



NeighborUp Teen Board By-Laws

Adopted April 28, 2024

Article I: Name and Mission

- Section 1: The official name of the organization shall be the NeighborUp Teen Board, hereinafter referred to as the Teen Board.
- Section 2: The Teen Board exists to uphold the mission and values of NeighborUp by serving as ambassadors and volunteers of the organization, while also fostering leadership development among its members.
- Section 3: The Teen Board may advertise using the official Teen Board logo. All public posts regarding the Teen Board must contain the official Teen Board logo or NeighborUp logo.
- Section 4: The Teen Board By-Laws have been adopted by a unanimous vote from the Executive Committee on behalf of the organization.

Article II: Membership

- Section 1: Application for membership shall be open to any rising 10th-12th graders attending a public, private, or home school. All members must have access to reliable transportation to the NeighborUp Plaza and any Teen Board events.
- Section 2: The Teen Board shall have between ten to twenty-five members in any given term.
- Section 3: The term of membership shall be from September through May.
- Section 4: All potential members must complete the following application process:
- A. Potential members must complete and submit the Teen Board application form on the NeighborUp website by its due date.
 - B. Potential members must submit a video, discussing who they are, what they can contribute to the board, and any other details required by the Executive Board.

Revised July 30, 2026



- C. Depending on the size of the application pool, applicants may also be invited to an interview, in which case attendance is also mandatory.
- D. The Executive Board will hold a majority vote to determine the accepted members of the upcoming term.
- E. All accepted members and their parents or guardians must read and sign the Teen Board By-Laws by the date designated by the Committee.
- F. Potential members must be a fully registered volunteer with NeighborUp by the day Teen Board By-Laws are due.

Section 5: All returning members are expected to complete the membership renewal process:

- A. Returning members must complete and submit the Teen Board membership renewal form, which will be sent out prior to the start of the new term.
- B. Returning members must also submit a signed copy of the Teen Board By-Laws by the date designated by the Executive Committee.
- C. All returning members are expected to have upheld the volunteer requirements, attendance, and good behavior for the Teen Board in the past membership term. Any failure to do so makes the member eligible for dismissal in the upcoming term by a unanimous vote from the Executive Committee.

Section 6: All members are expected to participate for the entire membership term, however, should they wish to resign, they must submit notice to the Executive Committee two weeks prior to their resignation.

Article III: Volunteer Hours

Section 1: Members must accumulate a minimum of 18 volunteer hours with NeighborUp, in addition to monthly board meetings, each year to remain an active member.

Section 2: Any member who has not met the required hours for a past term may be eligible for dismissal by the Executive Board during the membership renewal process.

Section 3: The Executive Committee will designate some volunteer events as mandatory Teen Board events, which all members are expected to attend unless they have been excused prior.

Section 4: Members who have received an official Teen Board t-shirt are expected to wear them to Teen Board mandatory events.



Section 5: Service hours may be reduced for failure to meet Teen Board standards of good behavior when volunteering with NeighborUp or at Teen Board events.

Article IV: Attendance

Section 1: Members are expected to attend monthly meetings and participate in NeighborUp service activities, mandatory events, and planned recreation activities.

Section 2: Members are allowed to miss no more than three total general meetings in a membership term. Members shall also not miss more than two consecutive meetings at any time during the term. Any member exceeding the allowed absences will be considered for dismissal from the Teen Board during the membership renewal process.

Section 3: Members are required to attend all the mandatory Teen Board events during the membership year. Any member not able to attend or who will be late to a Board event must give the secretary written notice at least 48 hours in advance with an explanation of why they are unable to attend.

Article V: Good Behavior

Section 1: All members are expected to uphold the values of NeighborUp, including compassion and dignity. Any outstanding violations may make members eligible for dismissal during the Teen Board renewal process.

Section 2: Any members caught violating local or state laws shall face immediate dismissal from the Teen Board.

Article VI: Executive Committee

Section 1: The Executive Committee shall have the power to vote on new members, facilitate Teen Board events, and both amend and enforce the official Teen Board By-Laws.

Section 2: The Executive Committee shall contain the roles of Board Chair, Board Vice Chair, Secretary, Board Governance Chair, Communications Chair, Board Chair Elect, and Board Vice Chair Elect whose jobs are as follows:



- A. Board Chair: Leads meetings, facilitates board voting processes, and creates the meeting agendas.
- B. Board Vice Chair: Assists the Board Chair when necessary and takes on the Board Chair role when they are absent from meetings. Also manages the by-laws and oversees other committees.
- C. Secretary: Takes meeting attendance and minutes and makes them available on Teams.
- D. Board Governance Chair: Organizes information regarding applications, attendance, volunteer hours, financial matters, and other data collections. Also serves as head of the Data Committee.
- E. Communications Chair: Runs public social media and all internal communications, including meeting reminders. Also facilitates communication with outside organizations, leads application advertising, and serves as head of the Social Media Committee.
- F. Board Chair Elect: Learns the responsibilities necessary to take on the position of Board Chair in the next term and fills in for the Board Chair at meetings, if both the Board Chair and Vice Chair are absent.
- G. Board Vice Chair Elect: Learns the responsibilities necessary to take on the position of Board Vice Chair in the next term.

Section 3: All Executive Committee members shall hold their positions until the end of their 12th grade term. Committee positions will only be open to new members if an existing member graduates or resigns.

Section 4: All Executive Committee members shall have at least one term of experience on the Teen Board.

Section 5: New members of the Executive Committee for upcoming terms must apply and applications shall be reviewed and appointed by members of the Committee of the prior term. A unanimous vote from the previous Committee is required to accept each new member.

Article VII: Additional Committees

Section 1: Various committees, in addition to the Executive Committee, may exist to work on specific issues or projects of the Teen Board.

Section 2: The Executive Committee may create ad hoc committees as needed at any time during the year. Any new committees require a unanimous vote from the Executive



Committee and must have their responsibilities added to the official Teen Board By-Laws. Any committee leaders who are not in the Executive Committee must be voted for unanimously by the Executive Committee.

Section 3: Current standing committees, in addition to the Executive Committee, include the following:

- A. Event Committee: Helps plan out and execute special events, including the end-of-year capstone project.
- B. Data Committee: Works with the Board Governance Chair to collect and organize Teen Board data.
- C. Social Media Committee: Works with the Communications Chair to run social media accounts across various platforms.

Section 4: The Data and Social Media Committees will be led by the Governance and Communications Chairs, respectively, from the Executive Committee. If these managers deem their committees unnecessary, they may choose not to accept any members during their term. Otherwise, they may choose their committee members from the accepted Teen Board members. When possible, all committees should include an underclassman who is interested in learning a leadership role for succession planning.

Section 5: Any Teen Board member may choose to be in a committee or to apply to be a committee leader.

Section 6: Any Teen Board member may propose new committees for consideration by the Executive Board.

Article VIII: Amendments

Section 1: The Teen Board By-Laws may be amended, when necessary, by a unanimous vote of the Executive Committee.

Section 2: Any member of the Teen Board may propose amendments for consideration by the Executive Board.



Certification

These by-laws were incorporated and approved unanimously at a meeting of the Executive Committee on July 30th, 2026.

Board Chair

Board Governance & Secretary Chair

Vice Board Chair

Communications Chair