

Constitution of JEF-Georgia

ჯეფ-საქართველოს კონსტიტუცია

Section 1 – The Organisation

Section 1.1 Name

The name of the organisation shall be Young European Federalists of Georgia or JEF-Georgia in English and ქართველოს ახალგაზრდა ევროპელი ფედერალისტები or ჯეფ-საქართველო or JEF-საქართველო in Georgian.

Section 1.2 Aims

JEF-Georgia shall aim to promote ideas of democratic, transparent, and federal Europe, where Georgia is considered an undividable part of it.

The idea of federal Europe should be based on democracy, justice, equality, and the principle of subsidiarity. The organisation should promote European awareness, values and morality among young people and encourage civic activism.

Section 1.3 Policy

The policy direction of the organisation should be set by the National Congress and be binding on the organisation unless a subsequent National Congress repeals it. A policy compendium must be compiled and published by the NEC after the National Congress.

Section 2 - The National Executive Committee

Section 2.1 The NEC

The NEC shall be made up of the President, Secretary General, International Officer, Communications and Campaigns Officer and Membership Development Officer.

A Vice President must be elected among the NEC at their first meeting after the National Congress.

The National Executive Committee is the collective executive of the organisation and its main coordinating and management body. Decisions of the NEC shall be taken by a simple majority vote – 50% +1 vote.

Section 2.2 The President - P

The President shall be the organisation's primary spokesperson and leader, act as its principal officer and chief executive officer, and be the chairperson of the NEC, National Congress and National Meetings. The president holds a casting vote at NEC meetings.

The term of the presidency lasts for one year, and every year, elections must be held at the National Congress, where at least 50% of members of the organisations plus one person should be presented. One and the same person can submit his candidacy for a given position and occupy this post unlimited times.

Section 2.3 The Secretary-General - SG

The Secretary-General shall be the principal administrative officer of the organisation and should be the financial officer and secretary of the organisation. In addition, the Secretary-General should be the national representative of the organisation.

Section 2.4 The International Officer - IO

The International Officer shall be the international representative of the organisation and shall be the coordinator between JEF Europe, other JEF sections and JEF-Georgia. Shall represent the organisation at international events and JEF Europe meetings with the approval of the NEC. The IO should manage and coordinate the networking team

Section 2.5 The Communications and Campaigns Officer - CCO

The communications and Campaigns officer shall be the coordinator and manager of the campaigns and events of the organisation, shall manage the organisation's external communications, and shall manage the

organisation's social media and coordinate the PR team.

Section 2.6 The Membership Development Officer - MDO

The Membership Development Officer shall be charged with the recruitment and retention of members into the organisation, shall be in charge of managing and coordinating with local sections of the organisation, shall set the recruitment plans for the organisation and shall manage and keep a register of members.

Section 2.7 The Vice President - VP

The NEC shall elect the Vice President from amongst themselves at their first meeting after the National Congress. They shall be the deputies of the President and fill in and act in their capacity when they cannot do so. The Vice President is acting due to the resignation of the President before the election will take place. Shall be the Vice Chairperson of the NEC, National Meetings and National Congress.

Section 2.8 The Non-executive Coordinators

The NEC can appoint and dismiss non-executive coordinators to coordinate and manage a specific task if needed. They shall have the right to attend but not vote at NEC meetings. Coordinators shall report to the NEC.

SECTION 2.9 The Subcommittees - The NEC may create, appoint and dismiss subcommittees for a specific purpose. Subcommittees will have their non-executive coordinators who will report to the NEC.

SECTION 2.10 MEETINGS - The NEC shall meet at least four times a year. Any member of the NEC can call an additional meeting of the NEC.

SECTION 2.11 resignation and dismissal

Any member of the organisation may propose a motion of no confidence in an officer(s) of the NEC. It must be signed by 25% of the organisation's members or 50% of the NEC, put to a National Meeting or Extraordinary National Congress, and require 2/3 of the votes to pass. A reason for the vote of no confidence is needed as part of the motion. The officer(s) of the NEC for whom the motion passes in favour will be deemed to have resigned their office. That vacancy shall be filled at the nearest National Meeting or Extraordinary National Congress. If an officer of the NEC voluntarily resigns their office, that vacancy shall also be filled by a National Meeting or Extraordinary National Congress.

Section 3 – The National Congress

Section 3.1 DATE

The National Congress shall be convened by the NEC every year.

Section 3.2 Elections

The National Congress shall elect the officers of the NEC, apart from the Vice President, for a year term.

Section 3.3 Officers Report

The NEC shall present their end-of-term officer reports at the National Congress.

Section 3.4 Policy Motions

The National Congress shall set the policy of the organisation. Members of the organisation can submit policy motions to the NEC no later than one month before the National Congress. The NEC shall set the number of policy motions that each member may propose no later than three months before the National Congress. Only the National Congress or Extraordinary National Congress may vote on a matter of policy.

Section 3.5 Any Other Businesses

The NEC may schedule other matters or events for the National Congress.

