

FTUC YOUTH COMMITTEE COMPOSITION AND TERMS OF REFERENCE

PREAMBLE

- 1.1 The Fiji Trades Union Congress (FTUC) sets up a Youth Committee in accordance with Rule 14 (II) and Rule 42 of the FTUC Constitution. The Terms of Reference of the Committee and any other rules developed by the Committee shall be subject to the approval and endorsement of the FTUC National Council in accordance with the Rule 42 (iii) of the FTUC Constitution.
- 1.2 There shall be a Youth Committee of the Fiji Trades Union Congress known as the FTUC Youth Committee the purpose of which shall be to assist the FTUC in achieving its aim and objectives with particular reference to youth issues as outlined below in the Terms of Reference.

COMPOSITION

- 2.1 The Youth Committee shall be elected bi-ennially at a meeting of the FTUC Delegates Conference convened by the National Secretary in accordance with Rule 42. The membership of the Youth Committee shall be composed of youth trade unionists of financial affiliates and associate organisation.
- 2.2 The Committee shall comprise a Chairperson, 2 Vice-Chairperson, one each from Public and Private Sector, 1 Secretary, 1 Assistant Secretary, 1 Treasurer and 3 Committee members. Of the nine (9) Youth Committee members at least three (3) shall be women. All officials shall be eligible for re-election every two (2) years.
- 2.3 The National Youth Committee shall appoint a area youth officer in each of the areas in consultation with affiliates in each of the following areas at the initial stage:
 - Suva/Nausori
 - Sigatoka
 - Nadi
 - Ba
 - Lautoka
 - Tavua/Rakiraki
 - Labasa/Savusavu
- 2.4 The Committee shall be empowered to appoint other area youth officers in other areas as considered necessary.

- 2.5 Area youth officers shall have the right to attend meetings of the Youth Committee and speak there at but shall not have voting rights.

TERMS OF REFERENCE

- 3.1 To promote the participation and integration of youth into trade unions.
- 3.2 To examine and introduce structure to organise youth workers and strengthen the Youth Committee.
- 3.3 To plan, implement and monitor a programme of action of youth workers.
- 3.4 To monitor and campaign for the abolition of child labour in consistent with the ILO convention.
- 3.5 To promote full, satisfying and safe employment of Youths.
- 3.6 To monitor the application of the principles contained, in the FTUC Constitution and the implementation of the FTUC programme of action on the Integration of youth into trade union organisations and any other FTUC programmes and policies concerning youth.
- 3.7 To assist the Education Committee of FTUC in carrying out and co-ordinating educational programmes for youth.
- 3.8 To undertake income generation projects relevant to the needs of working youth including the poor and disadvantage and promote other projects that enhance the general well being of youths.
- 3.9 To promote the elimination of all forms of discrimination including those of sex, race, religion, political belief, marital or parental status, disability.
- 3.10 To liaise with and participate in other NGO activities both at National/International level provided the FTUC is fully informed of its commitments and business and with the prior concurrence with the FTUC.
- 3.11 To monitor and counter anti-youth policies and advertisements.
- 3.12 To identify and promote the needs of unorganised youth workers and organise them into the Trade Union Structure.
- 3.13 To review and promote revision of existing legislation relating to youth and initiate enactment of new legislation as considered in the best interest of youths.

- 3.14 To express opinions about policies and activities in all fields that affects the interest of youth members and youth conformity with policies of the FTUC.
- 3.15 To examine the economic, social, legal or political issues affecting youth workers in Fiji and take appropriate action.

STANDING ORDERS

Standing Orders governing the conduct of National Council meetings and Congress of a Special Congress and subject to adoption by other bodies of the FTUC shall be as follows:

- i. No discussion shall take place without the expressed permission of the Chairperson on a motion or amendment. Any five (5) affiliate or associate organisations may demand that a motion be put in writing before any discussions takes place.
- ii. A member having moved a motion may with the permission of the seconder, withdraw such without a vote being taken.
- iii. No other motion shall be discussed unless there is:
 - A motion to adjourn consideration
 - A motion to refer the matter to a select committee or
 - An amendment.
- iv. Only one amendment upon any motion shall be decided at a time and no member shall propose more than one amendment to any one motion or speak more than once on any amendment or motion except the mover of the motion shall be in order, but not one destroying the intention or relating to a different subject.
- v. When a member is speaking, no other member shall interrupt except to call the member to order and when the point of order is recognised by the Chairperson, the person interrupted shall concede his or her right to speak until the point is decided. The member raising the point of order shall state such point concisely and the Chairperson shall give his or her ruling without discussion.
- vi. A member being dissatisfied with the ruling of the Chairperson may, by a motion supported by at least 50%

of the delegates present, move that it be disagreed with. The chairperson shall vacate the chair and the Vice-President or other person nominated by the meeting or Conference shall assume the seat. The retiring Chairperson and the mover shall respectively state their cases and reasons whereupon a vote shall be taken without further discussions. The retiring chairperson shall then resume the chair. The result shall not be appealed against.

