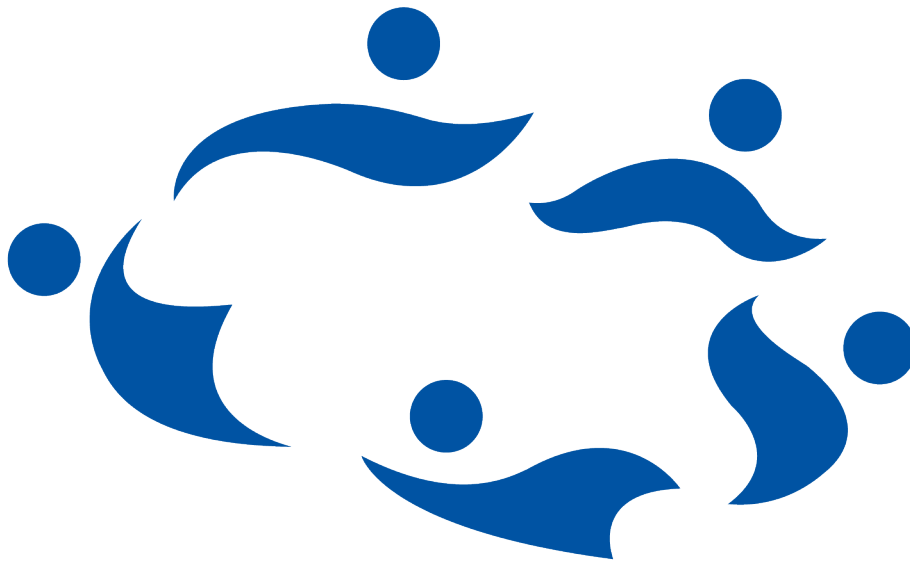




World **Youth** Alliance

MANUAL FOR WYA CHAPTERS

WYA Chapters are driven by the initiatives of young people like you who put your passion for human dignity into action. We have prepared this manual to help you get started in creating the best experience for your WYA Chapter. You will find the following:

- What WYA is and how it all began
- Different types of WYA Chapters
- Activities for your Chapters
- Appendices

What is WYA?

The **World Youth Alliance (WYA)** is a global coalition of young people, ages 10 to 30 years old, committed to promoting human dignity in policy and culture. We believe that the family plays an important role in nurturing a person's dignity. We are present at the primary international institutions (United Nations, European Union, Organization of American States) and focus on issues relating to international law and human rights, economic and social development, and global health. We work with young people to build a culture that supports the dignity of everyone, by engaging in programs related to advocacy, education, and culture.

How WYA Began

In 1999, the World Youth Alliance was founded in New York City at the United Nations. At a conference on Population and Development, thirty-two young people were brought into the negotiations and given the floor. They stated that they represented all three billion of the world's youth, and demanded the following: abortion as a human right, sexual rights for children, and a deletion of parent's rights. At a conference convened to discuss the needs of the world's people, basic needs including access to clean water, sanitation, education, nutrition, health care, and employment were not addressed at all.

As a reaction of conscience, Anna Halpine went back into the UN the next morning and distributed flyers which stated that these young people did not represent all youth of the world. She called for a discussion on topics addressing basic human rights and necessities. The statement was well received by many delegations and she was requested to maintain a permanent presence at the United Nations, as well as to work with young people from the delegates' countries.



WYA FOUNDER Anna Halpine was 21 when she founded the World Youth Alliance and was the WYA President from 1999 to the spring of 2007. She has a Masters in Philosophy of Religion from Yale University (2009), and a Bachelor of Music, cum laude, from Mt. Allison University in Canada (1999). She has studied piano at the Taubman Institute and voice at the Juilliard School. Anna is proof that young people can make a difference!

What is a WYA Chapter?

A WYA Chapter is a local branch of WYA that can propose, manage, and implement activities that support the WYA mission. Chapters are led by WYA members in high schools, campuses (college or university), cities, or provinces/states. The creation of all Chapters is approved by the Regional Director (RD).

WHAT DOES A CHAPTER DO?

Partner with WYA in promoting human dignity through advocacy work, education programs, and cultural events

Recruit and engage new members for each region

Mobilize members to connect WYA ideas with practical action at local and international levels

What are the types of WYA Chapters?

HIGH SCHOOL CLUBS

DEFINITION

WYA High School Clubs are local branches of WYA in high schools.

SUPPORT

High School clubs are required to have a patron/advisor who is either a teacher or staff of the high school. The patron/advisor serves as the long-term point of contact between the club and WYA.

