

YOUNG PROFESSIONALS NETWORK OF STEUBEN COUNTY GUIDELINES

ARTICLE I: GENERAL

Section 1. Name.

This program is organized under Angola Area Chamber of Commerce and is known as Young Professionals Network of Steuben County, henceforth referred to as the YPN.

Section 2. Mission.

The Young Professionals Network of Steuben County seeks to attract and retain diverse young talent while also cultivating the next generation of business and community leaders.

ARTICLE II: MEMBERSHIP

Section 1. Eligibility.

Any person aged 21-40.

Section 2. Membership Dues.

A Young Professionals Network membership is \$150.00 annually with preferred member pricing for Angola Area Chamber of Commerce Members of \$50.00 annually. These amounts are subject to change.

Section 3. Application.

Application for membership shall be submitted in writing to the Chamber on a form prescribed for such purpose. Eligible applicants will be presumed accepted unless otherwise notified.

Section 4. Admission.

All Applications for Membership, as described in Section 3 are subject to the approval by a majority of the Executive Board.

Section 5. Termination.

Any member may resign from the YPN upon written request; however, no portion of the membership dues will be prorated or refunded. Any member may be removed for cause by a majority vote of the Executive Board and no portion of the membership dues will be prorated or refunded.

ARTICLE III: PROFESSIONAL CONDUCT

Section 1. General.

Members are obligated to govern their conduct by principles of honesty, justice, fair play, and in every way possible to promote and safeguard the professional image and best interests of the YPN and its membership during meetings, all related social gatherings, leadership development seminars and events in context that is affiliated with the YPN.

Section 2. Expectations.

Behavior that is expected and encouraged includes:

- Maintain an attitude of professionalism;
- Dress appropriately for the event; and
- Conduct yourself with decorum and appropriate restraint.

Section 3. Violations of Code of Conduct.

Behavior that is a violation of this Code of Conduct is grounds for removal from YBN. Behavior violations of this Code include, but are not limited to, the following:

- Engaging in, encouraging, or condoning profane language or obscene gestures;
- Engaging in any behavior that is illegal, dangerous, harmful, may offend others, or reflect negatively on the YPN;
- Excessive use of alcohol; and
- Use of any illegal substances.

ARTICLE IV: EXECUTIVE BOARD

Section 1. Policy.

The YPN program shall be guided by an Executive Board, which is made up of YPN members who are young professionals in their fields.

Section 2. Composition of the Board.

The Executive Board shall be comprised of 4 Officers and 6 other Board Members.

Section 3. Officers of the Board.

The Officers of the Board shall consist of: a Chair, Vice-Chair, Secretary and Treasurer.

Section 4. Other Board Members.

Other Board Members shall consist of: a Membership Chair, Communications Chair, Social/Networking Chair, Community Involvement Chair, Fundraising Chair and Leadership Development Chair.

Section 5. Restrictions.

No Executive Board member shall hold more than one position on the Board. All Executive Board members must meet the requirements of the YPN. Executive Board members who age-out during their term may continue to serve until their term has ended.

Section 6. Term.

Executive Board Members will serve in their respective position for 3-years and may serve an unlimited number of terms if voted in, although they may not hold the same position in successive terms. This policy is subject to change.

Section 7. Vacancies.

Vacancies on the Executive Board may be filled by appointment with a majority vote of the Board. A Board member appointed as the result of a vacancy will accept the appointment and serve the remainder of the term for that seat and must be voted in for any successive terms by the general membership. The Executive Board may appoint someone to fill a vacancy caused by age-out, a change in company or resignation from the YPN.

Section 8. Meetings.

The Executive Board will meet monthly at a time and place determined by the Board. The August Executive Board meeting will serve as a strategic planning session for the Executive Board and committee chairs which should include goals and objectives for the year.

Special Board meetings may be called at any time by the Board Chair or with a majority of the Directors, with notice provided to each board member at least one (1) day prior to the meeting.

Section 9. Quorum.

A simple majority of the Board shall constitute a quorum at all Executive Board meetings. The act of a majority of the Board present at the meetings at which a quorum is present shall be the act of the entire Executive Board.

Section 10. Attendance.

