



## APYN CONSTITUTION

### I. BASIC PROVISIONS

#### Article 1

- 1.1. The official name of the organization shall be Alcohol Policy Youth Network, also referred to hereinafter as: APYN.
- 1.2. The official abbreviation shall be: Network APYN.
- 1.3. APYN is a voluntary network organization, comprising youth associations, youth networks, and through them, individuals.
- 1.4. APYN works towards the prevention and reduction of alcohol-related harm.
- 1.5. It develops and supports effective alcohol policy to assure healthy lifestyles and environments for young people.
- 1.6. This is achieved through building capacity of youth organizations on:
  - a. research on young people and alcohol,
  - b. advocacy of effective alcohol policy and
  - c. maintenance or change of attitudes and behaviours that would improve young people's wellbeing.

#### Article 2

- 2.1. APYN is a nongovernmental, independent, voluntary, non-partisan and non-profit organization, working for public interest.
- 2.2. APYN is not associated in any way with alcohol or tobacco industry.

#### Article 3

- 3.1. The APYN's headquarters are in Ljubljana. In any legal documents, APYN will always use the registered name, i.e. Alcohol Policy Youth Network.

#### Article 4

- 4.1. APYN has its own logo:
  - a. Orange.
  - b. Representing five bubbles with the inscription »Alcohol Policy Youth Network APYN«. The biggest bubble has the letters A and P in it in white. Outside the biggest bubble on the right there are the letters Y and N in orange. "Alcohol Policy Youth Network" is above letters Y and N. The other four smaller bubbles are above the biggest bubble.
- 4.2. It has its own stamp that represents the logo in red. It is rectangular and has a ratio of 3,5 cm x 5 cm.

#### Article 5

- 5.1. APYN is a legal entity of private law.
- 5.2. The legal representative of the association is the Secretary General, who represents it and is responsible for its legal work at the same time. The Executive Board appoints a Secretary General who has to be confirmed as the legal representative at the General Assembly.
- 5.3. In case of the Secretary General's absence, the President will be the representative, based on the Secretary General's permission for concrete actions.

### II. AIM, GOALS and TASKS

#### Article 6

- 6.1. APYN's aim is to:
  - 6.1.1. Raise the interest of youth organizations across Europe in:
    - a. Alcohol policy.

- b. Project work on alcohol related topics.
- c. Youth research in the field of the reduction of harmful alcohol use.
- 6.1.2. Place the alcohol issue higher on national and international agendas of governments and local communities.
- 6.1.3. Be a relevant actor in the alcohol policy field in Europe.
- 6.1.4. Raise awareness of youth in Europe that alcohol is not an ordinary commodity, but a very harmful substance.
- 6.1.5. Be based on scientifically verified data on alcohol and its use.
- 6.1.6. Be a generator of scientific data for the field of youth and alcohol.

6.2. APYN's goals are to:

- 6.2.1 To have at least one member in every European Union country (primarily) and the rest of Europe (secondarily).
- 6.2.2. Become and remain a relevant interlocutor for local, national and international institutions in the field of alcohol policy and youth.
- 6.2.3. Carry out activities, which will be regularly confirmed by APYN's working bodies.
- 6.2.4. Achieve and execute APYN's aims.

Article 7

- 7.1. To achieve its aims and goals, APYN carries out the following local and international activities in the field of youth, alcohol projects, research and alcohol policy:
  - a. International, national and local seminars.
  - b. International youth exchanges.
  - c. Study visits to promote good practices among the members.
  - d. Issuing of publications on topics mentioned in points 7.1. a, b, c.

- e. Conferences, especially with the aim of raising awareness on the importance of activities in the field of alcohol and youth, and integrated alcohol policy.
- f. Preparing documents on alcohol use among youth and similar health areas the youth organizations are working on.
- g. Training courses to develop skills and competences of members of the network members.
- h. Preparatory meetings to organize the above mentioned activities.
- i. Public events that aim to increase the recognition of the network and its work.
- 7.2. Activities of APYN are contained in the Work Plan adopted by the General Assembly.
- 7.3. APYN does not carry out profit-making activities, but it can make surplus, that must be reinvested in APYN's activities.

