

# **BYLAWS OF THE BISMARCK-MANDAN YOUNG PROFESSIONALS NETWORK**

## **ARTICLE I**

### **Name**

The name of this Organization shall be the Bismarck-Mandan Young Professionals Network (YPN).

## **ARTICLE II**

### **Mission**

The mission of the YPN shall be to enhance the culture for young professionals in the Bismarck-Mandan community through professional development, entrepreneurship, community service, and social networking; to create new opportunities for YPN members; and to connect YPN members to organizations in the Bismarck-Mandan community.

## **ARTICLE III**

### **Membership**

**Section 1:** The membership of the YPN shall be limited to individuals ages 21 through 39, who work, live, or spend time in the Bismarck-Mandan community.

**Section 2:** A qualified individual attains membership status in the YPN by paying annual dues for the first year. Membership begins on the date the annual dues are paid. Members will renew their membership on January 1<sup>st</sup> of each year. Members who pay membership dues before September 1<sup>st</sup> of their first year of enrollment must renew their membership at the full membership price by January 1<sup>st</sup> of each year. The Leadership Team shall set the annual dues to be reviewed at the first of each fiscal year.

**Section 3:** A YPN member's subsequent annual dues shall be payable before or on January 1<sup>st</sup> of each year. A YPN member shall be notified in November that their dues will expire as of January 1<sup>st</sup>. A second notice will be given prior to January 1<sup>st</sup>. A YPN member who does not pay the member's annual dues by January 1st shall be automatically removed from membership in the YPN.

## **ARTICLE IV**

### **Officers**

**Section 1:** The officers of the YPN shall be a President, a Vice President, and a Chairperson. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the YPN.

**Section 2:** The President shall serve as the leader of the Leadership Team. The President shall have the authority and perform duties in the management of the YPN as may be assigned or determined by the Leadership Team.

**Section 3:** The Vice President shall possess all the powers and may perform the duties of the President in the event of the President's absence, disability or death. The Vice President shall have the authority and perform the duties in the management of the YPN as may be assigned or determined by the Leadership Team. After the Vice President has assumed the duties of the President they and the Chairperson shall decided to take no action, hold a special election, or appoint a current or past Leadership Team member as the new Vice President.

**Section 4:** The Chairperson shall be the immediate past President. The Chairperson shall continue to offer advice and counsel to the Leadership Team, and shall serve as the liaison to the Wisdom Team. The Chairperson shall serve as the liaison between the YPN and the North Dakota Young Professionals. In the event of the Chairperson's absence, disability or death the President and Vice President shall decide to take no action or appoint a current or past Leadership Team member as the Chairperson until the President assumes that position.

**Section 5:** The Vice President shall be elected by ballot to serve for one year or until a successor is elected, and the Vice President's term of office shall begin at the close of the day on which the Vice President is elected. All YPN members are eligible to run for Vice President. All YPN members are eligible to vote for Vice President. The Leadership Team shall establish election procedures.

**Section 6:** At the conclusion of the Vice President's one-year term, the Vice President shall become the President, and shall serve a one-year term. The past President shall become the Chairperson, and serve a one-year term.

**Section 7:** In the event of the Vice President's absence, disability or death, the President and Chairperson shall decide to take no action, hold a special election, or appoint a current or past Leadership Team member as the new Vice President.

## **ARTICLE V**

### **Administrative Teams**

**Section 1:** The Leadership Team shall consist of the President, the Vice President, the Chairperson, two Co-Leaders from each Action Team, a Public Relations Coordinator, and a Chamber of Commerce Staff Liaison. The Chairperson, Public Relations Coordinator, and Chamber of Commerce Staff Liaison shall serve as nonvoting members of the Leadership Team. Each Action Team Co-Leader and the Vice President shall have one vote. The President shall only vote if there is a tie. The Leadership Team shall have general supervision of the affairs of the YPN, make recommendations to the YPN, and shall perform such other duties as are specified in these bylaws. The Leadership Team shall meet at least once a month, with additional meetings called at the discretion of the President. A majority of the Leadership Team shall constitute a quorum. Unless otherwise noted, all votes by the Leadership Team shall be by majority. A member of the Leadership Team shall be removed by a two-thirds (2/3) vote of the Leadership Team, whenever in the Leadership Team's judgment, the best interests of the YPN will be served.

**Section 2:** The Operations Team shall manage all matters pertaining to the YPN's communications, finances, marketing, public relations, website, and other duties as deemed necessary and appropriate by the YPN. The President and Vice President shall determine Operations Team members as needed. The Operations Team shall meet at the discretion of the Vice President. The Vice President shall be the Leadership Team voting representative for the Operations Team.

## **ARTICLE VI**

### **Action Teams**

**Section 1:** The YPN shall consist of Action Teams. The Action Teams shall be: the Ambassador Team; the Entrepreneurship Team; the Professional Development Team; the Service Team; and the Social Team. Action Teams shall provide services and programs for YPN members and individuals in the Bismarck-Mandan community in accordance with the YPN mission.

