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THE CONSTITUTION

AND

OPERATIONAL GUIDELINE

OF THE

GOVERNOR GENERAL'S YOUTH AWARD (BAHAMAS)

1. National Title

There is hereby constituted a charitable organization which shall be known as **the Governor General's Youth Award** to be hereinafter called "the National Award Authority."

2. Objects: (Refer to Articles of Association)

The objects of the National Award Authority are:

- To establish and administer a National Award Authority within The Commonwealth of The Bahamas which shall be responsible for an Award Programme.
- To encourage adults in the said Commonwealth of The Bahamas to take a greater interest in young people and assume more responsibility for their development as future citizens.

Chapter 1: THE AWARD PROGRAMME

INTERNATIONAL DECLARATION

- 1.1 The Award Concept is one of Individual Challenge. It presents to young people a balanced, non-competitive programme of voluntary activities which encourage personal discovery and growth, self reliance, perseverance, responsibility to themselves and service to their community. **The Programme is voluntary, without discrimination of sex, race, religion or physical capability, with the age of participants ranging between fourteen (14) and twenty-four (24) years.**
- 1.2 **Participants work towards bronze, Silver and Gold awards over a preset period of time, completing activities in four(4) areas: service, skills, physical recreation and adventurous journey. Each participant may choose whichever activity he or she wishes to pursue in each of the four areas.**
- 1.3 The Award Programme is based on those Fundamental and Operational Principles as agreed by The Duke of Edinburgh's Award International Association.

Chapter 2: THE NATIONAL AWARD AUTHORITY

- 2.1 The National Award Authority shall be the sole body responsible for the operation and administration of the Award Programme in The Commonwealth of The Bahamas.

AFFILIATION

- 2.2. The National Award Authority shall be a member of the Duke of Edinburgh's Award International Association and shall fulfill all the necessary membership criteria of the International Association.

INTERNATIONAL AGREEMENT

2.3 The National Award Authority agrees to:-

- adopt the International Declaration outlining the concept of the Duke of Edinburgh's Award Scheme (Chapter 1, 1.1).
- abide by the Fundamental Principles and Operational Principles according to the appended Schedule I.
- manage the Scheme under the Operational Guidelines to the appended Schedule II.

CODE OF PRACTICE

2.4 The National Award Authority agrees to abide by the following Code of Practice:-

- to maintain comparable standards of operating practice as advised by the International Secretariat of the Duke of Edinburgh's Award International Association.
- to manage the Award Programme fairly and impartially in all respects.
- to ensure that the Award programme is freely available to all young people of the appropriate ages without regard to sex, race, religion, political affiliation or any other personal circumstances.
- to prepare and cause to be published a Code of Ethics by which all members-Board of Trustees, Members of the Management Council and members of any subsidiary working groups as the need arises- shall be required to conduct themselves.

ORGANISATION

2.5 The National Award Authority shall comprise a Board of Trustees, a ~~National~~ Management Council and any subsidiary working groups as the need arises.

Chapter 3: PATRON

3.1 The first Patron of the National Award Authority shall be His Royal Highness The Prince Phillip, Duke of Edinburgh, hereinafter called "Prince Phillip".

3.2 With the approval of Prince Phillip, His Excellency The Governor General of The Commonwealth of The Bahamas will be appointed as the National Patron of the National Award Authority and as such shall be an Ex Officio Member of the Board of Trustees.

3.3 Upon the death or retirement of Prince Phillip, the Patron shall

be such persons as is for the time being acting as Chairman of the Duke of Edinburgh's Award International Foundation.

Chapter 4: BOARD OF TRUSTEES

APPOINTMENT

4.1 The National Patrons shall appoint new Trustees under the advice of the Board of Trustees, which shall have a maximum of twenty members and a minimum of five members, including Honorary and Emeritus Members. The initial Board of Trustees shall be the signatories to the Memorandum of Association and Articles of Association.

COMPOSITION

4.2 Board of Trustees shall include the following categories:-

- Active
- Honorary and Emeritus

A. Active

- the National Patron (Ex Officio)
- the Chairman or Co-Chairman (Two)
- the Vice-Chairman
- the Honorary Treasurer
- the Honorary Secretary
- Appointed Trustees
- Ex Officio members, including the Chairman of the Management Council and
- The National Executive Director
- and any other responsible persons as agreed by the Trustees

B. Honorary and Emeritus

- An Honorary Member shall be appointed for a period of no less than three years
- Honorary Members shall be persons whose reputations in the community and whose lives demonstrate the principles inherent in the GGYA Programme.
- Persons recommended for Honorary Membership shall be those whose affiliations with the Programme would enhance the standing of the Programme in the community.
- The maximum number of Honorary Members at any given time shall be five.
- Long-standing officers of the Board, who have demonstrated exceptional commitments to the Programme and who wish to be relieved of continuous active responsibility may, by agreement of two-thirds of the Board, be offered an Emeritus by designation.