Executive Board members should miss no more than two (2) consecutive board meetings per fiscal year, not to exceed four (4) meetings in total without cause. Additional absences may subject them to removal pending Executive Board recommendation.

Section 11. Voting for Executive Board Members.

The Officers of the Executive Board and Executive Committee shall be nominated by the General Membership during the previous YPN fiscal year. The Membership Committee shall call for nominations, which will be voted upon no later than August 1st.

ARTICLE V: OFFICERS

Section 1. Board Chair.

The Board Chair shall preside at all meetings of the Board of Directors and the membership; their objective is to carry out the Board's vote/decisions.

Section 2. Vice-Chair.

The Vice-Chair shall act as Board Chair in their absence, serve on the Executive Committee and provide advice and counsel to the Board Chair.

Section 3. Treasurer.

The Treasurer shall review the financial records of the YPN on a monthly basis and report to the Board the status of the income and expense statement related to the Program, as well as other financial documents deemed appropriate, or requested by the Board.

Section 4. Secretary.

The Secretary shall provide minutes of Board meetings, as well as any special meetings deemed necessary, for the review of the YPN general membership.

ARTICLE VI: COMMITTEES

Section 1. Appointment and Authority.

Each committee shall be responsible for the appointment of the committee chair with the approval of the Executive Board. The Board Chair may appoint ad hoc committees or other committees from time to time to address special periodic needs of the YPN, such as event committees.

It is the function of committees to make investigations, conduct studies and make recommendations to the Executive Board and to carry out such activities as delegated to them by the Board. It is the responsibility of the committees to follow policy set by the Board.

Section 2. Limitation of Authority.

No action by any member, committee, employee, director or officer will be binding upon, or constitute an expression of, the policy of the YPN until it shall have been approved or ratified by the Executive Board.

Committees will be discharged by the Board Chair when their work has been completed and their reports accepted, or when, in the opinion of the Executive Board, it is deemed wise to discontinue the committees.

Section 3. Executive Committees.

The Executive Board shall appoint 6 Executive Committees, which shall act for and on behalf of the Executive Board when the Board is not in session, but is accountable to the Board for its actions. The Executive Committees cannot overturn any Board decisions. The Executive Committees shall be comprised of: Membership Committee, Communications Committee, Social/Networking Committee, Community Involvement Committee, Fundraising Committee and Leadership Development Committee.

Section 4. Membership Committee.

The Membership Committee is charged with establishing membership criteria, committee service rotations, onboarding new members and promoting the YPN to new and current members.

Section 5. Communications Committee.

This committee is tasked with creating and disseminating information to the YPN general membership and the community at large in order to promote the events and activities of the YPN.

Section 6. Social/Networking Committee.

Members of this committee will organize, promote and execute social and networking opportunities and events throughout the year for young professionals to meet and share experiences within the community.

Section 7. Community Involvement Committee.

The Community Involvement Committee will be tasked with providing information and opportunities to positively impact the community through volunteer work, board service and to serve local non-profits.

Section 8. Fundraising Committee.

Members of this committee will work with the Angola Area Chamber of Commerce to coordinate funding, grant and sponsorship opportunities in order to raise capital for use by the YPN.

Section 9. Leadership Development Committee.

Members of this committee will coordinate educational programming and leadership development opportunities for YPN members, including the annual Leadership Development Series.

ARTICLE VII: FINANCES

Section 1. Funds.

All money paid to the Chamber for the program will be allocated as determined by the Angola Area Chamber of Commerce and the YPN. All funds are held in a separate fund apart from the Chambers' funds.

Section 2. Disbursements.

Upon approval of the budget, the Board is authorized to make disbursements on accounts and expenses provided for in the program budget without additional approval from the Executive Board.

Disbursement will be by check once copies of paid invoices or receipts have been provided and approved.

Section 3. Fiscal Year.

The fiscal year of the YPN shall be August 1 to July 31.

Section 4. Budget.

As soon as possible after election of new Executive Board and officers, the Executive Committees shall adopt the budget for the coming year and submit to the Executive Board for approval. It is the recommendation that the budget be established by the August Board meeting and adopted no later than the September Board meetings.