DISCOVERING YOUTH ASSOCIATION

Association no. 17002

c/o Auhammad Arshad – Ali, Royal Road, Camp Diable

SET OF BYLAWS

Draft for consultation

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EDITION 2

INTERNAL USE ONLY

DOCUMENT OWNERSHIP, VALIDITY, REVIEW AND APPROVAL

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2	23 January 2026	General updates and finetuning	Arshad Auhammad *(for)* Managing Committee	President

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ARTICLE 1: NAME, OBJECTIVES AND DEFINITIONS

1.1 Name:

The official name of the organisation shall be the "Discovering Youth Association" (hereafter referred to as "DYA" and the "Association").

1.2 Objectives:

The objectives of DYA are as follows:

A) To deliver and promote The Duke of Edinburgh's International Award (hereafter referred to as "The Award") to eligible individuals in line with the principles and guidelines set by The Foundation.

B) To empower young people through personal development, skill-building, and community engagement initiatives.

C) To adhere to best practices in governance, financial management, and data protection.

D) As described in the Rules and as decided by the Managing Committee.

1.3. Definitions:

A) '**Rules**' refers to the Rules of the DYA as approved by the Registrar of Associations.

B) '**The Award**' refers to The Duke of Edinburgh's International Award.

C) '**Award Office**' refers to the concerned department of the Ministry of Youth and Sports in the Republic of Mauritius which is the License Holder of the Award in the Republic of Mauritius.

D) '**Foundation**' refers to The Duke of Edinburgh's International Award Foundation.

E) '**OLAC**' refers to The Office of the Lead Award Coordinator.

F) '**Award participant**' refers to a member who is registered with any one of the Award Centres affiliated with the Association to participate in The Award

G) '**Participant**' refers to any such person allowed by OLAC or the Managing Committee to participate in any activity of the Association.

H) '**Award Centre**' refers to DYA and other affiliated organisations as approved by OLAC to deliver the Award. All Award Centres shall run under the aegis of OLAC.

I) '**Affiliated organisation**' refers to any organisations affiliated to DYA as approved by the Managing Committee.

J) '**Award Staff**' refers to any person appointed by OLAC to help to deliver the Award for a specific or undetermined period.

K) '**Officer**' refers to anyone holding a post in the Managing Committee or in the OLAC.

L) '**Staff**' refers to anyone who has been given this title by the Managing Committee or the OLAC.

M) '**Volunteer'** refers to anyone who has been given this title by the Managing Committee or the OLAC. Anyone who provides any assistance in the running of the activities of the Association is also considered as a Volunteer.

N) '**MC**' refers to the Managing Committee.

O) '**AGM**' refers to the Annual General Meeting.

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ARTICLE 2: MEMBERSHIP

2.1 General:

A) Membership of the Association is open to any person who resides in Mauritius subject to the provisions of Article 4 from Rules.

B) The Association shall provide services to only its members unless otherwise approved by the Managing Committee. Regarding participation in Award activities, OLAC, at its discretion, is empowered to allow non-members to participate.

C) Award participants having completed their Awards and only awaiting Panel from the Award Office are not required to stay as members of the Association.

2.2 Categories of Membership

The Association shall have three membership categories:

1. **Honorary Members:** Individuals recognised for exceptional contributions to the Association or its objectives. May attend meetings; voting rights only if expressly permitted by the Managing Committee. The Founder, Mr Auhammad, Arshad – Ali, by default, is an Honorary member.
2. **Compliant Members:** Individuals who have fulfilled all membership obligations, including the payment of the annual membership and any other fees due, and who have no outstanding membership dues. Compliant Members enjoy full rights, including the right to vote at general meetings and eligibility for appointment to the Managing Committee.
3. **Non-Compliant Members:** Individuals who fail to meet membership obligations. They have no eligibility to stand as candidates to be part of the Managing Committee. They may be removed from membership by the Managing Committee in compliance with the Rules. Non-Compliant members are strictly prohibited from participating in any high-risk Award activities (e.g., camping, hiking) until all dues are cleared unless authorised by OLAC.

2.3 Rights and Responsibilities:

A) All members and participants should to adhere to the Rules and Regulations, by-laws, policies, protocols and guidelines as set by the Association, OLAC or the Managing Committee.

B) Members must contribute to maintaining a safe, inclusive, and respectful environment within DYA.

C) Members and participants consent that photographs / videos of them taken during activities may be used by the Association, OLAC and the Managing Committee as they deem fit. Members and participants equally agree to the terms outlined in the Global Consent Form of the Foundation. Consent may be withdrawn for future uses at any time without affecting existing publications. Requests for withdrawal of consent should be sent to the seat of the Association (as outlined in the Rules) by registered post.

D) Members understand and agree that certain activities conducted by the Association are considered high-risk and that the responsibility for all risks arising from the member's participation is placed solely upon the member.

E) Members and participants authorise Officers and Staff of the Association, in the event of any accident, injury, illness, or loss suffered whilst participating in the activities of the Association to obtain any necessary medical assistance or treatment.

F) Members understand that the Association is committed to respecting their privacy. Personal information collected are used in accordance with the relevant legislations on Data Protection and usage in the Republic of Mauritius.

G) Members empower the Association through the Managing Committee to uphold these by-laws.

