



Federation of International Youth Travel Organisations

CONSTITUTION

Revised as of September 2004

FIYTO CONSTITUTION

Amended September 2004

ARTICLE 1 • NAME OF THE FEDERATION

There shall be an international Federation, constituted under the French law of 1 July 1901, by the name of Federation of International Youth Travel Organisations to be also referred to as FIYTO.

The legal site of the Federation is that of the Secretariat office.

ARTICLE 2 • MISSION

The mission of the Federation shall be to promote youth mobility and protect the identity of youth travel.

ARTICLE 3 • DECLARATION OF PRINCIPLES

The Federation recognises amongst its principles: democracy, freedom, human rights and respect for the environment. Propaganda of any political or religious nature is prohibited as well as discrimination on the basis of ethnicity, race, sex or religion.

ARTICLE 4 • AIMS AND OBJECTIVES

The aims and objectives of the Federation shall be:

- i. to promote educational, cultural and social travel among young people;
- ii. to encourage understanding, co-operation and collaboration among all Members, including national youth travel organisations, in any way which may be found practicable, including by convening conferences, seminars and meetings and by providing facilities for exchange of literature and information;
- iii. to take such action as may be possible to assist the development of youth travel organisations in countries where they do not exist and to help strengthen such organisations in countries where development has retarded;
- iv. to develop and maintain an efficient technical collaboration between the Members of the Federation;
- v. to promote and communicate the value, benefits and separate identity of youth travel to UNESCO and other similar international organisations including international transport organisations.

ARTICLE 5 • MEMBERSHIP

i. **Membership Categories**

There are six categories of Membership:

a) *Full Membership Voting*

Full Membership of the Federation shall be open to youth travel organisations and other organisations primarily involved in youth travel. Full Members Voting must have been in existence as a legal entity for at least two years and accept the principles laid down in the Constitution.

b) *Full Membership Non-Voting*

Full Membership Non-Voting shall be limited to youth travel organisations and other organisations primarily involved in youth travel that are more than 50% owned by a Full Member Voting of the Federation. Full Members Non-Voting must have been in existence for at least two years as a legal entity and accept the principles laid down in the Constitution.

Full Members Non-Voting may not serve on the Executive Committee. They may, however, be co-opted to appropriate commissions, can attend all sessions of the Annual Conference, and receive publications of the Federation.

c) *Associate Membership*

Associate Membership shall be open to any organisation offering services either to youth and students such

as hotels, transport companies, and national youth organisations or offering services to Full Members. Such organisations must have existed as a legal entity for at least two years and must accept in writing the principles laid down in the Constitution.

Associate Members may not vote nor may they serve on the Executive Committee. They may, however, be co-opted to appropriate commissions, can attend all sessions of the Annual Conference, and receive publications of the Federation.

d) *Affiliate Membership*

Affiliate Membership shall be open to small organisations, regardless of their geographical location, who are developing their activities in youth and student travel. Their Affiliate membership status shall be limited to three years, at which time they are expected to upgrade to Full or Associate membership status. Such organisations must have existed as a legal entity for at least two years and must accept the principles laid down in the Constitution. Affiliate Members may not vote, nor may they serve on the Executive Committee.

e) *Official Tourism and Partner Organisations*

This membership category is reserved for national, regional and local tourist boards, destinations, non-governmental organisations, trade associations, not-for-profit organisations or other non-trading bodies with an interest in youth travel. Official Tourism and Partner Organisations are not entitled to vote. OTO Members may be co-opted to the Executive Committee in an advisory and non-voting capacity on an ad hoc basis.

f) *Honorary Membership*

Honorary Membership of the Federation may be bestowed upon an organisation or individual who, in the opinion of the Membership, has contributed in an outstanding manner to the objectives of the Federation. Nominations are submitted to the Executive Committee and ratified by the AGM. Honorary Members may not vote nor may they serve on the Executive Committee nor will they be required to pay membership fees.

ii. **Membership Fees**

The Annual Contributions and Entrance Fees shall be fixed annually by the AGM before the beginning of the financial year.

iii. **Applications for Membership**

Applications for membership of the Federation:

- a) must be received at the Secretariat at least sixty days prior to the ballot date;
- b) must be supported by a Full (Voting or Non-Voting) member organisation of the Federation, or the Executive Committee;
- c) must be fully documented and investigated by the Executive Committee and reported upon to the membership prior to the ballot;
- d) are governed by the Domestic Rules.

iv. **Membership Obligations**

The obligations of a member of the Federation are:

- a) to pay the Annual Contribution in due time;
- b) to abide by the Constitution and the Domestic Rules and all regulations of the Federation;
- c) to advise the Federation of any change of name, ownership or control of their organisation within 3 months of such changes taking place;
- d) to report to the Federation all undisputed and unresolved debts of more than 6 months from another Member.

v. **Cessation of Membership**

Membership of the Federation shall cease:

- a) through resignation in writing;
- b) through cessation of business for whatever reason;
- c) on a decision of the Executive Committee for non-payment of membership fees or other dues to the Federation;
- d) on a determination by the Executive Committee to expel a member for serious breaches of the Federation regulations which cannot be remedied.

