Sample Suggested Youth Group Bylaws

March 2010
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

The following document is provided as a sample only.

As Robert’s Rules of Order Newly Revised (RONR), 10th Edition, advises (p. 550), “…it is well for the {bylaws} committee to study the bylaws of . . . other subordinate associations within the same state or national society. Before any provisions from other documents are used as a pattern, however, possible differences between the conditions in the other organizations and the one for which the bylaws are being prepared should be carefully analyzed. . . . If the association for which the bylaws are to be drawn up is subject to a parent organization or superior body, . . . the bylaws governing at these higher levels should be studied for provisions which are binding upon subordinate associations in a way that must be taken into account. The bylaws of a subordinate association need to conform to those of a superior body only on clearly requisite points.”

The primary (but not exclusive) source of such points in the NAP Bylaws is Article IV. Divisions. Section 7. Youth Groups.

In the following sample, endnotes indicate provisions that are based on specific NAP requirements; however, the precise content in the sample provisions is usually subject to some allowable variation.

It would also be advisable to read RONR, Chapter XVIII. Bylaws.

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Sample Suggested Youth Group Bylaws

Since requirements of schools/youth associations in which NAP youth groups may exist are varied and the needs of each group are unique, the NAP Bylaws Committee offers these sample bylaws.

Since the following document is provided as a sample only, please be advised of the following:

- Bylaws for youth groups should be minimal.
- Do not keep the endnote references within the final bylaws nor provide endnotes in the bylaws. The endnote references are used only to highlight important areas and to provide additional guidance.
- Please request and refer to the *NAP Writing Style and Standards Style Guide* for instructions on how the name for the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® should be formatted.
- The object of the youth group (Article II) in the sample bylaws cannot be modified. You can add to this object as long as it doesn’t conflict with the actual object, mission, and vision of NAP.
- It is recommended that page numbers be inserted in the document footer.

Remember, an NAP member must supervise the group and will be known as the youth group sponsor. The name of the current NAP member must be on file at NAP Headquarters. (See NAP Bylaws Article IV Section 7.)
Bylaws
of the (full name of youth group)\(^{(1)}\)
of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

ARTICLE I
Name

The name of this youth group shall be the __________________________ \(^{(1)}\) Youth Group of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®.

ARTICLE II
Object

The object of this youth group shall be to study, promote, and practice parliamentary procedure, and to promote the educational programs of NAP.

ARTICLE III
Members

Section 1. Members. Members of this youth group shall be students enrolled in ______________.\(^{(2)}\)

Section 2. Sponsor. The youth group sponsor must be a primary member of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® and shall supervise the group. The name of the sponsor must be on file at NAP Headquarters.

ARTICLE IV
Dues

Section 1. Member Dues.
A. Individual member dues shall be $__________.
B. Dues are payable by _____________________ for the period ________________ to ________________.

Section 2. Group Dues.
A. NAP and _____________________ \(^{(1)}\) group dues are payable directly to NAP.
B. The membership year shall be January 1 through December 31.
C. Dues are payable by January 1. Membership shall be delinquent if dues are not paid by February 1 and forfeited if not paid by March 1.

ARTICLE V
Officers

Section 1. Officers. The officers of this youth group shall be a president, a vice-president, a secretary, and a treasurer.

Section 2. Term of Office. Officers shall assume their duties at the close of the meeting at which they are elected. Officers shall serve for a term of ___________ year(s) or
until their successors are elected. No officer shall serve for more than ______ consecutive term(s) in the same office.

Section 3. Vacancy in Office. A vacancy in any office except president shall be filled by the board of directors.

Section 4. Duties. Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws and in the adopted parliamentary authority.

A. The president shall:
   1. preside at all meetings of the youth group and the board of directors;
   2. appoint chairmen of committees; and
   3. fulfill such other duties as may be assigned by the youth group or the board of directors.

B. The vice-president shall:
   1. perform the duties of the president in the absence of or at the request of the president;
   2. fill the unexpired term if a vacancy occurs in the office of president; and
   3. fulfill such other duties as may be assigned by the youth group, the board of directors, or the president.

C. The secretary shall:
   1. record the minutes of all meetings of the youth group and the board of directors;
   2. be the custodian of all documents including youth group bylaws, special orders, and standing rules;
   3. conduct correspondence as directed by the youth group, the board of directors or the president;
   4. notify NAP Headquarters, the district director, and the association president of officer changes as needed;
   5. send a call of the meeting to each youth group member, which includes a copy of the previous youth group meeting minutes; and
   6. fulfill such other duties as may be assigned by the youth group, the board of directors, or the president.