RESPONSIBILITIES

4.3 A. Chairman

The responsibilities of the Chairman are:-

- To recommend annual schedule of date, time and location of Board meetings
- To chair said Board meetings
- To ensure that Trustees are properly informed to be able to make appropriate judgments on all matters
- To oversee voting process for any motions passed during the meetings and cast deciding vote in the event of a tie
- To ensure all policies are upheld
- To send out annual re-appointment letters for all Trustees
- To send out letters of invitation to all approved new Trustees
- To approve all Minutes from Board meetings before submission to Board
- To preside as Chairman for the Annual General Meeting
- To liaise with Management Council Chairman and National Executive Director
- To send out annual Appeal Letters and to work with Board to identify potential donors

B. Active Board of Trustee Members

The responsibilities of the Board of Trustees are:-

- to develop and encourage financial support among individuals and corporations.
- to develop an endowment fund to underwrite the future operations of the National Award Authority.
- to undertake overall financial responsibility and manage all funds raised in support of the National Award Authority **assisted by the Management Council.**
- to ensure the International Declaration is adhered to (Chapter 1, 1.1).
- to ensure the operation of the Award Programme falls within the Fundamental **Principles** and Operational Principles and the Code of Practice as given in Chapter 2, 2.3 and 2.4.
- to allow wherever possible, participants from any other National Award Authorities to take part in the Award Programme and to recognize the validity of achievements entered in Records Books issued by other National Award Authorities.

C. Honorary and Emeritus

- Honorary and Emeritus shall be invited to attend full meetings of the Board of Trustees and may, at the directions of the Board, be invited to such other functions as designed appropriate by the Board.
- Honorary and Emeritus members shall be invited to attend the General Meetings of the GGYA.

- Honorary and Emeritus members shall be invited to attend all medal presentations and ceremonies.
- Honorary and Emeritus members shall not be voting members of the Board.

4.4 TERMS OF APPOINTMENT

1. Trustees will be appointed for a term of one to ~~three~~ four years and can serve a maximum of four terms if so re-appointed by a two thirds majority of the Board of Trustees. However, at the discretion of a two-thirds majority of the Board of Trustees may serve additional terms as described herein.

MEETINGS

4.5 There will be at least three meetings of the Board of Trustees each year.

- Meetings of the Board of Trustees may be called by the Chairman, or any Trustees in the absence of the Chairman, and notice of the same shall be given by the Secretary on the direction of any of the above.
- Not less than two days' notice shall be given of each three meetings of the Board of Trustees. The date, time and location of the meeting should be stated.
- Ensure that An Annual General Meeting is held in each calendar year at which time the Chairman of the Management Council shall present an annual report and the Treasurer of the Management Council shall ensure an audited statement of accounts and a financial report are presented to the Board.
- Executives of the Board of Trustees composed of the Chairman, Vice-Chairman, Secretary, Treasurer and including the Chairman of the Management Council and National Executive Director have the power to meet and make decisions on behalf of the Board.

QUORUM

4.6 A Quorum at meeting of the Board of Trustees shall be five Trustees.

- All resolutions put to any meetings of the Board of Trustees shall require a simple majority to be adopted. Each member shall have one vote and in the event of a tie, the Chairman of the meeting shall have the casting vote.
- Ex-Officio members shall not be voting members of the Board.

4.7 Disqualification of Trustees

- Active Members who do not demonstrate their commitment to the Programme through regular attendance at Trustees meetings or through other means considered acceptable by the Board may, at the Board's discretion, be recommended to the National Patron for removal from membership by a vote of no less than two-thirds of the Board.
-resigns his/her post by written notice to the Board.

Chapter 5: THE NATIONAL MANGEMENT COUNCIL

APPOINTMENT

5.1 Appointments to the National Management Council shall be made by the Board of Trustees and each member shall serve to 31st December in each and every year and may be re-appointed with the approval of the Board of Trustees. The appointment of officers shall be approved by the Board of Trustees. The National Management Council will have a maximum of twenty and a minimum of six members.

COMPOSITION

5.2 The National Management Council may include:-

- the Chairman, representing the Board of Trustees
- the Vice Chairman
- the Treasurer
- the Secretary
- the National Executive Director for the Awards Programme
- Public Relations Officer
- representatives of user organizations
- representatives of support organizations
- representatives of Gold Award holders, and
- any other responsible person as agreed by the Trustees

The National Management Council may establish Family Island Committees on each Family Island to undertake its responsibilities in that island. A representative of each of these committees may be a member of the National Management Council.

RESPONSIBILITIES

5.3 The responsibilities of the National Management Council are:-

- to publicize the Award Programme to the community as a whole and make it freely available to all young people within the appropriate age range.
- to assist the Board of Trustees in encouraging financial support among individuals and corporations.
- to provide a means of liaison between users of the Award Programme to ensure best use of resources and general uniformity of standards,
- to monitor the day to day operation and administration of the Award Programme and make recommendations on these matters to the Board of Trustees.
- to sponsor participation in the Award Programme by young people not belonging to any particular group of organization.
- to authorize Awards from time to time.
- to issue record books and maintain appropriate records.