III. MEMBERSHIP

Article 8

- 8.1. APYN has three types of membership:
  - 8.1.1. Full members – an association or federation of associations (hereinafter addressed as organizations) can only become full member if it fulfils all conditions to become a full member.
  - 8.1.2. Associate members – association or federation of associations that wants to join APYN and does not fulfil the conditions to be a full member yet.
  - 8.1.3. Observing members – organizations that work for young people but don't meet the conditions in Articles 9.3, 9.4 and 9.5.
- 8.2. An organization can become a full member of APYN after one year of being an associate member.
- 8.3. An organization can become a member of APYN after signing the membership statement.

8.4. Membership applications of all membership types are considered by the APYN's Assembly.

#### Article 9

- 9.1. APYN membership is voluntary.
- 9.2. An organization can become an APYN member if:
- a. It has defined in its basic act that it works in the youth field (necessarily) and the field of reduction of harmful alcohol use (not necessarily).
  - b. Its highest body adopts a resolution to become a member of the APYN.
  - c. It accepts APYN's constitution and commits the association to abide by it.
  - d. When applying for APYN membership an organisation has to submit a proof that the above mentioned conditions have been accepted and a signed statement of commitment to abide APYN's constitution.
- 9.3. Conditions for attaining the associate membership in APYN are:
- 9.3.1. To have both – local and national outreach.
  - 9.3.2. The candidate has to be a youth-led organization with its membership and leadership within the age limits of 15 and 35. Upon application the candidate organization must submit a signed statement that it fulfils this condition.
  - 9.3.3. If the candidate for membership is an association, it is required to have at least 100 members (persons).
  - 9.3.4. If the candidate for membership is a federation of associations, it is required to have at least 5 members – associations with together at least 100 members (persons).
  - 9.3.5. To have at least one »active commitment« in the field of alcohol and youth. »Active commitment« is a project or activity of an APYN

member, which proves the association is active in the APYN's field of action.

- 9.4 Conditions for attaining the full membership in APYN are all conditions specified in 9.2 and 9.3 and at least one year of associate membership status in APYN.
- 9.5 Conditions for keeping full or associate membership of APYN:
- 9.5.1 The same points included under 9.3.
  - 9.5.2 In case an existing full member doesn't have at least one »active commitment« at the time of the General Assembly, it is a requirement to obtain one within three months after it.
- 9.6 APYN's General Assembly at its first possible meeting revises the membership application and confirms if the organization fulfils conditions in articles 9.2, 9.3, 9.4 or 9.5.

#### Article 10

- 10.1. APYN observing and associate members' rights and duties are to:
- a. Help create and execute APYN's programme.
  - b. Function accordingly to the APYN constitution.
  - c. Pay a yearly fee if determined by the General Assembly each year.
  - d. Have proposing rights at the General Assembly.
- 10.2 APYN full members' rights and duties are the same as mentioned in 10.1 and additionally to:
- a. Participate in APYN bodies.
  - b. To oversee the material and financial business of APYN.
  - c. Elect its representatives in APYN bodies.
  - d. Have voting rights in the General Assembly.
- 10.3 The yearly fee differs for associate and full members.

- a. The General Assembly has the authority to waive the fee in case a member organization can't afford it.

#### Article 11

- 11.1. APYN membership is lost:
  - a. With a voluntary resignation after a resolution from the member's highest body.
  - b. If the member ceases to exist as a legal person.
  - c. With expulsion based on a resolution by the APYN General Assembly's decision, in case an APYN member violates the constitution or fundamental directions of APYN activities.
  - d. If an associate member of APYN is not present in more than one GA.
  - e. If a full member of APYN is not present in more than one GA.
  - f. If an associate member of APYN that was previously taken away full membership and granted an associate membership status by its own request, and is in spite of all that not present in the following GA.
- 11.2. The membership criteria are monitored by the Executive Board, which also determines, whether the conditions for the loss of membership apply. Final decisions about membership loss are adopted by the APYN General Assembly.
- 11.3. APYN full membership is lost if on regular checking basis the conditions for full membership stated in the point 9.5 are not met.
- 11.4. Exceptionally in case of the voluntary resignation of the member and the dissolution of a member organisation, which is confirmed by the APYN's Executive Board, the General Assembly is only informed about it.