D. The treasurer shall:
   1. be custodian of all funds, disbursing them within the adopted budget;
   2. present a financial statement at each youth group meeting and as requested by the board of directors;
   3. prepare the financial records for audit by __________________;
   4. prepare a dues statement to be sent to each member with the call of the ____________ meeting; and
   5. fulfill such other duties as may be assigned by the youth group, the board of directors, or the president.

Section 5. Nominations and Elections.

A. Nominations shall be made from the floor at the ________________ meeting.

B. Elections shall be by ballot at the ________________ meeting except when there is only one nominee for an office election may be by voice vote.
ARTICLE VI
Meetings

Section 1. **Regular.** Regular meetings of the youth group shall be held ____________ during the academic year.

Section 2. **Annual.** The regular meeting in ______________ shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. **Special.** Special meetings of the youth group may be called by the president and sponsor in consultation and shall be called at the written request of __________ members. The purpose of the meeting shall be stated in the call and at least ______ days written notice shall be given.

Section 4. **Quorum.** __________ members of the youth group shall constitute a quorum.

ARTICLE VII
Board of Directors

Section 1. **Composition.** The board of directors shall be composed of the officers and sponsor.

Section 2. **Duties.** The board of directors shall be subject to the orders of the youth group and none of its acts shall conflict with action taken by the youth group. The board of directors shall:
A. have general supervision of the affairs of the youth group between meetings;
B. fix the hour and place of meetings;
C. make recommendations to the youth group;
D. declare an office vacant when ____________________________; and
E. perform such other duties as are specified in these bylaws.

Section 3. **Meetings.**
A. Regular meetings of the board of directors shall be held on __________ unless otherwise ordered by the board of directors.
B. Special meetings may be called by the president and shall be called upon the written request of _________ members of the board of directors. At least _____ days written notice shall be given of the meeting.
C. A majority of the members of the board of directors shall constitute a quorum.

ARTICLE VIII
Committees

Section 1. **Standing Committees.** The standing committees of the youth group shall be a program committee and a membership committee.

Section 2. **Composition.** Chairmen and members of all standing committees shall be appointed by the president.

Section 3. **Duties.**
A. The program committee shall plan an appropriate program for each
meeting to carry out the objects of the youth group.
B. The membership committee shall promote the retention and recruitment of
youth group members.

Section 4. **Other Committees**. Other committees, standing or special, shall be created as the
youth group shall from time to time deem necessary to carry on the work of the
youth group. The chairmen and members of such committees shall be appointed
by the president.

Section 5. **Ex-officio Membership**. The president and sponsor shall be ex-officio members of
all committees.

**ARTICLE IX**
Delegate Representation

Section 1. The youth group is entitled to one delegate to the NAP convention, who shall be
elected by ballot, except when there is no more than one nominee, election may
be by voice vote.

Section 2. Vacancies in the delegate position may be filled by the president.

**ARTICLE X**
Dissolution

In the event of the dissolution of the youth group, the assets shall be liquidated and distributed to
___________ in accordance with government regulations. No funds shall inure to the benefit
of individual members. The certificate of youth group membership shall be returned to NAP
Headquarters.

**ARTICLE XI**
Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern
the youth group in all cases to which they are applicable and in which they are not inconsistent
with the bylaws of NAP or ______________ (2), these bylaws, or any special rules of
order the youth group may adopt.

**ARTICLE XII**
Amendment

Section 1. These bylaws may be amended at any regular meeting of this youth group by a
two-thirds vote, provided that the amendment has been submitted in writing at the
previous regular meeting or submitted with the call to the meeting.

Section 2. Any amendments to these bylaws necessitated by amendments to the NAP
Bylaws or NAP Standing Rules shall be automatically effected by the youth
group sponsor and reported to the membership in writing following the adoption
of such amendments by NAP.
ENDNOTES
Sample Youth Group Bylaws
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(1) Full name of youth group, followed by any acronym by which the youth group is known if desired. Use of the acronym alone is acceptable after Article I.

(2) Full name of the educational institution. (See NAP Bylaws Article IV Section 6.)

(3) State quarter, semester, or year.

(4) The youth group must have at least a program committee and membership committee, but may establish others under standing committees if it wishes.

(5) As per NAP Bylaws Article VII Section 2B9.

(6) As per NAP Bylaws Article XVI.