



## Unit Bylaws Review Checklist

NAP Bylaws, Article IV, Section 5D5 states: “A unit shall communicate with NAP Headquarters on an annual basis, either certifying no change in the unit’s bylaws or providing a current copy of its bylaws.”

To assist with the review of your unit’s bylaws, the NAP Bylaws Committee has developed this unit bylaws review checklist. This review checklist is used to evaluate unit bylaws for overall quality as well as compliance with the NAP governing documents. The committee requests that you complete this checklist and submit it with your unit bylaws annually.

The titles/headings of the articles and sections may be unique to each unit. The general topics listed in this checklist may indeed be an article title; however, some of these topics may be contained within a bylaw article named something different than what is listed in this checklist.

Units should review the sample unit bylaws on the NAP website, which include sample text and formatting which the unit may find useful. It would also be advisable to read Section 56: “Content and Composition of Bylaws” of Chapter XVIII of *Robert’s Rules of Order Newly Revised* (12<sup>th</sup> ed.).

A “no” answer to any of the following questions indicates an area which the unit will need to review for consideration or possible amendment. If you answer “no” to any question below, indicate your plans and progress towards updating your bylaws. If this is an area that you feel does not apply to your group, please indicate your reasons.

Thank you for your cooperation in reviewing and submitting this checklist along with your unit’s bylaws.



## Unit Bylaws Review Checklist

Unit Name \_\_\_\_\_

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_

\*\*\* **BOLD** means it is required. All other items means it is recommended. In some cases, the information may be included in a unit's standing rules, if it has them. \*\*\*

### NAME

- Yes  No Does the unit identify itself as a constituent division of NAP?
- Yes  No Is the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® name typed as required by the *NAP Writing Style and Standards Style Guide* (Times New Roman typeface in small caps with the registered symbol ®) on the cover page (if any), in the bylaws title, and in Article I?

### OBJECT

- Yes  No **Does the unit state the minimum object which is: *to promote the study of parliamentary procedure and the educational programs of NAP?* (Required by NAP Bylaws, Article IV, Section 5C.)**
- Yes  No **For U.S. units, does the object include the required language from the sample bylaws showing eligibility for 501(c) (3) status?**

### MEMBERSHIP

- Yes  No **Does the unit provide for the following minimum membership classifications:**  
**a. Primary**  
**b. Affiliate**  
**(Required by NAP Bylaws, Article IV, Sections 5D2, 8A1, and 8A2.)**
- Yes  No **Are other classifications of membership limited to what is allowed by NAP? The only additional classifications which the unit may allow are provisional, honorary, and life members. (See NAP Bylaws, Article IV, Sections 5D2, 8A5, 8A6, and 8A7.)**

- Yes    No   **Are the eligibility requirements for each classification clearly defined? (See NAP Bylaws, Article IV, Section 5D3 for requirement to accept NAP members.)**

### **DUES**

- Yes    No   Does the unit provide the dues amount for all the classifications of membership allowed?
- Yes    No   Does the unit state that NAP and primary association dues must be submitted to NAP Headquarters?
- Yes    No   Does the unit state the dates of its membership year?

### **FINANCES**

- Yes    No   Does the unit require a budget to be adopted by anyone?
- Yes    No   Does the unit require an audit to be completed?
- Yes    No   **Does the unit adopt the NAP fiscal year for filing annual tax forms?**
- Yes    No   **Does the unit include a provision that no funds shall inure to the benefit of members or other private individuals?**

### **OFFICERS**

- Yes    No   Does the unit provide for the minimum officer positions of president, vice-president, secretary, and treasurer? If not, are the typical duties of such officers assigned to someone? (A treasurer is not required if the unit does not collect unit dues.)
- Yes    No   Does the unit indicate the term of office?
- Yes    No   Does the unit state the nomination and election process for officers?
- Yes    No   Does the unit provide guidelines for filling vacancies due to removal and/or resignation?
- Yes    No   **Is anyone assigned the responsibility of sending a copy of the unit bylaws to NAP Headquarters on an annual basis? If so, identify the officer. (Required by NAP Bylaws, Article IV, Section 5E4.)**
- Yes    No   Is anyone assigned the responsibility of notifying NAP of unit officer changes?

## MEETINGS

- Yes    No   Does the unit state the guidelines for its annual meeting, including the following:  
a. What business can be transacted?  
b. Call to the meeting?  
c. Date (month) and time of the meeting?  
d. Place (if set or provision for someone to set the place)?
- Yes    No   Do the unit bylaws provide for special meetings?
- Yes    No   Is a quorum requirement indicated?

## BOARD OF DIRECTORS

- Yes    No   If provided for, is the composition of the board of directors clearly defined?
- Yes    No   If a board of directors exists, are the duties of the board of directors clearly defined?
- Yes    No   If a board of directors exists, are its meeting and quorum requirements identified?
- Yes    No   Is an executive committee established along with its composition, power, meeting, and quorum requirements? (NOTE: An executive committee is not required at the unit level.)

## COMMITTEES

- Yes    No   **Does the unit provide for an education committee and membership committee? (This helps ensure that the unit will accomplish the object of the organization required by NAP Bylaw Article IV, Section 5C.)**
- Yes    No   Is the composition of each unit committee clearly defined?
- Yes    No   Are the duties of each committee indicated?
- Yes    No   Does the president serve as an ex-officio member of any of the committees except the nominating and audit committees?
- Yes    No   Does the unit allow appointment of special committees?

## NAP CONVENTION DELEGATES

- Yes    No   Does the unit explain the procedure for election of its convention delegates?

- Yes    No   Does the unit provide for selection of NAP convention delegates, either by reference to the NAP Bylaws or by inclusion of specific delegate numbers as follows:  
a. One delegate for the first five primary members of the unit?  
b. One additional delegate for each additional five primary members or major fraction thereof for the unit as of March 1 of the convention year?
- Yes    No   Does the unit give the president power to change convention delegates or alternates in event of an emergency?

### **ELECTRONIC MEETINGS**

- Yes    No   Although not required by NAP, does the unit have a provision to allow electronic meetings?
- Yes    No   If the answer is “yes” to the first question, are electronic meetings allowed by state statute (if applicable) in the state in which the unit is located?

### **DISSOLUTION**

- Yes    No   **Does the unit have a dissolution clause? (Required by NAP Standing Rule 10.)**
- Yes    No   **Does the dissolution clause designate any funds remaining, after paying all amounts owing, to go to one or more exempt purposes?**
- Yes    No   **Does the dissolution clause state that the unit charter must be returned to NAP Headquarters upon dissolution? (Required by NAP Standing Rule 10.)**

### **PARLIAMENTARY AUTHORITY**

- Yes    No   **Does the unit identify the current edition of *Robert’s Rules of Order Newly Revised* as its parliamentary authority? (Required by NAP Bylaws, Article XVI.)**

### **AMENDMENT**

- Yes    No   Is the process of amending and revising the unit bylaws clearly defined?
- Yes    No   Does the unit allow its board of directors to adopt any amendments to the unit bylaws that may be required due to the adoption of an amendment to the NAP bylaws or standing rules? Such a provision may be as follows: “Any amendment to these bylaws necessitated by amendments to the NAP bylaws or standing rules shall be effected by the board of directors and reported to the membership in writing within sixty days following the adoption of such amendments by NAP.”