

BYLAWS
OF THE
YOUNG PROFESSIONALS
OF HARDIN COUNTY

ARTICLE I

NAME & PURPOSE

Section 1.1: The name of the organization shall be the Young Professionals of Hardin County.

Section 1.2: The purpose of this organization shall be:

- A. SOCIAL-To create opportunities for young adults to interact through networking and new membership;
- B. SERVICE-To coordinate projects to improve members' willingness and ability to serve in the community;
- C. VOICE-To facilitate participation of members in activities and leadership roles throughout the community; and
- D. VISION-To promote an atmosphere conducive to the development of future leaders.

ARTICLE II

MEMBERSHIP

Section 2.1: Any individual between the ages of twenty-one (21) and forty (40), both inclusive, shall be eligible for active membership upon nomination by any member in good standing and approval by a majority vote of the Executive Committee.

Section 2.2: Active membership shall cease on January 1 following a member's 41st birthday.

Section 2.3: New members joining in any year by June 30 shall pay thirty dollars (\$30) in dues upon joining. New members joining July 1 or thereafter in any year shall pay fifteen (\$15) in dues upon joining. To remain in good standing, members shall pay thirty dollars (\$30) in annual dues no later than January 31.

ARTICLE III

MEETINGS OF MEMBERS

Section 3.1: Regular Meetings. The organization shall hold a business meeting at least once a month. Said meeting is to take place on the third (3rd) Wednesday of each month or as set by the Executive Committee. Twenty-five (25) percent of the membership shall constitute a quorum. Special meetings may be called by twenty- five (25) percent of the members

and notice of such meeting shall be mailed to each member at the last known e-mail address at least seven (7) days prior thereto.

Section 3.2: Annual Meeting. The Annual Meeting of the organization shall be held in November of each year and said meeting shall coincide with the Regular Meeting for that month, unless otherwise set by the Executive Committee.

Section 3.3: Meetings of Executive Committee. Meetings of the Executive Committee shall be held at prearranged dates or at the call of the President. At all said meetings, a majority of the Executive Committee shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order. The Secretary or any other person appointed by the President shall serve as Parliamentarian

Section 3.4: Special meetings of the Executive Committee shall be called by the President or by the Secretary at the request of at least three (3) members of the Executive Committee.

ARTICLE IV

OFFICERS & DUTIES

Section 4.1: Officers and Duties. There shall be four officers consisting of a President, a President Elect, Secretary, and Treasurer. The emdiate past president will also serve on the Executive Committee, as a advisory support only, no voting rights. There are three Committee Chairs, Membership, Marketing, and Program. The officers shall be elected by the members at the Annual Meeting. All offices are held for a period of one year. Their duties are as follows:

Section 4.2: The **President** shall supervise the organization's affairs and activities and shall serve as the organization's chief officer. The President shall make an annual report thereon to the members and shall convene regularly scheduled meetings of the Executive Committee. The President has further powers and duties as listed herein or as consistent with these Bylaws.

Section 4.3 The **President Elect** shall work with the President on such affairs of the organization as membership, finances, and public relations. This office is also responsbile for forming a calendar of professional developments/training activities for Young Professionals to be involved in. The President Elect shall preside over Executive Committee meetings and regular membership meetings in the President's absence. Following completion of a one year term of office, the President Elect shall then hold the position of President for the designated term of that office.

Section 4.4: The **Secretary** shall be responsible for keeping records of Executive Committee actions, including overseeing the taking of minutes at all Executive Committee meetings, sending out meeting announcements, and distributing copies of minutes and the agenda to each Executive Committee member. The Secretary shall be the custodian of all records of the organization and shall maintain said records.

Section 4.5: The **Treasurer** shall keep the books of the organization, disburse funds as required, assist in the preparation of the budget, and help develop fundraising plans, make financial information available and make a report at each Executive Committee meeting. The Treasurer shall also issue notices of dues payable and be responsible for the collection thereof. The Treasurer shall also prepare a report for audit by his/her successor.