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ARTICLE 3: GOVERNANCE STRUCTURE

3.1 Managing Committee

The Managing Committee (MC) is the governing body of DYA and shall oversee all operational, strategic, and financial matters. The MC, in line with the Rules, shall comprise of 10 members: 7 Office Bearers and 3 members. The 7 Office Bearers will be a President, two Vice-Presidents, a Secretary, an Assistant Secretary, a Treasurer and an Assistant Treasurer. To promote operational efficiency, the two Vice-Presidents shall have separate duties and are referred to in these Bylaws as the Vice President Administration and Vice President Finance.

In addition to the elected members, the MC may, at its discretion, appoint up to three (3) Co-opted members to sit on the Committee as and when required. Co-opted members shall have no voting rights.

The Managing Committee should mandatorily meet quarterly. Quarterly Managing Committee meetings are meetings held every quarter of the year, i.e., every 3 months. It is a good practice, if agreed by the President, for the Managing Committee to meet on a monthly basis.

The roles of the Office Bearers are as follows:

A) President:

1) Provides overall leadership and oversight of non-Award-related activities.
2) The President is responsible for overseeing the general administration and strategic direction of the Association.
3) Provide leadership and ensure that DYA's activities align with its mission and vision.
4) Oversee operational and economic management in collaboration with the MC.
5) Approve and guide all initiatives not related to The Award, including community outreach, fundraising, and rebranding efforts.
6) Chair meetings of the Managing Committee in compliance with the Rules.
7) Collaborate with the Lead Award Coordinator to ensure that The Award's delivery is supported by the Association's broader operations.

B) Vice President Administration:

1) Assists the President and assumes their duties in their absence.
2) Organise any non-Award Events for the Association such as Fundraisers, gatherings among others.
3) Assume any duties as delegated by the President.

C) Vice President Finance:

1) Assists the President and assumes their duties in the absence of the Vice President Administration.
2) Prepare an annual budget to be approved by the Managing Committee and by the Annual General Meeting (AGM).
3) Oversees the Office of The Treasurer ensuring the budget for the year is being respected.
4) Vets the accounts prepared by the Treasurer monthly.
5) Verify the records kept by the Treasurer (including receipts, claims, proof of payments among others).
6) Assume any duties as delegated by the President.

D) Secretary:

1) Be responsible for maintaining records, minutes, and correspondence.

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2) Be responsible for processing the application for membership.

3) Prepare the minutes of proceedings for each meeting and share for review to the Chairperson of the meeting **within 1 week** of the meeting.

4) Keep an updated Register of members as per the Rules.

5) Present a list of members to admin and a list of non-compliant members to be removed to the Managing Committee at every quarterly meeting.

6) Send Agenda requests at least 7 days before a scheduled Managing Committee meeting and ensure that quorum will be established.

E) Assistant Secretary:

1) The Assistant Secretary shall assist the Secretary in all administrative duties and assume the full responsibilities of the Secretary in their absence.

2) Support the Secretary in the preparation of meeting agendas, ensuring they are circulated to members within the timeframe stipulated in these Bylaws.

3) Take minutes during Managing Committee and General Meetings if the Secretary is chairing or unavailable, ensuring accurate records of all resolutions.

4) Assist in maintaining the Association's membership register and ensuring that all official correspondence is properly filed and archived.

F) Treasurer:

1) The Treasurer shall, within five (5) days of the close of each month, prepare and submit to the Vice President Finance, via finance@disyouth.org, a comprehensive statement of all financial transactions for vetting. The Vice President Finance shall vet and confirm the statement within five (5) days of receipt;

2) In anticipation of any quarterly Managing Committee meeting, the Treasurer and the Vice President Finance shall be jointly responsible for ensuring that the vetted financial statements for the relevant quarter are formally circulated to all Managing Committee members at least twenty-four (24) hours prior to the meeting;

3) The Treasurer has the responsibility of preparing and presenting audited annual accounts at the AGM;

4) Keep a 'Record of Revenue' in the form prescribed by law and a cashbook showing its receipts and payments;

5) Issue receipts for every income received;

6) Keep an updated digital record of all proof of payments effected and any approvals required for these payments;

7) Update the register of members to reflect payment of subscription dues as and when they occur;

8) Compile a list of non-compliant members as of 1 May and send a reminder to members to settle their subscriptions within 2 weeks;

9) The Treasurer shall seek and obtain the prior written sanction of the President or the Vice President Finance before authorising any expenditure exceeding ten thousand rupees (Rs 10,000), whether such expenditure arises from a single transaction or from multiple transactions forming part of the same category, class, or purpose;

10) Lay before the Managing Committee at its quarterly meeting:
(a) a statement showing the financial transactions of the last quarter;
(b) a list of all members who are in arrears with their subscriptions for three months or more.

G) Assistant Treasurer:

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1) The Assistant Treasurer shall assist the Treasurer in all financial duties and assume the full responsibilities of the Treasurer in their absence.
2) Support the Treasurer in the monthly preparation of financial statements for vetting.
3) Aid in maintaining the digital records of payments, receipts, and membership subscription dues. The Assistant Treasurer shall, on a monthly basis, update the Register of Members to reflect payment of any membership subscription dues.
4) Assume specific financial projects or oversight as delegated by the Treasurer or the Vice President Finance.

