



NEW YORK URBAN LEAGUE YOUNG PROFESSIONALS OPERATING PRINCIPLES

ARTICLE I INTRODUCTORY

Section 1.1: Name. The name of this organization shall be the New York Urban League Young Professionals ("NYULYP").

Section 1.1: Governing Document. These Operating Principles shall constitute the code of rules adopted by NYULYP for the regulation and management of its affairs.

Section 1.3: Statement of Purpose. The purpose of the NYULYP shall be to assist with the implementation of the programs of the New York Urban League, Inc. ("NYUL"); provide for the fullest participation of young professionals interested in the work of the NYUL; and be a sounding board for the community and a channel from the community in bringing problems, facts and matters of concern to the NYUL's Board of Directors via its designee for action so as to most fully meet the specific needs of the community the NYUL serves.

Section 1.4: Fiscal Year. The fiscal year of NYULYP shall begin on July 1 and terminate on June 30 of each year, or on such other date as may be fixed from time to time by resolution of the NYUL.

ARTICLE II MEMBERSHIP

Section 2.1: Membership Eligibility. Any person that is at least twenty-one years of age and has not reached forty-one years of age shall be eligible for membership in the NYULYP. A person shall be declared a member of the NYULYP upon payment of the annual dues for the first year and becoming an Associate Member of the NYUL.

Section 2.2: Membership Dues. The annual dues shall be \$75, \$25 payable to the NYULYP and \$50 payable to the NYUL, on or before the anniversary date of the person's membership. For any person who is an existing Associate Member of the NYUL and not a member of the NYULYP, but eligible for membership in the NYULYP, upon the payment of \$25 for membership in the NYULYP, shall be recognized as a NYULYP member. The anniversary date of such person's membership in the NYULYP shall be the new anniversary date for such person's status as an Associate Member of the NYUL. The Membership Committee Chair shall notify members thirty (30) days prior to the expiration of their memberships as to when their memberships expire. Any member whose dues are not paid by one month (30 days) after the anniversary date of their membership shall be automatically dropped from membership in NYULYP.

ARTICLE III MEETINGS

Section 3.1: General Body Meetings. The regular meetings of NYULYP shall be held on the third Tuesday of each month from September to June inclusive unless otherwise ordered by the Executive Board.

Section 3.2: Annual Meeting. The regular meeting on the third Tuesday in June shall be known as the annual meeting and shall be for the purpose of receiving year end reports of officers and committee, and for any other business that may arise.

Section 3.3: Special Meetings. Special meetings may be called by the President or by the Executive Board and shall be called upon the written request of ten members of NYULYP. The purpose of the

meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3.4: Quorum. At all meetings of Members, the Members in attendance shall constitute a quorum.

ARTICLE IV OFFICERS

Section 4.1: Enumeration. The officers of the NYULYP shall be a President, a Vice President, a Secretary and a Treasurer. These officers shall perform the duties prescribed by these Operating Principles and by the parliamentary authority adopted by the NYULYP.

Section 4.2: Term of Office. The officers shall be elected by ballot to serve for a term of two (2) years or until their successors are elected or until his earlier death, resignation or removal. Each term of office shall begin at the beginning of the following fiscal year as outlined in Section 1:4

Section 4.3: President. The President shall supervise the general affairs of NYULYP with the direction of the Executive Board. The President shall execute all official NYULYP documents, preside at all meetings of the Members and the Executive Board and appoint chairpersons to Ad Hoc Committees and supervise the Ad Hoc Committees' respective activities. In addition, the President shall serve as a full participating member of the NYUL board of directors.

Section 4.4: Vice President. The Vice President shall assume the duties of the President in the temporary absence of the President. The Vice President shall oversee the activities of the standing, sub, and ad hoc committees and support the President in maintaining the policies and procedures of the NYULYP.

Section 4.5: Secretary. The Secretary shall make or cause to be made minutes of all meetings of the Members and the Executive Board and shall disseminate minutes of General Body meetings to all Chapter Members upon request and shall disseminate minutes of Executive Board minutes to all Executive Board Members. The Secretary shall be responsible for the timely delivery of all notices of meetings of the Executive Board and the Members and, generally, will perform all duties incident to the office of Secretary and such other duties as may be required by these Operating Principles, or which may be assigned from time to time by the Executive Board.

Section 4.6: Treasurer. The Treasurer shall supervise the financial activities of the NYULYP in conjunction with the New York Urban League's VP of Finance or their designee. Specifically, the Treasurer shall be responsible for (a) the full and accurate accounting of receipts and disbursements, (b) maintaining a system such that all monies and other valuable effects are deposited in the name and to the credit of NYULYP in such depositories as shall be designated by the Board of Trustees of the NYUL, (c) distribution to the Executive Board Members at the regular meetings of the Executive Board or whenever they may require it, of an account of the financial condition of NYULYP. The Treasurer shall also provide the Chapter Members with reports of the financial condition of NYULYP, including the annual financial statements. Upon completion of term of office, the Treasurer shall forward all NYULYP materials records, files and papers pertaining to the Treasurer's office to the Treasurer-elect.

Section 4.7: Resignation. Any Officer may resign at any time by giving 30 days written notice to the President or Secretary of NYULYP.

Section 4.8: President Vacancy. Vacancies occurring in the office of President by death, resignation,

removal, refusal to serve, or otherwise shall be filled by the Vice President. The Vice President shall become the interim President and shall assume all of the rights and responsibilities of the President for the remaining term of the office.

Section 4.9: Vacancies. Officers vacancies occurring in the offices of Vice President, Treasurer or Secretary by death, resignation, removal, refusal to serve, or otherwise shall be filled by appointment by the President. The candidate who is appointed by the President shall fill the vacant officer position and shall serve for the remaining portion of the term of the Officer being replaced and until such Officer's successor is elected or until such Officer's earlier death, resignation or removal.

