

# Greater Des Moines Partnership's Young Professionals Connection

## **MISSION-**

The Young Professionals Connection's mission is to promote an environment that attracts and retains young professionals. Our efforts focus on connecting people to each other and to the community through social, civic, professional development and charitable endeavors in Greater Des Moines.

## **BYLAWS-**

### **ARTICLE I INTRODUCTION**

1.1 Definition of ByLaws. These Bylaws constitute the code of rules adopted by the Greater Des Moines Young Professionals Connection (herein referred to as YPC) for the regulation and management of its affairs.

1.2 Purposes and Powers. The mission of the Young Professionals Connection (YPC) is to promote an environment that attracts and retains young professionals. The organization will work to provide networking, educational program and community service, while acting in unity with the goals and philosophies of the Greater Des Moines Partnership (herein referred to as Partnership).

1.3 Structure. The YPC will be a division of the Greater Des Moines Partnership and will be represented on the Partnership's Board of Directors by the President.

### **ARTICLE II MEMBERSHIP**

2.1 YPC shall have one class of members ("General Members") consisting of any individual who shares in the goals of YPC upon payment of dues. General Members must satisfy the following criteria: (i) Complete an Application for Membership; (ii) Pay annual dues for general membership set forth by the Board; and (iii) Meet such other criteria applicable to General Membership, as the Board may deem appropriate from time to time.

2.2 Voting Rights of general members. General members are entitled to one vote in person at the Annual Meeting for the proposed slate of the YPC Board and/or for any subject properly submitted for vote at any meeting of the general membership. A simple majority vote by the general membership present at the annual meeting will approve the slate.

2.3 Membership Dues. All General Members shall be required to pay \$20 in annual membership dues to maintain good standing. Memberships expire twice annually, June 30 and December 31, structured as follows: Membership dues paid before March 31 are effective until December 31 of that year. Memberships paid after March 31 but before September 30 are effective until June 30 of the following year. Membership dues paid after September 30 are effective until December 31 of the following year. Memberships are non-transferable, non-refundable and remain with the individual.

### **ARTICLE III BOARD**

3.1 Purpose. The Board (herein referred to as Board) shall manage the business, property and affairs of YPC.

3.2 Qualifications of Board Members. Each Board Member shall be a YPC General Member in good standing.

3.3 Term of Board Position. Each Board Member elected shall hold office for a term of one year with the option to renew for another one year term, provided that nothing shall be construed to prevent re-election of a Board Member. The second one-year term will qualify as approved the Board member for a slated position. Each Board Member shall hold office for the term which he or she was elected and until a successor is elected and seated. Elections will be held at the annual meeting of the members. Board Members shall be eligible to run for two consecutive one-year terms for the same position.

3.4 Term Year. All Board members elected by the General Membership will take office in January, of the year immediately following the Annual Meeting or the month after the Annual Meeting if not held in January.

3.5 Removal of Board Members. Board Members will be removed immediately when said member no longer meets the criteria set forth in 2.1. A Board Member may also be removed by a two - thirds (2/3) majority vote of the Board for failure to attend three (3) consecutive or any four (4) meetings of the Board in one calendar year.

3.6 Vacancies. Vacancies in the Board shall be filled by appointment made by recommendation of the Board and approved by the remaining Board Members. Member filling the vacancy will complete the said term of office.

3.7 Power to Amend Bylaws. Upon a two-thirds (2/3) majority vote of the Board, the Board shall have the power to make and amend any bylaw or bylaws, including the fixing and altering of the number of Board Members, provided that the Board shall not make or alter an bylaw or bylaws fixing the qualifications, classifications or term of office of any member or members of the then-existing Board.

3.8 Power to Appoint Other Officers and Agents. The Board shall have the power to appoint other officers and agents as the Board may deem necessary for transaction of the business of YPC.

