



UNITED NATIONS ASSOCIATION OF PAKISTAN

YOUTH COMMITTEE BYLAWS

SECRETARIAT

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PREAMBLE

These UNAP Bylaws are made in compliance with the UNAP constitution will govern the code of practice of UNAP Youth which is a Standing Committee under United Nations Association of Pakistan. If the Youth Committee wishes to change some portion of these Bylaws then such a revision will have to be drafted and proposed at a special Governing Body meeting proposed by the Head of UNAP Youth.

ARTICLE I –AFFILIATION

This Standing Committee shall be known as the UNAP Youth. The Committee is affiliated with United Nations Association of Pakistan (UNAP) and is subject to the constitution of UNAP.

ARTICLE II – PURPOSE & FUNCTION

UNAP acts to inform, inspire and mobilize people who live in the Pakistan to support the principles and vital work of the United Nations and to strengthen the United Nations system. UNAP encourages people in Pakistan and its leadership to work constructively through the United Nations and encourages everyone to achieve the goals of the United Nations Charter. As a Chapter of UNAP, [Chapter Name] educates and mobilizes people within its jurisdiction about the invaluable work of the United Nations, raises funds locally, and carries out local education and advocacy activities related to the United Nations.

ARTICLE III – MEMBERSHIP

Membership within UNAP Youth is available to any Pakistan resident, but is primarily for Pakistani Citizens within the jurisdiction of UNAP Youth as defined by UNAP's Constitution. The term "Membership" refers to those individuals who are dues-paying members of UNAP who are 29 years of age or younger. The categories, levels, terms and conditions of UNAP membership shall be defined by UNAP's Constitution. Each Standing Committee must maintain a minimum of 25 members in good standing and shall consistently work to increase its membership base.

1. **Annual Membership Meeting:** The Annual Meeting of UNAP Youth shall be held at a place, date, and time to be determined by the Committee Office Bearers, and shall be held in either the last quarter of each year or at such a time that UNAP Youth's Annual Report can be submitted to the UNAP President & Board of Governors by the 30th of November each year. The purpose of the Annual Membership Meeting is to elect new office bearers, subcommittees (if required) and transact such other business as may come before the meeting. The membership will also be informed of the annual budget

approved by the Governing Body for the fiscal year that begins January 1st.

2. **Special Membership Meetings:** Special meetings of the full membership may be called at any time by the majority vote of the Committee Office Bearers, or upon petition to the Secretary by one-fifth of the Committee members if the Committee membership is 100 members or less (and 10% of the Committee' members if membership is greater than 100 members total.) At such special Committee meetings, only such business as stated in the call for such a meeting shall be transacted. The Secretary shall give members ten days' notice stating the time, place, and business to be transacted at the special Membership meeting.
3. **Quorum:** At any meeting of the membership, a quorum is defined as 15% of the Committee's total membership (if and only if the Committee has less than 100 members). If a Committee has 100 or more members, only 10% is required for a quorum to be met.

ARTICLE IV - OFFICERS AND LEADERSHIP

1. The Officers shall be elected by the members of the Governing Body at the Annual Membership Meeting.
2. The Officers shall be elected for two or three-year terms, and each shall hold such office until their successors are elected.
3. The Officers shall not serve on the same position for more than three-year terms however a after a one-year absence from the position, he/she may be re-elected again.
4. Existing officers are encouraged to develop a clear plan for succession to prepare for unscheduled turnover, or the appointment of new leadership.
5. Officers of UNAP shall be President, Secretary, Treasurer, and other officers as may be deemed necessary or desirable by the Governing Body or constitution.
6. The Officers shall receive no compensation as salary but may receive reimbursement for expenses for special activities on behalf of UNAP or UNAP Youth

ARTICLE V - STRUCTURE AND DUTIES OF OFFICE BEARERS

1. **The Head of Youth** will direct and facilitate the work of the Youth Committee and is responsible for adjusting programmatic goals with the approval of President & Secretary General. The Head of UNAP Youth will preside at Youth Committee meetings and:
 - a appoints all Committee chairs with the consent and approval of the Officers;
 - b presents the report covering the activities of the Committee in the previous year at the Annual Governing Body Meeting;
 - c Enforces Youth Committee Bylaws and ensures that all books and records are properly kept and that all meetings are appropriately called
 - d Ensures that all required reporting (such as the Annual Report to UNAP) is completed and sent to the National Office by March 1st.

