



YOUTH GENERAL ASSEMBLY

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CONSTITUTION & BYLAWS

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Youth General Assembly (YGA) is an autonomous organization dedicated to providing a credible platform that fosters policy and strategy development, equitable administration, and non-traditional legislative activities. YGA empowers young individuals to engage in public discourse on social issues, preparing them to be future ambassadors and democratic leaders. Our mission is to inculcate the qualities of convening and engagement among the youth, expanding their perspective and knowledge of true democracy and parliamentary politics.

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YOUTH GENERAL ASSEMBLY

Constitution and By-Laws of the Youth General Assembly (YGA)

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Part I: Constitution of the Youth General Assembly (YGA)

Article 1 — Definitions

1.1 YGA: Youth General Assembly.

1.2 Member: An individual duly registered as a participant of the organization in accordance with the provisions hereunder.

1.3 BOD: Board of Advisors; the supreme advisory and oversight body of the Youth General Assembly.

1.4 COM: Council of Mentors; a body of experienced professionals affiliated with YGA for the purpose of training and mentoring Members.

1.5 Youth Consortium: A union comprising youth organizations, non-governmental organizations (NGOs), and associations acting as a consortium under the aegis of the Youth General Assembly.

1.6 Forums & Projects: YGA Forums and any long-term projects or initiatives undertaken by the Youth General Assembly.

1.7 CC: Central Committee; the executive body responsible for the governance and administration of YGA.

1.8 WC: Working Committee; comprising departments of the organization and any special committees established for specific purposes.

1.9 YGA Session: The annual term of YGA shall end on 5th Day of August every year.

Article 2 — Name and Introduction

The official name of the organization shall be Youth General Assembly (YGA).

The Youth General Assembly (YGA) is an autonomous organization dedicated to providing a credible platform that fosters policy and strategy development, equitable administration, and non-traditional legislative activities. YGA empowers young individuals to engage in public discourse on social issues, preparing them to be future ambassadors and democratic leaders. Our mission is to inculcate the qualities of convening and engagement among the youth, expanding their perspective and knowledge of true democracy and parliamentary politics.

Article 3 — Official Languages

The official working languages of the Youth General Assembly shall be English and Urdu.

Article 4 — Objectives

Purpose of the Youth General Assembly (YGA):

1. To serve as an intermediary between youth and policymakers by establishing a platform for young individuals to propose and advocate for legislative and policy reforms, thereby facilitating the inclusion of innovative solutions in governance and lawmaking processes.
2. To advance youth leadership by offering structured programs, including workshops, fellowships, and training initiatives, designed to equip young individuals with the necessary skills for effective participation in governance, civil society, and leadership roles.
3. To foster dialogue on key issues affecting youth at both national and international levels through forums, conferences, and collaborative projects, while promoting alignment with international frameworks such as the United Nations' 2030 Agenda for Sustainable Development and Pakistan's Vision 2025.
4. To promote civic responsibility and social participation among the youth by encouraging their involvement in community service initiatives that address socio-economic challenges, including but not limited to poverty alleviation, educational development, and healthcare improvement.
5. To engage the youth in initiatives aimed at advancing environmental sustainability, climate resilience, and responsible resource management, in line with global sustainable development goals.

Article 5 — Membership

5.1 Eligibility for Membership

Membership in YGA shall be open to students and young professionals of good character and demonstrated leadership potential, aged fifteen (15) to twenty-nine (29) years. Upon reaching the age of thirty (30), membership shall automatically terminate, except in circumstances specifically provided for by the policies of the organization.

5.2 Recruitment Process

The recruitment of new Members shall be conducted by the Recruitment Committee according to the timeline approved by the Central Committee throughout the year. Membership admission shall be governed by the rules set forth in the bylaws, and each prospective Member shall adhere to the procedures outlined therein.

5.3 Suspension and Termination of Membership

The organization reserves the right to suspend or terminate the membership of any individual who fails to adhere to the constitution, bylaws, or membership agreement. Procedures governing the suspension and termination of membership, as well as the right of appeal, shall be detailed in the bylaws.