3.1.1 The Managing Committee may attribute specific powers, roles, and responsibilities to the three (3) members and the three (3) co-opted members as it deems fit. This may include heading sub-committees, managing specific logistical tasks, or providing expert advice in areas of their competence. While co-opted members provide valuable expertise, they remain non-voting participants and do not count toward the official quorum of six (6) members required for MC meetings.

3.1.2 No individual, including the Lead Award Coordinator, may make financial commitments on behalf of the Association without prior approval of the MC.

3.1.3 After a new MC has taken office in compliance with the Rules, the MC will appoint, within 1 week of their election/appointment, all the Office Bearers including the Vice President Administration and the Vice President Finance.

3.1.4 In addition to appointing co-opted members as per Article 5 of the Rules, the MC may also appoint Honorary Members with no voting rights in the MC in recognition of their extraordinary contributions to DYA. Honorary Members shall have no obligations to attend all meetings of the MC and can be called upon on a case-to-case basis. Honorary Members may be appointed and revoked as and when required by the MC.

3.1.5 The Managing Committee may equally create sub-committees and attribute to them specific powers, roles and responsibilities.

3.1.6 The President is empowered to take decisions on behalf of the MC in cases of urgency and/or where the MC cannot be consulted in a timely fashion. These decisions should be communicated to the MC during its next meeting.

3.1.7 All MC members should follow Award trainings as per guidelines set by OLAC.

3.1.8 The above supplements the provisions regarding the MC in the Rules and do not replace them.

3.1.9 In urgent circumstances or when the Managing Committee is unable to meet, decisions reached via the official MC WhatsApp group or email shall be considered valid and binding, provided they are formally ratified and recorded in the minutes of the next scheduled MC meeting. An alternative is also for all members who participated in the decision making to sign a written resolution endorsing the decision made. Even in these circumstances, decisions must be made by a quorum of the MC.

3.1.10 Conflict Resolution Process:

Any conflicts between members, volunteers, or staff will be addressed through a conflict resolution process, which may involve mediation or an appeal to the MC. The goal is to resolve disputes in a fair and timely manner while maintaining the integrity and values of DYA.

3.1.11 Confidentiality and Secrecy:

A) Confidentiality Obligation

All MC members shall respect the confidentiality of the DYA's sensitive information, including but not limited to meeting discussions, internal reports, financial data, contents of MC emails and group discussions including but not limited to any WhatsApp discussions and any other materials designated as confidential. MC Members shall not disclose such information to any non-member of the MC without prior written consent from the MC or the President.

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B) Non-Disclosure Agreement (NDA)

The MC may require its members to sign a Non-Disclosure Agreement (NDA) as a condition of participation in specific roles, activities, or committees where access to sensitive information is necessary. Where no NDAs have been signed, the conditions of confidentiality in the Rules and in this document will prevail.

C) Secrecy in Decision-Making

- Members involved in decision-making processes, such as MC meetings or special sub-committees, shall maintain the secrecy of deliberations until decisions are officially communicated. Details and discussions of meetings must never be disclosed.
- Breaches of secrecy may result in disciplinary action as deemed appropriate by the MC and may include termination of membership in the Association.

D) Responsibility and Accountability

Members are personally accountable for maintaining confidentiality and secrecy. Any breach of this clause will be investigated by the MC, and appropriate action will be taken as deemed appropriate by the MC.

E) Exceptions

Confidential information may only be disclosed under the following conditions:

- When required by law, regulation, or a court order.
- With express written authorisation from the MC or the President.

3.2 Office of the Lead Award Coordinator:

The Office of the Lead Award Coordinator is the primary authority for all matters related to The Award. It comprises primarily:

A. The Lead Award Coordinator:

1 Holds ultimate responsibility for the delivery, operations, and compliance of the Award guidelines within DYA. He has final say in all decision making related to the Award.

2 Enjoys all powers assigned to the License Holder and Main Award Coordinator by The Foundation.

3 Is authorised to:

a) Make all non-financial decisions related to The Award.

b) Create, appoint, and revoke positions necessary for the successful delivery of The Award.

c) Issue final rulings on disputes, interpretations, or ambiguities in Award-related policies.

d) Serve indefinitely unless removed by a three-quarter majority vote of compliant members during a General Meeting.

4 Sets up and runs the Award within the Award Centres, ensuring participants have a safe and enjoyable experience.

5 Raises awareness and actively promotes the Award.

6 Recruits participants to participate in the Award and oversees induction sessions.

7 Supports, recruits and revokes Award Leaders and other adults delivering the Award. All persons involved in assisting/delivering the Award are considered as Volunteers.

8 Is responsible to uphold Award Standards and Award Brand.

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9 Oversees participant and Award Leader use of the Online Record Book (ORB) and ensures the Award Centre's Online Record Book account remains up to date.

10 Seeks and maintains ongoing support for the Award from the MC.

11 Organises Award activities including Bronze and Silver Celebrations to recognise participants who achieve their Awards, Adventurous Journeys and Gold Residential Projects.

B. Deputy Lead Award Coordinator:

a) Appointed by the Lead Award Coordinator and empowered to act on their behalf when necessary.

b) Assists with logistical, administrative, and operational aspects of The Award.

3.2.1 The Lead Award Coordinator is empowered to decide on the structure of OLAC and appoint members therein as they deem fit provided that this structure is communicated to the MC whenever changes are made.