ARTICLE V

COMMITTEES

- Section 5.1: There shall be three standing committee chairs—Membership, Marketing, and Program Committees. Committee chairs may serve in such role for a one (1) year term and maybe extended up two (2) additional terms of one (1) year at the discretion of and approval of the Executive Committee. Volunteers from the general membership will serve on these committees. Each chair is responsible for meeting routinely as a committee and taking minutes to report back to the executive committee. Their duties include but not limited to:
- Section 5.2: The **Membership Chair**: shall recruit members, and annually develop programs in order to recruit and retain the general membership. Develop a calendar of social events and volunteer projects in the community. Chair will notify the Executive Committee of all planned events 30 days prior to the event. Performs other tasks requested from time to time by the Executive Committee.
- Section 5.3: The **Marketing Chair**: developing and delivering a clear, concise image of YPHC. This will be accomplished through the management of the YPHC website, development of collateral materials, attending monthly chamber of commerce meetings and seeking sponsorships for monthly lucheons. Performs other tasks requested from time to time by the Executive Committee.
- Section 5.4: The **Program Chair**: shall be responsible for the monthly lucheon speakers and caterers. Performs other tasks requested from time to time by the Executive Committee.
- Section 5.5: The four officers and the three committee chairs from the Membership, Marketing, and Program Committees shall serve as the members of the Executive Committee. The Executive Committee shall serve as a governing body for the organization. It is responsible for the overall policy and direction of the organization and shall possess authority, duties, and responsibilities as contained herein or as consistent with these Bylaws.

ARTICLE VI

ELECTIONS

- Section 6.1: Elections shall be held during the Annual Meeting in November. Newly elected officers shall assume their duties on January 1st following the election.
- Section 6.2: Beginning thirty (30) days prior to the Annual Election, a nominating committee consisting of the President and the President Elect shall accept applications of members requesting to be candidates for election.
- Section 6.3: The Nominating Committee shall release the names of the candidates to the organization the week before the election meeting. The membership at large shall elect, by confidential ballot, a President (if applicable), a President Elect, a Secretary, Treasurer, and Marketing, Membership, and Program Chair, all of whom shall constitute the officers of the organization.
- Section 6.4: Members unable to attend the election meeting may submit ballots to the Secretary in a sealed envelope up to 5:00 p.m. the day before the election meeting. Ballots shall not be opened until the election meeting.

ARTICLE VII

REMOVAL FROM OFFICE

- Section 7.1: Any officer, committee chair, or general member may be removed from office and/or membership as a result of failure to fulfill the duties and obligations of said office or for conduct detrimental to the best interests of the organization.
- Section 7.2: The removal process consists of the following procedure:
1. A petition stating the charge shall be filed with the Secretary and signed by two-thirds (2/3) of the Executive Committee or by two-thirds (2/3) of the active membership.
 2. The Secretary shall notify each member at least fifteen (15) days before the question is placed on the agenda of the general membership meeting.
 3. Written notice of the charge or charges against him/her shall be presented to the officer, committee chair, or general member at least 20 days prior to the question's placement on the agenda of the general membership meeting.
 4. A hearing on the charges shall be conducted whereby the petitioners shall present their case first, said officer, committee chair, or general member shall be heard second, and the vote shall be taken third. A quorum must be present at this meeting and two-thirds (2/3) of those voting shall be necessary to remove said officer or committee chair from office.

5. In the event the officer sought to be removed is the Secretary, the Treasurer shall receive and distribute the petition. Should the President be the officer sought to be removed; the President Elect shall preside during the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

ARTICLE VIII

AUTHORITY TO BIND

- Section 8.1 No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate this organization except by authorization of the Executive Committee or the membership.

ARTICLE IX

AMENDMENTS

- Section 9.1: These Bylaws may be amended when necessary by a majority of the Executive Committee. These Bylaws may also be amended when necessary by a three-quarters (3/4) vote of the members present at a regular or special meeting, provided that written notice of the proposed amendment has been mailed to the last known email address of each member at least fifteen (15) days prior to the date of such meeting.

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