

CONSTITUTION OF YOUTH GROUP OF HEMOPHILIA FEDERATION OF INDIA

CONSTITUTION OF

Youth group of Hemophilia Federation (India)

1. NAME:

The name of the group shall be **Youth group of Hemophilia Federation (India)**

2. DEFINITIONS:

- a) YGHFI means “**YOUTH GROUP OF HEMOPHILIA FEDERATION (INDIA)**”.
- b) HFI means **HEMOPHILIA FEDERATION (INDIA)**
- c) PWH means Person with Hemophilia
- d) RYR means Regional Youth Representative.
- e) ARYR means Assistant Regional Youth Representative.
- f) YC means Youth Committee.
- g) RCM means Regional Council Meeting.
- h) RCC Means Regional Council Chairman.
- i) The YGHFI operates as the Youth group of Hemophilia Federation (India).
- j) Any youth between the age group of 18 to 30, who is a PWH or Von Willebrand or other bleeding disorders or a Carrier, who is a member of the affiliated chapter or a self help group of HFI can be part of the Youth group and shall be called as Youth Member of YGHFI.

3. OBJECTIVE:-

- a) To provide peer support to young PWHs in order to protect and improve their living conditions and opportunities.
- b) To develop the capacity among the youth PWHs in India to form youth groups in all the affiliated chapters, self help groups of Hemophilia Federation (India).
- c) To secure organisational sustainability of HFI by motivating and training young PWHs to form a base for second line leaders in HFI.

4. ACCOUNTING :-

- a) The Treasurer shall be responsible for all the financial transactions of the Youth group.
- b) The Treasurer in accordance with the Chairman shall be responsible for transfer of funds from HFI for the various activities of the Youth group.

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- c) The youth group shall have a separate book of accounts in the financial division of HFI.
- d) Any Resource Mobilized by the Youth group shall be transferred to the Youth group account of HFI, as per HFI rules and regulations.

5. Composition: Youth Committee

- a) The Youth Committee (YC) shall consist of 10 (TEN) persons.
- b) The Youth Committee shall be the governing body of the Youth Group.
- c) The age criteria of members representing the Youth committee shall be between the ages of 18 to 30 years.
- d) The Chairman of the Youth Committee shall be the Executive Committee member of HFI representing Youth.
- e) Vice President (Development) of HFI shall monitor the functioning of the Youth Committee and give advice, as and when required.
- f) 4 Regional Youth Representatives (RYR) shall represent the 4 regions of India, i.e. East, West, North and South.
- g) 4 Assistant Regional Youth Representatives (ARYR) shall represent the 4 regions of India, i.e. East, West, North and South. The 4 ARYRs shall assist and support the 4 RYRs of their respective region.
- h) The Chairman shall review and report all activities of the Youth Committee every 3 months to HFI and Youth Members.
- i) The Treasurer of the Youth Committee shall be appointed amongst the 4(four) RYRs by 1 of the RYR's proposing and another RYR seconding it.
- j) The Treasurer shall be responsible for all accounting matters related to the Youth group and shall review and report to the Youth Committee financial activities every 3 months.
- k) The Youth Committee can co-opt a maximum of 2 members from the funding agency, if there be any project funding the Youth group, without any VOTING RIGHTS and shall be limited to their respective project only.
- l) The Chairman shall co-ordinate Youth activities all over India and camps, activities organized by the RYRs in their respective regions.
- m) The Chairman shall head the HFI youth's in national and International projects, planning and implementation.

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- n) A minimum of 6 Youth Committee members should be present to form a QOURUM of the Youth Committee meetings.
- o) In absence of the Chairman, the Treasurer shall Chair the Youth Committee meetings.
- p) In absence of both Chairman and Treasurer, the Regional Youth Representative who is the senior most in age, shall Chair the meeting.
- q) Any vacancies caused by resignation or otherwise in the Youth Committee, maybe filled up by the Youth Committee in the next succeeding meeting.
- r) Any elected/ nominated member of the youth committee shall complete his full tenure irrespective of the member crossing the age limit of 30 years.

