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## **IYC-IFBDO RULES OF PROCEDURE**

### **PREAMBLE**

In accordance with “Rule X” of the Rules of Procedure of the International Federation of the Blood Donor Organizations (IFBDO) and its statutes, the International Youth Committee (IYC)’s Rules of Procedure have been established to specify the measures necessary for the sound administration of the IYC and the achievement of its humanitarian objectives.

### **RULE I – LANGUAGES**

The IYC will use any of the official languages of the IFBDO (English, French and Spanish), translating its documents to all of them when necessary. However, its main language for bylaws, public communications on media and social media remains the English language.

### **RULE II – MEMBERS**

In accordance to the IFBDO’s Rules of Procedure, two types of memberships are identified:

#### **A. Active**

All organizations being active members of the IFBDO can consequently become active members in the IYC by assigning one Young Representative, aged between 18 and 30 years old.

#### **B. Observers/Non-Members**

Organizations that promote voluntary non-remunerated blood donation in their own countries, but do not yet fulfil the conditions of admission as active members into the IFBDO, may not assign a Young Representative. However, their members are welcome to participate at youth-related activities organized by the IYC, with no right to vote or to participate at elections.

### **RULE III – STRUCTURE AND RESPONSIBILITIES**

The IYC shall comprise:

#### **A. The IYC General Assembly**

As stated in “Rule II” of the IYC’s Rules of Procedure, every active organization of the IFBDO shall designate one Young Representative (YR), aged between 18 and 30 years, that carries out youth’s concerns to the IYC. Each Country may decide on the best method of choosing its representative and the time of the mandate, that must – in any case - comply with the age range. The names and coordinates of all YRs shall be communicated with the IYC Board on a yearly

basis. All YRs constitute the General Assembly of the IYC, as they have the right of speech and vote during official IYC meetings.

The General Assembly of the IYC shall meet at least once every year to discuss major activities and updates with the IYC Board.

The IYC General Assembly shall:

- Represent the interests of the young people from around the World during the IYC's and IFBDO official events
- Suggest, participate in and contribute to the projects of the IYC and the IFBDO
- Designate candidates for the IYC's Board positions, and vote during elections.

## B. The IYC's Board

### 1. The President

The President of the IYC is elected during an International Youth Forum (IYF) among the General Assembly by the majority of votes for a term of three years (extendable for another 3 years in case of age compatibility). The candidate should be younger than 30 years old at the time of the elections.

The IYC President shall:

- Develop and/or coordinate projects regarding youth special problems, suggested by the IYC members and/or the Executive Council of the IFBDO, distributing tasks to the other Young Representatives.
- Decide and preside regular meetings with the IYC Board and organize at least one meeting for the General Assembly every year.
- Authorize expenditures and sign all documents issued in the name of the IYC, in accordance with the President and/or the Secretary General of the IFBDO.
- Represent the IYC at major IFBDO meetings (Executive Council, General Assembly, etc)

### 2. The Secretary General

The Secretary General of the IYC is elected during an International Youth Forum (IYF) among the General Assembly by the majority of votes for a term of three years (extendable for another 3 years in case of age compatibility). The candidate should be younger than 30 years old at the time of the elections.

The IYC Secretary General shall:

- Write and/or organize the reports of all the meetings and activities, the documents related to projects, among other writings in his/her preferred official language of the IFBDO.
- Have the documents translated to the other official IFBDO's language, by distributing them and this task to the young representatives whose mother languages are the IFBDO official ones.

- Keep the contacts of the YR update and send all official papers to them.
- Update the IYC Website and/ or designate other young representatives to do it.
- Keep the files.

### 3. The Financial Secretary

The Financial Secretary of the IYC is elected during an International Youth Forum (IYF) among the General Assembly by the majority of votes for a term of three years (extendable for another 3 years in case of age compatibility). The candidate should be younger than 30 years old at the time of the elections.

The IYC's Financial Secretary shall:

- Fundraise for the IYC projects and ensure that its funds are properly used, controlling the IYC account, in accordance with the President and/ or the Treasurer of the IFBDO.
- Prepare the projected budget and establish the financial report and balance sheet at the end of each year.

### 4. Young Continental Delegate

There will be four (4) Young Continental Delegates representing each continent whose countries are members of IFBDO – IYC (Europe – Africa – Asia – South America).

The Young Continental Delegate is elected during an International Youth Forum (IYF) among the General Assembly by the majority of votes for a term of three years (extendable for another 3 years in case of age compatibility). The candidate should be younger than 30 years old at the time of the elections.

