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**EXPLORER POST/CLUB #### BYLAWS**

*Each unit should adjust the following bylaws to suit its needs within national Exploring parameters. Units should also consider developing their own standard operating procedures using the templates at www.exploring.org.*

# Objectives

The objectives of Unit/Club No. \_\_are:

1.

2.

3.

# Youth Participation

POST: Participation is be open to all young adults of high school age who live in the surrounding area and are in senior high school or at least 14 years of age.

CLUB: Participation shall be open to all young persons in sixth, seventh and eighth grades who have completed the fifth grade and are at least 10 years old but have not completed the eighth grade and are not yet 15 years old.

Youth participation is open to any youth within the prescribed age group for each program (posts and clubs). Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship is not criteria for participation by youth or adults.

All participants must be enrolled as Explorers and agree to the code of conduct and bylaws.

# Adult Participation

# All adults must be 21 years of age and are required to complete Youth Protection Training prior to volunteer service with youth. Additional training information can be found at exploring.org/training-safety. Adults are selected by the participating organization for involvement in the program. Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship are not criteria for participation.

# Ofﬁcers

* + 1. The elected ofﬁcers shall be president, two vice presidents, secretary, and treasurer. The president, with the approval of the Advisor/ Sponsor, shall appoint activity chairs and make other assignments as needed. The duties of the ofﬁcers shall be as prescribed in the *Exploring Guidebook.*
		2. The normal term of ofﬁce shall be for one year starting on February 1st each year. Elections shall be held in January.
		3. No participant shall serve more than two successive terms in the same ofﬁce.
		4. The president shall appoint a nominating committee, which shall consist of three participants. The committee shall interview and present a complete slate of candidates who have agreed, if elected, to serve to the best of their abilities.
		5. On the night of the election, nominations may be presented from the ﬂoor by any member. If the nomination is seconded and the candidate agrees to serve, he or she must be included on the ballot.
		6. All contested ballots shall be secret.

# Unit business

Unit business will be conducted under the principles outlined in *Robert’s Rules of Order.* Voting on all issues will be by simple majority, with the exception of changes or amendments to the bylaws, which will require a two-thirds vote of the total participants. A quorum shall consist of one more than the majority of participants for votes on routine business.

# General meetings

General meetings will be held during the ﬁrst and third weeks of each month. The day will be decided by the participants at the beginning of each school year.

# Ofﬁcers’ meetings

Ofﬁcers’ meetings will be held at least once a month, prior to and at a time and place different from the ﬁrst unit meeting of that month.

# Newsletter

The unit will publish a newsletter every other month, which shall include all meeting dates and other information of interest to the participants. The newsletter will serve as the historical record of the unit.

# Program Fees

Program fees will be $ \_\_\_\_per month, payable quarterly or at any time within the quarter. Participants delinquent in dues payments for six months or more will be dropped from the unit roster.

# Money-earning projects

All money-earning projects must be approved by a majority vote of unit participants. Participants who do not participate in a project are not entitled to any beneﬁts of the funds earned. All money- earning projects must be approved by the Advisor.

# *(Additional bylaws may be added by the unit.) Consider uniforms, attendance requirements, pre-requisites before registering, grounds under which a youth or adult member would be removed from the program, important deadlines, youth training opportunities, code of conduct, etc.*