Article 6 — Meetings

6.1 Central Committee Meetings

The Central Committee (CC) shall convene regular meetings no less than once each month, either in person, online, or via such other means as are deemed appropriate, in order to effectively manage the administration of the organization.

6.2 Advisory Body Meetings

The Board of Advisors shall meet at least once per annum. The primary purpose of this meeting shall be to receive and review the YGA Annual Report, to provide recommendations on organizational policies, and to review research papers and initiatives.

6.3 General Assembly Meetings

General meetings of the Youth General Assembly shall be held no less than once every four (4) months. The purpose of such meetings shall be to review and reflect upon the projects and initiatives undertaken by YGA, and to solicit feedback from the Membership.

Article 7 — Committees

The President, with the approval of the Central Committee, may establish standing or special committees, as deemed necessary or convenient for the proper administration of the organization. Each committee shall be assigned specific duties at the time of appointment, and any special committee shall be automatically disbanded upon completion of its duties or upon discharge by the President.

Article 8 — Central Committee

The Central Committee (CC) shall be the executive body responsible for the day-to-day governance and administration of YGA. The CC shall consist of the following members:

- The President and Office of President which may include one or more Vice Presidents and any number of other positions as deemed suitable by the President.
- Managing Director,
- Secretary General (SG) and Office of SG which may include Joint Secretary, one or more Additional, Deputy or assistant Secretary Generals, Information Secretary, and Finance Secretary

- Spokesperson,
- Chief Operating Officer, and
- Directors of YGA Forums and Projects,

8.1 Appointment

The Founder shall appoint the President, Managing Director, and Secretary General based on merit and good faith. All other members of YGA shall be appointed by the Managing Director, following due process and in consultation with the President.

8.2 Powers and Responsibilities

The Central Committee shall exercise general oversight and control over the leadership, operations, and committees of YGA. Decisions of the Central Committee shall be made by a majority vote of the members present; however, the President shall retain the power of veto over any decision. The Founder shall retain the right to appoint, dismiss, or remove any individual from the Central Committee, Working Committee, or general membership, without rendering any explanation, at their sole discretion.

8.3 Removal of Central Committee Members

A member of the Central Committee may be removed by the Founder for cause or without cause, without the requirement to provide an explanation. The procedures for removal shall be further detailed in the bylaws of the organization.

Article 9 — The Founder

The Founder of YGA shall be the supreme authority in all matters relating to the governance and operation of the organization. The Founder shall possess the following powers:

1. The power to appoint, dismiss, or remove any individual from the Central Committee, Working Committee, or general membership, without the need to provide an explanation.
2. The power to establish new positions, offices, or committees as deemed necessary for the proper functioning of the organization.
3. The power to interpret the provisions of this Constitution and render binding decisions on any matters arising therefrom.
4. The exercise of any residuary powers not explicitly addressed within the Constitution or bylaws of the organization.

Article 10 — Board of Advisors

The Board of Advisors shall function as the supreme advisory body of YGA, and its members shall be engaged for a term of two (2) years. The Central Committee shall be required to present an annual performance report to the Board of Advisors at the annual meeting. The Board of Advisors

shall provide recommendations on YGA policies, research papers, and initiatives, and shall serve as an oversight body to ensure organizational alignment with the YGA mission.

Article 11 — Council of Mentors

The Council of Mentors shall be composed of experienced professionals, educators, industry experts, and leaders dedicated to guiding the next generation of youth leaders. The Council shall perform the duties specified in their Rulebook and provide strategic guidance to ensure the development of youth leaders within the organization.

Article 12 — Youth Consortium

The Youth Consortium shall be established as a collaborative body comprising youth organizations, NGOs, and associations. The Youth General Assembly shall serve as the chair of the Consortium. The primary purpose of the Consortium shall be to address youth-related issues in a coordinated and unified manner. The Youth Consortium shall meet at least once per year, and emergency meetings may be convened at the request of YGA or at least one-quarter (1/4) of its members.

