

# GOVERNANCE & CODE OF CONDUCT

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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.

Principle 3: Projects as Friendship Building & Connection Driven approaches

**We firmly believe connection driven collaboration through advocacy is not only a fundamental pathway to cultivating meaningful friendships but also the most effective way to get projects done.**

When young individuals come together with a shared purpose, we form connections that go beyond mere acquaintanceship. By enhancing the collaborative nature of advocacy projects, we foster genuine bonds between participants grounded in mutual understanding, trust, and support. These meaningful friendships serve as a powerful catalyst, fueling motivation, resilience, and a collective drive to see projects through to completion.

[Our Approach 3] We employ people centered approaches. No interest forms. No deadlines. Our volunteers will connect with you directly. We help the youth find like minded people for advocacy projects that they can work on together.

Principle 4: ?Fully Youth Led Collective

**We firmly believe youth advocacy cannot be a solitary battle. We strive to be a collective, fully youth led.**

When young people join forces, our voices resonate louder, our impact extends further, and our ability to enact meaningful change is greatly enhanced. We also believe it is essential to ensure this collective is fully youth-led, a space where we feel safe to express our opinions freely and to explore our purpose fearlessly. The strength of youth advocacy lies in the convergence of diverse perspectives, experiences, and talents, all united under a common cause.

[Our Approach 4] On issues shared across regions such as climate change, we help facilitate cross-region advocacy actions and we form working groups to talk to stakeholders and policymakers together.

Principle 5: ?Open Knowledge Sharing

**We firmly believe open knowledge sharing is the key in facilitating multilateral cooperation, individual advocacy and decentralized community self-organization.**

When knowledge is freely shared and accessible, it becomes a powerful tool for connecting individuals, communities, and organizations. It enables communities to tap into collective intelligence, share local wisdom, and adapt strategies to suit their specific needs and contexts.

[Our Approach 5] We maintain the [Wiki.ForYouPage.Org](https://www.wiki.foryoupage.org), a shared advocacy and community resources database where everyone can contribute. We encourage everyone to contribute by bringing your knowledge and we encourage everyone to utilize this platform and its curated resources to advocate.

Principle 6: ?Coalition as the Bridge

**We firmly believe that stakeholders have a genuine desire to support youth, while young people are driven to create changes but need support and guidance, and we need to bridge the gap between these two sides.**

While stakeholders possess resources, expertise, and connections, young people often require support, guidance, and opportunities to fully realize their potential as change-makers. We aim to bridge the gap and to create a powerful synergy where stakeholders can provide the necessary support, mentorship, and resources more efficiently and effectively to empower young people to effectively drive change.

[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.





# FYP Code of Conduct

## Purpose

This code is our promise to each other: as we grow individually, we grow stronger collectively. It outlines how we support each other's flourishing while building powerful youth advocacy.

The closer you are to FYP's core work, the more we expect you to embody these principles - not as a burden, but as a commitment to both your own growth and our collective impact. What starts as guidelines for followers becomes clear standards for associates, because your influence shapes our community's future.

## Scope

This code guides everyone in the FYP family, with increasing levels of responsibility:

- FYP Associates & Operation Team: Highest standards for self-love and authentic leadership
- FYP Assistants & Event Organizers: Strong commitment to values and community support
- Community Members & Partners: Basic standards for respectful participation
- General Followers: Guidelines for engaging with our spaces

By joining FYP in any capacity, you're committing to nurture both individual and collective flourishing, with the understanding that your responsibilities grow as your involvement deepens.

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## Agency

*Our power begins with self-love*

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

#### “ In Practice at FYP:

- We prioritize our happiness over any work, because we can't help others to be happy if we can't make ourselves happy
- Step back from fyp projects that drain rather than energize you

- Leadership initiates supportive intervention if member's wellbeing appears compromised

Enforcement Level:

- Associates: Weekly wellbeing check-ins with OM; must decline work that compromises wellbeing
- Assistants: Monthly wellness reviews
- Community: Self-care resources provided
- Followers: Introduction to self-care principles
- Action on Violation: Immediate intervention by OM if overwork observed

*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

# Authenticity

*Because being real is revolutionary*

II. We commit to enriching work and meaningful engagement.

**“ In Practice at FYP:**

- Build projects that excite you (e.g., mental health art initiatives, climate anxiety workshops)
- Contribute to Wiki sections you're passionate about

Enforcement Level:

- Associates & Team: Must maintain clear alignment between work and values
- Assistants: Regular alignment check-ins
- Community: Encouraged to engage authentically
- Followers: Free to choose engagement level

