



CONSTITUTION

1. Background

1.1 Name

The official name for the group shall be “MADE – Making A Difference Everywhere.” The group name was chosen as it relates to the overall aims & objectives of the group which are making a difference everywhere.

1.2 History

This is a formed organization of a group of teenagers who call themselves “M.A.D.E.” - Making A Difference Everywhere. Fourteen (14) of them departed on a two week excursion to St. Lucia with Marti Expeditions where they got heavily involved in community service activities with orphanages, elderly homes and children's camps among many others. Two of the volunteers originated from the island of St. Kitts, where they started the “M.A.D.E.” franchise originally. They presented on their organisation to the Trinidadians in the group about their organization. The Trinis wanted nothing more than to help them branch out into their beautiful island of Trinidad and Tobago where they would not only be helping their newly formed friends, but continuing the work they started with the Marti program in their own country. Within one day, they were able to set up their executive board, what each person's role was in this organisation and their main objectives for the following year.

2. Aims

The aims of MADE – Making A Difference Everywhere will be:

- To bring together and foster understanding about volunteering amongst young people in Trinidad and Tobago.
- To promote recreational activities, mutual support and joint aid among our members.
- To establish a regional network of MADE Youth Groups across the Caribbean.
- To strengthen the voluntary and community sector, build bridges with other sectors, and influence local and national policy;
- To support local voluntary action by local people, working in partnership with other support organisations and with the public and private sectors.

3. Vision

The vision of MADE – Making A Difference Everywhere will be:

- To become a stable and well-known active volunteer group within the island of Trinidad and Tobago.

4. Objectives

The objectives of MADE – Making A Difference Everywhere will be:

- To raise awareness to the entire youth population of the country of Trinidad and Tobago on the importance of doing something beneficial to the world.
- To volunteer at homes, churches, community centers, schools and much more on any particular issue of concern.
- To improve the quality of life for the citizens of Trinidad and Tobago.
- To expand the M.A.D.E. group to other Caribbean islands.

5. Membership

Membership is open to anyone who:

- Is between the ages of 14-25.
- Lives in Trinidad and Tobago.
- Supports the aims, objectives and vision of MADE – Making A Difference Everywhere.

5.1 Becoming A Member

Persons interested in joining the group are required to submit a well-written paragraph about themselves. Notice will be given if your application has been either approved/declined.

5.2 Membership Contribution

Members will be expected to pay a contribution of \$25TT each term. This contribution is in place as a way to raise funds internally for the organization. The fee must be paid before the ending of each term. This termly contribution is confirmation of membership.

5.3 Ceasing to Be A member

Members may resign at any time in writing to the Board.

Any member who has not paid their membership fee for one year will be contacted by the secretary, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the executive board, accompanied by a friend, before a final decision is made.

6. Equal Opportunities

MADE – Making A Difference Everywhere will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, disability, religious or political belief, marital status or age.

7. Board Policies

7.1 Roles

The responsibilities of a **President** are:

1. **To ensure the Management Committee functions properly.**
 - On [running effective meetings](#)
 - On [chairing meetings](#)
 - On [reviewing and renewing the](#) organisation.
2. **To ensure the organisation is managed effectively.**
 - On ensuring an effective management committee
 - [On policies and procedures](#)
3. **To provide support and supervision to the entire organisation.**
 - [On managing the board members](#)
 - [On supervising the board members](#)
4. **To represent the organisation as its figurehead.**
 - On making presentations, attending meetings and giving speeches.

The **Vice-President** acts for the President when she/he is not available and undertakes assignments at the request of the Chair. To ensure continuity every organisation should ensure that the chair has a deputy who can assume their responsibility and is familiar with their work should a sudden absence occur.

The **Adult Leader** is responsible for:

- Overseeing operations
- Assisting with administrative work
- Giving advice and offering guidance

The **Secretary** is responsible for:

- [Ensuring meetings are effectively organised and minuted](#)
- [Maintaining effective records and administration](#)

- [Upholding the legal requirements of governing documents.](#)
- [Communication and correspondence](#)
- Updating Community Service hours
- Chairing and overseeing the Secretarial Committee.

The **Treasurer** is responsible for:

- [General financial oversight](#)
- [Funding, fundraising and sales](#)
- [Financial planning and budgeting](#)
- [Financial reporting](#)
- [Banking, book keeping and record keeping](#)

The **Public Relations Officer (P.R.O.)** is responsible for:

- Publicity relating to the organisation, such as posters, leaflets, email, texts, Internet, social media and other mediums used to advertise.
- Contacting members of the media and other people deemed appropriate by the Committee.
- Visit each potential project before the completion date.

The **Website Manager** is responsible for:

- Updating the website.
- Making necessary changes to the layout of the site.

The **University Representative** is responsible for:

- Chairing the school representative committee.
- Identifying local university/school events which may allow for the MADE objective to be shared to the organisations target age demographic.

The **Special Projects Committee Chair** is responsible for:

- Identifying possible event ideas which may allow for the increased participation, engagement and reach of MADE, in alignment with the MADE vision.
- Chairing and coordinating with the Special Projects Committee to ensure alignment with MADE's vision and smooth delivery of major projects.

The **Membership Engagement Committee Co-Chair** is responsible for:

- Chairing the Membership Engagement Committee, alongside the vice president.
- Ensuring high morale amongst volunteers.
- Identifying reasons for low participation or lack of in MADE events and implementing means of mitigation.

The **Finance Committee Co-Chair** is responsible for:

- Working alongside the treasurer to ensure proper documentation of MADE funds.
- Identifying and executing fundraising events as needed.
- Identifying possible uses for funds raised, which align with the MADE vision and objectives.
- Chairing the Finance Committee, alongside the treasurer.