- to make arrangements for the presentation of pins and certificates.

5.4 Responsibility of the National Executive Director:-

- Establish and maintain the Award throughout The Bahamas.
- Ensure that the Award standards are maintained throughout all user units.
- Maintain a register of participants, instructors, assessors and leaders.
- Maintain accurate insurance records for all participants.
- Organize medal presentation ceremonies.
- Establish and coordinating Adventurous Journey, Service, Skills, Physical Recreation and any other Sub-committees.
- Organize on-going training workshops for leaders, assessors and instructors.
- Produce an Award newsletter and publicity releases.
- Arrange local media coverage when appropriate.
- Prepare monthly reports for the Management Council.
- Supervise the day to day activities of the national Field Officer.
- Maintain accurate records of activities.
- Maintain accurate records of and network with former participants and Gold Award Holders.
- Maintain accurate records of all correspondence.
- Maintain adequate supplies of Award literature and other promotional aids, badges, record books, certificates, magazines, stationery, camping equipment, etcetera.
- Attend appropriate Board of Trustees and Management Council meetings.
- Monitor local youth events for possible involvement by participants.
- Monitor regional and international Award events for possible participation by participants and/or leaders.
- Maintain regular contact with the Caribbean Training Officer, Director of the Americas and International Secretariat.
- Represent the National Award Authority at local, regional and international events and meetings.

5.5 MEETINGS

- There shall be at least ~~four~~ five meetings of the ~~National~~ Management Council in every calendar year at such place and time as the members may decide.
- Meetings of the ~~National~~ Management Council may be called by the Chairman, or any member in the absence of the Chairman, and notice of the same shall be given by the Secretary on the direction of any of the above.

- At meetings of the ~~National~~ Management Council each member shall have one vote and in the event of a tie, the Chairman of the meeting shall have the casting vote. Ex Officio Members, Co-opted Members and Observers shall have no vote.

- Subject to the express provisions hereof the ~~National~~ Management Council shall determine the procedure at its meetings.

5.6 ~~An~~ At the Annual General Meeting ~~shall be~~ held in each calendar year at which time ~~shall take place~~ the selection of officers for the forthcoming year and a review of general business of the preceding year with reports from all officers and a financial report from the Treasurer ~~shall take place~~.

5.7 QUORUM

A Quorum at meetings of the ~~National~~ Management Council shall be six appointed members.

Chapter 6:

EXECUTIVE COMMITTEE

There shall be an Executive Committee of the ~~National~~ Management Council which shall consist of the following:

the Chairman
the Vice Chairman
the ~~National~~ Treasurer
the ~~National~~ Secretary
the ~~National~~ Executive Director for the Awards Programme
Chairman of established sub-committees

The Executive Committee shall have a maximum of ten members and a minimum of five.

The Executive Committee shall have such powers as may be delegated to it from time to time by the ~~National~~ Management Council.

Meetings of the Executive Committee may be called by the Chairman, the ~~National~~ Secretary or any two members of the Executive Committee.

Not less than two days notice shall be given of meetings of the Executive Committee.

Three members personally present shall constitute a quorum for the transaction of business at meetings of the Executive Committee.

At meetings of the Executive Committee, each member shall have one vote and in the event of a tie, the Chairman of the meeting shall have a casting vote.

Subject to the express provisions hereof, the Executive Committee shall determine the procedure at its meetings.

Any resolution consented to any time by the signatures of a majority of the members of the Executive Committee shall be as valid and

effective as if passed at a meeting of the Executive, Committee duly called, constituted and held for that purpose.

Chapter 7: VOTING

7.1 All decisions at Board of Trustees ~~and National Management Council and Executive Committee~~ meetings shall be taken by a simple majority of the members present and voting subject to minimum quorum requirements. In the event of a tied vote the Chairman has the casting vote.

Chapter 8: AMENDMENTS TO CONSTITUTION

AMENDMENTS

8.1 The Constitution may only be amended at a Board of Trustees Meeting, Amendments to the Constitution shall be made by two thirds of the total membership of the Board of Trustees.

Chapter 9: DISSOLUTION AND WINDING-UP

9.1 Upon the dissolution or winding-up of the National Award Authority its surplus assets (after payment of liabilities) shall be disposed of by the Board of Trustees for charitable purposes connected with the youth in the Bahamas.

STARTING DATE

9.2 This Constitution shall take effect from ~~May 4th, 1989~~ April 1, 2014
~~January 1990~~

~~THE DUKE OF EDINBURGH'S' AWARD (BAHAMAS) ASSOCIATION~~

~~BOARD OF TRUSTEES~~

~~NATIONAL MANAGEMENT COUNCIL~~

~~EXECUTIVE COMMITTEE~~

~~FAMILY ISLAND COMMITTEES~~

~~AWARD UNITS~~

Governor General's Youth Award