2. **The Youth Secretary** communicates all notices required by the Youth Committee Handbook. The Secretary also records accurate minutes of all meetings of UNAP Youth, which should include election results and assignments to specific duties; works with the Head Of youth to prepare the Committee's Annual Report; and performs all the customary duties of a Secretary.
3. **The Youth Treasurer** is responsible for maintaining all financial records for the Committee, including providing oversight for all event fundraising activities including the following:
 - a The Treasurer ensures financial compliance with all applicable laws and provides information to the President and the Governing Body on all financial matters of UNAP Youth.
 - b He/she works with the Head of Youth to prepare the financial section of the Youth Committee's Annual Report.
 - c The Treasurer also works with the Executive Committee's Finance Secretary if or when cleared by the President or the Secretary General.
 - d During the Youth Committee meetings, the Treasurer reports actual financials versus the budget and ensures that the Committee leadership understands the report.
 - e For fundraising and cash transactions the treasurer shall ensure that funds are either only raised via donation boxes, the lock and key of which shall be held by the National office.
 - f The Treasurer may also collect funds by delegating ticket booklets issued by the national office and return the said booklets and exact funds tallying up to the number of tickets disbursed.

In addition to the abovementioned three required Officers; the Board may suggest the election of additional Officers or Board positions which may include:

4. **Senior Deputy Head of Youth:** If the Youth Committee chooses to elect a Senior Deputy Head, this person serves as a future Head of Youth in training. They observe all workings of the Committee, assists in special projects such as strategic planning, preparing the annual reports, and research. UNAP Youth recognizes it should have a strong succession plan to ensure stability during leadership changes.
5. **Deputy Head of Youth:** The Youth Committee may choose to elect one or more Deputy Heads of Youth to help the Head of Youth facilitate the work of the Committee, or a Deputy Head could serve the function of the Senior Deputy Head. Furthermore the Deputy Head shall perform the duties of the Head of Youth's in their absence, removal, or following their resignation. The Youth Committee may choose to have more than one Deputy Head to assume functions of committees' leadership however; in that case, a Senior Deputy Head is identified to serve in the President's absence.
6. **Membership Chair:** The Youth Committee may elect or the Head of Youth may appoint (with the approval of the President) the Membership Chair who is responsible for managing the Committee's membership records and developing a membership growth strategy. Responsibilities include contacting lapsed members and prospective members, and welcoming new members. Each Committee should develop a

Membership Committee to assist the chair in membership development.

7. **Advocacy Chair:** The Youth Committee may elect or Head of Youth may appoint (with the approval of the President) an Advocacy Chair who serves as a liaison between the Committee and both the Executive Committee of the UNAP. The Advocacy Chair is responsible for promoting participation in various national level activities. The Chair should maintain and develop personal relationships with local elected representatives and/or their relevant staff members (through letters, telephone calls, emails, and personal visits) and keep up to date on their positions on UN-related issues. The Advocacy Chair may also be called the Vice President for Advocacy.
8. **Young Professionals Chair:** The Youth Committee may elect or Head of Youth may appoint (with the approval of the President) a Young Professionals Chair who is responsible for managing and developing a successful Youth Programs that encourages members to become engaged with the United Nations through professional development and other opportunities. UNAP Young Professionals are UNA members under the age of forty.
9. **Education Chair:** The Youth Committee may elect or Head of Youth may appoint (with the approval of the President) an Education Chair who will liaise with UNAP Education Committee, both locally and nationally, and develop strategies to scale Model UN (mini-simulations) into locally-based middle and high schools.
10. **Communications Chair:** The Youth Committee may elect or Head of Youth may appoint (with the approval of the President) a Communications Chair who will oversee all aspects of communication made to the public and the Committee membership. This includes all online and social media, presence as well as direct communication to the Committee's membership. Communications Chairs are encouraged to work alongside the President and Membership Chair to assist with retention efforts, in addition to highlighting the efforts of the Committee throughout the year.

NOTE: These committee leadership positions can be called committee "Chairs" (however in that case, a Senior Deputy Head, or Senior Deputy Head, is identified to serve in the Head of Youth's absence.)

11. **Removal from Office**

- a. **Voluntary:** An Officer or Board member may announce his or her resignation at any Board of Directors' Meeting or in writing to the Board. The resignation becomes effective after the following Board of Directors Meeting or at a later date indicated by the person resigning.
- b. **Involuntary:** If an Officer or Board member is to be removed from office involuntarily it shall be by a 2/3 affirmative vote at a Board of Directors meeting with a majority of the Board members present. All members of the Board shall receive at least ten days' notice prior to the meeting at which the removal vote occurs.