OFFICIAL NAME

Approved High School Club names should read **WYA (insert name of High School) Club**.



CAMPUS (COLLEGE OR UNIVERSITY) CHAPTER

DEFINITION

Campus Chapters are local branches of WYA in a college or university.

SUPPORT

Campus Chapters are advised to have a moderator/advisor who is either a faculty or staff of the college or university. The moderator/advisor serves as the long-term point of contact between the Chapter and WYA.

OFFICIAL NAME

Approved Campus Chapter names should read **WYA (insert name of college or university) Chapter**.



CITY, STATE OR PROVINCIAL CHAPTER

DEFINITION

City, State, or Provincial Chapters are local branches of WYA within a city, state or province.

SUPPORT

The Chapter Coordinator communicates and coordinates with the RD on WYA matters.

OFFICIAL NAME

Approved City, State or Provincial Chapter names should read **WYA (insert name of city, state or province) Chapter**.



What are the required WYA activities for Chapters?

WYA Chapters enable the application of the mission at local levels. To facilitate this work, chapters engage in the following activities each year:

TRACK A TRAINING DISCUSSIONS

Track A is the core training material on the foundational principles of the WYA mission. It is a collection of original writing and articles that allow members to better understand the ideas of WYA. There are seven chapters:

- Chapter 1: Foundational History
- Chapter 2: Human Dignity
- Chapter 3: Freedom
- Chapter 4: Solidarity
- Chapter 5: Culture
- Chapter 6: History of Ideas
- Chapter 7: International Law and Human Rights



Chapters can hold informal and fun Track A training discussions during your regular meetings. It is helpful to assign a discussion leader who can relate the article and discussion questions to current practical applications.

MEMBERSHIP DRIVE

Membership is an essential component of WYA's work as there is strength in numbers. The membership requirements are simple. One has to be from 10 to 30 years old and must read, understand, and agree to the WYA Charter. Sign-ups can be done online or in person. Membership is free. Members can also join through the WYA app.

WYA Chapters host a minimum of two membership drives per year to attract new members, one of which is the annual "Happy Birthday WYA!" Membership Drive

PROJECT: "HAPPY BIRTHDAY WYA!" MEMBERSHIP DRIVE

Every year, on March 25th, the WYA celebrates its birthday. Chapters across the region organize a membership drive on or around that date to encourage others to sign the WYA Charter. The Chapter that gains the most new members is featured on the global website and newsletter, as thanks for great work and to share best practices with other chapters and members.

ANNUAL SPECIAL PROJECT

Each year, the WYA focuses on a theme of international significance, and hosts annual projects to highlight that theme. In 2014, in conjunction with the UN's International Year of the Family, WYA will be celebrating the family as our key theme throughout the year.

The family is a fundamental unit of society and plays a key role in developing good individuals and responsible citizens. To celebrate, WYA will be hosting international events, and invites its chapters to join in the celebration.

International campaign:

WYA will celebrate the International Day of the Family with a celebration of the family at the UN on May 15, 2014. Chapters are invited to host their own celebration that day, week, or month. Events planned to celebrate the International Day and Year of the Family should be shared with your RD so that we can showcase the variety of ideas and activities that WYA chapters are engaging in!

How will the Chapters participate?

WYA will be calling attention to the family throughout this year in our advocacy work around the world. This work will highlight three main institutions that are necessary to support the family: (a) individuals working to strengthen their own families, (b) business, media and government policies that create family-friendly environments, and (c) cultural and religious institutions that support and nourish the family.

Chapters can develop an event that focuses on any or all of these above themes, in order to host a project in celebration of the year of the family.

For example:

Theme A: Hold a "Family Day" celebration on May 15th where families spend the day doing family-bonding games and projects

Theme B: Create a "Family-friendly Media" award, make your chapter members or local community vote, and present the awarding ceremony on May 15th.

Theme C: Hold a public lecture and choose a speaker who is a politician / government officer who has a good track record of creating family-supporting laws, projects and programs.

Aside from the required Chapter activities, what are other optional activity ideas?

Our Chapters are run by creative people! In the past, chapters have hosted the following types of events. Send us your best ideas so we can share them with our members and chapters as well!

