



North Coast Young Professionals

Serving Erie, Huron, Ottawa and Sandusky Counties

By-Laws

ARTICLE I: Purpose

Section 1: Purpose of the By-Laws

The Organizational By-Laws are the written policy of North Coast Young Professionals. The By-Laws are subordinate only to the Chapter Constitution.

Section 2: Approval and Amendments

The Bylaws shall be approved or amended by a favorable vote of a minimum of nine (9) members of the Board of Directors at a regularly scheduled or special Board meeting. All Board members shall be notified by writing or e-mail prior to a vote to approve or amend the Bylaws. The date of the approval shall be recorded below and signed by the Secretary of the Chapter and Board of Directors Chair.

Secretary

Date

Chairman of the Board of Directors

Date

Each proposed and approved amendment shall be duly recorded in the Board minutes and attached to the records kept by the Secretary. Approved amendments shall go into effect immediately upon acceptance. The approved amendment shall be posted on the internet with the latest version of the Constitution and Bylaws within 30 day of approval date.

Section 3: Proxy Votes

Written proxy votes may be e-mailed to the Chairman of the Board prior to a meeting to approve or amend the Bylaws. The Chairman is required to announce and cast the proxy vote as written. The written proxy should contain clear information as to latitude and voting power for what issue(s) and for the effective date of the proxy.

ARTICLE II: Membership

Section 1: Regular Membership

Regular membership shall be granted to young professionals between the ages of twenty-one (21) and forty-five (45) whom work or live in Erie, Huron, Ottawa and Sandusky counties. Regular membership may also be granted to any young professional between the ages of twenty-one (21) and forty-five (45) who subscribes to the purposes listed in Article II, Section 1 of the North Coast Young Professionals Constitution but does not live or work in Erie, Huron, Ottawa and Sandusky counties. Regular members shall be required to pay dues as established in Article III.

Section 2: Distinguished Members

Distinguished membership shall be granted to young professionals who hold regular membership status in good standing and age has past the regular membership age range. Distinguished members relinquish their voting rights and are no longer required to pay regulars membership dues. Distinguished Members are eligible to attend all membership meetings and special events and are required to pay special event fees for event they may attend.

Section 3: Honorary Members

The board of directors may, by majority vote, grant honorary membership status to anyone it deems appropriate. Honorary members may be included on the mailing list and/or e-mailing list for the organization. Honorary Members are eligible to attend all membership meetings and special events, are not required to pay dues, but may be asked to pay special event fees unless invited by the Chairman of the board.

Section 4: Special Members

The board of directors may, by majority vote, establish special categories of membership which are in the best interest of the organization and its purposes as described in Article II, Section 1 of the Constitution. Terms of membership, membership requirements and due must be decided for each new special membership category created. Special membership categories must be added to the bylaws under this section.

ARTICLE III: Dues

Section 1: Dues Rates

The organizational dues shall be as determined by the Board of Directors. Dues shall be paid to the treasurer by cash or check. Discounts and special dues rates may be established by a majority vote of the board of directors. Members shall be invoiced annually, by the Treasurer, upon the date of their initiation.

Section 2: Resignation

Members may resign by making written notifications to the Board of Directors, Chairperson or Treasurer. Yearly membership dues are non-refundable.

Section 3: Membership Status

Membership status is granted upon receipt of initial payment of dues during initiation. Membership is granted for a one (1) year period and shall be renewed annually.

ARTICLE IV: Eligibility and Duties – Board of Directors

Section 1: Eligibility

All candidates for Directors shall be members in good standing with a minimum of one (1) year NCYP experience before taking office. Directors shall not hold any other NCYP elected or appointed positions during their term of office, except as approved by the board of directors.

Section 3: Duties – Board of Directors

- Establish all policies for the organization
- Establish long range plans for the organizations future development
- Set Board objectives and goals, accept and concur with Chapter Officer's objectives and goals
- Review and approve the Officer's recommendation for additional elected officer positions to be incorporated into annual elections
- Evaluate and monitor the organizations progress toward goals and other performance matters to assure Board policies are being observed, and provide feedback to the Chairperson
- Appoint and provide guidance, direction, and independent oversight to nominating committee for selection of candidates for elected positions for the subsequent year
- Appoint a committee comprised of at least two (2) Directors to oversee counting of all election ballots
- Appoint replacements for elected positions when they become vacant, or assign duties to other elected positions if deemed more appropriate
- Approve a fiscal year budget, monitor monthly expenses to budget, and approve all adjustments to the budget during the fiscal year
- Remove and replace any elected or appointed person from his or her positions for failure to fulfill his or her responsibilities, conduct unbecoming of a Board Member, or for irregular attendance, by a two-thirds (2/3) majority vote of the entire board
- Perform any other duties as may come before the Board

ARTICLE V: Eligibility and Duties – NCYP Board of Directors Officers

Section 1: Eligibility

All candidates for Board of Directors Officers shall be members in good standing with a minimum of one (1) year NCYP experience before taking office. Officers shall not hold any other NCYP elected or appointed positions during their term of office, except as approved by the board of directors.