ARTICLE VI – SUB-COMMITTEES

1. UNAP Youth may, from time to time, organize subcommittees to manage its programs and activities to further its mission and that of UNAP. The Head of Youth, with the approval of the Governing Body, shall appoint subcommittee chairs. Except as may be otherwise specifically provided for by these Bylaws, subcommittee chairs shall appoint their subcommittee members from among Chapter members in good standing who volunteer or agree to serve. The Head of Youth shall serve as ex-officio member of each subcommittee. Members of a subcommittee shall serve until the Chapter's next Annual Membership Meeting or until their successors are appointed. Subcommittee members can be removed from service with the chair's consent and subcommittee chairs may be removed from service by the Chapter President with consent of the Board of Directors.
2. Rules governing procedures for meetings of any subcommittee shall be as established from time to time by the Head of Youth, or in the absence thereof, by the committee itself with the concurrence of the Head of Youth with the approval of the President. If no rules are established, then these bylaws shall govern each subcommittee. All subcommittees shall take only such action(s) as is specifically designated in the Bylaws or in the resolution chartering the committee. The committee chairs shall report to the Head of Youth on a regular basis.
3. Except as may be otherwise specifically provided for by these Bylaws, no subcommittee shall have the authority to amend, alter or repeal UNAP Youth Bylaws;
 - a to elect, appoint or remove any Officer, Chair or member of UNAP Youth;
 - b to amend the articles of incorporation of UNAP Youth;
 - c to restate the articles or Bylaws of UNAP Youth;
 - d to adopt a plan of merger or adopt a plan of consolidation with another Standing Committee without clearance from the president or board of governors;
 - e to authorize the sale, lease, exchange or mortgage of all or substantially all of UNAP Youth's property and assets;
 - f to authorize the voluntary dissolution of UNAP Youth;
 - g to adopt a plan for the distribution of the assets of UNAP Youth;
 - h to amend, alter or repeal any resolution of UNAP Youth, or any committees;
 - i or other acts prohibited by law.
4. Meetings of subcommittees may be called by their respective chairs or by any two (2) members of the subcommittees. At all meetings of any subcommittees, a majority of the members of the subcommittees shall constitute a quorum for the transaction of business, and the act of a majority of the members of the subcommittees present at any meeting thereof at which there is a quorum, shall be the act of the committee, except as may be otherwise specifically provided for by these Bylaws. Electronic or phone participation qualifies as part of a quorum.
5. UNAP Youth may choose to identify a separate Regional Chapter (with the approval of the president) if the Standing Committee becomes large enough to justify such a division. If formed, the Chapter shall be comprised of its regional name and Office Bearers. The Head of Youth shall serve as the Chair of the regional Office Bearers.

6. The Head of UNAP Youth, with the approval of the President, may appoint at least three (3) Board members to the Nominating Committee. The Nominating Committee shall identify and nominate potential members to serve as Office Bearers.
7. The Head of UNAP Youth shall have the power to call for the establishment of ad-hoc committees or task forces as deemed necessary.
8. UNAP Youth may identify individuals to serve as Regional Chapter representatives in National Networks and Affinity groups to encourage participation in national initiatives and priorities. While these National Networks are subject to change, they include but are not limited to UNA –Advocacy, UNA – Education, and UNA – Communications Networks, and the UNA-Women, and UNA-LGBT Affinity Groups.
9. UNAP Youth may form additional subcommittees with defined functions:
 - a. **Membership Committee:** To establish a membership growth strategy to recruit new members and engage and retain current members. To build awareness that it is the responsibility of each UNA- USA Chapter Board member to recruit and engage new members. Efforts are made to recruit a diverse membership with regard to age, ethnicity, gender and geography. Building partnerships with other aligned organizations is one way to build membership.
 - b. **Finance and Budget Committee:** To work with the Treasurer and the Board of Directors to prepare a budget and raise and manage Chapter funds.
 - c. **Program Committee:** To organize programs, projects and events to promote the mission of UNA- USA. UNAP Youth intends to plan a UN Day event each October as well as other events throughout the year. The Program Committee coordinates with other committees, especially the membership and advocacy committees, to ensure that all Chapter programming has both membership building and advocacy elements.
 - d. **Young Professionals Committee:** To engage UNAP members under 40 years old, in order to promote and implement education projects, advocate for a strong PAKISTAN-UN relationship, and participate in professional development opportunities.
 - e. **Advocacy Committee:** To inform elected representatives, the general public and Chapter members about PAKISTAN Government activities related to the UN system. The committee promotes participation in the e-action alert system and advocacy events, such as Day on Capitol Hill and in District advocacy meetings with members of Congress or their staff.
 - f. **Communications Committee:** The Communications Committee oversees all aspects of communication made to the general public and the chapter membership. This could include but not be limited to a website and a chapter presence on Facebook, Twitter, and Instagram, traditional press outreach, including distribution of UNA's national op-ed pieces, arranging local editorial board meetings, and contributing pieces to local news outlets, including all forms of traditional media: newspapers, magazines, radio, and television. Furthermore, they are encouraged to send regular alerts to current, lapsed, and potential members that complement the national UNA e- newsletters and retention efforts. Lastly, this committee is encouraged to drive publicity efforts for special **events**, such as UN Day.