*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

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

**“ In Practice at FYP:**

- We use FYP projects to discover what moves us - this space is for finding yourself
- We bring our whole selves - interests, dreams, fears and all
- We honor diverse ways of being and knowing

Enforcement Level:

- Associates & Team: Must model authentic self-expression and respect for diversity
- Assistants: Regular reflection on personal growth
- Community: Encouraged to share authentically
- Followers: Welcomed to be themselves

*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

### IV. We commit to boundary-conscious collaboration and self-advocacy.

**“ In Practice at FYP:**

- We set clear limits and honor others' boundaries. Always
- We say "no" without guilt when work doesn't align
- Protected right to decline what doesn't serve us or our community
- One strike for failing to deliver on dependencies

Enforcement Level:

- Associates & Team: Must model healthy boundary-setting
- Assistants: Required to communicate boundaries clearly
- Community: Encouraged to respect and set boundaries
- Followers: Introduction to boundary principles
- Action on Violation: One strike for boundary crossing or missed dependencies

*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*

## V. We commit to radical compassion.

### “ In Practice at FYP:

- We meet our struggles with kindness. No harsh self-judgment here
- We use non-violent communication. Always
- When we disagree, we listen first. Hard conversations need soft hearts
- Use "I notice/I feel/I need" format in difficult conversations
- Offer support when team members miss deadlines
- Listen fully to opposing views in policy discussions
- Practice trauma-informed communication in mental health advocacy

#### Enforcement Level:

- Associates & Team: Immediate review for communication violations
- Assistants: Required communication training
- Community: Basic non-violent communication expected
- Followers: Guidelines for respectful interaction

*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 - ["Nonviolent Communication" by Marshall Rosenberg](#)
- "The Art of Communicating" by Thich Nhat Hanh

# Openness

*Because growth requires curiosity*

## VI. We commit to critical engagement.

### “ In Practice at FYP:

- Question everything - our work shapes youth futures
- Provide honest feedback on FYP rules & projects effectiveness
- Challenge assumptions in advocacy strategies
- Evaluate impact metrics critically

*Critical thinking reduces anxiety by increasing agency (Paul & Elder, 2020)*

### Read More:

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

## VII. We commit to open knowledge sharing

### “ In Practice at FYP:

- Document event planning processes on Wiki
- Share advocacy strategies that worked/failed
- Create resources for future organizers
- Write up community building lessons learned

### Enforcement Level:

- Associates & Team: Required documentation and reflection
- Assistants: Regular contribution to knowledge base
- Community: Encouraged to share learnings
- Followers: Access to open resources

Open knowledge sharing multiplies community impact (hooks, 1994).

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

### “ In Practice at FYP:

- Actively include diverse mental health perspectives in FYP projects
- Adapt FYP Slay Index for different communities
- Question Western-centric mental health frameworks
- Center marginalized voices in policy discussions

Enforcement Level:

- Associates & Team: Must model inclusive practices
- Assistants: Required cultural competency training
- Community: Basic inclusion standards
- Followers: Introduction to diversity principles

*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

## IX. We commit to collective accountability

### “ In Practice at FYP:

- When we see a fellow team member struggles, we speak up
- We report serious violations. Safety requires courage
- We hold standards higher as involvement deepens Required participation in peer review processes

Enforcement Level:

- Associates & Team: Regular peer review participation
- Assistants: Basic accountability measures
- Community: Group feedback participation
- Followers: Basic community guidelines

# Joy

*Joy is a form of resistance*

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

### “ In Practice at FYP:

- Have fun

*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

## Accountability Framework

### 1. Strike System

Three strikes within a calendar year trigger an intervention. Two additional strikes lead to a disciplinary hearing. Possible outcomes include:

- Role reassignment
- Temporary suspension
- Removal from position

### 2. Peer Support System Any Associate can initiate a peer support intervention when they notice:

- Consistent boundary violations
- Communication issues
- Wellbeing concerns

### 3. Serious Violations Some actions bypass the strike system and require immediate review:

- Harassment or discrimination

- Intentional harm to community
- Major breaches of core values

# Enforcement by Role

## FYP Associates & Operation Team

Must actively model all values

- Regular wellbeing check-ins required
- Highest standards for communication
- Documentation requirements
- Peer review participation

## FYP Assistants

- Basic accountability measures
- Communication training required
- Regular alignment check-ins

## Community Members

- Basic non-violent communication expected
- Respect for boundaries required
- Encouraged to participate in feedback

## General Participants

- Introduction to core values
- Basic community guidelines
- Access to resources and support

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

# FYP Governance Charter

Ratification Date: 05/15/2024 Last Update:12/19/2024 Version: 2.0

## Preamble

We, the youth of ForYouPage.Org (FYP), unite under the vision declared in [our Manifesto](#): to create a world where every youth discovers their power to flourish and help others flourish.

