

# FYP Governance Documents

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# The ForYouPage.Org Manifesto [2023 Original]

ForYouPage.org is a youth-led NGO and a global coalition of youth advocates on a mission to unite young leaders and mobilize our peers in grassroots advocacy for our individual flourishing and our collective social justice.

By joining forces, we aim to amplify our voices and empower individual advocacy by providing each of us with resources, opportunities, and support of a community.

By joining forces, we aim to inspire more of our peers to advocate locally and globally, to not only build a more equitable and sustainable world by our own hands, but to make friends, take risks, and to nurture our own growth within.

At ForYouPage.Org, we are committed to the following principles:

Principle 1. Youth Advocacy for Youth Flourishing

**We firmly believe the key to youth flourishing is to empower the youth to take risks and exercise agency through advocacy.**

We believe the cause of youth mental health crises is the feeling of powerlessness - to not feel in charge of our lives and to feel hopeless on many urgent issues of our time. and we believe the solution is advocacy. Advocacy provides a platform for us to step out of our comfort zones and channel our passions into meaningful action, exercising our own power to contribute to the causes we care about.

[Our Approach 1] We lower the barrier for advocacy by connecting youth with a network of youth led social ventures and local volunteers and help with causes of their choice.

Principle 2. Youth Advocacy is for Everyone

**We firmly believe youth advocacy encompasses any grassroots action that involves giving back to and exercising kindness in our communities.**

We believe that youth advocacy does not need to consist of grand actions only by the 'cool' and the 'accomplished.' Whether it's organizing a neighborhood cleanup, volunteering at a local shelter, or raising awareness about important social issues, we believe every act of leadership or kindness is youth advocacy. Transcending notions of popularity or achievement, together we aim to create a culture where every grassroots community action is recognized, celebrated, and valued as a vital part of youth advocacy.

[Our Approach 2] We are fully open to all youth to participate in community advocacy at any level of commitment. We invite all grassroots youth to join us and we aim to serve all youth by providing the requisite knowledge and connections.



[Our Approach 6] We coach our youth volunteers in communication **and perspective taking** skills and we organize youth led community meetings where stakeholders and youth can come together to have dialogue.

#### Principle 7: ?Self Organization as Empowerment

**We believe that self-organization is a vital ingredient in empowering the youth and fostering community-level engagement.**

Fostering community-level engagement, self-organization builds stronger social connections, nurtures a sense of belonging, and empowers young people to be catalysts for change within their own communities. By providing the necessary tools, support, and guidance, we aim to facilitate the process of self-organization on all levels.

[Our Approach 7] We facilitate self-organizing advocacy by curating knowledge, providing resources and assisting individuals to take the lead, identify their passions, and drive their own initiatives. We facilitate community self-organization by providing community group chats and organizing community meetings.

#### Principle 8: ?Youth Advocacy as Fun

**We believe that youth advocacy can transcend the boundaries of seriousness and embrace an element of joy and fun.**

By infusing our efforts with positivity, creativity, and a sense of playfulness, we attract a broader audience, inspire greater participation, and foster a vibrant and inclusive advocacy community. Embracing a fun-filled approach enables us to break down barriers, ignite passion, and generate a lasting impact in a way that resonates with young people worldwide.

[Our Approach 8] We strive to actively infuse fun and humor in all our external messages. And we encourage everyone to infuse humor when contributing knowledge to our database of resources.

#### Principle 9: ?No Monetary Incentive Involved

**We believe that maintaining a platform free of monetary incentives is of utmost importance.**

Our commitment to this principle ensures that all operations within our platform are driven solely by the genuine desire to create a positive change. By eliminating financial motivations, we create an environment where individuals engage and contribute without any form of obligations. All members strive to promote authenticity, transparency, and integrity in all our endeavors, focusing on the collective goal of advocating for a better world rather than a world full of personal gain.

[Our Approach 9] The donations received will only go towards server costs, event hosting costs, and towards the stipend for our core operations team. All working groups, organizational initiatives, and wiki databases are maintained by volunteers. We make most of our work public through wiki and keep it open for anyone to freely contribute. There are no strings attached to anyone who wishes to directly contribute to our platform.

