



# Starting a New YGL Chapter Overview

# WELCOME!

Thank you for your interest in starting a chapter of Young Government Leaders (YGL)! Chapters provide a voice to aspiring government leaders outside the Washington, DC area and promote YGL's mission of educating, inspiring, and transforming the current and future leaders of government.

Enclosed in this packet is basic information about how to get a chapter started. A description of the necessary steps for a new YGL chapter to obtain provisional status is included in this packet. Provisional status is a designation given to new YGL chapters that have completed certain requirements for establishment of a chapter, but have been established for a period of less than one year and have not completed all chartered status requirements, such as submitting an annual report. The date provisional status is approved will be the chapter's effective date.

If you are still interested in starting a chapter after reading the documentation, please reach out to the Chief Operations Officer ([skeen@younggov.org](mailto:skeen@younggov.org)) for more information.

# Steps to Become a YGL Chapter with Provisional Status

Provisional status is a designation given to new YGL chapters that have completed certain requirements for establishment of a chapter, but have been established for a period of less than one year and have not completed all chartered status requirements. The date provisional status is approved will be the chapter's effective date.

To obtain provisional status submit to the YGL Chief Operations Officer:

1. The chapter's proposed a leadership structure.
2. Proposed bylaws.
3. Evidence that your city/geographic area has a population of federal, state, local, or tribal government employees that exceeds 1,000 (i.e., large pool of potential members)

Once this information is received, it will be reviewed. If the information provided meets YGL requirements and are consistent with YGL's bylaws and mission, the YGL chapter will be approved with provisional status. For additional guidance, see the "Frequently Asked Questions."

# Steps to Become a YGL Chapter with Chartered Status

Within one year of the chapter's effective date:

1. Host a launch event.
2. Establish a web presence (e.g., website, social media page, Meetup, etc.). The YGL Chief Technology Officer can help you set up a website that links to the YGL website.
3. Contact the YGL Chief Technology Officer to set up your official YGL email accounts.
4. Submit an annual report by September 30<sup>1</sup> that includes:
  - a. Current leadership structure, including names, titles, and

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<sup>1</sup> Chapters established for less than 6 months shall submit their annual report by March 31.

contact information of everyone who is part of the governing body.

- b. List of the accomplishments during the fiscal year.<sup>2</sup>
- c. List of at least three goals for the upcoming fiscal year.
- d. List of existing partnerships (e.g., FEBs) as well as any sponsorships and amounts of those sponsorships.
- e. Current website(s) (including social media sites).

## Requirements to Remain a Chartered YGL Chapter

- 1. Submit an annual report by September 30.
- 2. Adhere to sound financial policies.
- 3. Adhere to all local, state, and federal laws and regulations as well as YGL national bylaws, standards, and policies.
- 4. Apprise the YGL Chief Operations Officer of any changes to the chapter charter, bylaws, or leadership team.

## Frequently Asked Questions

### ***What is YGL's mission and vision?***

YGL's mission is to provide early to mid-career public servants with the tools and support needed to lead from where you are and develop into leaders at the federal, state, local, and tribal levels, regardless of age, stage of career, or positional title.

YGL strives to be the premier organization for learning, leadership development, and advocacy for emerging government leaders and to create a platform where members and partners can collaborate to address emerging workforce issues.

### ***Are there age restrictions for joining YGL?***

Absolutely not! The "Young" in Young Government Leaders refers to being in the early or middle stages of leadership in government. This may correlate with age, but age is not a defining characteristic. Anyone, regardless of where they are in their government leadership journey, is welcome to become a member of YGL!

### ***What happens if a chapter does not meet the requirements to become or remain a YGL chapter in chartered status?***

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<sup>2</sup> The fiscal year is from October 1 to September 30.

A chapter in provisional or chartered status that does not meet the requirements for chartered status is placed in probationary status. A chapter that remains in probationary status for a period exceeding one year becomes Inactive.

### ***What is an Inactive chapter?***

Chapters are placed in inactive status for one or more of the following reasons:

1. Been in probationary status for a period exceeding one year.
2. Violation of YGL policies and regulations.
3. Failure to obtain chartered status after a period of one year from the chapter's effective date.
4. If the chapter's president or head reports that the chapter is no longer functioning.

An inactive chapter wishing to be reestablished must repeat the process for obtaining provisional status.

### ***To what YGL policies must our chapter adhere?***

1. Chapters must adhere to the bylaws of the parent organization, Young Government Leaders. This includes ensuring that:
  - a. assets and income of the organization are not paid to officers.
  - b. assets and income are only used to promote YGL's mission.
2. Chapters may not seek and engage in sponsorships \$5,000 or greater with an organization in a given fiscal year without YGL National approval.<sup>3</sup>

### ***What is the required leadership structure for my chapter?***

Chapters of the YGL National non-profit organization may establish their own roles and responsibilities in a Chapter Charter. Chapters may establish their election and appointment procedures in consultation with YGL National.

### ***How does my chapter request funds?***

By completing the Chapter Budget Request Form.<sup>4</sup>

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<sup>3</sup> YGL National approval is not required for sponsorships less than \$5,000.

<sup>4</sup> Provisional chapters are eligible to receive funds for YGL events. See the appendices for forms.