This Governance Charter establishes the framework through which we transform that vision into reality.

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## Article I: Foundational Principles

ForYouPage.Org operates in accordance with the values, vision, and theory of change established in our Manifesto (2023). The [Manifesto](#) serves as our foundational document and should be read in conjunction with this Charter.

### Section 1. Core Values

Our operations and decisions are guided by our five core values as detailed in the [Manifesto](#) and enforced by specifics in [Code of Conduct](#).

- Agency
- Authenticity
- Compassion
- Openness
- Joy

### Section 2. Organizational Commitments

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 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: Organizational Structure

## Section 1. Core Team Structure



#### A. Independent Anonymous Youth Decision Board (formation in progress)

## 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.*
5. FYP Research: Youth-driven participatory action research for mental health leadership and priorities for 2030
6. FYP Voice: Provide a youth-led safe space for youth voices on mental health & well-being advocacy

# Section 2. Roles and Selection

## A. FYP Principle

1. Selection: Elected periodically by a 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: Youth leaders (grasstops and grassroots) formally recommended by current 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 Associate.

# Section 3. Operation Managers

## A. Appointment: Two appointed positions:

1. A rotating leadership role open to both Associates and Assistants. Selection: Rotate among active Associates by default. Assistants may participate after submitting a request and receiving approval from both the current rotating OM and the fixed OM.
2. A fixed OM. Selection: Appointed by consensus of the 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 voting 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 if deemed necessary.

## Section 4. Proposal and Implementation

- A. Any FYP member may propose changes through weekly standup meetings, Associates maillist, or office hours.
- B. Requires majority approval from Associates and absence of vote from the Independent Anonymous Youth Decision Board.

## Section 5. Transparency

A. All voting records, meeting minutes, and organizational documents are to [be publicly accessible](#) with sensitive personal information removed.

B. Regular (at least yearly) 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 are conducted quarterly.

B. At least yearly 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. At least yearly (more frequently when needed) 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 weekly standup meetings, Associates maillist, or office hours.

### 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 Anonymous Youth Decision Board.
2. All assets to be distributed to aligned youth advocacy organizations, as determined by the Independent Anonymous Youth Decision Board.



# The ForYouPage.Org Manifesto

A Movement of Youth Agency and Collective Flourishing

## Preamble

We are the youth of 2023, scrolling through feeds at 3 AM, feeling disconnected in a hyper-connected world, watching ice sheets melt and mental health crises surge while being told our anxiety is just "part of growing up." But we know a deeper truth: our struggles aren't weakness, but a signal that this world needs to change. And we are the ones with the power to change it.

## Our Vision

We create a world where every youth has the collective resources, resilience, and power to be a changemaker in their own community. Where authenticity triumphs over conformity, agency over powerlessness, and compassion over divisions. We envision a world where scrolling through #FYP shows youth in action - helping at shelters, growing community gardens, organizing protests, speaking truth to power - where social media becomes a canvas of our generation being kind, fierce, and simply real.

## Our Core Values

**Agency:** Our power comes not from capital or credentials, but from our radical commitment to ourselves and each other's flourishing

**Authenticity:** No filters, no pretending we've got it all figured out, no changing ourselves to fit with others. First step to changing the world: Be who we are.

**Compassion:** In a world built on division, choosing to be kind is radical. Non-violent communication isn't just a buzzword - it's how we build something new

**Openness:** No gatekeeping power or hoarding resources. What we learn, we share. [What we build belongs to all](#)

**Joy:** They expect us to be constantly producing, competing, consuming. Instead, we choose party

## Our Theory of Change

*Personal flourishing drives collective transformation*

Our journey isn't a straight line. It starts with the radical act of taking care of ourselves - of saying "my well-being matters" in a world that treats us as metrics. But that's just the beginning.

Every time one of us finds our voice, we help others find theirs. Every community garden we plant, every protest we organize, every mental health support group we run proves that youth agency can transform our world.

## Individual ? Community ? Movement

This is how we move: From individual healing to collective power From Instagram activism to real-world change From isolated struggles to united movement From surviving alone to flourishing, together

## Call to Action

To every youth feeling powerless, every advocate working in isolation, every changemaker seeking community: You belong here. Together, we're building more than an organization - we're creating a new way of being where personal flourishing drives collective change and youth lead the transformation of our world.

## 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.*

This document is revised on Dec 2024. Founding Original Manifesto is available [here](#).