#### Principle 10: ?A Coalition for You

**We firmly believe it is critical that this coalition doesn't serve us, but serves you and your advocacy.**

We strongly believe that by fighting for the justice you believe in, by exploring your life, and finding your purpose, you empower the rest of us. Every member of this coalition strives to listen to you, support you, and serve your advocacy. By acting on your dream to advocate for change, you directly help this coalition be more impactful by creating real change, connecting communities, and uncovering knowledge and opportunities.

[Our Approach 10] With ForYouPage.org, the best way to help us is to help yourself. What community project and mental health initiatives do you want to do? How can we, our volunteers and our community best help you to achieve your advocacy dream?



# FYP Code of Conduct

## Declaration of Theory of Change

We, the youth of ForYouPage.Org, united in our vision for collective liberation and transformation, recognize that personal flourishing drives systemic change. Standing in solidarity with youth advocates past and present, we hereby commit ourselves to the following principles and practices, understanding that our individual growth and collective power are inseparable in the struggle for youth mental health and well-being.

## Agency

*Our power begins with self-love*

### I. We commit to radical self-love and self-actualization.

We fiercely prioritize our mental health and well-being, making self-love and self-actualization our highest priority while supporting others in doing the same, because we know systemic change begins with personal flourishing.

**“ In Practice:** When a team member feels overwhelmed, they openly communicate their need to step back from projects without guilt or fear of judgment, and the community actively supports their decision. Enforced by [OM] [Family]

*Research shows that individuals with higher levels of self-acceptance and self-actualization demonstrate greater resilience, lower rates of anxiety and depression, and increased capacity for social impact (Ryff & Singer, 2008; Maslow, 1971).*

**Read More:** - ["The Body Is Not an Apology" by Sonya Renee Taylor](#) - "Maslow's Hierarchy of Needs" research

### II. We commit to mindful presence.

We stay radically present in our work and relationships, engage our full selves to every moment while remaining aware of our energy levels and conscious about our bodies.

“ **In Practice:** During meetings, we practice "phone-free zones" and check in with each other's energy levels, adjusting agendas when needed to honor our collective capacity. Enforced by [OM] [Family]

*Studies demonstrate that mindful presence significantly improves mental well-being, reduces stress, and enhances both personal and collective decision-making capacity (Kabat-Zinn, 2013; Brown & Ryan, 2003).*

**Read More:**

- "The Mindful Self-Compassion Workbook" by Kristin Neff & Christopher Germer
- "The Miracle of Mindfulness" by Thich Nhat Hanh

### III. We commit to growth resilience.

We embrace challenges fiercely as opportunities for growth, viewing setbacks not as failures but as essential steps in our journey while building sustainable support systems that help us bounce back stronger.

“ **In Practice:** After an event doesn't meet expected attendance, the team holds a reflection session focused on learning and improvement rather than blame or disappointment. Enforced by [OM] [Family]

*Developing resilience and a growth mindset significantly improves mental health outcomes and increases likelihood of achieving both personal and social change goals (Dweck, 2006; Duckworth, 2016).*

**Read More:**

- "Growth Mindset" by Carol Dweck
- "Grit" by Angela Duckworth

# Authenticity

*Because being real is revolutionary*

## IV. We commit to enriching work and meaningful engagement.

We choose to devote our time and energy to work that genuinely enriches our lives and our communities, fearlessly saying no to what drains us to protect our capacity for meaningful impact.

**“ In Practice:** A team member honestly expresses that a proposed project doesn't align with their passions, and helps connect it with someone who would find it more engaging. Enforced by [OM] [Family]

*Engaging in purposeful work significantly increases life satisfaction and reduces symptoms of depression and anxiety (Steger et al., 2012; Frankl, 1959).*

### Read More:

- "The Happiness Trap" by Russ Harris
- "Man's Search for Meaning" by Viktor Frankl

## V. We commit to authentic self-exploration and expression.

We strive fiercely to explore, discover, and express our genuine selves, creating spaces where youth can freely find themselves and be themselves.

**“ In Practice:** During team introductions, members share not just their roles but their personal stories, cultural backgrounds, and what brought them to youth advocacy. [OM] [Family]

*Authentic self-expression and identity exploration during youth significantly improve mental health outcomes and foster psychological well-being (Ryan & Deci, 2000).*

### Read More:

- "True to Ourselves" by Cameron Anderson
- "Authenticity" by Stephen Joseph

## VI. We commit to boundary protection and self-advocacy.

We maintain fierce boundaries that protect our energy and space, actively advocating for our needs and empowering others to do the same.