Section 3.6 Extraordinary National Congress

An Extraordinary National Congress may be called by the President or any other members of the NEC, or by 35% of the members of the organisation by way of written request to the NEC. The agenda for this extraordinary meeting shall be:

- A. Propose a motion of no confidence in an officer, officers of the NEC or the President.
- B. Propose a motion of no confidence in the NEC.
- C. Fill multiple vacancies in the NEC that cannot be filled at a National Meeting.
- D. Propose An amendment(s) to this constitution.
- E. Another extraordinary matter(s) that cannot be dealt with at a national meeting.

Section 4 – The Working Teams and Sections

Section 4.1 Working Teams

The JEF-Georgia will have five primary working teams, where the members of the organisation will be allocated according to their interests and skills. These teams are the Social-Medea/PR team, Networking team, MGMT team, Publication team and Project team.

Section 4.2 Social-Medea/PR team

The Social-Media/PR team's duties:

- Control of social media pages.
- Development and assembly of post and story formats.
- Work in Canva.
- Development and implementation of a strategy for the promotion of pages.
- In the long term, building the website and curating its work.
- Communicate with other groups and post about their activities.

The team is under the coordination of CCO.

Section 4.3 Networking team

The Networking team's duties:

- Leading the integration process of JEF-Georgia in JEF-Europe and other international networks.
- The cooperation between JEF-Georgia and Umbrella
- Preparation of necessary documents and carrying out procedures.
- Cooperation with various organisations and signing of memorandums.
- Obtaining the status of a candidate and then a full member of the JEF-Europe.

The team is under the coordination of IO & SG.

Section 4.4 MGMT team

The MGMT team's duties:

- Communicating with members, registering their ideas and initiatives and discussing them at subsequent general meetings
- Organizing meetings and solving logistical issues
- Financial control and purposeful budgeting
- Development of drafts of internal rules, code of conduct and constitution of the organisation
- Conducting elections

- Communicating with groups and defining deadlines

The team is under the coordination of P & SG

Section 4.5 Publications team

The Publication team's duties:

- Writing articles and blogs on current events in Georgia in both English and Georgian languages
- Dissemination and popularisation of Federalist literature
- Writing essays about JEF, it's work
- Blog - What is federalism and its pros/cons - managing and writing/creating publications, newsletters and blogs about it.

The team is under the coordination of the VP.

Section 4.6 Project team

The Project team's duties:

- Find, share and control grant competitions.
- Writing projects and submitting them to various international/national funds and competitions
- Project implementation, control and reporting

The team is under the coordination of the P and NEC

Section 5 – Elections and Voting

Section 5.1 NEC election

- The elections of Officers of the NEC shall be overseen by the Returning Officer who shall be appointed by the NEC. The Returning Officer shall set the timetable and deadline for nominations.
- NEC candidates must be nominated and seconded by two members of the organisation.
- NEC candidates must be a member of the organisation for no fewer than three months.
- Each election shall also include the option to write in a candidate.
- Candidates for election will be given the opportunity to make a speech at the meeting and answer questions. A candidate may also produce a video for this. The
- Returning Officer will outline the time limit for the speech/video.
- Voting for candidates shall be carried out using Proportional Representation Single Transferable Vote (PR-STV). Voting members will be instructed to fill out their ballot by noting the candidates in order of preference.
- Candidates must receive 50%+1 of all votes to be elected or be the final candidate on the ballot after all other lower-placed candidates are eliminated.

Section 5.2 Proposing and Voting on Motions.

- Motions must be submitted to the NEC no later than one month before the National Congress or a National Meeting. The NEC shall then put forward each motion before the National Congress or National Meeting.
- A motion requires a 50%+1 majority to pass except in the circumstances outlined in the constitution.
- The Chairperson shall present any given motion to the Meeting. The proposer will then be given a platform to explain the rationale behind their motion. The Chairperson will determine the allocated speaking time per speaker.
- Where an amendment to a proposal has been submitted, the amendment shall be taken first. If the initial proposer accepts, then it can be obtained without debate. An
- amendment may be proposed from the floor.
- Where two or more amendments or proposals are related to the same area of text, and, therefore, could not be accepted, a debate and vote on which proposal to carry forward must occur.
- After the proposer has presented their rationale, the Chairperson shall open the floor for speakers against and in favor of the proposed motion from the Meeting. A speaking list

- H. shall be compiled by the Chairperson, and speakers shall be taken in that order. The proposer of the motion will then be given time to summate or formally summate without speaking.

The following procedural motions shall apply to a meeting.