Article 13 — Forums and Projects

YGA shall engage in the following activities and projects:

1. Conferences, Seminars, and Workshops: Including policy discussions, and youth-focused events.
2. Forums: YGA shall maintain the following forums for youth engagement: YGA Legal Forum, YGA Business Forum, YGA Media Forum, YGA ADR Forum (Alternative Dispute Resolution), YGA Health Forum, YGA Tech Forum, and YGA Climate Forum.
3. Projects: These may include, but are not limited to, Police Adliya Aur Awam, Shadow Cabinet, Beyond The Youth, Women in Politics, Youth Vote, Members Development Program, Awaz Fellowship and Parliamentary Sessions.

These forums shall be dedicated to fostering youth leadership, policy development, and advocacy in their respective fields.

Article 14 — Organizational Hierarchy

The hierarchy of YGA shall be as follows:

1. Central Committee (CC): The highest decision-making body, responsible for the administration of YGA.
2. Forums & Projects: The directors of Forums and Projects shall be part of Central Committee.

3. Working Committee (WC): Comprising heads of departments such as Parliamentary Affairs, Publications, Research and Development, Public Relations, Human Resources, Recruitment, Social Media, Operations, Finance, Sponsorship, and International Affairs. The Chief Operating Officer shall appoint the heads of these departments, subject to the approval of the CC.
4. Board of Advisors: Providing strategic guidance to the CC.
5. Council of Mentors: Mentoring and training YGA members.

Article 15 — Finance and Audit

15.1 Membership Fees and Dues

All members shall pay a membership fee to the YGA Bank Account as set by the Central Committee for new or reinstated members. Funds for activities and projects shall be raised separately and placed into a dedicated account. The Central Committee shall ensure transparency and accountability in handling these funds. The membership fee, funds and other dues with regard to trainings may be levied to cover the administrative costs of the organization.

15.2 Annual Audit

An annual audit of all financial transactions in a fiscal year shall be conducted by a qualified individual or firm. This audit will ensure compliance with financial standards, transparency, and proper use of funds. The audit report shall be made public for transparency.

15.3 Sponsorships and Grants

The organization shall accept sponsorships for its projects and events from the corporate sector as part of their corporate social responsibility (CSR) programs. These sponsorship agreements must align with the principles and constitution of YGA. Any sponsorship must not compromise the values or autonomy of the organization.

In addition to sponsorships, YGA may accept grants from national and international think tanks, provided that the terms of the grant do not contradict the organization's constitution, objectives, or core areas of operation.

YGA may pursue public funding if recommended by the Board of Advisors and approved by a two-thirds majority of the Central Committee.

15.4 Financial Guidelines

The YGA Central Committee shall establish detailed financial guidelines to ensure responsible and transparent fund management. These guidelines shall comply with relevant laws and banking regulations, and they will outline the process for disbursing funds in the event of chapter disbandment or termination.

Article 16 — Interpretation

The Founder shall retain the sole authority to interpret this Constitution and any matters arising therefrom. All decisions rendered by the Founder regarding interpretation shall be final and binding upon the organization and its members.

Article 17 — Amendments

This Constitution may be amended only by a two-thirds (2/3) majority vote of those present and voting in the Central Committee. Any amendments must be proposed by a member of the Central Committee or the Board of Advisors and must follow the procedures outlined in the bylaws of the organization. However, the ultimate authority for the amendment of this Constitution shall reside with the Central Committee.

Part II: Bylaws of the Youth General Assembly (YGA)

Article 1 — Elections, Terms of Leadership, and Election Process

1.1 Gradual Introduction of Elections

1. Transition to Elections: Efforts shall be made within the next ten (10) years to gradually introduce elections for the positions of President, Managing Director, Secretary General, Joint Secretary, Information Secretary and Finance Secretary in the Youth General Assembly (YGA). During this transition period, YGA will establish a fair, transparent, and inclusive election process.
2. Leadership: Until such elections are fully announced, the Founding President and other leadership, shall continue to hold office as outlined in the Constitution.
3. Election Commission: After the Announcement of Elections, an election commission shall be appointed by the founder whose prime responsibility shall be to conduct free and fair elections. It shall be composed of three members, the chair must be an Alumni of youth general assembly while other two members may be independent and have good standing in Youth Development.

