;

3.2.2 do not have a right to bring or vote on proposals/motions;
3.2.3 do not have a right to second any motion;
3.2.4 do not have a right to stand for any position in the Council.

## 4. **Amendments and Procedural Motions**

4.1 Amendments

4.1.1 Any member may propose an amendment to any motion, which is before the Council
4.1.2 Amendments must be proposed, seconded and presented in writing to the General Secretary.
4.1.3 An Amendment may be ruled out of order if:
i) it is not relevant to the original motion;
ii) it is only a textual variant of a motion that has already been rejected;
iii) it conflicts with a motion that has been accepted; or
iv) it is simply a negative of the original motion.
4.1.4 An Amendment may be passed immediately if the proposer and seconder of the original motion agree; it then comes as a substantive motion.
4.1.5 Only one amendment can be before the council at any one time.
4.1.6 A motion may be amended only up to three times.

### ***4.2 Procedural motions***

4.2.1The following procedural motions can be put: –

i) That the council passes from the subject;
ii) That the motion or amendment be referred to a sub-committee or a working group;
iii) That the question be put to the vote;
iv) That the debate on the motion be adjourned until a later time;
v) That the motion or amendment be voted on in parts;
vi) That the Council goes into/come out of Committee.

4.2.2 Procedural motions may be moved by any member of the Council and takes precedence over other motions.
4.2.3 Any motion, which re-opens a matter already, disposed off at any session of a current meeting of Council is allowed only if the Council agrees by a two thirds (2/3) majority.

## 5. Points of order and Information

5.1 A point of order is a question about the conduct of debate, not about the subject of the motion. It is addressed to the Chairperson and is allowed at her/is discretion. A member or an observer can make this.

5.2 A point of information is a clarification or request for clarification made by a member or an observer.

## 6. Voting

6.1 Motions and amendments are decided by a straight majority count of those voting.

6.2 Voting for Chairperson will be by single transferable vote where there are more than two (2) candidates.

## SECTION TWO (2)

***RESPONSIBILITIES OF OFFICE BEARERS IN CONJUCTION WITH THAT OF ELECTORATES:***

1. **Role and Duties of the Chairperson/President**:

i) Know your constitution/card of your organization thoroughly.
ii**)** **Execude** confidence in your position not arrogance.
iii) Be democratic in the running of meetings not dictatorial.
vi) Do not show neither favouritism nor bias among members.
v) Refrain from debating while you are chairing, rather excuse yourself from the chair and allow your vice to chair the item you want to debate.
vi) Alternatively share the idea with the house to be taken from the floor and debated not by yourself.
vii) Observe rules of debate and apply them evenly
viii) Direct and guide the meetings in their deliberations.
ix) Prepare agenda with your secretary, make it available to all executive members in good time before the next meeting.
x) Be punctual in your attendance and keeping of appointments.

2**.** **Role and Duties of the Secretary:**

i) Is the cornerstone for success of the meeting and association
ii) Establish good relationship with President/Chairperson and the rest of the association
iii) Respect the confidentiality of issues discussed in the meeting
iv) Make true and correct record of all proceedings
v) Make accurate record of decisions and do not manipulate decisions arrived at by the meeting
vi) Distribute minutes timely, send out notices of meeting
vii) Be conscientious about the work
viii) Record minutes according to accepted format
ix) Take charge of books and documents
x) Prepare agenda in consultation with the President/Chairperson

There are three points to be noted:-

**1. NARRATIVE MINUTE**
An account of what was laid by whom

**2. RESOLUTION MINUTES**
Only decisions are recorded

**3. ACTION MINUTES**
An action column of the right hand is used

3. **Role and Duties of the Treasurer**:
It is the duty of the treasure to receive and account for all moneys under the care of the Association

i) To handle all funds of the association

ii) To deposit money received in the bank immediately
iii) To reconcile the books whenever there is a transaction
iv) To collect assessment fees as stipulated by the association
v) To report on income and expenditure of the association in writing (financial statement and balance sheets)
vi) To report on outstanding Congregations/Presbyteries that are working or not
vii) Draw up the budget and make authorized payments on behalf of the Executive
viii) Keep all document, receipts, vouchers and other financial documents and submit the accounts for audit

4. **Liaison Officer:**

i) A Liaison Officer is a person elected to liaise between either the Youth structures or between the Youth structures and the church courts.
ii) A Liaison Officer may be either a minister or a layperson. Liaison Officer's will serve in the same terms' of office as the executive committee's.
iii) Nomination of Liaison Officer's in the case of a Congregation, Presbyterial and ACM/YFA is done by the Youth themselves at the relevant structures, but the appointment is by the Session to Congregation, Presbytery to Presbyterial, General Assembly to ACM/YFA.
iv) If any of the church structures objects to the nomination made by the Youth it shall give reasons to the relevant Youth structure and refers the matter back to the Youth for consideration.
v) A Liaison Officer at branch level reports to the congregation Youth structure, at congregation s/he reports to the Session quarterly, at Presbyterial s/he reports to the Presbytery quarterly, and at ACM/YFA reports to the General Assembly.

**5. Delegates:**

i) Be accountable and responsible.
ii) Make your contributions and inputs in and during meetings.
iii) Compile a good report of conference/meeting.
iv) Record decisions of conference/meeting.
v) Transmit decisions accurately and clearly.
vi) Conduct oneself as good ambassador.
vi) Prepare and circulate report, at least, to Executive members of the appropriate structure being represented.

6. **Honorary President:**

i) An Honorary President is the principal officer, supervisor and overseer.

ii) S/he must make sure that things that should happen are happening, (anyone claiming to be a leader and does not see to it that those things that should be happening is happening is not a leader).
iii) By virtue of her/is position s/he is the most influential person and can therefore influence the course of events and developments whichever way if members of the fellowship are ignorant of their responsibilities.

7. **Ex-Officio's:**

i) There are basically no fundamental differences between the Ex-Officio members and Honorary President/s, the principle is the same.

ii) It is worth noting that; like a doctor, Ex-Officio's must feel the pulse of her/is patient and give an accurate diagnosis in order to prescribe an effective cure.

iii) Like a ship captain, s/he must be able to navigate safely with confidence and on scale lest he rocks the boat.

iv) Like a pilot, s/he must handle his aircraft with extreme caution remembering that her/is passengers are at her/is mercy and therefore any careless mistake could result in a crash with no chances of survival.

**8. Roles and Duties of Additional Member(**s):

i) Assist in the formation of a quorum.
ii) Fills in space when other officials are absent.
iii) In the event other official member tenders his/her resignation or is no longer able to function due to illness, deposition from office or due to death the additional member fills in the gab.
v) Is used by Committee in special areas of duty, as the need arises.

**9. Roles of Committees**

**9.1 Worship**

9.1.1 To draw time table for worship services of different kinds
9.1.2 To organise Bible studies and quiz
9.1.3 To arrange prayer meetings
9.1.4 To arrange and prepare visits on sick and bereaved
9.1.5 To plan and prepare Youth services as they happen
9.1.6 To assist in arranging activities for Children Ministry
9.1.7 To arrange "Uxhomo lwebhatyi" last service for a Uniformed member

**9.2 Organising and Entertainment**

9.2.1 Anything that needs to be organised, be it from the Executive or other committees
9.2.2 Organise any sitting of Congregation/ Presbytery or Assembly with the instructions of the Executive
9.2.3 To see to it that all local arrangement are in place at the times of sittings
9.2.4 Arrange community outreach programmes
9.2.5 Organise educational activities within the Youth Fellowship
9.2.6 Plan and organise entertainment activities
9.2.7 To aim at using all forms of activities that have potential of attract Youth in the Church
9.2.8 Ensure that meals are available whenever necessary during activities

**9.3 Finance Committee**

9.3.1 To come up with ideas of fund raising and ensure that fundraising activities do take place
9.3.2 To plan a programme of fundraising for the Fellowship, in order to meet all financial obligations
9.3.3 To submit the proposed plan for approval and implementation
9.3.4 To organise funds for the Fellowship and monitoring of proposed projects if any

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**CHURCH ASSOCIATIONS**
**APPENDIX B**

## STANDING ORDERS OF THE YOUTH ASSEMBLY AND ITS COUNCILS

### 1. WHO ARE THE MEMBERS OF THE YOUTH ASSEMBLY?

The Youth Assembly meets once every year, and consists of Ministers and Youth (2 delegates per Congregation), elected by the Congregations of the UPCSA and Delegated by them to attend.

1.1. Each Congregation elects Delegates to the Youth Assembly

1.2. Completed forms detailing the names, addresses and telephone numbers of Delegates shall be returned by each Presbytery Secretaries to the Youth Assembly secretary not later than 15th June.

1.3. Should any Congregation find it necessary to appoint a substitute for a Delegate unable to attend Youth Assembly his/her name, address and telephone number shall be submitted to the secretary of Youth Assembly not later than 10 days before the Youth Assembly convenes. Any substitute shall be accepted as a regularly appointed Delegate when the Roll of Delegates is amended upon presentation to the Youth Assembly.

1.4. On arrival every Delegate shall report to the registration office/desk.

1.5. Any alleged irregularity regarding the appointment of a Delegation brought to the attention of the Youth Assembly shall be referred to the Secretary to report to the Youth Assembly.

1.6. Delegation by a Congregation obliges a Delegate to be present for the whole period of the Youth Assembly. Leave of absence for any period must be applied for, stating reasons, through the person/s assigned to consider these applications. The secretary shall report on each application to the Youth Assembly and move that it be granted or otherwise.

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***Delegates are encouraged to acquaint themselves with the rules by which Youth Assembly operates before coming to the Youth Assembly. These can be found in the Youth Constitution and also here in the Standing Orders of the Youth Assembly.***

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### 2. WHO IS REGULARLY ASSOCIATED WITH THE MEETING/ OBSERVERS?

2.1. The association of any particular person may be moved at the beginning of any Session of Youth Assembly after consultation with the Secretary or President of Youth Assembly.

2.2. Any Youth member of the Uniting Presbyterian Church in Southern Africa in good standing and present in the council, not being a

Delegate, is associated.

2.3. Any fraternal delegate of a sister Church, local minister invited to bring greetings, representative of an organisation, or individual invited to address the Youth Assembly, is for that purpose accorded the status of associates/observers.

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***Associates/observers at the Youth Assembly have the right to speak but not to vote. Only Delegates may vote. Associates may also not "move" a proposal on the floor of the Assembly.***

***Associates and others who are not Delegates must leave the Council when any business is conducted in a "private sitting".***

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## 3. ORDERING OF DOCUMENTS SUBMITTED TO YOUTH ASSEMBLY

3.1. The Youth Assembly Secretary shall send to each Presbytery by 2st week of May a copy of the Preliminary Draft Agenda for the meeting of the Youth Assembly. This agenda will indicate the day, session and order in which it is proposed that the report be heard, discussed and decided upon and also the proposed time allocation.

3.2. The Convener of each Youth Assembly Committee and Secretary of Presbyteries shall:

(a) ensure that the reports and proposals of their Committee Presbytery be prepared;
(b) send one copy of the completed report / proposal to the Secretary of Youth Assembly to reach him/her not later than 15th June;

Overtures, Petitions, Appeals, Complaints and References.

3.3. Secretary of Presbyteries shall submit to the Secretary of Youth Assembly, by not later than 15th May, one copy of all Overtures, Petitions, etc, together with any related documents that have been transmitted to Presbyteries from Sessions and from individual members and other communications to be submitted to the Youth Assembly. In the case of Overtures, a short report may be included if desired. These copies are to be forwarded as follows:

(i) one to the Secretary of Youth Assembly;
(ii) one to the Youth Assembly President.

3.4. The Secretary then recommends to the Youth Assembly Overtures and Petitions are to be dealt with. When there is consensus between the Secretary and the Assembly President, the Secretary makes a recommendation to the Youth Assembly in her/his report.

3.5. The Secretary of Youth Assembly shall furnish Delegates with such information as may be required to facilitate a decision on each matter.

## 4. APPOINTMENT OF COMMITTEES ACTIVE DURING ASSEMBLY

4.1. The Evaluation Committee

Each Youth Assembly shall appoint a Convener of Evaluation Committee for the sitting Youth Assembly, together with not more than six members to serve with him/her.

4.2. Resolution Committee

The Youth Assembly shall appoint, a Committee on Resolution, consisting of three members. They shall be reporting on not later than the Session before the Closing Session of the Youth Assembly. Resolutions shall thereafter be attested by the President and the Secretary.

**4.3 Confirmation of minutes:**

Four (4) Scrutinisers that will be independent be elected by the Youth Assembly to take the proceedings of the Youth Assembly to assist them to scrutinise and confirm the minutes of the Youth Assembly with the Executive Committee of the Youth Assembly but the Youth Assembly has the Right to question and or clarify the minutes on the next Youth Assembly. The process is just to distribute confirmed minutes for implementation.

## 5. REGULATING OF DEBATE IN THE YOUTH ASSEMBLY

5.1 The President chairs the meeting of Youth Assembly, seated at a table set up at the front of the Youth
Assembly. The President is assisted by the Secretary (seated to the President's left) and the Youth Assembly Recording Secretary (seated to the President's right). The Resolution Committee/s is seated at a table to the (right) or behind the Recording Secretary.

**Duties of the Recording Secretary**

5.2. The chief responsibility of the Recording Secretary, during the meeting of the Youth Assembly and the Youth Council, is to see that the minutes are properly kept. The Recording Secretary is assisted in this by one, two or three Minute/Resolution Clerks appointed by the Youth Assembly. Recording Secretary of Youth Assembly supervises the process and makes sure that the Minute/Resolution Clerk/s has all the documents they need to keep the minutes accurately.

5.3. The Recording Secretary advises the President on procedure, whether this relates to the rules of debate or to the laws of the Church.

5.4. In the absence of appointed persons, the Secretary moves

proposals with regard to overtures, remits and reports.

**Duties of the Youth Assembly Secretary**

5.5. The Secretary supervises all the "officers" appointed by Assembly to perform tasks except the Minute/Resolution Clerks who are supervised by the Recording Secretary.

5.6. The Secretary advises the President on when notices of motion, overtures and all business not listed on the agenda should be dealt with.

5.7. The Secretary advises the President or the mover of a proposal as to whether it is a notice of motion or a notice of amendment, and as to whether the motion is competent in terms of the provisions of the Youth Constitution.

5.8. The Secretary advises the President with regard to the time available for Youth Assembly to transact its business.

5.9. Although the Recording Secretary is responsible for advising the President on procedure, the Secretary may also do so.

## 6. WHAT HAPPENS FIRST AT YOUTH ASSEMBLY?

**Roll of Delegates**

6.1. The Secretary of Youth Assembly shall advise the Council of each apology and substitution. The Secretary shall report on any allegation of an irregular Delegation. After the decision of the Assembly on these reports has been taken, the Secretary shall move that the Roll of Youth Assembly be adopted.

**Report of the Youth Assembly Secretary:**

6.2. The Secretary shall report on, and move for the Council's approval-

(a) The Final Draft Agenda;

(b) His/her report

**Distribution of Minutes**

7.1. The minutes of the Youth Assembly shall be recorded during the course of the Youth Assembly. All except those of the last four sessions shall be distributed during the course of Assembly, but none shall be presented to the Youth Assembly for confirmation. The completed minutes will be distributed to all Delegates within 90 days of the end of the meeting of Youth Assembly. For the purpose and the necessary corrections, if any, having been pointed out and corrected at Youth Council through Presbyteries.

## 8. HOW DOES YOUTH ASSEMBLY MAKE DECISIONS?

**The Role of Standing Committees**

8.1. Youth Assembly receives reports from its Standing Committees. These reports contain proposals for decisions that Youth Assembly is being requested to make. These proposals constitute the beginning of the decision making process. Requests for action can also come in the form of Overtures, Petitions, Complaints or References from Presbyteries or Sessions.

**The Decision Session**

8.2. Proposals shall normally be presented by the Convener of the Committee or any other person who is a mover of the motion

8.3. Committees to which matters have been especially referred during the Youth Assembly shall deal with those references promptly and shall report as the Youth Assembly may direct.

**Formal Majority Procedure**

8.4. The Council may, if it votes by two thirds majority, choose to operate by formal majority procedure. This simply involves an indication of those in favour of a proposal and those against. After the votes are counted, the President announces the Council's decision.

**Notices of Motion**

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***The use of Notices of Motion is discouraged. Any member of the Uniting Presbyterian Church in Southern Africa is free to communicate with the Secretary of Youth Assembly or Convener of the relevant Youth Assembly Committee regarding an issue that he/she would like the Youth Assembly to take up. This may also be done with greater weight by means of an Overture or petition submitted by the member through the Session and/or Presbytery. The use of these procedures whenever possible would limit the necessity for bringing to Youth Assembly by Notice of Motion any matter that has not been previously examined in a Presbytery, Session or Committee of Youth Assembly.***

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8.5. A member of the Youth Assembly desiring to bring up a matter not covered by a proposal of the appropriate Committee shall take the following steps:

(a) he/she shall draft his/her notice on the Notice of Motion form;

(b) He/she shall consult with the Convener of the relevant Committee or, if the matter falls under no particular Committee, with the Secretary of Youth Assembly, as to the substance and urgency of his/her notice. He/she shall submit the drafted notice to that person for signature and an indication of the attitude of the Convener towards the proposal;

(c) Notices of Motion and Amendment to be presented at the first business session of Youth Assembly should be handed to the Recording Secretary by lunch time (at the latest afternoon tea) on the first day of Youth

Assembly;

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***Amendments may be moved without notice being given, but the mover is nevertheless required to draft the amendment in writing, making three copies, for the President, Secretary***.

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8.6. Any question as to the competence of an amendment shall be decided by the President.

**Time Limits**

8.7. The timing of speeches is under the direct jurisdiction of the President.

8.8. A Convener of an Youth Assembly Committee presenting a report and moving its reception shall not address the Youth Assembly thereon for more than the amount of time allocated in the final agenda.

8.9. A Convener moving the adoption of subsequent proposals of a Committee shall not speak thereto except when invited by the President to do so.

8.10. Other speakers on a report, proposal or amendment shall not exceed five minutes each.

8.11. A member submitting an Overture or speaking to a motion of which he has given notice, shall not exceed ten minutes.

8.12. Others speaking to an Overture or a motion of which notice has been given shall not exceed five minutes.

8.13. The mover of a proposal has five minutes to reply to the debate on his Motion when it is put as the substantive motion.

8.14. Once the President has signalled the end of the speech, the speaker may be given extra time only if the President has ascertained that the Youth Assembly desires the speaker to continue.

8.15. The Youth Assembly Secretary, in consultation with the President and Recording Secretary, may at any time during the Youth Assembly move the proportional lengthening or shortening of these limits according to available time.

8.16. No Members shall continue to move up and down after the President has taken the chair.

8.17. The distribution of circulars and the making of announcements at Youth Assembly must have the prior approval of the President through Recording Secretary and the Youth Assembly Secretary.

8.18. Whenever a physical count of votes is taken, the number of abstentions will be ascertained and recorded.

## 9. ELECTION OF THE YOUTH ASSEMBLY OFICE

*At every 2ND year, the Youth Assembly shall elect the Youth Assembly Office which shall take office at the last day of the proceeding Youth Assembly after induction.* These be done in consultation with the procedure laid down in the Youth Constitution*, para 7, 7.1*.

### 9.1 Youth Fellowship Assembly Electoral Commission:

A Youth Assembly Electoral Commission which on the following Youth Assembly Elections shall be held is elected at the 1st Council Meeting compromising of The Convener of Church Associations of General Assembly who assumes the status of being the Electoral Commission Convener, The General Secretary of the General Assembly, 5 Youth Fellowship Members (Preferably those that constitutionally cannot hold office) with the following terms of reference:

- All Electoral Commission Members are not eligible for nomination unto the Youth Assembly Executive Committee:

- To circulate Nomination forms to all Presbyteries no later than 20th October who will circulate them to all congregations within their Presbytery no later than 01st December.

- The Presbyteries should have received or filled in nomination form (s) by 15th February the Electoral Commission Convener should receive all nominations no later than 1st March.

- The Commission shall hold a meeting in "private sitting" where no one who is not a member of the commission may not be at the meeting on the 2ND Council Meeting (April – May preceding election Youth Assembly) to check that all nominations are valid (Signed by the nominee and by the President of the Nominating Presbytery, has the nominee affiliated and is the nominee a delegate of the Youth Assembly) and to also receive a letter of motivation, a certified copy of the nominees Identity Document and a profile of the nominee.

- Once they have satisfied themselves of the nominations they shall present the Nominations to the Council and circulate them to Presbyterial Representatives through Youth Assembly communications channels that will circulate them amongst their congregations so that delegates can study them before arrival at the Youth Assembly.

- The Youth Assembly President to make sure that all nominees are at the Youth Assembly and if not, that nomination must be taken as invalid.

- The President/Electoral Commission Convener on the First day of the Youth Assembly has the responsibility to present all nominees to the position of Youth Assembly President.

- The President/Electoral Commission on the second day of the Youth Assembly shall present, if any nominations to the position of the Youth Assembly Executive.

- To make sure ballot papers that will be used for election at the Youth Assembly are available on session of election.

- The Electoral Commission will be dissolved directly after the council but the Convener must submit a report to the council.

- A Delegate desiring to make a nomination for any Office, in addition to the candidates nominated by the Presbyteries if any, shall give notice of his/her intention when the electoral Officer at the first call for Nominations.

- Nominations from the floor on the day shall be allowed, with motivation a profile be submitted and proof of ID document to the electoral officials for age confirmation.

**9.2 Elections:**

- On the item of Elections the Moderator of the General Assembly shall preside with the help of the Electoral Commission Convener and the General Secretary of the General Assembly over the meeting and if absent the Electoral Commission Convener and the General Secretary shall preside.

- The Ministers on the Electoral Commission shall before the session of elections collect the Delegates Registration Roll of Presbyteries from the Registration Desk or Office in consultation with the Youth Assembly Secretary/Treasure so as to know how many ballot papers to give to which Presbyterial Secretary.

- The 5 Youth Members shall help in collecting the ballot papers (Both of those that voted and those who chose to abstain which are to be crossed diagonally to show that by the Youth Member themselves) to count them at a table behind of the Presiding Officer.

- Once all the ballots have been counted the results shall be given to the Presiding Officer who will present it to the Youth Assembly and announce the New office publicly which will be inducted the following day and exchange of Office Badges but the ballots

thereafter shall be handed over to the Secretary for reference and filling purposes.

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| **PRESIDENT** | **SECRETARY** |