**In Practice:** A member clearly communicates their availability hours and offline times, and the team respects these boundaries without question. [OM] [Family] [Strike]

*Strong personal boundaries and effective self-advocacy skills are fundamental to preventing burnout in youth advocates and maintaining long-term mental health (Cloud & Townsend, 2017).*

**Read More:**

- ["Set Boundaries, Find Peace" by Nedra Glover Tawwab](#)
- ["Boundaries" by Henry Cloud and John Townsend](#)

# Compassion

*Because kindness transforms everything*

## VII. We commit to radical self-compassion.

We practice fierce kindness toward ourselves, embracing our full self including our struggles, imperfections, and the messy reality of being young changemakers in today's world.

**“ In Practice:** When a member misses a deadline due to mental health challenges, they practice self-forgiveness and share their experience to help normalize mental health discussions. Enforced by [OM] [Family]

*Self-compassion is strongly correlated with reduced anxiety and depression while increasing resilience and capacity for social connection (Neff & Germer, 2017; MacBeth & Gumley, 2012).*

**Read More:**

- ["Self-Compassion: The Proven Power of Being Kind to Yourself" by Kristin Neff](#)
- ["The Mindful Path to Self-Compassion" by Christopher Germer](#)

## VIII. We commit to radical compassion for others.

We extend deep understanding and care to all people, especially those who hold different views or stand in opposition, recognizing our shared humanity and using compassion to bridge conflicts into connections.

**In Practice:** During disagreements about strategy, members actively practice reflective listening and seek to understand opposing viewpoints before responding. Enforced by [OM] [Family] [Strike] [Standard]

*Practicing compassion for others enhances both personal well-being and community resilience while reducing burnout (Rosenberg, 2015; Klimecki et al., 2014).*

**Read More:** - "Nonviolent Communication" by Marshall Rosenberg

- "The Art of Communicating" by Thich Nhat Hanh

# Openness

*Because growth requires curiosity*

## IX. We commit to critical thinking.

We pledge to examine everything we do as a community with rigorous honesty and careful consideration, recognizing that our actions today shape the future of youth advocacy.

**In Practice:** After each major initiative, the team conducts thorough impact assessments, openly discussing both successes and areas for improvement. Enforced by [OM] [Peer]

*Developing critical thinking skills significantly improves youth mental health outcomes by enhancing decision-making capacity and reducing cognitive distortions associated with anxiety and depression (Paul & Elder, 2020).*

**Read More:**

- "Critical Theory and Social Justice" by Iris Marion Young
- "Teaching Critical Thinking" by bell hooks

## X. We commit to cultural humility and epistemological advocacy.

We actively embrace diverse cultural perspectives on well-being and mental health, striving to build systems that honor and uplift different ways of knowing and healing.

**In Practice:** When developing resources, the team actively seeks input from members of different cultural backgrounds and incorporates diverse healing practices and perspectives. Enforced by [OM] [Family] [Strike] [Standard]

*Culturally responsive approaches to mental health and well-being lead to significantly better outcomes across different communities, with research showing up to 40% higher engagement and effectiveness when interventions honor cultural perspectives (Sue & Sue, 2016).*

**Read More:**

- "Culturally Responsive Teaching and The Brain" by Zaretta Hammond
- "How To Be An Antiracist" by Ibram X. Kendi

# Joy

*Joy is a form of resistance*

## XI. We commit to revolutionary joy, play, and purpose.

We make fierce space for celebration and play in our work, recognizing that joy itself is a form of resistance against systems that would rather see us burnt out and disconnected.

**“ In Practice:** Team meetings regularly include time for games, celebration of small wins, and sharing moments of joy from our advocacy work. Enforced by [OM] [Family]

*Integrating play and joy into purpose-driven work significantly reduces burnout while increasing both personal well-being and movement sustainability (brown, 2019; Brown, S., 2009).*

**Read More:**

- "Pleasure Activism" by adrienne maree brown
- "Play" by Stuart Brown

# Enforcement & Accountability

## Types of Enforcement

## [Strike System]

A structured, progressive system for addressing repeated violations.

### “ Process:

1. initial three strike: Documented warning & Intervention at third strike
2. fourth and fifth strike: Disciplinary hearing

**Reset:** Strikes reset annually

## [OM Supervision]

Direct oversight parenting by Current Operation Manager with escalation to Principal for serious concerns.