#### Article 12

- 12.1. APYN also has honorary members.

- 12.2. Honorary members of APYN are individuals or organizations with the credit for the development and activity of APYN or its working field.

- 12.3. The APYN General Assembly, based on APYN members' and Executive Board's suggestions, appoints honorary members.

- 12.4. Honorary members do not have rights and duties, but they are allowed to participate in APYN's meetings.

### IV. ORGANIZATION

#### Article 13

- 13.1. APYN members are associations and federations of associations:
  - a. Working for youth wellbeing.
  - b. Promoting public health with a specific focus on alcohol related issues.
  - c. Encouraging and developing cooperation among associations and its members.
- 13.2. APYN members should not receive funding or be associated in any way with alcohol or tobacco industry.

#### Article 14

- 14.1. APYN can establish institutes and other specific organizational forms needed for the implementation of its projects independently or with other institutions.

### V. APYN BODIES

#### Article 15

- 15.1. APYN collective bodies are:
  - a. The General Assembly;
  - b. The Executive Board;
  - c. The Monitoring Committee.
- 15.2. APYN individual bodies are:
  - a. President and Vice President;
  - b. Secretary General.

- 15.3. All APYN body members' mandate is two years with a handover period of additional 3 months.
- 15.4. Collective body members' can be re-elected to the same body only once.
- 15.5. The convener of each separate body meeting sends out the invitation to the body members at least seven days before the meeting, unless the constitution states otherwise.
- 15.6. The same person cannot hold two different positions within APYN.
- 15.7. Not more than one representative from member organization can be elected to APYN bodies.
- 15.8. Not more than one representative from the same country can be elected to an APYN body.
- 15.9. There can be only one representative from one country per elected collective APYN body.
- 15.10. All the meetings of the APYN bodies have to be convened in written or electronic format.

## VI. GENERAL ASSEMBLY

### Article 16

- 16.1. APYN's highest body is the General Assembly, also referred hereinafter as Assembly; all the other bodies are accountable to it.
- 16.2. The Assembly consists of representatives of all APYN members. Every member appoints one representative to be at the Assembly.
- 16.3. The representative at the Assembly must not be part of another APYN body.
- 16.4. The representatives must be appointed by credential and hold full autonomy regarding any decision on behalf of the organization during the Assembly.

### Article 17

- 17.1. The Assembly's competences are to:
  - a. Make decisions about the Assembly's meeting agenda.
  - b. Adopt the constitution and other general acts, if other APYN bodies are not responsible for them.
  - c. Adopt programme directions and reports from APYN bodies.
  - d. Adopt the yearly report, financial plan and work programme for the next year.
  - e. Elect and dismiss members of the APYN bodies.
  - f. Elect and dismiss the APYN President and vice-Presidents.
  - g. Confirms the Secretary General as a legal representative.
  - h. Decide if the applicants for membership fulfil all the conditions.
  - i. Discuss and decide on directions on acquisition, management or alienation of real estate.
  - j. Discuss and decide on all the other important APYN matters.
  - k. Decide on ceasing APYN's activity.
  - l. Decide on complaints regarding resolutions of APYN bodies.
  - m. Appoint honorary members.

### Article 18

- 18.1. The APYN General Assembly elects and dismisses APYN's bodies every two years.
- 18.2. The APYN Executive Board convenes the Assembly meeting at least once a year.
  - a. The convener has to send the invitation to the members at least 90 days before the Assembly meeting.

### Article 19

- 19.1. The APYN Executive Board can convene extraordinary meetings of the General Assembly on its own initiative or on an initiative by one third of APYN's Assembly

members and deals only with the issue the meeting was convened for. The Executive Board must convene a meeting in 90 days from the day they have received the initiative, otherwise the persons who have submitted the initiative can call for a meeting themselves.

- 19.2. For calls, quorum and resolutions validity the same rules apply as for the ordinary Assembly meetings.
- 19.3. All APYN bodies are invited to the Assembly.