- Film Night Discussions
- Book Club Meetings
- Hikes and Camping Trips
- Facebook photo competitions
- Cultural Excursions
- Community Service or Outreach
- Introductory Sessions
- Museum Tours
- Cultural Expressions of Dignity
- Recognizing 'Heroes of Human Dignity'



ANNUAL WYA ACTIVITIES THAT WYA CHAPTERS CAN PARTICIPATE IN

EMERGING LEADERS CONFERENCE

Each region of the WYA hosts an annual Emerging Leaders Conference (ELC) once per year. The conference focuses on the annual theme, and is a chance to meet other chapter leaders, members, and speakers from each region. The ELC format includes lectures, group discussions, regional planning, updates on critical global issues, and evening social events and fun to get to know your regional members.

INTERNATIONAL SOLIDARITY FORUM

The International Solidarity Forum (ISF) is an annual training event for Track A trained WYA members from all over the world. It is held at the United Nations and WYA Headquarters in New York City every spring. Official WYA declarations are created and finalized at the ISF. The ISF theme sets the tone for the focus of the regional office projects throughout the year. The first ISF was held in 2003.

INTERNATIONAL SUMMER CAMP

The International Summer Camp (ISC) brings together young people from all over the world for a two-week program of fun learning activities that build connections among diverse cultures and ideas and is often held in New York City. Campers are equipped to understand and articulate human dignity using important ideas from Track A training. Campers also experience first-hand WYA's work at the United Nations and are empowered to initiative action in their respective communities. Chapter members are invited to participate at the ISC either as campers or camp counsellors depending on age.

BLOG POSTS

Chapters members are invited to contribute to the global blog of WYA. Submissions should be sent to your RD. Submissions can be a reflection on the theme of the year, on timely discussions of current events, or on personal reflections of the ideas and mission of WYA. Chapters are also invited to highlight activities and projects that they are running within their chapter on the global blog.

MANHATTAN INTERNATIONAL FILM FESTIVAL

The Manhattan International Film Festival (MIFF) is run by the WYA each spring in New York City. Filmmakers under 30 from around the world are invited to submit short films that portray an account of the human experience and human dignity. The films of the top finalists are screened at the United Nations.

INTERNATIONAL ARTS FORUM

The International Arts Forum (IAF) is an annual opportunity for artists representing a variety of disciplines and cultural backgrounds to gather together to explore the role of culture in society. Artists and thinkers from around the world present their work and reflect on the role of culture in shaping society. The WYA Chamber Orchestra also performs regularly at the IAF.

JOIN WYA AT THE MARCH FOR LIFE

March for Life is a gathering attended by people from all walks of life and different faith backgrounds with one common goal: promote the importance of life and call for an end to abortion. This is held annually in Washington DC around the time of January 22nd. Majority of the people at the march are youth who come as delegations for their schools, universities, youth organizations or churches. WYA sends a delegation to Washington DC annually not only to be in solidarity with all the marchers but also to meet like-minded young people and invite them to become members.

March for Life has become so popular globally that several cities inside and outside the USA hold their own march to coincide with the main event in Washington DC. If you are too far from Washington DC or are not in the USA, it is advisable that you check to see if a similar activity is being hosted in your locality.

What are the benefits of WYA Chapters?

There are numerous benefits you can get from your WYA Chapters:

Make your voice count!
Chapters are recognized as
an official branch of WYA

Use of the WYA name and logo
(with appropriate guidelines)

Receive training and education materials from the regional office

Get updates on activities and programs you can participate in at the regional and international levels

Receive information and invitations to attend regional and international training sessions, conferences and meetings, policy-making activities, local and international cultural events, and more.

How do I start a WYA Chapter?

Starting a chapter is easy! To start a chapter, contact your Regional Director. Start Track A training, and begin to plan your chapter activities and events for the year!

STEP 1: CONTACT YOUR REGIONAL DIRECTOR

Asia Pacific (Manila, Philippines) – asiapacific@wya.net
Africa (Nairobi, Kenya) – africa@wya.net
Europe (Brussels, Belgium) – europe@wya.net
Latin America (Mexico City, Mexico) – latinamerica@wya.net
Middle East (Beirut, Lebanon) – middleeast@wya.net
North America (New York, USA) – northamerica@wya.net

Appendices

APPENDIX 1: SUGGESTED STEPS IN STARTING A WYA CHAPTER

Step 1: Contact your Regional Director

If you want to start a WYA Chapter in your area, get in touch with your respective RD through email:

Asia Pacific (Manila, Philippines) – asiapacific@wya.net
Africa (Nairobi, Kenya) – africa@wya.net
Europe (Brussels, Belgium) – europe@wya.net
Latin America (Mexico City, Mexico) – latinamerica@wya.net
Middle East (Beirut, Lebanon) – middleeast@wya.net
North America (New York, USA) – northamerica@wya.net