### “ Process:

1. OM provides regular check-ins and support
2. OM documents concerns and growth areas
3. OM can initiate intervention when needed
4. Principal involvement for serious or unresolved issues

## [FYP Family Peer Support]

Any Associate or Assistant can call for peer support intervention.

### “ Process:

1. Member raises concern to involved parties
2. Facilitated conversation with neutral peer mediator
3. Collaborative development of resolution plan
4. Community support in implementing solutions

## [Standard Committee]

For serious violations requiring formal review.

### Process:

1. Committee formed of 3 Associates and 1 Advisor
2. Formal investigation and hearing process
3. Binding decisions on serious matters
4. Appeals possible through Principal

## Enforcement Tags

- [Strike] - Subject to strike system
- [OM] - Under Operation Manager supervision
- [Peer] - Peer intervention appropriate
- [Standard] - May require Standard Committee review

## Serious Violations

Certain actions may require immediate Standard Committee review:

- Harassment or discrimination
- Intentional harm to community
- Breach of core values
- Violation of trust

These cases bypass standard progressive enforcement and move directly to Ethics Committee review.

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These commitments serve not as mere guidelines but as our collective pledge to each other and to the movement we are building. Together, we demonstrate that authenticity, agency, and compassion are not just ideals but practical tools for transformation.

*In solidarity and with fierce hope for our collective liberation,*  
The Youth of ForYouPage.Org

# FYP Governance Charter

## Preamble

We, the youth of ForYouPage.Org (FYP), in order to empower our generation to be **fiercely ourselves** and to **change our world for the better**, do hereby unite, ordain and establish this Governance Charter for ForYouPage.Org, for you.

We, all youth of FYP, want to prove to you that *authenticity, compassion, and kindness* always triumph.

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## Article I: Founding Values, Commitments, Theory of Change

### Section 1. Core Values & Principles

ForYouPage.Org (FYP) shall be guided by the following values & principles as set forth in our founding manifesto:

A. *Agency*: We ensure youth with resources for complete autonomy in personal and social changemaking.

B. *Compassion*: We believe in the fundamental kindness of all people and practice nonviolent communication.

C. *Authenticity*: We empower every youth with the environment to be fiercely ourselves.

D. *Togetherness*: We foster a supportive community where no one feels alone.

E. *Humor*: We embrace fun, party, and vulnerability in our work.

F. *Risk-Taking*: We encourage bold actions and fearless outreach.

G. Transparency & Critical Thinking: We promote open examination of our actions and impact. ( All FYP operations are recorded and available [here](#).)

H. Grassroots Focus: We prioritize underserved and marginalized youth voices.

I. Self-Care: We emphasize personal well-being as foundational to effective advocacy.

## Section 2. Commitment to Authenticity

FYP upholds two core commitments to authenticity:

### A. Financial Independence

1. All core team members are uncompensated volunteers.
2. We reject monetary incentives as a primary motivator.
3. Any funds raised prioritize youth scholarships and essential operational costs.
4. Paid internships are available upon request. We acknowledge how broke youth are.

### B. Authentic Representation

1. We aim for FYP to be genuinely reflect youth's current state and capabilities.
2. We embrace and showcase youth realities without filters.
3. We prioritize authentic impact over organizational growth.

# Article II: Mission and Theory of Change

## Section 1. Mission

ForYouPage.Org (FYP) exists as a fully youth-led, close-knit community and network/resource infrastructure for youth risk-taking social change. Our mission is to:

A. Share Knowledge & Leaders: Provide an open information infrastructure through FYP Wiki for youth-led social projects.

B. Convene Youth & Challenge Power Dynamic: Create youth-led annual gatherings and invite stakeholders through FYP Events.

C. Build Community: Foster a collective of passionate youth dedicated to positive change, risk-taking, and mutual support.

D. Redefine "For You": Transform digital and physical spaces to emphasize compassion, agency, and authentic humanity over capitalist structures.

## Section 2. Theory of Change

FYP believes that by mobilizing grassroots youth advocacy and empowering risk-taking, we can:

- A. Rebuild self-efficacy and authentic connections disrupted by technology.
- B. Address the youth mental health crisis.
- C. Pave the way for individual and collective flourishing in the face of today's challenges.
- D. Empower youth to shape their futures and contribute meaningfully to society.

