



Youth Group Bylaws Review Checklist

To assist with the review of your youth group's bylaws, the NAP Bylaws Committee has developed this youth group bylaws review checklist. This review checklist is used to evaluate youth group 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 youth group. 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.

Youth groups should review the sample youth group bylaws on the NAP website, which include sample text and formatting which the youth group 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* (12th ed.).

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

Thank you for your cooperation in reviewing and submitting this checklist along with your youth group's bylaws.



Youth Group Bylaws Review Checklist

Youth Group 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 group's standing rules, if it has them.*

NAME

Yes No Is the full name of the youth group stated, with acronym if applicable?

Yes No Does the youth group identify itself as a constituent division of NAP?

OBJECT

Yes No **Does the group object include study of parliamentary procedure and promotion of the educational programs of NAP?***

Yes No **For US youth groups, does the object include the required language from the sample bylaws showing eligibility for 501(c)(3) status?***

MEMBERS

Yes No Is the members' educational institution or youth association identified?

Yes No **Is the requirement for sponsor to be an NAP member stated?***

Yes No **Is the requirement that sponsor's name be filed with NAP Headquarters stated?***

DUES

Yes No Is the amount of members' individual dues, if any, specified, along with date payable and dates effective?

Yes No Are instructions for paying group dues stated, along with date payable and dates effective?

Yes No Is the penalty for non-payment stated?

OFFICERS

- Yes No Does the list of officers include a president, vice-president, secretary, and treasurer? Or if not, are the necessary duties clearly assigned to another officer.
- Yes No Are the terms of office and term limits specified?
- Yes No Are officers' duties listed?
- Yes No Is the procedure for filling vacancies given?
- Yes No Are the procedure and timelines for nominations and elections given?
- Yes No Are the composition of the nominations committee and procedure for electing it stated if the bylaws call for that committee?

MEETINGS

- Yes No Is the frequency of regular meetings stated?
- Yes No Is the month of the annual meeting designated?
- Yes No Are special meetings authorized, along with who may call them and requirements for notifying members?
- Yes No Is the number of members required for a quorum for meetings specified?

EXECUTIVE BOARD

- Yes No If applicable, does the composition include the officers and such other members as the group chooses?
- Yes No Are the duties of the board specified?
- Yes No Is the frequency of regular meetings stated?
- Yes No Are special meetings authorized, along with who may call them and requirements for notifying members?
- Yes No Is the number of members required for a quorum specified?

COMMITTEES

- Yes No **Are standing committees, including membership committee and program committee, and their composition and duties listed?**
- Yes No Is the president given authority to appoint committees and their chairs, except for nominations committee?
- Yes No Is provision made for appointment or election of the nominations committee, if the club has that committee?
- Yes No Is provision made for the election and/or appointment of additional standing committees and special committees?

- Yes No Are the president and sponsor designated as ex-officio members of all committees, except nominations committee (sponsor without vote if desired by the membership)?

DELEGATE REPRESENTATION

- Yes No Is provision made for selection of the group's delegate to the NAP convention?
- Yes No Is provision made for filling a vacancy in the delegate position?

DISSOLUTION

- Yes No **Is provision made for distribution of club assets in accordance with government regulations and any applicable school or association regulations?**
- Yes No **Do provisions prohibit the distribution of assets to inure to the benefit of individual members?**

PARLIAMENTARY AUTHORITY

- Yes No **Is *Robert's Rules of Order Newly Revised*, current edition listed as the parliamentary authority? (Required by NAP Bylaws, Article XV.)**

AMENDMENT

- Yes No Do the procedure for amending club bylaws include time when they can be amended, requirements for notifying the membership, designation of the body authorized to vote, and the proportion of the vote needed for adoption of amendments?
- Yes No Do the bylaws include a provision that any amendments to the club bylaws necessitated by amendments to the NAP Bylaws or NAP Standing Rules shall be adopted by the youth group at its next meeting following the adoption of such amendments by NAP?

ADDITIONAL INFORMATION

- Yes No Is the date of approval of the latest version of the bylaws included?