6. Voting Rights:

- a) Each member of the Youth Committee shall have one vote.
- b) Co-opted members shall not have Voting rights.
- c) The Vice President (Development) of HFI shall not have voting right.
- d) In case of a Tie, the chairman shall exercise his voting rights

7. Election and Term:

- a) The 4 RYRs are eligible to contest and 1 RYR shall be elected in HFI elections for the reserved post for the Executive member representing Youth in HFI.
- b) The elected Executive Member, representing Youth in HFI shall be the Chairman of the Youth group for a term of 3 years in accordance to HFI elections.
- c) The vacancy generated by the RYR being elected as the EC member representing Youth in HFI, shall automatically be filled by the ARYR of the respective region. The vacancy of ARYR shall be nominated by the new RYR the same region.
- d) The Treasurer of the Youth Committee shall be elected amongst the 4 RYR for the period of 3 years
- e) The nomination and election for Regional Youth Representative and the 4 ARYR shall be conducted by HFI during the respective regional camp or \ Annual Youth Meet in a period of three years in accordance to the HFI elections and regulations.

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- f) A youth can contest either for RYR or ARYR.
- g) Representative of the HFI shall monitor the entire election process.
- h) The election observer from HFI shall declare the result by picking a chit in case of a tie.

8. Mode of Operation

- a) The area of operation of YGHFI shall extend to the whole of India.
- b) The Chairman is responsible for the preparation and reporting of the meetings of the Youth Committee.
- c) The Chairman shall prepare the draft agenda and circulate it to all the members in advance. After incorporating the suggested changes, the final agenda shall be circulated to all members at least 21 days before the date of meeting.
- d) The Youth Committee shall have access to all the records, including books of Accounts of HFI and the chapters relating to youth group.
- e) The Youth Committee shall represent the Youth Group in the HFI Annual General Meeting.
- f) The Youth Committee shall meet at-least once in a year at the HFI Annual General Meeting.
- g) Regional Youth Representative shall represent the Youth group of the respective region in their respective Regional Council Meetings of HFI.
- h) In absence of the Regional Youth Representative, the Assistant Regional Youth Representative shall represent the Youth group of the respective region in their respective Regional Council Meetings of HFI.
- i) The following items shall always be part of the agenda Youth Committee Meetings :-
 - i. Latest bi-annual and accounts reports.
 - ii. Draft Plan of Implementation and Responsibilities and budget for the next year.
 - iii. Planning activities for the year.

9. General Assembly

- a) The General Assembly shall have the supreme powers to take or rectify any decisions taken in the past.
- b) The General Assembly shall be chaired by the Executive Member representing Youth in HFI.

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- c) A minimum of 15 chapters represented by its Youth member shall form the Quorum of the General Assembly.
- d) 2/3rd of majority in the General Assembly shall be required for any rectification / amendments.
- e) Any amendments in the Constitution can be made only in the General Assembly with the recommendation of the Youth Committee with a prior notice of 21 days.
- f) The General Assembly shall occur once after 12 months.
- g) The group's dissolution can be decided during the General Assembly, if required.

10. Roles and Responsibilities of the Youth Committee:-

a) Executive Committee member of HFI representing Youth.

- i. Shall Chair the Youth Committee meetings.
- ii. Shall co-ordinate with all the RYRs and ARYRs.
- iii. Organizes National camps.
- iv. Shall motivate and coordinate the key youth members of various chapters.
- v. Visits regional activities and camps frequently.
- vi. Creation of the HFI annual youth activity report. The reports must be aligned to display progress with respect to the focus areas [such as education, employment etc.,] set for the youth activities.
- vii. Identifying the key youth leaders for recognition and reward.
- viii. Coordinating with HFI-communications for periodical youth activities updates.
- ix. Representing HFI youth's in national and International youth programs.
- x. Head the HFI youth's in national and International projects planning and implementation.
- xi. Creation/assistance to carrier and young women groups.
- xii. Assist youths in Health and Career Development Counselling support cells for youth.
- xiii. Assist and educate youth with respect to participation in clinical trials.
- xiv. Shall maintain the minutes of the youth group meetings and circulate the same
- xv. Create focus areas for the youth activities. This could align in line with the immediate pressing needs of the youth and with the chapters of HFI.
- xvi. Plan, publish, promote and implement the activities with respect to focus areas In Regards to the chapter requirement .
- xvii. Shall make the annual and biannual reports. The reports must be aligned to display progress with respect to the focus areas [such as education, employment, etc.,] set for the youth activities.