#### Article 20

- 20.1. The Assembly meeting is chaired by the President, one of the vice-presidents as a vice-chair and a Secretary General as a secretary of the meeting. In case of absence of the President the meeting is chaired by the vice-chair. In case of absence of the Secretary General the President appoints the secretary of the meeting within the participants of the Assembly.
- 20.2. The Assembly has reached quorum if more than half of the APYN General Assembly member representatives are present.
  - a. If the Assembly hasn't reached quorum, there is a waiting time of half an hour, after that, it can continue if the quorum reaches at least one third of the members.
- 20.3. The Assembly resolutions are valid when they are accepted by a simple majority of the votes in the room.
- 20.4. When the Assembly is presenting resolutions on adoption or amendments of the APYN constitution.
  - a. They will be voted upon by a two-thirds majority.
  - b. At least half the members of the General Assembly have to be present.
  - c. Amendments should be submitted to the Executive Board at least 3 weeks before the GA.

- d. They should be submitted with the approval of at least 2 full member organizations or 2 Executive Board members.

- 20.5. Voting in the Assembly is public, unless the Assembly decides otherwise.
- 20.6. The Assembly decides on the voting method for elections.
- 20.7. When the Assembly hasn't reached quorum, the representatives can discuss the topics, but they cannot adopt resolutions.

#### Article 21

- 21.1. Permanent organizational structures in APYN are:
  - a. Committee for youth research.
  - b. Committee for the development of youth work in the alcohol field and training.
  - c. Committee for the development of alcohol policy and advocacy.
- 21.2. Every permanent structure has up to 5 members:
  - a. 1 vice-president as a coordinator of the respective committee.
  - b. 3 members who are appointed by the Executive Board after an open call, with a mandate of 2 years.
  - c. One Secretariat representative.
- 21.3. Tasks of individual organizational structures are reviewed by the Executive Board at least once a year in accordance with APYN Work Plan.
- 21.4. Candidates to be members of permanent organizational structures must be validated by the sending organization.
- 21.5. Apart from the elected members, interested volunteers can also be invited to permanent organizational structure meetings. The volunteers can present their opinion at the meetings and have the right to be informed about the work carried out.
- 21.6. The Executive Board holds the power to dismiss the appointed members of the committees.

## Article 22

- 22.1. The APYN Assembly can establish other organizational structures (committees, commissions, networks, groups), through which the APYN members can work on common interests and coordinate work on separate specific fields. Those can be permanent or temporary.
- 22.2. Organizational structures are not legal persons and are not APYN bodies, but they work according to APYN constitution.

## EXECUTIVE BOARD

### Article 23

- 23.1. The Executive Board is responsible for making decisions and coordinating tasks to fulfil the APYN's programme between two General Assembly meetings.
- It is accountable to the APYN Assembly for its work.
  - It is convened and chaired by the APYN President or the vice-President in the President's absence.
- 23.2. The Executive Board consists of:
- President,
  - Vice-president for youth research,
  - Vice-president for the development of youth work on alcohol field and training,
  - Vice-president alcohol policy and advocacy,
  - Vice-president for membership.

### Article 24

- 24.1. Executive Board's tasks are to:
- Implement the APYN Assembly's decisions.
  - Prepare the programme and coordinate the work of the permanent organizational structures.

- Carry out tasks from the APYN's yearly work programme and monitor its development.
- Convene Assembly meetings and prepare materials for that purpose.
- Create proposals for the yearly report, financial plan and work plan for the following year; to be sent to members at least 30 days prior to the General Assembly, to be adopted,
- Propose candidates for distinction awards.
- Be in charge of creating job positions for Secretary Members and the corresponding salary based on APYN's needs.
- Be responsible for the creation of the APYN budget.
- Design a strategy for tender procedures and selection of APYN professional collaborators.
- Peacefully resolve conflicts and give sanctions due to violations.
- Leads the procedures and pronounces the sanctions according to the disciplinary regulations.
- Decides on the address of the association.

### Article 25

- 25.1. The Executive Board can appoint working bodies and commissions within a body if necessary to carry out its tasks.

### Article 26

- 26.1. The Executive Board has physical meetings at least twice a year.
- The meeting is convened by the President or by one of the vice-Presidents in case of President's absence.
  - An Executive Board meeting can take place using new technologies. The same rules apply as for a physical meeting.