1.2 Eligibility for Candidacy

1. Experience Requirement: Only individuals who have served in the organization for at least two (2) sessions (equivalent to two full years) in any capacity are eligible to be nominated.
2. Eligibility Criteria:
 - Candidates for President must be aged between 22 and 28 and have demonstrated leadership potential through active participation in YGA activities and governance.
 - Candidates for other mentioned positions must be aged between 18 and 28 and must have proven organizational and administrative experience within YGA.

1.3 Nominations

1. Nomination: Candidates must have good standing and be known for their leadership skills in the organization. Nominations shall be submitted to the Election Commission no later than four (4) weeks before the election date.
2. Nomination Procedure:
 - a. The Election Commission, shall issue nomination forms six (6) weeks before the scheduled election.
 - b. Candidates must submit a formal statement of intent, outlining their vision and qualifications, as part of the nomination.

1.4 Pre-Election Procedures

1. Campaigning Period:
 - An official campaigning period shall last for three (3) weeks, during which candidates may present their platforms and engage with members.

- Campaign materials must be submitted to the Election Commission for approval to ensure they adhere to YGA's values.
- 2. Election Commission Oversight:
The Election Commission shall oversee the election process, ensuring fairness and transparency. Any violations of election rules may result in disqualification.

1.5 Election Day

Voting shall be conducted via secret ballot. Members may vote either in person or online.

Each member in good standing is entitled to one vote, and the voting period shall remain open for 24 hours to accommodate all members.

1.6 Vote Counting and Results

- Upon the close of voting, the Election Commission shall begin counting votes immediately under the supervision of neutral observers.
- A simple majority (over 50% of the votes cast) is required for a candidate to be declared elected. The vote cast must be over 51 % of total membership of the organization.
- If no candidate receives a majority or votes casted are less than 51 %, a runoff election between the top two candidates shall be held within one week.
- The results shall be announced by the Election Commission within 24 hours of the vote count, and the elected candidates shall assume office.

1.7 Appointments by Elected Officials

The elected President in consultation with Managing Director and Secretary General shall appoint the following Central Committee members within two weeks of the election results: Vice Presidents, Spokespersons, Chief Operating Officer, Additional, deputy or assistant SG, Directors of YGA Forums and Projects as mentioned in the constitution and working committee.

1.8 Grievance Procedure

1. Any member or candidate who believes there has been electoral malpractice may file a grievance application with the Election Commission within 24 hours of the announcement of results.
2. The Election Commission shall investigate and issue a ruling on the grievance within 48 hours from filling of application, and its decision shall be final and binding.

1.9 Term of Office

The term of office for all elected positions shall be one year unless otherwise specified. All newly elected officers shall assume office.

Article 2 — Duties of Leadership

The responsibilities of the leadership of the Youth General Assembly shall be as follows:

2.1 President

1. Leadership and Vision:

- Sets the strategic direction for YGA, ensuring it aligns with the organization's mission, vision, and long-term goals.
- Collaborates with Central Committee to establish and monitor organizational objectives.

2. Meeting Management:

- Presides over all Central Committee and General Assembly meetings, setting the agenda and ensuring effective decision-making.
- Mediates discussions and facilitates consensus among members while maintaining democratic processes.

3. Decision-Making and Veto Power:

- Holds the authority to veto decisions made by the Central Committee, ensuring that all decisions align with YGA's values and best interests.
- Consults with the Managing Director and Secretary General before exercising veto power.

4. Representation:

- Represents YGA at national and international platforms, forging partnerships and strengthening YGA's global presence.
- Engages with sponsors, external stakeholders, and governmental bodies on behalf of YGA.