Membership of the Federation shall be suspended:

- a) following temporary cessation of business;
- b) until serious breaches of the Federation's regulations by a Member, as determined by the Executive Committee, have been remedied.

All decisions of the Executive Committee to cease or suspend a membership are subject to ratification at a properly constituted meeting of the Federation at the next AGM or Extraordinary Conference. Unless so ratified, such decisions shall immediately be reversed.

vi. **Review of Membership Status**

In the event of a change of name, ownership, control, status or merger, the membership only passes to the new organisation or company if approved by the Executive Committee, whose decision is final.

vii. **Non-Membership Categories**

The Federation recognises one non-membership category:

a) *Official Observers*

Organisations who are located in the Least Developed Countries (LDCs) and are unable to meet our membership criteria due to local economic conditions are encouraged to seek Official Observer Status.

The Official Observer Status is a non-member status whereby organisations from LDCs who are committed to youth mobility can exchange information with the Federation on matters of mutual interest.

ARTICLE 6 • THE GOVERNING BODY

i. **The Governing Body**

The Governing Body of the Federation shall be the Full Member Voting organisations meeting together once every year, hereafter called the Annual General Meeting or AGM.

ii. **The Executive Committee**

The Executive Committee shall consist of a President, a Treasurer, and two Members elected by the FIYTO AGM, and the elected Chairpersons of FIYTO Associations whose Voting Members are FIYTO Members.

A member of the Executive Committee may serve no more than three consecutive terms in the post for which s/he was elected.

a) *Meetings of the Executive Committee*

Meetings of the Executive Committee shall take place at least three times per year.

The quorum for an Executive Committee is four.

All decisions of the Executive Committee shall be by majority vote and in the case of equal votes the President shall have a second and casting vote.

Expenses of Executive Committee members attending Executive Committee meetings or undertaking specific tasks on behalf of the Federation shall be subject to approval by the Executive Committee and paid by the Federation.

b) *Duties of the Executive Committee*

The duties of the Executive Committee shall be:

- 1) to implement the decisions of the AGM;
- 2) to deal with questions and problems that arise between Conferences and to report upon them;
- 3) to circulate the Agenda together with the Annual Report at least three weeks prior to the first plenary session of the Annual Conference;
- 4) to supervise the finances of the Federation;
- 5) to submit the Accounts and report upon them after the end of the financial year and no later than prior to the start of the Annual Conference.

- iii. **The Executive Board**
The Executive Board shall be composed of the President, Treasurer, and Director General; any two of whom shall have the authority to act on behalf of the Federation in legal and financial matters. The Executive Board shall prepare the agendas for the Executive Committee meetings and is responsible to the Executive Committee.
- iv. **The Director General**
The Executive Committee shall appoint a Director General who will be a salaried full-time employee of the Federation. The Director General shall be the Chief Executive Officer of the Federation in charge of the day-to-day management of the affairs of the Federation and fully responsible to the Executive Committee. The Director General shall attend all meetings of the Executive Committee and Executive Board with no right to vote.
- v. **The Secretariat**
There shall be a Secretariat office of the Federation supervised by the Director General who shall administer the day-to-day functions of the Federation.

ARTICLE 7 • FUNCTIONS

- i. **Annual Conference**
 - a) In pursuance of the objectives set out in Article 4, the Federation shall convene an Annual Conference of the member organisations and invited non-members. The Annual Conference shall consist of an Annual General Meeting or AGM, workshops and/or seminars, and a trade fair.
 - b) The rules governing the procedures of the Annual Conference are contained in the Domestic Rules.
- ii. **Extraordinary Conference**
 - a) An Extraordinary Conference may be convened either:
 - 1) by the President of the Federation;
 - 2) at the request of not less than two-thirds of the Full Members;
 - 3) by a majority of the Executive Committee.
 - b) The rules governing the procedures of an Extraordinary Conference are contained in the Domestic Rules.
 - c) Notice must be given to all Members at least 28 days before the proposed date of such a Conference.
- iii. **Conference Procedures**
 - a) *Quorum*
A quorum is constituted by a simple majority of Full Members with voting rights present or represented by proxy at the AGM. A Full Member Voting can only hold one proxy.
 - b) *Standing Orders*
Standing orders shall be established covering the conduct of all AGMs.
 - c) *Conference Chairperson*
The Chairperson of the Conference shall be elected at the AGM.
 - d) *Domestic Rules*
The rules governing the Standing Orders are contained in the Domestic Rules.
- iv. **Postal or Email Ballots**
Postal or email voting may be instigated by the Executive Committee.