Step 2: Get started with Track A training

Track A training ensures that members are well versed in the philosophy and work of WYA. You need to have at least one member in your WYA Chapter who has completed the Track A training. To start Track A training, get in touch with your respective Regional Director of Operations through email:

Asia Pacific (Manila, Philippines) – asiapacific@wya.net
Africa (Nairobi, Kenya) – africa@wya.net
Europe (Brussels, Belgium) – europe@wya.net
Latin America (Mexico City, Mexico) – latinamerica@wya.net
Middle East (Beirut, Lebanon) – middleeast@wya.net
North America (New York, USA) – northamerica@wya.net

Step 3. Invite members to your WYA Chapter (use online and offline strategies)

To sustain the activities of your Chapter, you need to have a strong base of members who will help you in your different projects and programs. You have to actively promote WYA to friends, colleagues, and even strangers in your area.

WYA Chapters may create social networking accounts in Facebook as long as the guidelines and rules of WYA are followed. Contact your RD if you want to setup your Chapter's Facebook page and add your Chapter Leader/s as administrators.

Step 4: Submit complete documentation of your WYA Chapter to your Regional Director.

Once your WYA Chapter has a strong membership base, go to your RD for Chapter approval. Remember to submit your officers' and members' names for proper documentation and recognition.

Step 5: Plan your first meeting and schedule regular sessions

WYA Chapter meetings must be held regularly. Suggestions for the frequency of meetings are as follows: weekly for High School Clubs / bi-monthly for Campus and City or Provincial Chapters). Your first meeting should be an exciting and meaningful event. All officers must be present together with your new members. You may also invite the regional staff to attend the event, if applicable. In case your meeting is far from the regional office, a Skype or Google Hangout message may be used.

APPENDIX 2: OFFICER POSITIONS IN WYA CHAPTERS

Officer Positions Open for Annual Elections (insert year)

Chapter Coordinator. The Chapter Coordinator (CC) shall have general supervision of the affairs of the Chapter, and shall keep the Regional Office fully informed about the activities of the Chapter through reports agreed upon between the RD and the CC. The Chapter Coordinator shall:

- (a) Preside at all meetings of the members;
- (b) Submit an annual report of the operations of the Chapter to the members and to the Regional Office during the annual meeting;
- (c) Exercise such other powers and perform such other duties as the Regional Office may from time to time prescribe or delegate;
- (d) Submit to the Regional Office such statements, reports, memoranda and accounts as the latter may request from time to time.

Treasurer. The Chapter Treasurer shall:

- (a) Have custody of, and be responsible for, all the funds and valuable effects of the Chapter; to keep a complete and accurate record of receipts and disbursements and all financial transactions in the corresponding books of record of the Chapter;
- (b) Render a semi-annual statement showing the financial condition of the Chapter and such other financial reports as the Regional Office may, from time to time, require;
- (c) Receive and give receipt for all money paid to the Chapter from any source whatsoever, and generally to perform such other duties as may be required by law or prescribed by the Regional Office.

Secretary. The Secretary shall:

- (a) Keep full and accurate membership records and minutes of all meetings of the officers and members of the Chapter;
- (b) Give, or cause to be given, all notices required by law or by these By-laws as well as notices of all meetings of the officers and members;
- (c) Assist the Chapter Coordinator with all reports required by the Regional Office;
- (d) Perform such other duties as may be prescribed by the Regional Office.

APPENDIX 3: MEMBERSHIP TEAMS IN WYA CHAPTERS

Membership Teams (insert year) (Corresponding Tasks and Responsibilities)

A WYA Chapter may include several members. It is advisable to assign each Chapter member to a particular team based on the main areas of WYA's work (Advocacy, Education, Culture, Membership, and Communication) for increased efficiency and focus.

Advocacy Team

- Serves as the lead person/s for Advocacy-related tasks in (insert name of chapter)
- Supports the WYA (insert region) staff for Advocacy projects in (insert name of chapter)
- Suggests projects/activities that will strengthen the Advocacy projects of WYA in (insert name of chapter)
- Studies the relevant materials on the various Advocacy projects of WYA in (insert name of chapter)
- Participates in the Advocacy activities of WYA(insert region) (i.e. conduct seminars, monitor activities in Parliament, etc.)