3.2.2 The Lead Award Coordinator or their designated representative is empowered to accept and terminate the participation of participants as and when they deem fit.

3.2.3 No Award Activity or Award partnerships/collaborations may take place without the prior consent and approval of OLAC.

3.2.4 The Lead Award Coordinator or their designated representative shall be the signatory for any Award related agreements.

3.2.5 The Lead Award Coordinator or their designated representative shall issue guidelines to Staff, Officers, members and participants on Award Delivery, operations and participation within DYA. These guidelines must be strictly adhered to by all parties. Non-compliance shall be considered as a breach of these bylaws.

3.2.6 The MC may attribute additional powers and responsibilities to OLAC as they deem fit. These additions shall be added to **3.2.A** above. These amendments will need to be published in a revised version of these bylaws but shall not require approval of an AGM.

C. Authority to amend

Article 3.2 specifically concerns the OLAC and may be enacted, amended, or repealed by a three-quarter majority vote of compliant members during a General Meeting.

3.3 Role Delineation:

To avoid overlaps, the following principles apply:

A) All decisions related to the Award, including branding, logos, and operations, fall under the authority of the **Lead Award Coordinator**. The Lead Award Coordinator is accountable only to the Award Office.

B) Non-Award-related activities, such as fundraising, external partnerships, and general Association governance, are the responsibility of the **Managing Committee**, led by the President.

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ARTICLE 4: DUTIES OF AWARD LEADERS AND VOLUNTEERS

4.1 Award Leaders:

Award Leaders are volunteers in DYA and are essential to the Award's delivery. They are responsible for:

A) Providing guidance, training, and mentorship to participants.

B) Ensuring that participants meet the requirements of the Award's four sections: Skills, Physical Recreation, Voluntary Service, and Adventurous Journey.

C) Verifying that all activities are compliant with the Award's standards and safety protocols.

D) Attending regular training to stay updated on Award guidelines and best practices.

E) Following all guidelines as set by OLAC.

4.2 Assessors

Assessors:

A) Must be qualified (as determined by OLAC) and impartial for the activities they evaluate.

B) Oversee participants during Adventurous Journeys to ensure their safety and compliance.

C) Handle on-ground planning and emergency management during activities.

D) Submit detailed reports validating participants' achievements.

E) Are appointed by OLAC and must follow guidelines set by the latter.

4.3 Volunteers:

Volunteers support the Association by:

A) Assisting in administrative, operational, and logistical tasks.

B) Upholding DYA's values and code of conduct in all interactions.

4.4 Volunteer Management:

DYA values its volunteers as essential contributors to its mission and operations. The following processes will be followed for recruiting and retaining volunteers:

A) Recruitment Process:

1 DYA shall maintain an open and inclusive volunteer recruitment process, ensuring opportunities are advertised through various channels, including the website, social media, and community outreach programs.

2 Prospective volunteers will undergo an orientation process to introduce them to DYA's mission, values, and operational expectations.

3 DYA will prioritise volunteers who align with its values and who demonstrate a commitment to contributing meaningfully to its activities.

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B) Retention Strategies:

1. Retain volunteers by fostering a supportive and inclusive environment where they feel valued and appreciated.
2. Offer professional development opportunities, such as training, mentoring, and skill-building workshops.
3. Regularly check in with volunteers to gather feedback and address concerns, ensuring a positive experience and continued engagement.

C) Volunteer Rights:

Volunteers are essential to DYA's success, and as such, their rights shall be respected and protected throughout their involvement.

1. **Recognition and Appreciation:**
   - Volunteers have the right to be recognised for their contributions, whether through formal awards, certificates of appreciation, or informal acknowledgment at events and meetings.
   - Regular expressions of gratitude from staff and participants will be part of the volunteer experience.
2. **Training and Development:**
   - Volunteers are entitled to receive appropriate training and resources to effectively perform their roles. This may include specialised training, orientation programs, and ongoing educational opportunities.
   - All trainings are mandatory and have to be followed by volunteers.
   - DYA shall offer volunteers access to skill development workshops, leadership programs, and other learning opportunities to enhance their professional growth.
3. **Feedback and Involvement:**
   - Volunteers have the right to provide feedback on their experiences and contribute ideas for improving the operations and activities of DYA.
   - Regular surveys, one-on-one meetings, and feedback sessions will be offered to volunteers to encourage open communication and to enhance volunteer satisfaction.

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ARTICLE 5: CODE OF CONDUCT

5.1 Purpose:

The Code of Conduct aims to establish clear expectations for the behavior and responsibilities of all members, staff, and volunteers associated with DYA.

The Code of Conduct is applicable to in-person, online, social media and virtual situations, situations,

and applies to all members and participants.

5.2 General Principles:

A) Treat all individuals with respect, fairness, and dignity regardless of their background, beliefs, or status.

B) Act in a manner that upholds the integrity and reputation of DYA and The Award.

C) Avoid conflicts of interest and disclose any potential issues to the Managing Committee.

D) Ensure the confidentiality and privacy of personal and organisational information.

5.3 Safeguarding Policy:

A) For Award-Related Concerns:

- The concern must be reported immediately to the Award Leader or Assessor.
- The Award Leader or Assessor should escalate the concern to the OLAC within 24 hours.
- OLAC will assess the matter, make a judgment, and report the findings to the Award Office if necessary.
- In matters of immediate physical safety or child protection, the Lead Award Coordinator's decision is final and supersedes the Managing Committee to ensure compliance with International Award Foundation standards

B) For Non-Award-Related Concerns:

- The concern must be reported to the MC.
- The MC or a designated sub-committee will be convened within one month to assess and resolve the matter appropriately.