- 26.2. The Executive Board has reached quorum, when more than half of the members are present.
- 26.3. interested active volunteers can also be invited to Executive Board's meetings or its working bodies' meetings.
- a. They are entitled to present their opinions at the meeting but hold no decision making power.

#### Article 27

- 27.1. The violations, dealt with by the Executive Board, are the following:
- a. Violations of the constitution.
  - b. Reckless behaviour of any APYN member.
  - c. Not executing the resolutions of the APYN bodies.
  - d. Actions that may harm APYN's reputation in any way.
- 27.2. Within three months after the election, the EB accepts or amends the disciplinary regulations. The network members are introduced to the disciplinary regulations on the first possible General Assembly.

#### Article 28

- 28.1. The sanctions the Executive Board can state after the procedure according to the regulations are:
- a. Warning.
  - b. Public warning.
  - c. Expulsion.
- 28.2. The affected member can appeal against the Executive Board decision 15 days before the Assembly, which decides on the matter.

#### Article 29

- 29.1. The Executive Board calls for candidates to all the bodies and organizational structures' positions at least 90 days before the current members finish their mandate.

- 29.2. The Executive Board approves candidatures and informs the members about the approving procedure.
- 29.3. The Executive Board presents the candidates to the APYN Assembly for adoption.

#### SECRETARIAT

#### Article 30

- 30.1. The Secretariat:
- 30.1.1. Is a permanent organizational body of the APYN Executive Board.
  - 30.1.2. Is not an independent body and it answers to the Executive Board.
  - 30.1.3. Is appointed by the Executive Board based on the current needs.
  - 30.1.4. It includes the APYN Secretary General who leads the Secretariat and representatives from APYN member organizations that are confirmed by the Executive Board.
    - a. As a general rule, the representatives of the secretaries are appointed to the fields related to the working fields of the Executive Board.
    - b. If needed, volunteers can join.
  - 30.1.5. The Secretary General works on a paid position in the APYN headquarters in Slovenia.
  - 30.1.6. The Secretary General is appointed by the APYN Executive Board, following an Open Call for applications.
- 30.2. The Secretariat meets when necessary.
- 30.3. The Secretariat assures the development of the APYN programme.

#### PRESIDENT AND VICE-PRESIDENTS

#### Article 31

- 31.1. The President is elected every two years and has the following tasks:



- a. Convenes and chairs the Assembly and the Executive Board.
- b. Represents the organization.
- c. Carries out other tasks authorized by the Assembly, bodies and the constitution.
- d. Reports her/his work to the Assembly.

31.2. Vice-Presidents:

- a. Are members of the Executive Board.
- b. Are elected by the Assembly for a two-year period.
- c. Each vice-president leads a committee.
- d. Report their work to the Assembly.

31.3 At the first Executive Board meeting, the Executive Board members elect a representative among the vice-Presidents to substitute the President in her/his absence.

#### SECRETARY GENERAL

##### Article 32

32.1. The Secretary General:

- a. Is appointed by the Executive Board, to which he/she also answers to.
- b. Is the legal representative of the network and is confirmed for this position by the GA, which also dismisses him/her from this position.
- c. Represents the association, within the limits of the mandate, given by the Executive Board.
- d. Leads APYN's professional work.
- e. Coordinates the work of the Secretariat and organizational structures and connects APYN's members.
- f. Takes care of the information flow inside the organization.
- g. Promotes activities to the public.
- h. Is responsible for financial and material related tasks.
- i. Is the one who decrees and executes all financial and material tasks of APYN.
- j. Signs contracts of employments and other work contracts.

- k. Performs other tasks and executes the mandates specified in the constitution and accepted by APYN bodies.

