

The Policy and Procedures of the Young Professionals of Dubuque

I. Name and Purpose

The name of the Organization is the Young Professionals of Dubuque (YPD). YPD will endeavor to connect young professionals by offering opportunities to enhance professional development, build relationships and make a positive impact in our community. YPD is an associated committee of the Dubuque area Chamber of Commerce.

II. Location and Postal Address

Until such time as the address is changed the official postal address for the YPD shall be:

Young Professionals of Dubuque
Dubuque Area Chamber of Commerce
300 Main St. Suite 200
Dubuque, IA 52001

III. Members and Guests

A) Members

- 1) Membership shall be non-discriminatory and all good-standing members of the general public who share in the objectives of the organization.
- 2) Members shall be those who have paid their dues in full.
- 3) All members are voting members and are eligible to hold office.
- 4) Any member may be suspended or terminated with or without cause. Suspension or expulsion shall be by a two-third vote of the entire Leadership Committee.

5) Membership is individual and is not transferable among or between organizations or individuals.

B) Guests

1) A guest who is not a potential member and who is simply interested in the topic(s) being presented may also attend meetings. For this type of guest, it will be necessary for them to pay an additional guest fee as determined by the Leadership Committee.

C) Dues

1) Dues, meeting fees, and fees associated with any other event for each member shall be determined by a majority vote of the Leadership Committee.

2) The fiscal year of the association is June 1 through May 31.

3) All membership dues are renewed each year at the time the individual joined the association and are non-refundable.

III. Meetings

A) An Annual Meeting will be held during the month of November of each fiscal year. The Chamber Representative, Secretary, and Symposium Chairperson(s) will provide all members of record with a Notice of Meeting stating the time and place of the meeting as well as an agenda that will include, but not be limited to, the following:

1) An interim financial report (to be presented at the meeting by the Chamber Representative and Treasurer);

2) A "State of the Organization" report (prepared by the President);

3) Proposed amendments to the Articles of Organization, if any (to be presented at the meeting by the Vice President);

4) A slate of candidates for election (to be presented at the meeting by the Membership Chair).

B) Regular Leadership Committee meetings generally are held monthly, at a time and place to be designated in a notice of the meeting. There shall be a minimum of nine (9) general membership meetings per year, including luncheons, the annual meeting, the annual conference, and other special meetings as the Executive committee see fit.

C) A Special Meeting may be called by the Executive Committee

IV. Voting and Elections

At the annual meeting typically held in November, a simple majority of the members present is required to elect new officers. Absent voting members may be represented prior by proxy.

V. Officers and Chairpersons of the YPD

A) The officers and appointed chairpersons of the association and their responsibilities are:

President - The President shall preside at all meetings, shall lead all discussions and shall provide leadership for the association. The President shall appoint the chairpersons for each of the designated functional areas. The President shall oversee all association activities. All other officers and chairpersons shall report directly to the President. The President serves as the official liaison between the YPD and the Dubuque Chamber of Commerce. The President will orchestrate Executive Committee meetings on an as-needed basis, but at a minimum, monthly.

Vice President/Treasurer (VPT)- The Vice President/Treasurer shall assist the President and in the absence of the President, function as President. In addition, the VPT shall be available to undertake special projects at the request of the President. The VPT will be responsible for the preparation and collection of the annual budget from each Chairperson as well as any filings required by government agencies and performs all other duties relative of the office of the Treasurer. The VPT is empowered to work with the Chamber Representative and Chamber CEO to designate an official budget on behalf of the association. The VPT will maintain a record of cash receipts and disbursements and make an annual report to the membership at the November Annual meeting. The role of VPT will transition into the President role the following year.

Recording Secretary - The Secretary will keep the minutes of the meetings and historical information. The Secretary will mail various notices to members, file necessary paperwork with the Chamber, and shall be responsible for keeping the membership informed and updated on issues regarding pertinent local young professional updates.

Chamber Representative - The Chamber Representative will assume some responsibilities outlined in the aforementioned Secretary and Treasurers

description. The Chamber Representative will collect dues and disburse all funds of the Organization, will collect payment for the luncheon, will mail various notices to members, maintain a membership roster and attendance record of members, and file necessary paperwork with the Chamber. The Chamber Representative shall be responsible for apprising the Membership Chairperson in a timely fashion of any changes in the membership.

Membership Chairperson(s) - The Membership Chairperson(s) shall be responsible for administering the outreach of new members, prepare new member updates to the Connection, introducing and connecting newly accepted members of the organization to the membership, and recruiting members to actively participate in the organization.

Professional Development Chairperson(s) - The Professional Development Chairperson(s) shall be responsible for developing the monthly meeting topics, securing the presenters/speakers, location of monthly meetings and menu selections. The Professional Development Chairperson(s) shall work with the presenters/speakers to ensure that they are comfortable with the format of the meetings and that all equipment needs have been met (projectors, clip-on microphones, etc.).