5.4 Child protection:

Every volunteer has a duty to understand and uphold their responsibilities for safeguarding children. This includes:

A) Immediate Action: Taking prompt steps to protect any child if there are concerns about their safety or well-being.

B) Mandatory Reporting: Reporting any suspicion or knowledge of abuse or neglect to the designated staff or officer.

C) Responsibility for Conduct: Each adult must ensure that:

- They recognise the position of trust and responsibility they hold.
- Their behavior and actions are always appropriate.
- They adhere to all rules and guidelines established to ensure the safety and security of children.

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- They follow prescribed procedures in cases of suspicion, disclosure, or allegations of abuse, ensuring timely and accurate reporting.

D) Appropriate Relationships: All interactions and relationships with children under their care must be appropriate, respectful, and focused on the child's best interests. The code of conduct must always be upheld.

5.5 Youth Protection:

A) Each volunteer in the Award is responsible for being aware of their specific youth protection responsibilities. This includes:

- Take immediate action to protect youth if there are any concerns for their safety and welfare.
- If you have reason to believe a youth is being abused or neglected, you are required to report to OLAC.

B) It is the responsibility of each volunteer in the Award to ensure that:

- They recognise the position of trust in which they have been placed.
- Their behavior is always appropriate.
- They observe the rules established by the Award and DYA for the safety and security of children, young people, and vulnerable adults.
- They follow the procedures following suspicion, disclosure, or allegation of any abuse, including those regarding the reporting of any suspicion, disclosure, or allegation.
- In every respect, the relationships they form with the children, young people and vulnerable adults under their care are appropriate.

5.6: Serious Incident in the Award:

This policy outlines procedures for handling and reporting adverse events that may significantly impact DYA in any case it becomes applicable.

A) Definition of Serious Incidents: These include harm to individuals, financial or property loss, reputational damage, or major system failures related to the Award.

B) Reporting Obligations: OLAC must report incidents promptly to the Award Office. Criminal activity must also be reported to the Managing Committee who in turn should report to law enforcement.

C) Categories of Incidents: Examples include safeguarding issues, financial crimes, data breaches, links to terrorism, or significant operational failures.

D) Process for Reporting: Reports should be made within 12 hours to OLAC and ensure no further harm to victims.

E) Accountability: Staff, Officers, Volunteers, MC and OLAC are responsible for reporting incidents.

F) Complaints Procedure: Complaints should be made to OLAC who will in turn report to the Managing Committee and the Award Office as they deem appropriate.

Serious incidents not related to the Award must be reported to the Managing Committee within 12 hours.

This policy ensures transparency, compliance, and prompt action to mitigate risks associated with serious incidents.

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5.7 Ethical Guidelines:

The Discovering Youth Association (DYA) is committed to maintaining the highest ethical standards in all aspects of its operations and decision-making.

A) Principles of Ethical Conduct:

- Act with integrity, honesty, and transparency in all dealings, ensuring the trust and confidence of members, partners, and stakeholders.
- Promote fairness and equality, treating all individuals with respect and without discrimination.
- Avoid conflicts of interest and disclose any personal or financial interests that could influence decisions or activities

B) Inclusivity:

DYA is committed to ensuring equal opportunities for all individuals, regardless of race, gender, religion, ethnicity, disability, or any other characteristic. Discrimination of any form is strictly prohibited.

5.8 Sustainability Goals:

DYA is committed to environmental sustainability and minimising its ecological footprint through responsible practices and green initiatives.

A) Reducing Waste:

- Transition to digital and paperless systems wherever feasible, including registration processes, communications, and record-keeping.
- Minimise the use of single-use plastics and encourage reusable materials in operations and events.

B) Promoting Green Initiatives:

- Organise and participate in environmental conservation activities, such as tree-planting drives and community clean-up events.
- Collaborate with partners and stakeholders to promote sustainability within and beyond DYA's activities.
- Educate members and participants on sustainable practices and encourage them to adopt eco-friendly habits in their personal and professional lives.

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ARTICLE 6: INTELLECTUAL PROPERTY

6.1 Ownership:

All intellectual property created, developed, or commissioned under the auspices of the Discovering Youth Association (DYA), including but not limited to logos, training guides, manuals, promotional materials, digital assets, and any other content, shall remain the sole property of DYA.

All intellectual property should have a document classification in line with the DYA Brand Guidelines.

Members, volunteers, and staff who create intellectual property as part of their roles within DYA shall assign all rights to DYA unless otherwise agreed in writing.

Any third-party contributions to DYA projects shall be governed by agreements specifying that ownership of the resulting intellectual property resides with DYA.

6.2 Use of DYA Brand:

The use of any materials and intellectual property pertaining to DYA Brand Guidelines is subject to the approval MC or its appointed representative.