#### **ARTICLE IV BOARD**

4.1 President. The President shall be the Chief Executive Officer of the YPC and shall preside over all meetings of the Board and of its members. He or She shall have general and active management of the business of YPC and shall see that all orders and resolutions of the Board are carried to effect. The President shall be an ex-officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of President of a corporation and perform, in general all duties incident of the office of President and such other duties as may be required by law or by these Bylaws, or which may be assigned by the Board. President shall also serve as an ex-officio member of the Greater Des Moines Partnership's Board of Directors.

4.2 President-Elect. The President-Elect shall see that he or she takes the necessary actions and steps to understanding the responsibilities of the President. The President-Elect should attend all committee meetings where the President can't attend. He or She may be assigned special projects or other duties as necessary.

4.3 President Ex-Officio. The President Ex-Officio shall mentor and foster the President. He or She should be an active member and be involved in standing committees as needed. He or She will be an advisor for the entire Board.

4.4 Treasurer/Secretary. The Treasurer shall be responsible for working in conjunction with the designated Greater Des Moines Partnership staff for all accounting transactions. The Treasurer shall be responsible for the development, oversight and maintenance of the organization budget. The secretary shall attend all meetings of the members and of the Board, and shall preserve in the books of YPC true minutes of the proceedings of all meetings. He or she shall give all notes required by statute, bylaw or resolution and shall perform any other duties as may be delegated by the Board. In the Secretary's absence, the President may delegate the duty of minutes taking.

4.5 Vice President of Social. The Vice President of Social shall recruit committee membership, annually develop a calendar of social events for the YPC. He or she shall inform the Board and Vice President of Marketing of all events planned by the committee at least thirty (30) days prior to said event.

4.6 Vice President of Civic. The Vice President of Civic shall recruit committee membership, annually develop a calendar of political and educational programming for the YPC that promotes community awareness and cultivates a membership base that is well-informed about critical issues in the community with a focus on political issues and our connection to various civic organizations and various cultural, recreational, and educational proposals or projects. He or she shall inform the Board and Vice President of Marketing of all events planned by the committee at least thirty (30) days prior to said event.

4.7 Vice President of Charitable. The Vice President of Charitable shall recruit committee membership, annually develop a calendar of charitable programming for the YPC and provide access to and make an impact on local charities and non-profit groups. He or she shall inform the Board and Vice President of Marketing of all events planned by the committee at least thirty (30) days prior to said event.

4.8 Vice President of Membership. The Vice President of Membership shall recruit committee membership, annually develop programs to recruit and retain General Membership for the YPC. He or she shall inform the Board and Vice President of Marketing of all new members recruited by the committee at least thirty (30) days after their recruitment.

4.9 Vice President of Marketing. The Vice President of Marketing shall recruit committee membership, and communicate to the Board, General Membership and other stakeholders via newsletter and website information about YPC and the calendar of events. He or she shall update communications weekly or as needed.

4.10 Vice President of Professional Development. The Vice President of Professional Development shall recruit committee membership, annually develop a calendar of professional development programming. He or she shall inform the Board and Vice President of Marketing of all events planned by the committee at least thirty (30) days prior to said event.

4.11 Vice President of Impact Downtown. The Vice President of Impact Downtown shall recruit committee membership, and communicate to the Board, General Membership and other stakeholders via newsletter or website information regarding the Des Moines Downtown. He or She shall inform the Board and Vice President of Marketing of all events planned by the committee at least thirty (30) days prior to said event.

4.12 Members at Large. There shall be seven (7) members at large. The members at large shall serve on at least one standing committee, assist with other projects or duties as assigned and provide input and feedback to the Board.

## **ARTICLE V NOMINATIONS, ELECTIONS AND APPOINTMENTS**

5.1 Nomination of Officers. The Board shall request nominations from the General Membership and each standing committee to fill all elected positions thirty (30) days prior to the annual meeting. The consent of any nominee must be obtained before his/her name is placed in nomination.

5.2 Notification of Nominees. The Secretary will coordinate all General Members that are nominated or nominating themselves in the nomination process. The Board shall inform the General Membership of the proposed slate at least fifteen (15) days prior to the annual meeting.

5.3 Election of Officers. Election of Officers. A final slate for the elected positions, including those in Article IV, shall be prepared by the Board and presented to the General Membership at the Annual Meeting. Each General Member is entitled to one vote to approve the proposed slate.