Symposium Chairperson(s) - The Symposium Chairperson(s) shall be responsible for coordinating the annual conference of the organization. Specific duties include: topic selection, presenter/speaker selection, facility selection, coordination with the facility for appropriate equipment to be utilized by the presenters/speakers, sponsor solicitation, menu selection, keynote speaker selection, registration packet development, name tag development, maintenance of the registration process both prior to and at the end of the conference, local advertisement placed well in advance of conference, development and mailing of conference brochures, as well as any other activities necessary to ensure a well-run conference. The Symposium Chairperson(s) has the responsibility to oversee all activities pertaining to the symposium both prior to and on the day of the conference. The coordination of the conference is a year-long endeavor and should begin immediately post-appointment.

Marketing Chairperson(s)- The Marketing Chairperson(s) shall be responsible for maintaining the YPD web site (www.ypdubuque.org) and the weekly distribution of the Connection. Specific duties will include informational updates to site, annual site name renewal, and will be responsible for promotions, advertising and publicity of the organization and all events hosted by YPD. The Marketing Chairperson(s) shall maintain messaging and branding of the organization and assume any additional duties which may be determined by the Executive Committee.

Community Service Chairperson(s) - The Community Service Chairperson(s) will oversee and direct community service projects and fund-raising and shall

communicate directly with community service groups to assess the needs of the Greater Dubuque Area. The Community Service Chairperson(s) is responsible for maintaining and communicating all recruitment needs to the Membership Chairperson.

B) Any officer may be removed from office with or without cause by a two-thirds vote of the whole executive committee.

C) The term for officers shall be one year. The only exception to this would be the office of President. The term of the President shall be for the length of the one year of office and the following 6 months the individual shall serve as an active member of the Leadership Committee. Officers shall serve no more than one consecutive term in their current position, but may be elected for other positions.

D) Guidelines:

1) No more than two people from the same organization during the time of election/appointment may hold office at the same time.

VI. Leadership Committee

A) The Organization shall be governed by an Executive Committee consisting of no less than three (3) members. The Executive Committee shall meet at least quarterly each fiscal year.

1) The Executive Committee shall consist of the President, Vice President/Treasurer, Secretary, and immediate past president of the association.

2) A majority of the members of the Leadership Committee shall constitute a quorum. The minimum number to constitute a quorum is 50% of the current Leadership Committee members. When quorum is not met, the Leadership body cannot hold a vote, and cannot change the status quo and the item will have to pend until the next Leadership meeting.

3) If all of the members of the Leadership Committee entitled to vote shall meet at any place, either within or without the State, and consent to the holding of the meeting, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken. Special Meetings of the Leadership Committee shall be held whenever called by the Executive Committee. The Secretary shall give notice of each Special Meeting of the Executive Committee.

4) Any action required to be taken at a meeting of the members of the Leadership Committee or any action that may be taken at a meeting of the

members of the Leadership Committee may be taken without a meeting when consents in writing setting forth the action so taken shall be signed by all of the members of the Leadership Committee entitled to vote with respect to the subject matter thereof. Such consents shall have the same force and effect as the unanimous vote of the members of the Leadership Committee at a meeting duly held.

5) An affirmative vote of a majority of those members of the Leadership Committee present shall be necessary for the passage of any resolution of the Executive Committee.

6) Any Officer and/or Chairperson may resign at any time by giving written notice to the President and the Secretary. Such resignation shall take effect at the time specified in the notice, or if no time is specified, at the time of acceptance thereof as determined by the President or the Executive Committee. Any Chairperson may be removed from office with or without cause by a majority vote of the members of the Executive Committee eligible to vote at which a quorum is present. Any vacancy that occurs because of resignation or removal, with the exception of the President, will be filled by an eligible member recommended by the President and approved by the majority vote of the Executive Committee until the expiration of such term vacated, and until election of his successor or until removed in accordance with these Policies and Procedures. If the office of President becomes vacant, then the Vice-President shall immediately assume that office.

7) The President, Treasurer, and one other Committee member shall approve association expenses over \$500 (prior to submission and approval by Chamber).

VII. Amendments of Policies and Procedures

Proposed changes to the policies and procedures are to be submitted in writing to the President. The individual submitting the change shall make a motion to consider it during the next Leadership meeting and upon a second to the motion shall briefly explain the reason for the proposed change. The motion will then be tabled until the annual meeting when a vote will be taken. A simple majority of the members present is required to approve the proposed change. Absent voting members may be represented by proxy.

VIII. Indemnification

Every member of the Leadership Committee and officer of the Organization shall be indemnified by the Organization against all expenses and liabilities, including

counsel fees, reasonably incurred or imposed upon such member of the Leadership Committee or officer, in connection with any proceeding to which such member of the Leadership Committee or officer, being or having been a member of the Leadership Committee or officer of the Organization, or any settlement thereof, whether or not such member of the Leadership Committee or officer at the time such expenses are incurred, except in such cases wherein the member of the Leadership Committee or officer is adjudged guilty of willful misfeasance or malfeasance in the performance of the duties of the office.

Provided, however, that in the event of a settlement, the indemnification herein shall apply only when the Leadership Committee approves such settlement and reimbursement as being for the best interests of the Organization. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the Leadership Committee or officer may be entitled.