

**Suggested By-Laws for A Local Chapter of the National Association of United  
Methodist Scouters (NAUMS)**

- Article I        The Order of Business for this chapter shall be conducted in an orderly and business-like manner according to the Constitution and By-Laws. Any question not covered by the By-Laws shall be decided in accordance with Robert's Rules of Order.
- Article II        Duties of Officers
- A.    President: The President shall be the presiding officer of the chapter and shall preside at the annual, regular, and special meetings of the chapter and the Executive Committee. He/She shall have general oversight over the work of the chapter. He/She shall be an ex-officio member of all committees and task forces, except the Nominating Committee. He/She shall be familiar with the work and programs of the National Association of United Methodist
  - B.    Vice President: The Vice President shall assist the President, accept assignments made to him/her, preside in the absence of the President, and assume full responsibility for that office.
  - C.    Secretary: The Secretary shall be responsible for keeping the minutes and all records shall include all meetings of the chapter and the Executive Committee—the annual, regular and special. The Secretary shall be responsible for keeping records suitable for historical filing.
  - D.    Treasurer: The Treasurer shall collect and disburse all funds. Adequate records shall be kept and a report shall be made at all meetings of the chapter and the Executive Committee. The President, Executive Committee, or the chapter shall make requests for disbursements of funds not approved in the budget.
  - E.    Chaplain

Article III Committees

- A. Executive Committee: The Executive Committee makes plans for the chapter and evaluates it. It transacts interim business. However, the chapter at its next regular or special meeting must approve all transacting. The Executive Committee shall meet at the call of the President or as often as it deems necessary.
- B. Projects: The Projects Committee shall plan and execute all projects of the chapter.
- C. Program: The program Committee shall plan all programs both on a short-range and a long-range basis.
- D. Nominating: The Nominating Committee shall be elected from the floor at the regular annual meeting of the chapter. The Nominating Committee shall consist of five persons. The Nominating Committee shall present its slate of officers and chairmen of all standing committees at the annual meeting. Additional nominations may be made from the floor.
- E. \_\_\_\_\_
- F. \_\_\_\_\_

Article IV Appointment of Committees and Task Forces: The President, in consultation with the Executive Committee, shall appoint additional committees and task forces deemed necessary in order to carry out the purpose and objectives of the chapter.

Article V Regular Meetings: Regular Meetings of the \_\_\_\_\_ Chapter of the National Association of United Methodist Scouters (NAUMS) shall be held on the \_\_\_\_\_ at a place and time to be determined by the President and the Executive Committee.

Article VI Voting Procedures: Voting in an election for officers shall be by secret ballot unless otherwise decided. Voting on other matters at all regular and special meetings shall be by voice vote, show of hands, or by standing unless otherwise ordered by vote of chapter.

Article VII Vacancy: When a vacancy occurs in an office or a committee, the vacancy shall be filled by the President in consultation with the Executive Committee.

Article VIII The By-Laws may be amended at any annual, regular, or special meeting of the chapter by a two-thirds majority vote of all members present provided the notice of such proposed amendment is given 10 days in advance.

(These are suggested By-Laws. Please feel free to make changes, additions, or deletions as desired. Adapted from Suggested By-Laws for A Local United Methodist Men's Unit, General Commission on United Methodist Men)