Education Team

- Serves as the lead person/s for Education-related tasks in (insert name of chapter)
- Supports the WYA (insert region) staff in Educational projects in (insert name of chapter)
- Serves as partner/s of the WYA (insert region) Director of Operations for training
- Suggests projects that will further strengthen the Education component of WYA in (insert name of chapter)
- Participates in the Education activities of WYA (insert region) (i.e. Summer Training Camp, Discussion groups, Cinema Ubuchindami, etc.)
- Monitors advances in education that can improve that systems of WYA (insert region)

Culture Team

- Serves as the lead person/s for Culture-related tasks in (insert name of chapter)
- Supports the WYA (insert region) staff in the various Culture in (insert name of chapter)
- Suggests projects that will further strengthen the Culture aspect of WYA in (insert name of chapter)
- Participates in the Culture activities of WYA(insert region) (i.e. Dignity Projects, Coffee House, etc.)

Membership Team

- Serves as the lead person/s for Membership-related tasks in (insert name of chapter)
- Serves as partner/s of the WYA(insert region) Regional Director in membership development
- Participates in the Membership activities of WYA(insert region) (i.e. Introductory Sessions, school booths, etc.)
- Serve as representatives of WYA(insert region) staff during Introductory Sessions
- Suggests membership building activities that can further increase WYA (insert name of chapter) membership

Communications Team

- Serves as the lead person/s for Communication-related tasks in (insert name of chapter)
- Supports the WYA(insert region) staff in communication-related projects/activities
- Develops communication materials that can further spread WYA's mission and vision
- Monitors various communication platforms that can be beneficial to WYA in (insert name of chapter)

APPENDIX 4: SOCIAL MEDIA POLICY

WYA Social Media Policy - Chapters

Social media is a wonderful opportunity for you to share and promote WYA's mission. WYA respects its members' right to free speech and right to freedom of expression. That being said, certain guidelines are requested to help you represent WYA accurately when you use social media tools for your chapter. Common sense and discretion are critical when using social media. The following guidelines have been established so that you may use social media responsibly and constructively.

- Social media includes social networking sites, such as Facebook, Twitter, and LinkedIn; blogs; wikis; and sharing and uploading platforms, such as YouTube.
- WYA trusts and expects you to conduct yourself appropriately. Remember WYA's mission to promote the dignity of the human person.
- Think carefully about how you represent WYA on social media. Content that is not consistent with WYA's values and mission will mislead or confuse members, supporters, and potential members who interact with you on social media. Consider whether you are posting content that praises, endorses, or promotes organizations or individuals that are opposed to all or some of WYA's mission or who have publicly disparaged or criticized WYA; or that praises, endorses, or promotes illegal behavior; among other content.
- Again, think carefully about the messages you are sending on social media as a WYA chapter. If you post a lot of religious and political content, donors, supporters, members, and potential members you interact with on social media might think that those are the views of WYA. WYA is nonsectarian and nonpartisan, which is an essential component of attracting and making feel welcome a broad spectrum of people.
- Always remember to consider whether the comment you are making, the status/article/Tweet you are posting, the page you are liking, etc. truly reflects the promotion of human dignity. Exercise common sense and your best judgment when posting anything online.
- Do not plagiarize anything. Always include the source of anything you copy, whether you copy word-for-word or use the source as a basis for the content you share. Do not post any content that you do not have the right to post.
- Remember that everything you post on social media is permanent. There is no way to permanently remove anything from the Internet. Privacy is also nearly impossible on any social media site. Remember that content you post may also be taken out of context.
- If asked on social media about WYA's position on a particular topic, please refer the questioner to an official WYA webpage, white paper, fact sheet, or other document addressing that topic. Never claim to represent the views of WYA without being sure that your representations are WYA's official position.
- Do not use WYA's name to promote or endorse any cause, product, service, organization, or individual, including political candidates and politicians. WYA is a 501(c)(3) organization and is prohibited from promoting political candidates.

- Posted content should not include use of WYA’s logos, trademarks, or copyrights implying WYA endorses the content unless permission is expressly granted.
- WYA Facebook pages, Twitter accounts, and other social media sites belong to WYA and not to the person(s) in charge of operating them. If you are operating any of these pages, you must follow guidelines set forth by the Director of Marketing and the President.
- Report any social media content that you think violates this policy in any way to furthering WYA’s mission to WYA. This will allow WYA to ensure that we consistently and clearly present our mission well.

By using any social media on behalf of WYA, I indicate that I have read the above WYA social media policy and agree to follow the guidelines set forth therein.

Signature

Name

Date

Chapter: