



Chapter Bylaws

Article I: Name

The name of this organization is the (Location) Chapter of the Young Government Leaders (YGL).

Article II: Purposes

The purpose of this Chapter is to uphold the Mission Statement of our national leadership body; namely to educate, inspire, and transform the current and future leaders of government. Additionally, we endeavor to further both the objectives of the aforementioned leadership and serve as a coordinated voice for the current and future generations of young government leaders by providing a community of leadership through professional development activities, networking opportunities, social events, seminars, fellowships, and scholarships.

Article III: Membership

Eligibility for membership in this Chapter shall include federal, state, and local government employees and contractors in (Location) and the surrounding areas and be inclusive of all agencies at each of these levels.

Article IV: Officers and Organization

Chapters shall be led by four Executive Officers who shall be referred to as the "Executive Board." These four Officers shall comprise the Executive board. The Executive Officers of each chapter are the Chairperson, Vice Chairperson, Operations Officer, and Finance Officer. Executive Officer descriptions are as follows:

i. Chairperson

- a. Serves as the leader of YGL (Location) for a one year term, pursuant to an election held each September

- b. Calls and chairs meeting with other Executive Officers quarterly or as needed
- c. Calls and chairs meeting with Committee heads quarterly or as needed. It may be prudent to hold this meeting subsequent to the quarterly Committee meetings, should the Chairperson decide to do so.
- d. Assures that the Executive Board fulfills its responsibilities to membership and outside partners alongside other Executive Board members
- e. Recognizes outstanding achievements of Officers and members
- f. Acts as liaison to other YGL Chapters

Vice Chairperson

- a. Serves a one year term, pursuant to an election in September, if practicable
- b. Supports Chairperson in all functions
- c. Serves as Acting Chairperson in the Chairperson's absence or at designation
- d. Assures that the Executive Board fulfills its responsibilities to membership and outside partners alongside other Executive Board members

ii. Operations Officer

- a. Serves a one year term, pursuant to an election in September, if practicable
- b. Supports other Executive Officers
- c. Takes and Keeps records of meeting minutes, events and attendees
- d. Oversees permanent records and archives and any updates therein
- e. Updates and maintains YGL's master schedule of events, making sure that there are no scheduling conflicts between events and minimum event and meeting requirements are being met by the YGL Chapter at large and each committee individually.
- f. Submits any and all paperwork and/or forms required for YGL events (including RSVP lists, when necessary)
- g. Files any certificates required by state statute or federal regulation

iii. Finance Officer

- a. Serves a one year term, pursuant to an election in September, if practicable
- a. Keeps accurate account of all funds spent by YGL (Location).

- b. Maintains records, to include legible Treasurer Forms (Appendix A) for each transaction and copies of receipts for spending recorded on these Treasurer Forms.
- c. Ensures each Treasurer Form is signed by both the Finance Officer and the Vice Chairperson. In the absence of the Vice Chairperson, the Chairperson may sign in their place

Article V: Committees

Chapters shall have at least three standing Committees. Each Committee will formally elect one leader annually who will serve as a liaison to the Executive Board. The Committee Leader will report on the Committee's activities quarterly, or as needed, in addition to providing general vision and guidance for the Committee's activities. The three required Committees shall be as follows:

i. Professional Development Committee

The Professional Development Committee shall not have a set number of members and meets quarterly or as needed. Additionally, the Professional Development Committee will plan and attend a quarterly Professional Development Event. This event may entail coordinating membership attendance at a professional development event hosted by a third party or a professional development event planned and hosted by the Committee.

ii. Social Committee

The Social Committee shall not have a set number of members and meets quarterly or as needed. The leader of the Social Committee is responsible for responding to inquiries from the media on behalf of the Chapter. Additionally, the Social Committee will:

- a. Plan and attend a quarterly YGL Social Event
- b. Develop and oversee the maintenance of any and all social media pages affiliated with the Chapter

iii. Outreach Committee

The Community Outreach Committee shall not have a set number of members and meets quarterly or as needed. Additionally, the Community Outreach Committee will plan and attend the quarterly community outreach activity. This event may entail coordinating the attendance of YGL members to a

community or charity event hosted by a third party or an event planned and coordinated by the Committee.

Article VI: Meetings

At minimum, this Chapter shall hold quarterly meetings where all members of the Chapter will be invited to participate. Special meetings in addition to these regularly scheduled meetings may be called by the Chairperson or by agreement of a majority of the Executive board.

The Operations Officers shall provide written notice of such meetings.

Article VIII: Voting

At quarterly meetings, the quorum required for the transaction of business shall be 20% of the current Chapter members. Any voting ties shall be broken by the vote of the Chairperson.

The quorum required for the transaction of business at special meetings shall be 20% of the Executive Board and Committee Members. Any voting ties shall be broken by the vote of the Chairperson. When the meeting does not include the full membership and when practicable, the Executive Board shall seek feedback and input from the general membership on matters discussed at these ad hoc meetings.

Article IX: Reporting

Each chapter shall be responsible for providing a summary report of chapter activity including meetings, events, and any successes in a timely manner when called upon by the national leadership. Failure to do so will result in the suspension of the chapter's funding until resolved.

Article X: Amendments

These bylaws may be amended by a majority vote of Chapter members, provided that a written notice detailing the proposed amendment(s) is disseminated to all members at least 30 days prior to the vote. During the meeting in which the vote is to occur, sufficient time must be allowed for discussion of any explanation, debate and objections the membership body deems necessary.

Amendments must be initiated by an Executive Board Member or Committee Leader and submitted to the YGL National Leadership Team for review.

Article XI: Dissolution

Should the dissolution of this Chapter occur, its assets shall be distributed to a charitable organization of the Executive Board's choosing upon approval by the YGL National Leadership Team.

Please Sign Below

Chairperson: _____ Date: _____

Vice Chairperson: _____ Date: _____

Operations Officer: _____ Date: _____

Finance Officer: _____ Date: _____