- Members, partners, and external organisations may use DYA's branding and intellectual property only with prior written permission.
- Approved use of DYA's branding must comply with guidelines set forth by the MC, including proper use of logos, colours, fonts, and messaging to maintain consistency and integrity.
- Unauthorised use, reproduction, or modification of DYA's intellectual property is prohibited and may result in legal action.
- Partners and external organisations granted permission to use DYA's branding shall acknowledge DYA's ownership of the intellectual property in all related materials and communications.
- Misuse of branding or failure to adhere to the guidelines may result in disciplinary actions, including suspension of membership or legal measures, as deemed necessary by the MC.
- All branding and communication activities shall follow DYA's Brand Guidelines (or any other document that serves the purpose of regulating the use of DYA intellectual property). These guidelines are published by the Managing Committee and updated periodically to reflect changes in branding standards. They do not require amendments to the bylaws but must be communicated to all relevant parties through the website.
- Unauthorised or improper use of the materials or the Brand will constitute a breach of these bylaws.

6.3 Use of Award Brand:

The use of logos, intellectual property and materials relating to Award is governed by the Award Brand Guidelines of DYA as published by OLAC.

- The Award Brand Guidelines (or any other document that serves the purpose of regulating the use of the Award's intellectual property) are published and regularly updated by OLAC. These do not require amendments to the bylaws but must be communicated to all relevant parties through the website.
- Unauthorised or improper use of the materials will constitute a breach of these bylaws.

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ARTICLE 7: PARTNERSHIPS AND COLLABORATIONS

7.1 Partnership Criteria:

The Discovering Youth Association (DYA) is committed to forming partnerships that align with its mission, values, and objectives. Partnerships with external organisations shall be guided by the following criteria:

A) Mission Alignment: Partnerships must support DYA's core objectives, including empowering youth, promoting personal development, and delivering The Duke of Edinburgh's International Award.

B) Reputation and Integrity: Potential partners must demonstrate a strong reputation for ethical practices, financial transparency, and adherence to legal and industry standards.

C) Mutual Benefit: Collaborations must provide tangible benefits to both DYA and the partner organisation, ensuring that resources, expertise, and outcomes are equitably shared.

D) Non-Exclusivity: Partnerships shall not restrict DYA's ability to engage with other organisations pursuing similar goals.

E) Compliance: All partners must agree to uphold DYA's policies, including those on child protection, data privacy, and ethical conduct.

7.2 Responsibilities:

To ensure the success of joint initiatives, DYA and its partners shall clearly define their respective roles and responsibilities in all collaborative efforts:

A) Discovering Youth Association:

- Provide leadership, oversight, and coordination for initiatives aligned with DYA's objectives.
- Ensure compliance with all applicable laws, regulations, and internal policies.
- Offer access to DYA's expertise, resources, and networks as agreed upon in partnership agreements.
- Communicate expectations, deliverables, and timelines to partners in a transparent manner.

B) Partners:

- Contribute agreed-upon resources, expertise, or funding to support the initiative's goals.
- Comply with all relevant DYA policies and the terms of the partnership agreement.
- Maintain regular communication with DYA and provide progress updates or reports as required.
- Respect the confidentiality of sensitive information shared during the partnership.

C) Joint Responsibilities:

- Collaborate on planning, implementation, and evaluation of initiatives.
- Address challenges or conflicts through open and constructive dialogue.
- Celebrate and document the outcomes of successful partnerships for future reference and learning.

The Managing Committee is empowered to approve partnerships subject to a written agreement with the partners as approved by the Managing Committee. If the partnership is Award related, the approval of OLAC for the partnership to be a reality.

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ARTICLE 8: SOCIAL MEDIA

8.1 Adoption of social media:

The Discovering Youth Association (DYA) recognises the transformative role of technology in enhancing operations, outreach, and member engagement. DYA, subject to the approval of the President or the Brand Administrator or their equivalent:

- Leverage social media platforms to promote DYA's initiatives, success stories, and events to a broader audience.
- Maintain an active and professional presence on online platforms such as a website, Facebook, Instagram, TikTok, and LinkedIn.
- Develop a Social Media Policy outlining guidelines for content creation, posting, and interactions to ensure consistency and alignment with DYA's values. This policy will be designed and revised as and when required by the Managing Committee.
- Monitor social media metrics to assess outreach effectiveness and community engagement.

8.2 Digital Security

DYA is committed to safeguarding its digital assets, member information, and online operations through robust cybersecurity measures.

A) Cybersecurity Measures:

- Implement strong access controls, including password protection and multi-factor authentication, for all digital systems.
- Regularly update software, platforms, and devices to protect against vulnerabilities and cyber threats.
- Conduct periodic cybersecurity audits to identify and address potential risks.

B) Data Protection:

- Ensure compliance with data protection laws, such as GDPR, ICTA, and other relevant regulations.
- Encrypt sensitive information and secure backup systems to prevent data loss or unauthorised access.
- Train staff, volunteers, and members on digital security best practices and safe online behaviours.
- Award Staff are not authorised to share their passwords used to access any Award-related platforms to anyone.
- The Brand Administrator or his equivalent or the President in case of no Brand Administrator shall provide the Managing Committee a list of persons given editor or administrator access to DYA's online platforms.
- Prior approval from the Managing Committee is required before disclosing/sharing any official document of DYA to anyone outside the Managing Committee.

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ARTICLE 9: REPUTATION PROTECTION

9.1 Defamation and Malicious Activity:

DYA values its reputation as a trusted organisation dedicated to empowering youth and promoting personal growth through The Duke of Edinburgh's International Award. Any actions intended to harm, defame, or undermine the reputation of DYA, its members, volunteers, staff, or partners are prohibited.