#### MONITORING COMMITTEE

##### Article 33

- 33.1. The APYN Monitoring Committee is a control body.
- 33.2. The Monitoring Committee monitors:
  - a. The programme's execution.
  - b. APYN body's work.
  - c. The administration of property.
  - d. APYN's financial and material business.
- 33.3. The Monitoring committee reports to the Assembly.
- 33.4. The Monitoring Committee:
  - 33.4.1. Consists of 3 members elected by the Assembly.
  - 33.4.2. Is coordinated by the Monitoring Committee Coordinator, elected by the Monitoring Committee members themselves.
  - 33.4.3. Meets at least once a year.
  - 33.4.4. Carries out internal supervision of APYN:
    - a. Revision of the extent, truthful display of property and business.
    - b. Revision of the business books and yearly report.
    - c. If the surplus of the income over expenses is used to fulfil APYN aims and goals or for carrying out non-profit activity as determined by the statute.
    - d. Its findings are reported to the Assembly before accepting the yearly report.
- 33.5. The meetings have reached quorum if more than half of the members are present, and resolutions are approved, if more than half of the present members' vote for them. Monitoring Committee members cannot be simultaneously members of other bodies.

33.6. As a general rule the members of the Monitoring committee should have worked for an APYN body other than the monitoring committee in the past.

## VI. FINANCIAL AND MATERIAL MEANS

### Article 34

34.1. APYN is the owner of the real or moveable property of APYN.

### Article 35

- 35.1. APYN's sources of income are:
- a. Membership fees.
  - b. Revenues from candidacy on public tenders and institutional grants.
  - c. Gifts, bequests, sponsors and donor contributions.
  - d. Fundraised money.
  - e. Revenues from using APYN's property and from its own activities.
- 35.2. APYN does not accept sponsorship or donations from alcohol or tobacco industry or other companies that have connections to them.

### Article 36

36.1. If APYN with its activities creates surplus of income over expenses, the surplus will be used to fulfil the APYN's aims and goals.

### Article 37

- 37.1. APYN can own real property and other material goods.
- a. The Executive Board will report to the Assembly on these properties.
- 37.2. The Assembly decides on the acquisition, renting and disposal of the real property.

### Article 38

- 38.1. APYN guarantees data of its financial and material business according to the Regulations on accountancy, accepted by the Executive Board.
- a. Regulations on accountancy have to be in accordance with the law and accountancy standards for organizations.

### Article 39

39.1. APYN deals with its finances in accordance with the programme and yearly financial plans, accepted by the Assembly.

### Article 40

40.1. Financial and material documents are signed by the President, and in his absence the Secretary General. Financial and material business has to be in accordance with valid regulations in this field.

## VIII. DISTINCTIONS AND AWARDS

### Article 41

- 41.1. APYN grants various distinctions, suggested by the Executive Board and confirmed by the Assembly.
- 41.2. Proposals for distinctions can come from the members, APYN bodies and all organizational bodies of APYN according to special regulations. Assembly confirms the proposals and awards the distinctions.

## IX. PUBLICITY

### Article 42

- 42.1. APYN's activity is public.
- 42.2. Publicity is guaranteed by:
- a. Inviting media representatives to meetings.

- b. Giving out material and other information on the network's work.
  - c. Holding press conferences.
  - d. Regularly informing the members on decisions and resolutions by the APYN bodies and work outcomes.
- 42.3. The Secretary General is responsible for ensuring publicity of APYN.

#### X. TERMINATION OF APYN ACTIVITY

##### Article 43

- 43.1. The APYN ceases to exist:
- a. If decided by the two-thirds of the Assembly.
  - b. By merging with or acquisition by other organizations' network in the field of alcohol and youth.
  - c. In case of bankruptcy.
  - d. On the basis of court decision.
  - e. On the basis of a law itself.
- 43.2. In case of termination due to an Assembly decision, the unused assets, obtained from institutional budgets, will be returned to the corresponding institution. The remaining property will be transferred to the APYN members after dividing it in equal

amounts, unless the General Assembly determines otherwise.

#### XI. TRANSITIONAL PROVISIONS

##### Article 44

- 44.1. This constitution was accepted by the APYN General Assembly at its meeting on 17.05.2016.
- 44.2. APYN starts working in accordance with the new constitution immediately after the adoption.

##### Article 45

- 45.1. All other APYN legal activities and its implementation need to be consistent with this constitution within six months of its acceptance.

**Urša Šetina**  
Secretary General

**Lukas Galkus**  
President