



## *Sample* Youth Group Bylaws

The following document is provided as a sample only.

As *Robert's Rules of Order Newly Revised* (12<sup>th</sup> ed.) 56:6-7, (RONR), advises, "...it is well for the [bylaws] committee to study the bylaws of . . . other subordinate [youth groups] 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 youth group 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 [youth group] in a way that must be taken into account. The bylaws of a subordinate youth group 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, some of the 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 (12<sup>th</sup> ed.), Chapter XVIII, Bylaws.

### *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 only 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.
- 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 official logotype should be used on the cover page, if any, and in the bylaws title. Regular text may be used in the body of the bylaws.
- 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)<sup>(1)</sup>  
of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**

**ARTICLE I  
Name**

The name of this youth group shall be the \_\_\_\_\_<sup>(1)</sup> Youth Group of the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® (NAP).

**ARTICLE II  
Object<sup>(2)</sup>**

**Section 1. General Object.** This youth group is organized exclusively for educational purposes of studying, teaching, promoting and disseminating the philosophy and principles underlying the rules of deliberative assemblies, and carrying out such other activities as may be necessary or useful in the furtherance of these purposes in accordance with Section 501(c)(3) of the Internal Revenue Code, or a corresponding section of any future tax code.

**Section 2. Specific Object.** The specific 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.** Membership in this youth group shall be limited to members of \_\_\_\_\_<sup>(3)</sup> Youth group members who qualify for NAP membership may join NAP but are not required to do so.

**Section 2. Sponsor.** The youth group sponsor must be a member of NAP and shall supervise the group. The name of the sponsor must be on file at NAP Headquarters.

**ARTICLE IV  
Dues and Finances<sup>(4)</sup>**

**Section 1. Member Dues.**

- A. Individual member dues shall be \$ \_\_\_\_\_.
- B. Dues are payable by \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_.
- C. NAP dues for individual members, if applicable, shall be paid directly to NAP.

**Section 2. Group Dues.**

- A. \_\_\_\_\_<sup>(1)</sup> 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.

**Section 3. No Personal Inurement.** No part of the net earnings of the youth group shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the youth group shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.<sup>(5)</sup>

## **ARTICLE V Officers**

**Section 1. Officers.** The officers of this youth group shall be a president, a vice-president, a secretary, and a treasurer.<sup>(6)</sup>

**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. perform 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. perform 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 and the association president of officer changes as needed;
5. provide an updated copy of the youth group bylaws to NAP Headquarters after the adoption of any amendment;
6. send a call of the meeting to each youth group member, which includes a copy of the previous youth group meeting minutes; and
7. perform 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 or review by \_\_\_\_\_;
4. prepare a dues statement to be sent to each member with the call of the \_\_\_\_\_ meeting; and
5. perform 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, in which case they may be elected by acclamation.

**ARTICLE VI  
Meetings**

**Section 1. Regular.** Regular meetings of the youth group shall be held \_\_\_\_\_<sup>(7)</sup>.

**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 conducting 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 \_\_\_\_\_ (number) days written notice shall be given.

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

**ARTICLE VII  
Board of Directors<sup>(8)</sup>**

**Section 1. Composition.** The officers and sponsor shall constitute the Board of Directors.<sup>(9)</sup>

**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.<sup>(10)</sup>

**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 Electronic Meetings and Communications**

**Section 1. Meetings.** The \_\_\_\_\_ membership, board of directors, and all committees and subcommittees are authorized to meet by electronic communications media, including internet chat room, so long as all members can participate simultaneously in the meeting.

**Section 2. Communication.** Unless members indicate otherwise to the \_\_\_\_\_ secretary, all communications, including meeting notices, may be sent electronically.

## **ARTICLE X Delegate Representation<sup>(11)</sup>**

**Section 1.** The youth group is entitled to one delegate to the NAP convention, who shall be an NAP member. Election shall be by ballot, except that when there is no more than one nominee, the chair may declare the nominee elected by acclamation.

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

**ARTICLE XI**  
**Dissolution<sup>(12)</sup>**

**Section 1.** Upon the dissolution of the youth group, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**Section 2.** The certificate of youth group membership shall be returned to NAP Headquarters. If at the time of dissolution NAP meets the criteria under Section 1, the assets shall be liquidated and distributed to NAP.

**ARTICLE XII**  
**Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceeding of this unit in all cases to which they are applicable and in which they are not inconsistent with the bylaws of NAP or \_\_\_\_\_<sup>(2)</sup>, these bylaws, or any special rules of order the unit may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

**ARTICLE XIII**  
**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 adopted at the next youth group meeting following the adoption of such amendments by NAP.

Adopted \_\_\_\_\_ (Date)

**ENDNOTES**  
**Sample Youth Group Bylaws**  
**NATIONAL ASSOCIATION OF PARLIAMENTARIANS®**

- (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) Section 1 of this article is required for US youth groups to meet the IRS requirements for non-profit organizations, and may not be modified, except that (a) the youth group's name or acronym may be substituted for "This youth group"; and (b) youth groups chartered outside the United States may omit the phrase "in accordance with Section 501(c)(3) of the Internal Revenue Code, or a corresponding section of any future tax code." Section 2 is not specifically required by the NAP Bylaws, but is recommended for clarity. Additional objects also may be included so long as they are not in conflict with NAP's Articles of Incorporation.
- (3) Youth groups may be affiliated with an educational institution or a youth association (ex. Future Business Leaders of America, Business Professionals of America, etc.). In the blank, insert the name of the educational institution or youth association, as appropriate. (See NAP Bylaws, Article IV, Section 7.)
- (4) A youth group is not required to have individual dues but is required to pay the applicable group dues to NAP. If there is no other source of funds to pay the NAP dues, the youth group should have individual dues in an amount at least sufficient to cover the NAP dues.
- (5) This provision may not be altered, except that the youth group's name or acronym may be substituted for "the youth group."
- (6) If the youth group does not want to have all four officer positions, a clause such as the following may be inserted: "A member may hold the offices of secretary and treasurer at the same time, and fulfill the duties of each office as specified." Or, if the youth group does not collect dues, the office of treasurer may be omitted. Make sure you review the sample bylaws for other articles which may be affected (i.e., executive committee, board of directors, etc.)
- (7) State day, week, or month during quarter, semester, or year (such as third Tuesday of each month during the academic year).
- (8) A youth group is not required to have a board of directors.
- (9) The youth group may wish to include other positions, such as standing committee chairmen, on the board of directors, if the youth group has one.
- (10) The youth group should have at least a program committee and membership committee, but may establish others under standing committees if it wishes.
- (11) As per NAP Bylaws, Article VI, Section 2B10.
- (12) Section 1 is required for youth groups in the United States to maintain non-profit status with the United States Internal Revenue Service. This article may not be modified, except that (a) the youth group's name or acronym may be substituted for "the youth group"; (b) youth groups outside the United States may omit Section 1 or modify it to comply with applicable requirements of the jurisdictions within which they are located; and (c) youth groups outside the United States should change the second sentence of Section 2 by substituting, "Unless otherwise required by applicable law,; in lieu of, "If at the time of dissolution NAP meets the criteria under Section 1".