Section 4.10: Removal of Officers. Any Officer may be removed for cause, including the incapacity to serve, at a duly notified meeting on whose agenda this topic appears and by a vote of two-thirds of the average general body meeting attendance of the NYULYP which shall constitute a quorum for removal purposes

ARTICLE V THE EXECUTIVE BOARD

Section 5.1: Authority. Subject to any limitations set forth elsewhere in these Operating Principles, the affairs of NYULYP shall be under the general direction of an Executive Board (the "Executive Board") which shall administer, manage, preserve and protect the property of NYULYP and the sitting CEO of the New York Urban League or their designee.

Section 5.2: Enumeration. The elected officers of the NYULYP and the chairs of NYULYP's Standing Committees shall constitute the Executive Board. Each of the foregoing members of the Executive Board shall be herein referred to as an "Executive Board Member".

Section 5.3: Voting. Each Executive Board Member entitled to vote shall be entitled to one vote on each matter submitted to a vote of the Executive Board.

Section 5.4: Removal. Any Executive Board Member who is absent from two (2) or more consecutive regular meetings of the Executive Board, without providing advanced written notice of the absences to the President or the Secretary, may be removed from the Executive Board by a majority vote of the remaining Executive Board Members taken at a special meeting of the Executive Board.

Section 5.5: Meetings. Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held on the first Tuesday of each month from August to June, inclusive. Special meetings of the Board may be called by the President and shall be called upon the written request of three members of the Board.

ARTICLE VI COMMITTEES

Section 6.1: Committee Membership. Any NYULYP member in good financial standing may join one or more committee. Good financial standing is defined as current with NYULYP membership dues. The individual must maintain good financial standing as long as he/she is active with the committee.

Section 6.2: Civics and Economics. A Civics and Economics Committee Chair shall be appointed by the Officers prior to its regular meeting in July. It shall be the duty of this committee to plan NYULYP programs relating to economic empowerment, civil rights and civic engagement.

Section 6.3: Community Service. A Community Service Committee Chair shall be appointed by the Officers prior to its regular meeting in July. It shall be the duty of this committee to plan NYULYP community service outreach (e.g. programs for mentorship, literacy, health education, quality of life, etc.).

Section 6.4: Communication. A Communications Committee Chair shall be appointed by the Officers prior to its regular meeting in July. It shall be the duty of this committee to manage internal and external communication and perform Public Relations and Brand Management for the chapter.

Section 6.5: Fund Development. A Fund Development Committee Chair shall be appointed by the Officers prior to its regular meeting in July. It shall be the duty of this committee to create and establish and nurture relationships with sponsors and to raise funds for NYULYP and the NYUL.

Section 6.6: Membership. A Membership Committee Chair shall be appointed by the Officers prior to its regular meeting in July. It shall be the duty of this committee to recruit and encourage prospective members to join the NYULYP, as well as provide membership services as directed by the Executive Board.

Section 6.7: Other. Such other committees, standing or special, shall be appointed by the President or the Executive Board from time to time as they deem necessary to carry on the work of NYULYP. The President shall be ex officio a member of all committees except the Election Committee.

ARTICLE VII ELECTIONS

Section 7.1: General Elections. The following Officers shall be elected during a general election: President, Vice President, Secretary and Treasurer. General Elections are those in which all members of the General Body are eligible to cast one vote for each office. To vote in the election, an individual must have become a financial member before March 1 of the Election Year.

Section 7.2: Elections Committee. At the regular meeting held on the third Tuesday in March in an Election Year, an Elections Committee shall be elected by the NYULYP. It shall be the duty of this committee to handle election proceedings.

Section 7.3 Elections Timetable. The timetable shall set forth the dates of the nomination period, the deadline for submitting absentee ballots and any other information as assigned by the Executive Board.

Section 7.4: Distribution of the Elections Timetable. The Elections Timetable shall be distributed to all Voting Body Members no later than thirty (30) days prior to the Election Meeting. The Elections Timetable shall be distributed to all candidates after the Elections Committee has received the candidate's nomination.

Section 7.5: Methods of Nomination. An Individual Member shall seek election to an office by being nominated one of two ways:

(a) An Individual Member may nominate himself by filing a declaration of intent by no later than the date specified in the Elections Timetable;

or

(b) A member of the Voting Body may nominate an Individual Member (a "Third Party Nomination") by no later than the date specified in the Elections Timetable. The nominated member would then submit a declaration of intent.

Section 7.6: Approval of Nomination. The Elections Committee Chair shall approve the Personal



Nomination or the Third Party Nomination upon verification that all requirements for placement on the ballot have been met. No candidate shall be elected to office unless an approved Personal Nomination or an approved Third Party Nomination is on file with the Elections Committee Chair.

Section 7.7: Limitation. No candidate shall run for more than one position on the Executive Board in a given election year.

Section 7.8: Candidate Qualifications. Each candidate shall have to meet the following qualifications in order to be placed on the ballot for an officer position:

- (a) Each candidate must be nominated in accordance with *Section 7.5* above;
- (b) Each candidate must be an Individual Member in good standing, who has been a financial member since June 30 of the prior fiscal year.

ARTICLE VIII PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern NYULYP in all cases to which they are applicable and in which they are not inconsistent with these Operating Principles, any special rules of order that may be adopted by NYULYP, the Executive Board, or the Articles or Operating Principles of the NYUL.

ARTICLE IX AMENDMENT OF OPERATING PRINCIPLES

These Operating Principles may be amended at any regular meeting of the NYULYP By a quorum vote, provided that the amendment has been submitted in writing at the previous regular meeting.

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