The **Marketing Committee Co-Chair** is responsible for:

- Working alongside the P.R.O. to ensure social media engagement from active and potential volunteers.
- Identifying ideas for content creation to promote given MADE events and executing them.
- Chairing the Marketing Committee, alongside the Public Relations Officer (P.R.O.)

N.B.

- **If any member of the board has chosen to leave the organisation, he/she must send in a letter of resignation to all the other board members at least a month before.**
- **If any member on the board is not performing their duties properly, he/she will be given a warning. If two weeks after the duties are still not being performed, they will lose their spot on the board, and a member will be nominated and elected to fill in.**

7.2 Executive Elections

An Executive member will leave their position by choice or by ceasing to be a member. Nominations will be made by the remaining board members, and a vote will take place when all nominations are received.

Elections for the Executive Board will take place yearly. The new board will be determined by the Advisory Board through an interview process. An official ceremony will be held to thank outgoing members for their service and to officially induct the new board members.

8. Committees

MADE – Making A Difference Everywhere will consist of various committees who will be responsible for the different projects that the group entails.

The following committees shall exist within the group:

- **Executive Board** – This is made up primarily of the executive members who are in-charge of the overall business concerning the group.
- **Fundraising Committee** – This committee will be chaired by the treasurer and finance co-chair of the organization. It will consist of the persons who will oversee planning activities that are geared towards raising funds for the group.
- **Membership Engagement Committee** – This committee will be chaired by the vice president and membership engagement co-chair of the organization. It will consist of persons responsible for ensuring the active participation and involvement of MADE volunteers in group events.
- **Marketing Committee** – This committee will be chaired by the Public Relations Officer (P.R.O.) and marketing co-chair of the organisation. It will consist of the persons who shall be given the tasks of publicly promoting the MADE organisation and increasing reach.
- **School Representative Committee** – This committee will be chaired by the university representative of the organisation. The committee will consist of persons responsible for expanding the MADE reach to school students and recruitment of members by this means.
- **Special Projects Committee** – This committee will be chaired by the special committee projects chair of the organisation. Members of this committee will play a leading role in the planning and execution of large-scale one-off MADE events such as overseas volunteer trips and flagship events like the Annual General Meeting (AGM).
- **Secretarial Committee** – This committee will be chaired by the secretary of the organisation. The committee will consist of appointed members from each committee who will be responsible for ensuring the proper documentation of meeting notes, which can then be shared to the executive board to ensure a clear flow of communication.

**** Committee meetings are open to members of MADE – Making A Difference Everywhere, they are entitled to attend and voice concerns/suggestions, but they would not be able to vote on decisions.

9. Meetings

9.1 Annual General Meetings

An annual general meeting will take place approximately within 12 months of the previously held Annual General Meeting.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committees may be made to the Secretary before the meeting, or at the meeting.

At the Annual General Meeting:-

- The Committees will present a report of the work of MADE – Making A Difference Everywhere over the year.
- The Committees will present the accounts of MADE – Making A Difference Everywhere for the previous year.
- The officers and Committee for the next year will be elected if needed.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

9.2 Special General Meetings

A member of the Executive Board will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the President or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

10. Rules of Procedures for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the numbers of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

11. Volunteering Projects

All projects will be proposed to the executive board where it will be confirmed or denied. If confirmed it will then be passed on to the entire organisation through email or social networking.

11.1 Bylaws

1. The use of obscene language will not be tolerated by anyone volunteering.
2. Disrespect has no place in this organisation. You will be asked to leave a project if any incident pertaining to disrespect occurs.
3. When doing a project, please complete what you are doing properly before moving on to something else.
4. Please remember that while you are wearing your M.A.D.E. t-shirt, you are representing an entire organisation. Please do not behave unmannerly while representing M.A.D.E. TNT.
5. If there is a problem regarding another volunteer, please direct your concern to the President or Vice-President. They will handle the situation as best as possible. This would refrain/reduce tension and conflict while on projects.

11.2 Community Service Hours

Each volunteer will receive a certificate at the end of the year of all the community service hours acquired in said year at every annual general meeting. If this is required before the annual general meeting, a request is to be made to a member the board for this to be received.

11.3 Attire and Necessities

The following is a list that may be needed at every project:

- The M.A.D.E. T-shirt is to be worn at all projects. If you do not have one, you **MUST** wear a red or white T-shirt.
- All bottoms must be comfortable and fit for doing work.
- It is advised that volunteers wear sneakers at projects. However, it is totally up to the person to choose their shoes. **MAKE SURE YOU CAN WORK IN WHATEVER FOOTWEAR** of your choice.
- Gloves, hats and other personal necessities will not be provided. If these are needed volunteers must walk with them for themselves.
- Water bottles are mandatory. Ensure the bottle is large enough to hold sufficient water for the entire day. M.A.D.E. will try to provide water to refill bottles (not always). Hydration is key!
- Snacks or lunch will not be provided. If a project is whole day, volunteers are advised to walk with food to sustain them.

N.B. All Valuables will be brought to projects at the volunteer's own risk.

12. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (Treasurers). They must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurers and a financial statement given to each meeting.

All money raised by or on behalf of MADE – Making A Difference Everywhere is only to be used to further the aims of the group, as specified in item 2 of this constitution.

13. Amendments of the Constitution

Amendments to the constitution may only be made by the Executive Board at any time.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a majority of those present and entitled to vote.

14. Dissolution of the group

If a meeting, by simple majority, decides that it is necessary to close the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.