- g. **Education Committee:** Education Committee will support membership and GenUN by collaborating with youth and programming committees to cultivate a new generation of advocates involved in educational activities offered by UNAP, and through chapter sponsored Model UN conferences and simulations, summer offerings, and other programs designed to engage youth and teach about the United Nations. The Education Committee is expected to promote UNAP as the preeminent source and authority in education for innovative classroom learning that facilitates globally competent students. The Education Committee may also provide education programming for the general public.

ARTICLE VII – CHAPTER FINANCE

1. **Fiscal Year:** The fiscal year shall commence on January 1st and end on December 31st.
2. **Budget:** A proposed budget shall be submitted to the Governing Body for adoption at the Annual Governing Body Meeting. The budget should include an accurate projection of costs and revenue for the year, and include line items for each of UNAP Youth's activities. UNAP Youth's financial report shall be approved at such a time that it can be submitted by March 1st to the National Office as part of the Chapter's Annual Report.
3. **Membership Dues:** Annual membership dues and distribution of such dues shall be established by the UNAP National Secretariat.
4. **Tax Filings:** Annual Income Tax filing accounts and declarations shall be the responsibility of UNAP National Secretariat.

ARTICLE VIII – LEGAL REQUIREMENTS

In addition to all requirements set forth in UNAP's Constitution UNAP Youth understands it shall comply with the following:

- (i) the Chapter shall never be operated for the primary purpose of carrying on a trade or business for profit;
- (ii) the Chapter shall not, directly or indirectly, participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office;
- (iii) no solicitation of contributions to the Chapter shall be made, and no gift, bequest or devise to the Chapter shall be accepted, upon any condition or limitation that would pose a substantial risk of causing the Chapter to lose its federal income tax exemption;
- (iv) pursuant to the prohibition contained in section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"), no part of the net earnings, current or accumulated, of the Chapter shall ever inure to the benefit of any private shareholder or individual; and
- (v) upon the termination, dissolution or winding up of the Chapter in any manner or for any reason, voluntary or involuntary, its assets, if any, remaining after the

payment or provision for payment of all liabilities of the Chapter shall be distributed to the National Office, to be disseminated at a later date.

ARTICLE IX – CHAPTER DISSOLUTION

1. **Voluntary Dissolution** - UNAP Youth may choose to voluntarily dissolve with authorization of the President & Governing Body, in conjunction with its membership, given at a special meeting called specifically for this purpose. UNAP Youth can dissolve with approval of two-thirds of all eligible members, in addition to three-fourths of all members of the Board of Directors – valid only if a quorum of members are in attendance (defined as fifteen percent of the Chapter's members if less than 100 members; ten percent more than 100 members). If requested, UNAP will assist the Youth Committee by providing a proxy- voting system in order to ensure that it's membership has equal voice during this process. Furthermore, UNAP holds the authority to dissolve a UNA Chapter – in consultation with the Governing Body – in the event of illegal activities or notable violation of chapter guidelines as explained in the Affiliation Agreement.
2. **Involuntary Closure** - Existing Chapters that fail to meet the basic requirements to maintain Chapter status will be given a one- year period to steer their Chapter into compliance. During this time the Chapter in question will operate under a provisional status, wherein a member of the National Office will supervise the Chapter. If a Chapter fails to meet these requirements after a one-year period, the Chapter will be suspended and its charter will be revoked.

ARTICLE X – RATIFICATION & AMENDMENTS

Bylaws shall be adopted by a simple majority of those present at any Membership Meeting of UNAP Youth provided that:

- (i) any proposed Bylaws changes shall have first been submitted to and approved by the UNAP prior to adoption in order to ensure such Bylaws are consistent with the Affiliation Agreement and the mission and purpose of UNAP, and
- (ii) All members have been notified 14 days in advance of the Membership Meeting. Bylaws may be amended by a two-thirds majority vote through the same procedure. The most current Chapter Bylaws must be submitted to the UNAP Membership Office.