Prohibited Actions:

- Spreading false information or malicious rumours about DYA or its activities.
- Engaging in actions or behaviours that intentionally damage the reputation of DYA.
- Using the organisation's name or logo for purposes that could bring it into disrepute.

9.2 Consequences for Breach:

Any individual found to be involved in malicious activities or defamation against DYA shall be subject to disciplinary action by the Managing Committee. This may include, but is not limited to:

- Suspension or termination of membership or volunteer status.
- Legal action, including defamation lawsuits or claims for damages if necessary.
- Barring from participating in future DYA activities or events.

9.3 Reporting of Malicious Activities:

Members, volunteers, and staff are encouraged to report any incidents of defamation or malicious behaviour that may threaten the integrity or reputation of DYA. Reports should be made to the Managing Committee, who will investigate the matter confidentially and take appropriate action.

9.4 Mediation and Resolution:

Before pursuing legal or other punitive actions, DYA will seek to resolve disputes through dialogue and mediation, providing the individuals involved an opportunity to clarify any misunderstandings or resolve grievances.

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ARTICLE 10: COMMUNICATIONS POLICY

DYA recognizes official communication as essential for consistency and accountability.

Approved methods include emails, letters, reports, memos, meetings, presentations, DYA's website, social media, online platforms, emails and WhatsApp for quick updates.

All communications must adhere to DYA's guidelines, with only authorised individuals issuing official statements.

Records of all official communications shall be maintained as far for accountability, and the communication policy will be reviewed annually to ensure alignment with the DYA's objectives.

Members are committed to respond to official communications within 48 hours.

ARTICLE 11: POLICIES

11.1 Authority to Enact Policies apart from these bylaws: The Managing Committee shall have the authority to enact, amend, and repeal internal policies to regulate the specific operations of the Association. These policies shall be binding on all members, staff, and volunteers provided they do not conflict with these bylaws or the Rules.

11.2 Categories of Policies

The MC shall maintain, at a minimum, the following operational policies:

- **Financial & Procurement Policy:** Governing spending limits, receipting, and audit procedures.
- **Digital & Privacy Policy:** Governing the use of the SharePoint/OneDrive, data protection (GDPR/ICTA), and social media conduct.
- **Safeguarding & Child Protection Policy:** Detailing the specific reporting lines for the protection of youth.
- **Volunteer & Member Handbook:** Outlining rights, responsibilities, and the code of conduct.

11.3 Communication of Policies

All newly enacted policies must be communicated to members via the official website or email within 30 days of approval.

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ARTICLE 12 – RESIGNATION AND RE-ELIGIBILITY OF MANAGING COMMITTEE MEMBERS

12.1 Mode of Resignation

A) Any member of the Managing Committee, whether holding an office bearer position or not, shall tender their resignation by sending a written email to managingcommittee@disyouth.org.

B) The resignation email shall include: the member's full name, position held, desired effective date of resignation, and an explicit statement of intention to resign.

C) A resignation tendered through oral statements, instant messaging, or informal means shall not be valid unless subsequently confirmed by email to the above address.

D) For avoidance of doubt, the following model template may be used:

Subject: Resignation from the Managing Committee
Dear President and Members of the Managing Committee,
I, [Full Name], currently serving as [Position Held], hereby tender my resignation from the Managing Committee of the Discovering Youth Association with desired effect from [Effective Date].
Reason(s) if any
I confirm my commitment to duly complete the handover of all responsibilities, documents, and property of the Association in my care before the effective date of resignation.
Yours faithfully,
[Full Name]

12.2 Notice Period

A) A minimum notice period of thirty (30) days shall apply to all resignations, unless waived by the Managing Committee in exceptional circumstances.

B) During the notice period, the resigning member shall remain responsible for their functions and must cooperate with the Managing Committee to ensure continuity.

12.3 Effect of Resignation

A) Resignation from any office bearer role (President, Vice-President (Administration), Vice-President (Finance), Secretary, Assistant Secretary, Treasurer and Assistant Treasurer) shall automatically and ipso facto constitute resignation from the Managing Committee.

B) A resignation shall only take effect upon written acknowledgment of receipt by the President or Secretary acting on behalf of Managing Committee and after the completion of handover obligations under Clause 12.4.

12.4 Handover Obligations

The resigning member shall:

A) Deliver all Association property, records, and materials to the Secretary within the notice period;

B) Complete a proper handover of responsibilities as directed by the President;

C) Formally transfer administrative access and ownership of all digital folders, credentials, and assets to the Secretary or President within 48 hours of the effective date of resignation;

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D) Ensure that no outstanding obligations remain pending at the time of resignation;

E) Deliver all physical Association property and materials to the Secretary within the notice period;

F) Immediately cease all use of the Association's financial accounts, online banking, or other electronic payment platforms (applicable to office bearers such as the President and Treasurer);

G) Back up any personal files from the Association's digital platforms, drives, or email accounts and remove them from DYA systems within thirty (30) days;

H) Surrender access to all DYA-provided email accounts and system logins to the President, which shall be deactivated automatically thirty (30) days after the effective date of resignation;

12.5 Re-Eligibility Restrictions

A) A member of the Managing Committee who has resigned shall not be eligible to stand as a candidate for re-election or re-appointment to the Managing Committee until the expiry of a period of five (5) years following the end of the mandate term which they resigned from.