We strive to create a world where youth are the primary agents of positive personal & social change, a world where we can be ourselves.

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# Article III: Organizational Structure

## Section 1. Independent Anonymous Youth Decision Board

### A. Independent Anonymous Youth Decision Board

1. Composition: Individuals under 25 years of age from diverse backgrounds, cultures, and countries.
2. Selection: Open application process requiring at least five letters of reference attesting to integrity.
3. Powers: Collective veto power over key decisions and approval authority over FYP general partnerships.
4. Term: Staggered two-year terms, with half the board selected annually.
5. Global Representation: No more than 40% of members from any single country.

### B. Operation Team

1. FYP Principle: Director & primary spokesperson of FYP.
2. FYP Associates: Fully admitted direct builders of FYP with voting rights.
3. FYP Assistants: Partially admitted direct builders of FYP without voting rights.

### C. FYP Community through Operational Products

1. FYP Wiki: Open collaborative knowledge-sharing platform.
2. FYP Event: Coordinated advocacy and networking events.
3. FYP Community: Engagement and support networks for youth advocates.
4. FYP Intern: paid internship program that allow youth to work in areas of their passion, strictly limited to maintain FYP's core commitment to no monetary incentives. *Currently Experimental.*

## Section 2. Roles and Selection

### A. FYP Principle

1. Selection: Elected annually by majority vote of FYP Associates.
2. Duties & Power: Primary spokesperson, coordinator of strategic initiatives, ensures adherence to mission and values.

### B. FYP Associates

1. Selection: Majority vote by associates for: a) Recognized youth leaders formally recommended by FYP Associates or b) FYP Assistants i. who have completed 20 youth leader interviews, of which a minimum of 5 must be international demonstrating understanding of those that fyp serves, core values and needs, diversity, and equality of youth, and nonviolent communication, and ii. who have written an essay demonstrating their own ability to be authentic, iii formally recommended by FYP Associates.
2. Duties & Power: Voting rights on all major decisions and direct builders of FYP operational products; official affiliation

### C. FYP Assistants

1. Selection: Open application, interviews, and majority vote.
2. Duties & Power: Same as FYP Associates but with no voting rights and contribution to FYP products require supervision of at least 1 FYP Assistant.

## Section 3. General Managers

A. Appointment: Rotating 3-month leadership roles for specific projects, open to both Associates and Assistants. B. Selection: Appointed by consensus of the Operation Team.

## Section 4. Age Requirement

All team members must be under 26 years of age at the time of admission with exception allowed by majority vote of associates.

# Article III: Decision-Making Processes

## Section 1. Strategic Decisions

A. Led by the FYP Principle. B. Requires consensus among FYP Associates. C. Subject to veto by the Independent Anonymous Youth Decision Board.

## Section 2. Operational Decisions

A. Managed by the FYP Operation Team. B. Requires consultation with relevant team members.

## Section 3. Product-Specific Decisions

A. Directed by respective Product Leads. B. Involves consultation with product team members.

## Section 4. Proposal and Implementation

A. Any FYP member may propose changes through monthly public hearings. B. Requires majority approval from Associates and absence of veto from the Independent Board.

## Section 5. Transparency

A. All voting records, meeting minutes, and organizational documents to be publicly accessible. B. Regular public reports on activities, impact, and financial status.

## Section 6. External Engagement and Partnerships

A. Youth Groups: Formal recommendations for partnerships with youth groups may be submitted by any FYP Community Member to the Operation Team. Approved if no majority objection from the Operation Team.

B. Non-Youth Groups: Partnerships with non-youth groups require formal recommendation by an FYP Operation Team, majority approval from the Operation Team, and majority approval from the Independent Decision Board.

C. Active engagement with policymakers and industry leaders to amplify youth voices.

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# Article V: Ethical Standards and Financial Governance

## Section 1. Code of Conduct

A. All members shall uphold FYP's core values, maintain integrity, respect diversity, and foster inclusivity. B. Conflicts shall be resolved through open dialogue, with escalation to the Operation Team and Independent Board if necessary.

## Section 2. Accountability

A. Regular peer and self-evaluations conducted quarterly. B. Monthly public reports on activities, impact, and financial status.