The Young Continental Delegate shall:

- Encourage and coordinate the participation of the Young Volunteers of all the countries in their region in common projects.
- Gather information about the situation of Blood Donation and the involvement of the young people in the countries of their region. Based on these reports IYC and IFBDO will be able to support any country who would require support in any project.
- Cooperate with other IYC Board members on specific projects

P.S: The responsibility of the elected persons will go into account immediately after the vote. The seconds in votes will become the substitutes.

## **RULE V – OFFICIAL MEETINGS AND VOTES**

As stated in “Rule II” part A, the General Assembly of the IYC shall meet at least once every year to discuss major activities and updates with the IYC Board. These meetings can be made physical or via conference calls if necessary. During official meetings, only one vote per Young Representative is allowed. In the event of decisions to be taken at different times of the year in

which the IYF is organized, each organization will be able to express its vote by sending official letters to the IYC Board (following the instructions and within the deadlines given by the IYC Board).

Official IYC meetings can happen at:

A. The IFBDO General Assembly

In the first day, before or after the Continental Committees meeting with all Young Representatives present. During the General Assembly, the IYC will also present its Report of Activities and from three to three years (during time of the IFBDO's Executive Council election) the names of its delegate and secretaries elected in the Youth Forum.

B. The International Youth Forum

The International Youth Forum (IYF) is a networking and training event open to all young volunteers (between 18 and 30 years old) which are involved within the blood donation cause. The organization of the International Youth Forum will be made by the host country and the IYC, the first being responsible for the structure of the event and the second for the themes and discussions. The International Youth Forum will take place every year.

Elections of the IYC Board Members will happen during an IYF once every three years.

Elections of the next hosts for IYFs will happen at the end of each IYF.

P.S: The Continental Youth Forum

The Continental Youth Forum (CYF) is a networking and training event open to all young volunteers (between 18 and 30 years old) which are involved in the blood donation cause within a specific geographical continent. The organization of the CYF will be made by the host countries and the IYC's Young Continental Delegates, the first being responsible for the structure of the event and the second for the themes and discussions. The CYFs will happen once every three years, right in the middle of an IYC Board's mandate. A CYF will happen simultaneously at each continent. Elections of the next hosts for CYFs will happen during the IYFs prior to them. Thus, no official meetings or elections can happen during CYFs.

**RULE VI – FINANCE & SUSTAINABILITY**

The costs for travel and accommodation of only the IYC President – by priority – are covered by the IFBDO according to a specific yearly budget set by the Executive Council of IFBDO. The expenses of the other IYC Board members shall be covered by their respective organizations or by other Sponsors.

The IYC's resources shall be constituted by:

A. The amount assigned for it in the IFBDO's Budget.

B. Subsidies and donations from States, national and international organizations, public and private companies, as well as national, regional and local donor organizations; made to the IFBDO, to be directly used by the IYC.

PS: No money given to the IYC-IFBDO will be used for other purposes than its own or re-directed to any other IFBDO project unless authorized by the Financial Secretary and /or the IYC President in accordance with the Treasurer and President of the IFBDO.

The IYC President and the Financial Secretary can, in the limits of the budget adopted by the Youth Committee, authorize expenditures. The Financial Secretary can authorize small expenditures to the extent of 25€. Any major investment or expenditure should be approved by both the IYC's President and Financial Secretary, in accordance with the Treasurer and President of the IFBDO.

Each year the IYC financial report will be integrated in the IFBDO's, checked and signed by the Control Commission and the IFBDO's Executive Council.

## **RULE VII - DISCIPLINE, EXPULSION, RESIGNATION**

### A. Discipline

Improper conduct during meetings such as conversations about non-pertinent subjects, the use of mobile phones, disrespectful acts or words towards any other member, or any similar attitudes; will be sanctioned with a warning from the chairman. If the improper conduct is continuous, the person will be asked to leave the meeting.

### B. Expulsion

Can be decided for one of the following reasons:

- Disrespect of the IFBDO's and/or the IYC's provisions and/or the Code of Ethics for Blood Donation.
- Stealing or any kind of theft of funds belonging to the IYC.
- Use of violence or abuse of any kind towards any other members.

The Youth Committee shall take the decision provisionally.

### C. Resignation

Any member of the IYC may withdraw from the Board by submitting his/ her resignation to the IYC President. The withdrawal shall be in accordance with the respective National Organization. Resignations and documents submitted by only one side will not be accepted.

## **RULE VIII - AMENDMENTS**

Any proposed amendments shall be submitted at least one month prior to an IYC General Assembly, and can only take place if 2/3 of the members present votes for the change. Any amendment will not take effect unless voted upon at the IFBDO's General Assembly.

## **RULE IX - DISSOLUTION**

The dissolution can only take place in the General Assembly of the IFBDO with at least 2/3 of the votes of the IFBDO members.