- That the question now be put.
 - That the question may not be put.
 - That the question be taken in specific parts.
 - That the matter be referred to a specified later time or to the NEC.
 - A challenge to the Chairperson's ruling.
 - A motion of no confidence in the Chairperson.
 - That the question be taken together
- I. Procedural motions require a seconder and may not be proposed during a point of order, voting, or speech.
- J. The proposer of a procedural motion may speak on it for one minute, followed by one speaker against the motion for one minute. Except in the case of procedural motions (e)
a. and (f), where the Chairperson will have priority. The motion shall then be put to a vote without discussion.
- K. When procedural motions (e) and (f) are called, the Chairperson shall immediately leave the chair until a vote is taken. If procedural motion (e) is carried, the Chairperson shall rule in accordance with the procedural motion. If the procedural motion (f) is carried, the Chairperson to whom it relates will not take the chair for the remainder of the session.
- L. The Chairperson of a Meeting may refuse to put any procedural motion if one of similar effect and related to the same manner has been defeated within the previous fifteen minutes.
- M. If procedural motion (a) is carried out, the Chairperson shall allow the proposer the right of reply, before proceeding to vote.
- N. Only one procedural motion may be proposed at any time. Amendments may not be made to procedural motions.
- O. A point of order may be raised by any member provided they raise the point immediately and state that they are rising "on the point of order" and specify the matter to which the point of order relates. A point of order shall relate only to the procedure adopted or to the conduct of the meeting. A point of order shall take precedence over all other business except the act of voting unless it relates to the conduct of the vote.
- P. any member who states that they are rising on such a point may raise points of information, and such a member may be heard if the speaker gives consent. Points of information shall be limited to 15 seconds, taking from the time allowed to the speaker at the microphone.
- Q. The voting method shall be by showing members cards or hands, with each delegate having one vote.

Section 5.3 Emergency Motions

Emergency motions may be submitted to the NEC after the deadline for submission of motions, but must be signed by at least 15% of members registered for the National Congress or five members registered for the National Meeting.

Section 5.4 By-Elections

If a vacancy(s) in the NEC arises, a National Meeting or an Extraordinary National Congress may vote to fill that vacancy(s). This byelection shall be run in the same manner set out in Section 5.1.

Section 5.5 Quorum

The quorum required for a National Meeting, National Congress, or Extraordinary National Congress shall be 50% + one of the voting members registered for that meeting. If a meeting fails to meet a quorum, then no motion may be put or voted upon until a quorum is reached.

Section 5.6 Amendments

Amendments to this constitution can be submitted to the NEC no later than two weeks before the National Congress. They must be signed by either five members or two officers of the NEC and require a 66% majority to pass. Only the National Congress or Extraordinary National Congress called for proposing a constitutional amendment to amend this constitution.

Section 5.7 Chairperson & Secretary

If the Secretary General hasn't the capacity to be the secretary of the meeting, the Vice President shall act in their capacity.

If the Vice President is unable to, an acting secretary may be appointed by the NEC.

If the President hasn't the capacity to Chair a meeting, the Vice President will act in their capacity.

If the Vice President is unable to, an acting Chairperson may be appointed by the NEC. The Vice President cannot act as both secretary and chairperson of a meeting.

Section 5.8 Casting Vote

The President, or a Vice President acting in their capacity does not have a casting vote at National Meetings, National Congress, or an Extraordinary National Congress. Any motion that fails to reach the majority at these meetings will be deemed to have fallen. They do however hold a casting vote at NEC meetings.

Section 5.9 Voting Rights

A member must be a registered paying member to vote.

Section 6 – National Meetings

Section 6.1 Date

National meetings shall be conveyed by the NEC at least four times a year. A National Meeting may be called by the President, or 50% of the NEC, or 25% of members of the organisation who have made a written request to the NEC.

Section 6.2 Officer Reports

The NEC shall give their officer reports on their work at every national meeting.

Section 7 – Membership

Section 7.1 Membership

Membership shall be open to any person between the ages of 16 and 35 who live in Georgia, and citizens of Georgians living abroad.

Section 7.2 Fee

The membership fee shall be an annual fee of €10, of which €2 shall be paid to JEF Europe for affiliation.

Section 8 – Occupied Territories

JEF-Georgia recognizes the territorial integrity of Georgia and condemns the Russian occupation. That is why the organisation operates both in the temporarily occupied territories and in the rest of Georgia.

Section 9 – Local Chapters

Section 9.1 Creation

Three registered members of JEF-Georgia may set up a local chapter in.

A third level institution.

A geographic area covering a city or town.

A geographic area covering a county or daily constituency.

Section 9.2 Approval

The local chapter must submit an application for approval to the NEC, and a National Meeting shall vote by a 50%+1 majority to approve their creation.

Section 9.3 Governance

The local chapter shall create its own standing orders and submit them for approval by the NEC.

Section 10 – Affiliations

Section 10 JEF EUROPE – JEF-Georgia is the national organisation of JEF Europe for the Republic of Georgia and shall be affiliated to JEF Europe. A fee of €2 per member shall be paid to JEF Europe for affiliation fees.

Section 11 – FINANCE

Section 11.1 Treasure and Secretary

The Secretary General shall be the treasurer and secretary of the organisation.

Section 11.2 Chairperson

The President shall be the chairperson of the organisation.

Section 11.3 Signatories

The President, Vice President, and Secretary General shall be the three authorised signatories on the bank account. Any one signatory may draw from the bank account.

Section 11.4 Finance Report

The Secretary General along with the NEC shall prepare and present the finance report at the National Congress.

Section 11.5 – Bank Account - The bank account of the organisation shall be opened and operated by the President and Secretary General.

Section 11.6 - Borrowing - The NEC shall not borrow from any financial institution on behalf of the organisation.

Section 11.7 – Trustees

The NEC shall act as the collective trustees of the organisation.