## Section 3. Financial Principles

A. Volunteer-driven model with minimal financial transactions. B. No monetary compensation for core team members, with limited exceptions for specific intern roles. C. Any funds received shall be transparently allocated for operational costs and youth stipends. D. Major financial decisions require consensus approval from Associates and review by the Independent Board. E. Quarterly financial reports shall be made public.

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# Article VI: Amendments and Dissolution

## Section 1. Amendments

### A. Proposal:

1. Any FYP Associate or Assistant may propose amendments through monthly public hearings.

### B. Ratification:

1. Requires two-thirds majority approval from FYP Associates.
2. Final approval from the Independent Anonymous Youth Decision Board.

### C. Regular Review:

1. Annual evaluation of operational processes and governance structure.
2. Recommendations for adjustments presented to the Operation Team for implementation.

## Section 2. Dissolution

### A. Conditions:

1. May be considered if FYP no longer effectively serves its mission.

### B. Process:

1. Requires unanimous decision from Associates and approval from the Independent Board.
2. All assets to be distributed to aligned youth advocacy organizations, as determined by the Independent Board.

# The ForYouPage.Org Manifesto

## A Movement of Youth Agency and Collective Flourishing

### Preamble

We, the youth of ForYouPage.Org (FYP), stand at a pivotal moment in history, amidst a mental health crisis, growing digital isolation and loss of power. We watch our agency slip away, our voices fade into algorithms, our well-being reduced to metrics. Yet in this moment of challenge, we declare our power to reshape our world—not through grand gestures, but through the radical act of supporting each other to be fiercely ourselves and take charge of our communities.

### Our Vision

We create a world where every youth discovers their power to flourish and help others flourish, where every youth has the collective resources, resilience, and power to be a changemaker in their own community, to bring happiness to those that we love. Where authenticity triumphs over conformity, agency overcomes powerlessness, and compassion bridges our differences. Where each community defines and pursues its own path to collective well-being. Where what we do for ourselves and what we do for others become one.

### Our Core Values

**Agency:** People first. The power to create change lies within us. We prioritize personal well-being over systems as the foundation of collective power. Through youth supporting youth, local wisdom drives global impact. Our growth and our communities' growth are inseparable.

**Authenticity:** Being our true selves is revolutionary. Our boundaries are non-negotiable. Our struggles and victories, equally worthy of being shared, inspire others. Real change starts with being honest about who we are and being real about whom we could become.

**Compassion:** All people are fundamentally kind. We bridge divides through non-violent communication. Understanding opposition transforms conflict into connection. Every culture holds wisdom about nurturing human flourishing.

**Openness:** Knowledge is free. Transparency builds trust. Our differences in beliefs, identities, and approaches light the way forward. What we learn, we share. What we build, we share.

**Fun:** Joy is resistance. Humor connects us. Being young is our superpower. In party, we find sustainability.

# Our Theory of Change

Personal flourishing drives collective transformation:

## Individual → Community → Movement

1. As we nurture our well-being, we discover our power
2. Through authentic connection, individual voices unite
3. In supporting each other, communities grow stronger
4. Together, we reshape systems while honoring diverse paths to flourishing

# Our Commitments

## 1. To Each Other

- Support personal growth and well-being
- Respect boundaries and authentic expression
- Practice radical compassion
- Share knowledge and resources freely

## 2. To Our Communities

- Amplify marginalized voices
- Create sustainable solutions
- Transfer power to local leadership

## 3. To The Movement

- Practice transparent governance
- Share leadership roles
- Document and share our learning

# Call to Action

To every youth feeling powerless in the face of crisis, to every advocate working in isolation, to every changemaker seeking community: You belong here.

Together, we are building more than an organization. We are creating a new way of being – where personal flourishing drives collective change, where local wisdom shapes global movements, where youth lead the transformation of our world.

Join us in proving that authenticity, agency, and compassion always triumph. The future isn't something that happens to us. It's something we create, together, starting with ourselves and our communities.

Be fierce. Be you. Be the change.

## Our Pledge

We pledge to remain true to these principles, to prioritize people over systems, to value authenticity over conformity, and to build power through compassion and connection. We are ForYouPage.Org, and this is our commitment to each other and to the world we are creating.