Section 2: Duties – Chairperson

The Chairperson shall preside over all the meetings of the Board of Directors. The Chairperson shall provide leadership for the Board of Directors by appointing members for specific tasks, conducting meetings, publishing meeting agendas, and seeing that all matters of policy and Board directed actions are carried out. Other duties of the Chairperson include:

- Cosign all checks with the Treasurer
- Sign all written contracts for the Board of Directors
- Provide leadership and direction to the Board of Directors Officers

The Chairperson shall not:

- Introduce or second motions made by the Board members in any regular or special meetings
- Introduce or second motions made during general membership meeting
- Carry out any policies or procedures not voted on and passes by the Board of Directors
- Endorse any proposed public policy or proposed governmental action without the consent of the board of directors; or that does not concur with the purpose of NCYP; or is not in the best interest of NCYP

Section 3: Duties – Vice Chairperson

- The Vice Chairperson shall preside over all the meetings of the Board of Directors in the absence of the Chairperson.
- The Vice Chairperson shall provide additional leadership and direction to the Board of Directors and all committee chairs assigned to him/her
- Perform any other duties as fairly assigned by the Chairperson or Board
- In the absence of the Chairperson, the Vice Chairperson shall act with all authority of the Chairperson and assume all responsibilities of the Chairperson

Section 3: Duties – Secretary

- Take minutes at Board Meetings
- Distribute minutes to Board of Directors in a timely fashion
- Provide leadership and direction for persons reporting to or performing work for him/her
- Perform all duties as assigned to him/her by the Chairperson
- See that all correspondence is read to the Board and properly responded to as directed by the Board in a timely manor
- Keep and file all applicable NCYP correspondence
- Distribute all official NCYP Board of Directors approved communications, invitations, bulletins, etc. to the general membership

Section 4: Duties – Treasurer

- Responsible for keeping up to date records of membership
- Responsible for NCYP funds and maintaining them in the designated depository approved by the board
- Responsible for collecting dues
- Disperse funds and pay bills according to the budget and officer-approved invoices and approvals as applicable, by the Board or Chairperson
- Keep books of accounts and records including all receipts, invoices, and PO's in a neat and orderly fashion that can be audited if need arise
- Prepare books for end of year audit by Board
- Report on financials and membership during each regular board meeting
- Provide leadership and direction for persons reporting to or performing work for him/her
- Perform all duties as fairly assigned to him/her by the President
- Responsible for any tax filing required by the state or federal government
- Prepare and distribute membership invoices

Section 5: Duties – Public Relations Chair

- Field all Press calls and talk to media maintaining good relationships with reporters
- Create positive hype for the organization
- Draft all Press Releases and send to media contacts, follow up as necessary
- Track NCYP articles and publicity in the community

- Act as Historian for the organization keeping on file all published articles, pictures, and correspondence
- Responsible for photography at NCYP events
- Responsible for membership publicity - take calls, talk about NCYP
- Recruit members, invite guests to monthly events to create interest in group
- Increase exposure of NCYP around the community (brochure placement, etc.)
- CONSTANT NETWORKING!!!!!!

Section 6: Duties - Social Chair

- Responsible for the planning of all social and networking events under a Board of Directors approved budget and direction
- Responsible for any philanthropic activities associated with social events

Section 7: Duties - Membership/Recruitment Chair

- Oversee Welcoming Committee
- Responsible for increasing membership
- Responsible for maintaining current individual members
- Responsible for planning all recruitment programs and activities

Section 8: Duties – Community Economic Development Chair

- Develop and maintain relationships with local area chambers of commerce
- Develop and maintain relationships with local non-profit economic development corporations and organizations
- Develop and maintain relationships with local, state and national elected officials concerning economic development issues
- Responsible for planning activities that promote economic development in the Firelands Region
- Report area economic development current affairs to the Board of Directors
- Fill the NCYP ex-officio position on the Erie County Economic Development Corporation Board by attending their meetings or designating a representative from NCYP to attend the meetings. It is of the utmost importance to NCYP that representatives attend any and all ECEDC meetings. The Community Economic Development Chair will report monthly to the NCYP Board on each ECEDC meeting.

Section 9: Membership Dismissal

Any member of the Board of Directors who is absent from three (3) board meetings during their term shall be immediately relieved of the position upon the adjournment of the third meeting.

The Board of Directors reserves the ability to relieve any board member of their duties by a majority vote. Such reasons for dismissal include but are not limited to unethical professional behavior, behavior unbecoming of an NCYP member, convictions of illegal activities, etc.

Furthermore, the Board of Directors reserves the ability to remove the membership status of anyone in the general membership upon a majority vote for the reasons listed above.