A postal or email vote for membership of the Federation shall require a quorum of 60% of the Members entitled to vote. Abstentions by postal or email vote shall count towards the quorum.

A postal or email vote on other matters shall require a quorum of 60% of the Members entitled to vote. Such a vote that does not satisfy the required quorum but nevertheless has a majority of votes in favour shall be put forward for ratification at the next Annual General Meeting. Abstentions by postal or email vote shall count towards the quorum.

ARTICLE 8 • ACTIVITIES

i. **Joint Projects**

The Federation shall encourage its Members to arrange joint travel, vacation and education facilities and shall also arrange for consultation between Member organisations on any project of mutual interest as and when required.

ii. **Technical Information**

The Federation shall circulate to the membership technical information that may be of interest to Member organisations.

iii. **Service Concept to Youth Travellers**

The Federation shall promote close co-operation among Members and their branch offices, encourage the promotion of special international events, and strive to enable Members to provide a personal and efficient service for independent travellers to enable them to feel that, irrespective of the country in which they may be travelling, there exists a responsible organisation to which they can turn for advice and assistance on all travel matters.

iv. **International Youth Travel Card**

The Federation endorses and supports the International Youth Travel Card, which it founded in 1975 to promote and facilitate youth travel.

v. **Statistical Reports**

The Secretariat of the Federation shall require the membership from time to time to provide statistical information which will be compiled for the Federation to illustrate the Federation's scope.

ARTICLE 9 • ASSOCIATIONS AND COMMISSIONS

i. The Federation may, at any time, establish or help establish Associations, provided the aims and objectives shall be consistent with Article 4 of this Constitution. Such Associations shall be governed in full or in part by the Federation. They shall be required to report annually to the Annual General Meeting and their chairpersons shall be invited to attend meetings of the Executive Committee of the Federation.

ii. Any and all changes to the statutes of these Associations, as required in their specific articles, shall be subject to ratification by the AGM.

iii. Working Commissions, necessary to ensure the fullest possible effectiveness of the Federation, shall be set up by either the AGM or the Executive Committee, as required. Such Commissions shall report directly to the Executive Committee and will have no authority to act or to incur expenditure.

ARTICLE 10 • FINANCE

i. The funds of the Federation are composed of:

- a) annual contributions and entrance fees;
- b) subsidies from governments, local authorities, national and international bodies;
- c) funds generated by the management and administration of the Annual Conference and other projects;
- d) funds generated through investments of the Federation's assets and raised in any other way.

ii. The financial year shall end on 30 June. The Treasurer will prepare a report on the previous year and a budget for the year ahead for presentation to the AGM.

ARTICLE 11 • AUDITORS

The Federation will appoint a certified, independent auditor who will inspect the accounts of the Federation annually. The certified accounts will be circulated to Members.

ARTICLE 12 • LANGUAGE

The language of the Federation shall be English and all correspondence shall be conducted in that language.

ARTICLE 13 • AMENDMENTS TO THE CONSTITUTION

- i. Amendments to the Constitution may only be made at the AGM or at an Extraordinary Conference called for that purpose.
- ii. Amendments to the Constitution, other than those proposed by the Executive Committee, may only be proposed by a Full Member Voting and must be submitted co-sponsored by at least ten Full Member organisations. (Full Member Non-Voting organisations may not co-sponsor an amendment to the Constitution.)
- iii. Notice of any proposed amendment by Full Members to this Constitution must be given in writing to the Executive Committee at least three months prior to the next Conference at which the amendments are to be submitted.
- iv. All proposed amendments to the Constitution whether by the Executive Committee or by Full Members shall be sent to all Members by the Secretariat one month before the Conference at which the proposed amendments are to be submitted.
- v. A motion for any amendment of the Constitution shall require the assent of at least two thirds of the Full Member Voting organisations present or represented by proxy.

ARTICLE 14 • REGULATIONS

Regulations (and any amendments of those regulations) necessary or advisable for achieving the aims of this Constitution or for clarifying areas of uncertainty in it may be proposed by the Executive Committee from time to time, voted upon by the membership, and ratified at a properly constituted meeting of the Federation at the next AGM or Extraordinary Conference. Unless so ratified such regulations (or amendments) shall immediately lapse. Such regulations shall be called the Domestic Rules of the Federation.

The Federation's Constitution and Regulations are binding contracts governing the relationship between the Members and the Federation. The regulations made pursuant to this Constitution set out obligations for Members in the conduct of their business and their relationships with other Members; breaches of these regulations may result in either censure by the Executive Committee and/or the Federation, or in suspension or expulsion from the Federation. The consequences of breaches of the regulations will be determined by the Executive Committee.

ARTICLE 15 • DISSOLUTION

In the case of dissolution, decided by a minimum two-thirds majority of Full Member Voting organisations present at the AGM, assets remaining after payment of all outstanding debts of the Federation will be transferred to an association with a similar purpose and aims.