B) For the purpose of this clause, "end of the mandate term" shall mean the date on which the member's elected term of office would have otherwise expired, had the resignation not been tendered.

C) This restriction shall not apply to the Founder, who shall by default be designated as an Honorary Member of the Managing Committee upon their resignation.

12.6 Vacancies and Role Reassignment

The Managing Committee may, at any time, reassign office bearer roles among its own existing members to ensure continuity of governance.

In the event of a resignation or any other cause creating a vacancy in the Managing Committee, the remaining Managing Committee members may appoint a compliant Association member to fill the vacancy. A "compliant Association member" means an admitted member of DYA who is not in arrears with the yearly membership fees payable under Article 4 of the Rules.

No more than three (3) vacancies in any term may be filled by such appointment. Any vacancies beyond this limit shall be filled by election at a General Meeting.

12.7 Authority to Amend

This Article specifically concerns the Managing Committee and may be enacted, amended, or repealed by resolution of the Managing Committee with a majority vote.

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ARTICLE 13 – SUSPENSION AND DISCIPLINARY ACTION WITHIN THE MANAGING COMMITTEE

13.1 Grounds for Suspension

A member of the Managing Committee may be suspended by resolution of two-thirds (2/3) of the remaining members of the Committee on grounds including but not limited to:

A) Gross misconduct;

B) Breach of fiduciary duty or these bylaws;

C) Conduct prejudicial to the reputation or objectives of the Association.

13.2 Procedure

A) The member concerned shall be notified in writing of the proposed action by the Secretary or his equivalent.

B) The member shall be afforded the opportunity to respond in writing or in person at a Managing Committee meeting before a final decision is reached.

C) A suspension shall not exceed sixty (60) days unless confirmed or converted into removal in accordance with the Rules of the Association.

13.3 Effect of Suspension

During suspension, the member shall not exercise any rights, duties, or powers as a member of the Managing Committee.

13.4 Authority to Amend

This Article specifically concerns the Managing Committee and may be enacted, amended, or repealed by resolution of the Managing Committee with a majority vote.

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ARTICLE 14 – DIGITAL RECORDS OF THE MANAGING COMMITTEE

14.1 Official Records

All official correspondence, including notices of resignation, handover records, minutes of meetings, and formal decisions of the Managing Committee, shall be stored in the Association's official digital records by the Secretary.

14.2 Custody of Records

The Secretary of the Managing Committee shall be responsible for maintaining the official records, ensuring they are properly catalogued, secured, and accessible when required.

14.3 Transfer of Records

Upon resignation, removal, or expiry of mandate term, every member of the Managing Committee shall deliver or transfer all Association-related digital files, passwords, and credentials to the newly elected President or Secretary within 48 hours. Failure to comply with this timeline shall be considered a breach of fiduciary duty and may result in the re-eligibility restrictions outlined in Article 12.5.

14.4 Digital Continuity and Real-Time Filing

To ensure operational continuity, all Office Bearers are required to save official correspondence, financial claims, and project documents directly to the Association's official cloud storage (OneDrive/SharePoint) as they are created or received. Private storage of DYA records on personal devices or personal cloud accounts is prohibited to ensure that the Association never loses access to its data during leadership transitions.

14.5 Authority to Amend

This Article specifically concerns the Managing Committee and may be enacted, amended, or repealed by resolution of the Managing Committee with a majority vote.

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ARTICLE 15: MISCELLANEOUS PROVISIONS

15.1 Interpretation

In the event of any dispute or ambiguity regarding the interpretation of any provision within these bylaws, the decision of the Managing Committee shall be final and binding.

The Managing Committee shall have the authority to clarify, amend, or supplement the bylaws as necessary to resolve any such issues after obtaining necessary approval as provided by the clauses of these bylaws.

15.2 Final Authority

A) Any interpretation made by the Managing Committee will be considered conclusive unless overturned by a majority vote of a General Meeting.

B) The Managing Committee shall ensure that interpretations are consistent with DYA's mission and core values.

15.3 Personal relationships

Officers, Staff, Award Staff and Volunteers may have *personal relationships with each other* (referred hereafter to as 'relationships') provided that the following are respected:

A) All relationships should be disclosed to the Managing Committee

B) No Officer in the Office of the President can have a relationship with an officer in the Office of the Treasurer and vice-versa.

15.4 Amendments to the bylaws

These bylaws may be amended by majority vote of the members at a Managing Committee meeting.

Articles 1,2,3,5,6,7, 9 and 15 may only be amended by majority vote of the compliant members at a General Meeting.

Amendments should be communicated to all members within one month via the website.

In cases of amendments, the revised edition of these bylaws will be issued by the Secretary or his equivalent and approved by the President or his equivalent.

For the first published version of these bylaws (referred to as the Original Document in the Revision History), the document will be issued by the President and approved by 2 representatives appointed by a majority of compliant members of the AGM when the Original Document was voted as approved.

15.5 Reviews:

The Managing Committee shall conduct an annual review of the bylaws, operational procedures, and governance structures to ensure continued alignment with DYA's mission and evolving legal or regulatory requirements.

The bylaws supplement the Rules and does not under any circumstance replace the Rules. Provisions in the Rules supersedes those of these bylaws if in conflict.

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