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*This manifesto is a living document, shaped by the collective wisdom of our community and the evolving needs of our movement.*

# Amendment I: Duty of FYP Associates, Assistants, Members & Operational Guidelines

Proposed by Joanna Fang

Amendment Passed Oct 7th, 2024

## Article I: Operation Manager Role

1. Rotation: The Operation Manager (OM) position shall rotate every four (4) weeks among active FYP Associates to share leadership responsibilities.
2. Duties of the Operation Manager: The OM shall be responsible for:
  - o Tracking and updating SMART goals and tasks as discussed in meetings.
  - o Monitoring and managing task dependencies to support collaborative efforts.
  - o Assigning tasks based on current capacity and availability.
3. Task Status Updates: Each Associate shall be responsible for maintaining and updating the status of their assigned tasks. Task status should be communicated to the OM as complete, incomplete, or revised before the due date. Unreported tasks by the due date will be marked incomplete.

## Article II: Meeting Task Management

1. Responsibilities of the Operation Manager in Meetings:
  - o Maintain a record of all action items using a SMART to-do list approach.
  - o Assign tasks to individual Associates based on availability and capacity.
  - o Track task dependencies and address any potential blockers.
2. Responsibilities of FYP Associates:
  - o Each Associate is required to actively manage and update the status of their tasks.
  - o Failure to communicate task status to the OM before the due date will result in the task being recorded as incomplete.
3. An extensions needs for task completion should be notified to the OM at least 24 hours prior to the deadline.
4. In case or extenuating circumstances, extensions will be given at the discretion of the OM and extension is required for a task that is due in less than 24 hours.

### Article III: Dependency Management and Strike Policy

1. Accountability for Dependencies: o Associates are responsible for tasks and any dependencies assigned to them. If an Associate's incomplete task affects other members' progress, both the task owner and affected member(s) will each receive one (1) strike.
2. Strike Accumulation and Consequences: o Strikes are cumulative over the calendar year. o Any Associate accruing three (3) strikes shall be subject to an intervention process to address the challenges and support the Associate in fulfilling their responsibilities. o After intervention, any Associate receiving two (2) additional strikes shall be required to participate in a disciplinary hearing.
3. Disciplinary Hearing Outcomes: o Depending on the severity of the offence, the outcomes of the disciplinary hearing may include: □ Downgrade in role status (e.g., from Associate to Assistant). □ Assignment of a probationary period with specific performance goals. □ Suspension from certain organizational activities. □ Possible removal from the organization.

### Article VI: Operational Participation Requirements

1. Meeting Attendance: o All active Associates are expected to attend at least one (1) standup meeting each month.
2. Voting and Deliberation: o Associates shall participate in organizational voting processes and deliberations, contributing to group decision-making when active.
3. Rotation in OM Role: o Each Associate shall serve as the OM according to the set rotation schedule, contributing to a fair distribution of leadership responsibilities.

### Article V: Growth, Accountability, and Conflict Resolution

1. Personal Development and Reflection: o Associates shall commit to ongoing personal development and reflection to foster continuous improvement in their roles.
2. Conflict Management: o Associates are expected to resolve conflicts using respectful, nonviolent communication, prioritizing constructive feedback and maintaining an emotionally safe environment.
3. Peer Support and Mentorship: o Associates shall support each other's development and provide mentorship to new members, fostering a collaborative organizational culture.
4. Supportive Intervention: o Associates shall be open to interventions if there is concern regarding personal well-being, as organizational support is designed to maintain wellness and productivity.
5. Transparency and Open Culture: o All Associates are expected to contribute to FYP's culture of transparency, encouraging open dialogue and shared understanding across the organization.

### Article VI: Personal Well-Being and Boundary Setting

1. Personal Thriving: o All Associates are encouraged to prioritize their well-being, recognizing that personal health takes precedence over organizational responsibilities. o Associates shall maintain clear boundaries to foster a sustainable balance between

personal life and FYP work.

2. Cultural Values: o Associates shall commit to authenticity, compassion, and honesty in all organizational interactions. o Emotional and mental wellness shall be prioritized through a supportive environment that respects each member's capacity and boundaries.

#### Article VII: Active Contribution and Knowledge Sharing

1. Contribution Aligned with Capacity: o Associates are encouraged to take on tasks aligned with their current interests, skills, and capacity. o All Associates shall engage in knowledge-sharing practices, contributing to the FYP Wiki and other organizational knowledge resources as appropriate.
2. Commitment to Organizational Culture: o Associates are expected to contribute positively to FYP's culture of open knowledge sharing, transparency, and mutual support.

# Amendment II: Standard Committee & Accountability