5. Oversight and Accountability:

- Provides oversight of all Central Committee members, ensuring adherence to organizational standards.
- Can appoint, remove, or reassign committee members as per YGA's bylaws.

2.1.1 Vice Presidents

1. Support to the President:

- Assist the President in executing their duties and step in during the President's absence.
- Help manage specific portfolios or regions, ensuring YGA's strategic initiatives are effectively implemented across all levels of the organization.

2. Leadership in Special Projects:

- Take the lead in managing specific high-impact projects and events, working closely with the MD and SG.

3. Representation:

- Represent YGA at events or forums when the President is unavailable.

2.2 Managing Director (MD)

The Managing Director is responsible for overseeing the day-to-day operations of YGA in collaboration with Secretary General, ensuring that all strategic decisions are executed efficiently and in accordance with the organization's objectives.

1. Operational Leadership:

- Manages YGA's internal operations, ensuring that all departments and projects are functioning effectively.

2. Strategic Implementation:

- Works closely with the President to implement policies, strategies, and organizational goals set by the Central Committee.

3. Project Supervision:

- Oversees the execution of YGA's major projects and initiatives, ensuring that resources are allocated effectively and deadlines are met.
- Works closely with the Chief Operating Officer to ensure projects run smoothly.

4. Committee Appointments:

- In collaboration with the President, appoints committee members.
- Ensures that appointees are supported and trained to execute their roles efficiently.

5. Crisis Management:

- Takes a leading role in resolving internal crises and ensuring organizational stability.

2.3 Secretary General (SG)

The Secretary General is responsible for overseeing the administrative functions of YGA in collaboration with MD, ensuring the smooth operation of meetings, documentation, and communication.

1. Documentation and Record Keeping:

- Maintains records of all Central Committee and General Assembly meetings, including minutes, resolutions, and other important documents.
- Ensures that YGA's records are properly archived and accessible to relevant members.

2. Internal Communication:

- Facilitates communication between Central Committee members, Working Committees, and the general membership.

- Ensures that meeting agendas, reports, and updates are circulated promptly.

3. Governance and Compliance:

- Ensures that all decisions and actions comply with YGA's constitution and bylaws.
- Provides guidance on procedural matters during meetings to maintain order and adherence to protocols.

4. Membership Oversight:

- Maintains the membership database, overseeing the recruitment and admission process for new members.

2.3.1 Additional, Deputy and Assistant Secretaries General

1. Support to Secretary General:

- Assist the Secretary General in administrative duties, particularly in managing large-scale events, complex projects, or membership growth initiatives.

2. Documentation and Records:

- Help manage YGA's documentation and ensure the timely distribution of minutes, reports, and important communications.

3. Special Assignments:

- Take charge of specific administrative tasks or committees as assigned by the Secretary General or Central Committee.

2.4 Chief Operating Officer (COO)

The Chief Operating Officer is responsible for the operational management of YGA, ensuring that projects, tasks, and initiatives are completed efficiently and on time.

1. Operational Oversight:

- Directs the day-to-day operations of YGA, including managing various departments and projects.
- Ensures that operational goals are aligned with YGA's overall mission.

2. Departmental Leadership:

- Appoints and oversees the heads of key Working Committees, such as Parliamentary Affairs, Research and Development, Human Resources, and Social Media.
- Provides guidance to committee heads to ensure successful completion of their objectives.

3. Project Management:

- Supervises the planning and execution of YGA's projects, including conferences, forums, and workshops.

- Monitors project budgets and timelines, ensuring that resources are used efficiently.

4. Resource Management:

- Ensures that resources, including finances, personnel, and equipment, are allocated appropriately to meet YGA's goals.

5. Performance Monitoring:

- Regularly assesses departmental performance and makes necessary adjustments to improve efficiency and outcomes.

2.5 Spokesperson

The Spokesperson is responsible for building and maintaining YGA's public image, primarily through media engagement, interviews, and representing the organization in external communications. They shall be responsible to president.