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b) Regional Youth Representative.

- i. Shall assist youth members of the region in forming and managing the youth group.
- ii. Shall mentor the key youth representatives in the region to organize regular youth group meetings and encourage them to get involved in chapter and regional activities.
- iii. Shall ensure the youth group has a formal reporting mechanism.
- iv. RYR should have a Quarterly reporting mechanism of the activities in the region to place to YC. The reports must be aligned to display progress with respect to the focus areas [such as education, employment] set for the youth activities.
- v. RYR represents the youth group of the region in the Regional council meetings and reports youth activities of the region and takes assistance from the RCM if required.
- vi. Monitor the youth group closely and keep a track on the young and dynamic budding leaders and encourage them.
- vii. Organise/be present at the regional level youth camps.
- viii. Creation/assistance to carrier and young women groups.
- ix. Conduct motivational workshops at chapters which need a push.
- x. Assist youth in Health, Career Development and Counselling support to the youth.
- xi. Assist and educate youth with respect to Hemophilia/medical care.
- xii. Assist EC Youth in plan, publish, promote and implement the activities.
- xiii. Attend the AGM of HFI.
- xiv. Co-ordinate with the ARYR with all activities of the region.

c. Assistant Regional Youth representative.

- i. Assist/co-ordinate RYR in all the Role and responsibilities.
- ii. Represents the YC in RCM or any other events in the absence of RYR.
- iii. Assist the local regional youths in organizing meets.
- iv. Attend the HFI AGM

d. Treasurer.

- i. To maintain all financial matters as per HFI guidelines.
- ii. Shall be responsible for all the financial transactions of the Youth group.
- iii. Shall work in accordance with the Chairman and shall be responsible for transfer of funds from HFI for the various activities of the Youth group.

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e. Chapter key youth members:

- i. Formation of youth groups at respective chapter.
- ii. Having periodic youth activities.
- iii. Periodic reporting of functions/activities to RYR, ARYR and EC youth.
- iv. Supporting the functioning of all chapter activities like AGM, open clinics, Fund raiser, counselling of fellow youth members etc.
- v. Coordinating with other NGOs with the assistance chapter key person.
- vi. Getting involved and helping in the selection of beneficiaries in the funding programs or any other schemes of HFI.
- vii. Shall represent youth in the EC of the respective chapters.
- viii. Bring forward the youth concerns to the chapter's key person, RYR, ARYR & Youth EC.
- ix. Implementation of the activities/tasks which is suggested in the youth manual during youth meetings.
- x. Contacting the vocational training centres of government and other NGO's for your youth group.
- xi. Minutes of the meetings to be recorded and distributing among the youth group and report the same to RYR, ARYR and EC Youth.
- xii. Participate in state/regional/national camps.
- xiii. Assist youth in Health and Career Development Counselling support cells for youth.
- xiv. Assist and Education everyone with respect to Hemophilia/medical care.
- xv. Create a support system and guide young hemophilia parents about challenges of Hemophilia
- xvi. Publish, promote and implement the activities guided by the RYR/ARYR/EC YOUTH.

f. As a youth group member:

- i. Be Responsible to the hemophilia community
- ii. Advice Youth members of the values of the community.
- iii. Set Clear Expectations and Be Flexible
- iv. Listen and be Open Minded
- v. Attend Youth group meetings of the chapter regularly.
- vi. Follow the Vision and Mission of HFI in words and spirit.