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

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Proposed Date: 09/30/2024 Ratification Date: 10/07/2024 Version: 1.0 Author: Joanna Fang

Revision Date: 12/19/2024 Version: 1.1 Author: Joanna Fang

Related Documents:

- FYP Governance Charter, Article III: Organizational Structure
- Code of Conduct, Section IV: Member Responsibilities

Background & Purpose: This amendment establishes clear operational guidelines for FYP Associates and introduces the rotating Operation Manager role to ensure sustainable leadership and accountability within the organization.

Summary of Changes:

- Establishes 4-week rotation for Operation Manager position
- Defines task management and accountability system
- Introduces strike system for dependency management
- Clarifies operational participation requirements

Implementation Timeline:

- Immediate Effect: OM rotation system
  - Full Implementation By: 11/01/2024
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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. There exists one fixed OM that does not rotate to ensure smooth operation.
2. Duties of the Operation Manager: The OM shall be responsible for:

- Run operations with the fixed OM (current: Joanna Fang)
  - Lead weekly standups
  - Host office hours (when needed)
  - Handle operations-related communications
  - Tracking and updating SMART goals and tasks as discussed in meetings.
  - Monitoring and managing task dependencies to support collaborative efforts.
  - Assigning tasks based on current capacity and availability.
4. 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:

- Keep meeting records
- Maintain a record of all action items using a SMART to-do list approach.
- Assign tasks to individual Associates based on availability and capacity.
- Track task dependencies and address any potential blockers.

### 2. Responsibilities of FYP Associates:

- Each Associate is required to actively manage and update the status of their tasks.
  - Failure to communicate task status to the OM before the due date will result in the task being recorded as incomplete.
1. An extensions needs for task completion should be notified to the OM at least 24 hours prior to the deadline.
  2. 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:

- 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:

- Strikes are cumulative over the calendar year.
- 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.

- After intervention, any Associate receiving two (2) additional strikes shall be required to participate in a disciplinary hearing.

### 3. Disciplinary Hearing Outcomes:

- 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:

- All active Associates are expected to attend at least one (1) standup meeting each month.

### 2. Voting and Deliberation:

- Associates shall participate in organizational voting processes and deliberations, contributing to group decision-making when active.

### 3. Rotation in OM Role:

- 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:

- Associates shall commit to ongoing personal development and reflection to foster continuous improvement in their roles.

### 2. Conflict Management:

- Associates are expected to resolve conflicts using respectful, nonviolent communication, prioritizing constructive feedback and maintaining an emotionally safe environment.

### 3. Peer Support and Mentorship:

- Associates shall support each other's development and provide mentorship to new members, fostering a collaborative organizational culture.

### 4. Supportive Intervention:

- 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:

- 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:

- 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:

- Associates shall commit to authenticity, compassion, and honesty in all organizational interactions.
- 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:

- Associates are encouraged to take on tasks aligned with their current interests, skills, and capacity.
- 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:

- Associates are expected to contribute positively to FYP's culture of open knowledge sharing, transparency, and mutual support.

Quarterly Responsibilities: Run peer and self-reviews (January, April, July, October)

Current rotation schedule:

- Oct 25 - Nov 1 2024: Joanna
- Nov 1 - Dec 1 2024: Connor
- Dec 1 - Jan 1 2024: Sahith
- Jan 1 - Feb 1 2025: Cameron
- Feb 1 - March 1 2025: Shufan
- ...

- July: Ronit

# Amendment II: Standard Committee & Accountability









# Start Here: Welcome to ForYouPage.Org's Governance Documents ?

Welcome to ForYouPage.Org! ☑ We're excited you're here. This guide will help you navigate our governance documents and understand how we organize ourselves to create change!

## How to Read Our Documents

### 1. Essential Reading (In Order)

1. [\*\*The ForYouPage.Org Manifesto\*\*](#)
  - Our vision and theory of change
  - Core values and principles
  - Why we exist and what we believe
2. [\*\*FYP Code of Conduct\*\*](#)
  - How we put our principles into practice
  - Community standards and expectations
  - Guidelines for engagement
3. [\*\*FYP Governance Charter\*\*](#)
  - How we organize ourselves
  - Decision-making processes
  - Operational structures

### 2. Amendments and Updates

- Found at the end of each core document
- Chronological additions to our governance
- Each amendment expands or clarifies existing rules

### 3. Operational Documents

- Detailed procedures for specific roles
- Day-to-day operational guidelines

- Reference as needed based on your role

# Document Quick Reference

- Looking for values? → Manifesto, Section I
- Need behavior guidelines? → Code of Conduct
- Want to understand decision-making? → Governance Charter
- Specific role responsibilities? → Check relevant amendments

## Living Documents

Our documents evolve as we grow. All changes happen through transparent amendments, preserving our history while allowing us to adapt and improve.