1. Media Engagement:

- Acts as YGA's public face in media interviews, conferences, and press events.
- Represents YGA in high-profile public forums and handles all media-related interactions on behalf of the Central Committee.

2. Public Representation:

- Promotes YGA's mission and projects to the general public, ensuring consistency in messaging across media platforms.
- Works closely with the MD & SG to align internal and external messaging.

3. Brand Building:

- Enhances YGA's visibility and reputation through strategic media engagements.
- Ensures that YGA's core values are reflected in all external communications.

2.6 Information Secretary

The Information Secretary is responsible for managing both internal and external communication, ensuring that information is accurately disseminated across all platforms and among YGA members. He shall be responsible for taking print and electronic coverage initiatives.

1. Information Management:

- Oversees the flow of information within YGA, ensuring that members and departments are kept up-to-date with organizational developments and announcements.
- Manages newsletters, reports, and other forms of internal communication.

2. Publications and Media Content:

- Prepares and publishes YGA's newsletters, website content, and social media updates.

- Collaborates with the media team to ensure that YGA’s activities are well-publicized and accurately represented.

3. Communication Strategy:

- Develops and implements YGA’s communication strategy, ensuring consistency across all platforms.
- Works closely with the Spokesperson to align public-facing messages with internal communications.

2.7 Finance Secretary

The Finance Secretary is responsible for managing YGA’s finances, ensuring proper budgeting, transparency, and compliance with financial policies. The finance secretary works under the managing director.

1. Financial Oversight:

- Manages YGA’s financial transactions, including membership fees, sponsorships, and project funds.
- Ensures that all financial records are maintained in accordance with YGA’s financial policies and regulatory standards.

2. Budgeting:

- Prepares the annual budget in accordance with finance policy.
- Ensures that project and department budgets are adhered to and that resources are allocated efficiently.

3. Financial Reporting:

- Prepares regular financial reports for the Central Committee and the Advisory Board, providing full transparency of YGA’s financial position.
- Oversees the annual audit of YGA’s finances.

4. Financial Strategy:

- Identifies potential funding opportunities, including grants, sponsorships, and partnerships, to ensure YGA’s financial sustainability.
- Develops financial plans that align with YGA’s long-term goals.

Article 3 — Committees

3.1 Working Committee

The Working Committee shall consist of the heads of the following departments:

- Parliamentary Affairs

- Publications
- Research and Development
- Public Relations
- Human Resources
- Recruitment
- Social Media
- Operations
- Finance and Sponsorship
- International Affairs

The Chief Operating Officer shall appoint heads of these departments, subject to approval by the Central Committee.

3.2 Standing Committees

The President, with approval from the Central Committee, may establish standing committees for recurring tasks and ongoing projects.

3.3 Special Committees

The President may establish special committees for specific tasks. These committees shall dissolve once their duties are completed or by the President's directive.

Article 4— Meetings

Meetings shall be held as per the guidelines set forth in the Constitution.

1. Central Committee Meetings: The Central Committee shall convene no less than once per month. Attendance may be in person or online, ensuring full participation from all members.
2. Board of Advisors: The Advisory Board shall meet at least once per year to review YGA's Annual Report, policies, and initiatives.
3. General Assembly Meetings: The Youth General Assembly shall hold a general meeting every four months to review YGA's activities, gather member feedback, and discuss the organization's direction.

A majority of members in good standing shall constitute a quorum for any meeting.

Article 5 — Method of Admitting Members

5.1 General Admission Process

1. Prospective members shall apply by submitting an official membership application form.

2. Candidates must undergo an interview conducted by the Recruitment Committee. Those passing the interview shall confirm their membership by paying an annual fee.

5.2 Presidential Prerogative

The President may, at their discretion, offer membership to individuals they deem competent and of good standing without requiring the usual admission process.

Article 6 — Amendments

These bylaws may be amended by a simple majority of the Central Committee. Proposed amendments must be circulated to all members of the Central Committee at least two weeks prior to the meeting in which the vote will take place.



YOUTH GENERAL ASSEMBLY