5.4 Appointments. The President shall also appoint, for the year subsequent to his/her term, the Chairs of any existing Ad Hoc Committee and Task Force and the liaisons to any community project funded by the YPC.

## **ARTICLE VI MEMBERSHIP ANNUAL MEETINGS**

6.1 Place of Meetings. Any and all meetings of the members and of the Board shall be held within the geographical region served by the Greater Des Moines Partnership.

6.2 Annual Meeting of Members. The Annual Meeting shall be held within the month of December.

6.3 Purpose of the Annual Meeting. The purpose of the Annual Meeting of the General Members shall be to elect the Board and fill vacancies on the Board and to transact other business, which may properly come before the General Membership.

6.4 Notice of the Annual Meeting of Members. At least fifteen (15) days prior to the date fixed by §5.2 of this article for the holding of the Annual Meeting of members, written or electronic notice of the time and place of the meeting and the slate of nominations for officers shall be mailed to each member and posted on the YPC website. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail addressed to the member at his or her address as it appears on membership records.

6.5 Delayed Annual Meetings. If, for any reason, the Annual Meeting of the Members is not held on the designated day, the meeting may be called and held as a Special Meeting, and the proceedings may be there as at an Annual Meeting, provided that Notice of meeting shall not be less than seven (7) days.

## **ARTICLE VII SPECIAL MEETINGS**

7.1 Special Meetings of the Members. A Special Meeting of the members may be called at any time by the President or by a majority of the Board. The method by which the meeting may be called is as follows: (i) Upon receipt of written or electronic notice setting forth the date and objectives of the proposed Special Meeting, signed by the President or by a majority of the Board, the Secretary shall prepare, sign and mail a Notice requisite to the meeting. (ii) The notice may be signed by the stamped, typewritten or printed signature of the Secretary.

7.2 Notice of Special Meetings. At least seven (7) days prior to the date fixed for the holding of any special meeting of members, written or electronic notice of the time, place and purposes of the meeting shall be mailed to each member and posted on the YPC website. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail addressed to the member at his or her address as it appears on membership records. Business not mentioned in the Notice shall not be transacted at the meeting.

## **ARTICLE VII QUORUM**

8.1 Quorum of General Members. Presence in person of members representing ten (10) percent of members in good standing of YPC shall constitute a quorum at any meeting of the General Membership.

8.2 Quorum of the Board. Presence in person of the Board representing a majority of the Board shall constitute a quorum at any meeting of the Board.

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## **ARTICLE IX STANDING COMMITTEES**

9.1 Standing Committees. There shall be seven (7) Standing Committees: Social, Civic, Marketing, Charitable, Membership, Professional Development and Impact Downtown. Each Committee will have a chairperson who will serve as a member of the Board. The Board may appoint Ad Hoc Committees as becomes necessary to conduct the business of YPC, and shall determine their term, function and powers.

9.2 Committee Membership. Each Standing Committee, Ad Hoc Committee or Task Force must have at least three (3) members.

9.3 Social Committee. The purpose of the Social/Entertainment Committee shall be to arrange social and entertainment events for YPC.

9.4 Civic Committee. The purpose of the Civic Committee shall be to arrange a calendar of political and educational programming for the YPC.

9.5 Charitable Committee. The purpose of the Charitable Committee shall be to arrange volunteer and community outreach programming for the YPC.

9.6 Membership Committee. The purpose Membership Committee shall be to recruit and retain general membership for the YPC.

9.7 Marketing Committee. The purpose of the Communications Committee shall be to maintain communication with General Membership, the membership of the Greater Des Moines Partnership and the general public. The committee shall develop a marketing plan and maintain a calendar of events for the YPC.

9.8 Professional Development Committee. The purpose of the Professional Development Committee shall recruit committee membership, annually develop a calendar of professional development programming.

9.9 Impact Downtown Committee. The purpose of the Impact Downtown Committee shall be to recruit and retain general membership for YPC and develop a relationship with Greater Des Moines Downtown affiliations.