- vii Should any member persist in defying a ruling of the Chair, the Chairperson may, without any motion being moved, ask the meeting to vote on such members expulsion from the meeting.
- viii Members shall be allowed a time limit to speak on any motion or amendment but the Chairperson may, at his or her discretion, grant an extension of time.
- ix When two or more members wish to speak at the same time, the Chairperson shall decide the order of speaking.

SECRETARIAT

- 4.1 Secretariat responsibilities and functions of the Youth Committee will be based at the FTUC Headquarters. An appointed member preferably the Secretary and the Chairperson will be responsible for youth issues with the Secretariat.
- 4.2 The Chairperson shall be responsible for updating FTUC with the progress and development of the Youth Committee periodically.

OPERATING COSTS

- 5.1 The FTUC shall assist the Youth Committee financially in its operations.
- 5.2 The Treasurer of the Youth Committee and either the Chairperson or Secretary or a FTUC nominee shall be the signatory to the youth account provided that if FTUC so wishes the FTUC nominee and the Treasurer of the Youth Committee shall be the signatories to operate youth accounts.

RULES AND PROCEDURES

- 6.1 The Delegates Conference of the Youth Committee shall be held in the same year as the FTUC Congress. This shall normally be in the month of March, or two months prior to the FTUC Congress.

- 6.2 The notice of the Delegates Conference including the agenda shall be issued by the National Secretary on behalf of the National Council after liaising with Youth, Committee Secretary, and 14 days before the date of the Conference. Any affiliates wishing to place matters on the Agenda, may forward same to the National Secretary copied to the Secretary of the Youth's Committee, 28 days before the date of the conference.
- 6.3 The Youth Committee shall present to the National Council and circulate to all FTUC affiliates its Biennial Report at least 14 days prior to the Delegates Conference.
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- 6.5 The delegates of the Youth Conference shall be drawn from all affiliate/Associates financial Unions, based on their union membership. The financial members of the Union shall be determined as per the provisions of Rule 25 (i) of the FTUC Constitution, except that in line 16 of the same Rule, April 30 to be replaced by January 31 for the purpose of determining financial status for the Youth Conference.
- 6.6 The onus shall lie on individual affiliated in declaring the age qualification strength of their youth membership.

AFFILIATE ORGANISATION

	Delegates	Votes
7.1 Up to 200 youth members	2	2
201 and up to 400 youth members	3	3
401 and up to 600 youth members	4	4
601 and up to 900 youth members	6	6
901 and up to 2000 youth members	8	8
2001 and up to 3000 youth members	10	10

And for every 1000 members or part thereof if this is in excess of 2000 members – one (1) additional delegates and vote.

ASSOCIATE ORGANISATION

	Delegates	Votes
7.2 Up to 200 Youth Members	1	1
201 and up to 600 youth members	2	2
601 and up to 900 youth members	3	3

901 and up to 2000 youth members	4	4
2001 and up to 3000 youth members	5	5

And for every 2000 youth members or part thereof, if this is in excess of 3000 – one (1) additional delegate and vote.

PRESENTATION AT FTUC

8.1 The Youth Committee shall nominate its Chairperson and the Secretary to the FTUC National Council meetings as observers. The Vice Chairperson(s) and the Assistant Secretary shall be the first and second substitute respectively.

VACANCIES

9.1 The Youth Committee is elected for a term of 2 years. Any members of the Committee, who fails to attend 3 consecutive meetings without valid reason, shall automatically cease to be a member. In such an event, the affiliates being financial, shall nominate the member to fill the vacancy. In the event that the affiliates in non financial, the Youth Committee shall have the right to fill the vacancy from one of the other financial affiliates. The same principle shall apply in the event of any vacancy created through resignation or retirement.

9.2 The Executive Youth member shall automatically cease to hold office of the Youth Committee on reaching the age limit of 35.

MEETINGS

10.1 The Youth Committee shall meet at least once in two months or as often as it may be necessary.

10.2 Travelling and other expenses relating to attendance at this Youth Committee Meeting shall be responsible of the affiliate concerned.

QUORUM

11.1 The quorum for any of the Youth Committee shall be five (5) inclusive of the Chairperson, or one of the Vice Chairperson and the Secretary.

LIAISON WITH FTUC EXECUTIVE

12.1 The Youth Committee shall be consulted by the National Executive on matters relating to specific youth activities and where appropriate for

recommendations on nomination for youth to represent FTUC at local and international forum.

OBSERVERS

- 13.1 The Youth Committee may request the FTUC National Executive to invite international and regional Trade Union Organisations and other friendly organisational to attend its meetings as observers. Observers may take part in the discussion with the permission of the Chairperson.
- 13.2 The youth Committee may also nominate members to attend meetings of other youth organisations following prior consultation and approval of the National Executive.

AMMENDMENTS

- 14.1 Any amendments to these of reference shall be made at the youth conference by a two-thirds majority vote of the delegates from financial affiliates or associates organisations and shall be subject to approval and endorsement by the FTUC National Council in accordance with Rule 42 of FTUC Constitution.