**Section 2:** Action Team membership is open to all YPN members.

**Section 3:** Each Action Team shall elect from its membership two members to serve as Co-Leaders for two-year terms. The terms shall be staggered so the senior Co-Leaders have sufficient experience to guide the junior Co-Leaders. Co-Leaders are responsible for carrying out the mission of their Action Team by setting its agenda and direction. The procedures for electing an Action Team's Co-Leaders shall be determined by the Action Team. Co-Leaders, at their discretion, may establish special committees within their Action Team. An Action Team's membership may be limited at the discretion of the Action Team's Co-Leaders. A Co-Leader shall be removed by a two-thirds (2/3) vote of the Co-Leader's Action Team, when, in the Action Team's judgment, the best interests of the YPN will be served.

**Section 4:** Action Teams shall meet once a month or at the discretion of their Co-Leaders.

**Section 5:** The Ambassador Team, through education and outreach, links businesses, the Bismarck-Mandan community and new YPN members into the YPN. The Ambassador Team shall plan events and outreach activities that will further connect new YPN members, businesses, and the Bismarck-Mandan community into the YP Network. Responsibilities of Ambassador Team members shall include helping to plan and participate in events that welcome new members into the YPN.

**Section 6:** The Entrepreneurship Team shall inspire entrepreneurial spirit within YPN members and the Bismarck-Mandan community.

**Section 7:** The Professional Development Team shall promote the professional success of YPN members. The Professional Development Team shall seek to connect YPN members to opportunities that will further enhance their learning, leadership skills, career development, personal and professional growth. The Professional Development Team shall create professional

growth opportunities for YPN members that contribute to their career successes by addressing the unique challenges they face. The Professional Development Team shall connect YPN members to professional development opportunities, create business networking opportunities, and expose them to a broad range of community issues.

**Section 8:** The Service Team shall partner with organizations that provide for the needs of the Bismarck-Mandan community. These partnerships shall allow the Service Team to deliver service opportunities to the YPN. The Service Team shall make a difference in the Bismarck-Mandan community and in the lives of its citizens.

**Section 9:** The Social Team shall create environments in which YPN members can socialize while expanding and diversifying their networks. The Social Team shall continually strive to instill energy, fun, and enthusiasm into the YPN. The Social Team shall welcome individuals new to the Bismarck-Mandan community by providing them the opportunity to “get plugged in” to the community.

**Section 10:** The YPN intern will be responsible for handling administrative functions of the YPN. The intern will receive duties from the Leadership Team to facilitate YPN events.

## **ARTICLE VII**

### **Finances**

**Section 1:** Small expenditures shall be pre-approved by the Action Team Co-Leaders and may then be reimbursed by the YPN if deemed acceptable by the Leadership Team. Expenditures exceeding one hundred dollars (\$100) shall be pre-approved by the Leadership Team. The process for expenditure approval requires submitting a proposal to the Leadership Team, which includes a projected budget and explanation of expenditures.

**Section 2:** For a business to sponsor a YPN event, the sponsor business shall pay an event sponsorship fee. Nonprofit organizations are exempt from paying the event sponsorship fee.

**Section 3:** The YPN shall establish partnerships with organizations and businesses in the Bismarck-Mandan community. The terms of the partnerships, whether in-kind, financial, or other are to be determined by the Leadership Team.

**Section 4:** The YPN fiscal year shall commence January 1 and end December 31.

## **ARTICLE VIII**

### **Community Relations**

**Section 1:** The YPN was developed and operates in partnership with the Bismarck-Mandan Chamber of Commerce to help link YPN members to each other and to the community.

**Section 2:** The Wisdom Team shall serve as an advisory team to the YPN. The Wisdom

Team shall be comprised of local business and community leaders who have volunteered to serve as advisors to the YPN. Wisdom Team members shall advise and mentor the YPN on its overall direction and policy. The Leadership Team shall determine Wisdom Team members as needed.

## **ARTICLE IX**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the YPN in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the YPN may adopt.

**ARTICLE X**  
**Additional Provisions**

**Section 1:** No part of the net earnings of the YPN shall inure to the benefit of, or be distributed to, its members or Wisdom Team members.

**Section 2:** The YPN shall not endorse any political candidate, campaign, or party.

**Section 3:** YPN Members and Wisdom Team Members shall not be personally liable for any debt, liability, or obligation of the YPN. All persons, corporations or other entities extending credit to, contracting with, or having any legal claim against the YPN, may look only to the funds of the YPN for payment of any debt, damages, judgment, decree, or of any money that may otherwise become due or payable to them from the YPN.

**ARTICLE XI**  
**Bylaws**

**Section 1:** These bylaws shall become effective by a two-thirds (2/3) vote of the Leadership Team.

**Section 2:** These bylaws may be amended at any meeting of the Leadership Team by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous Leadership Team meeting.

**Section 3:** These bylaws may be suspended by a two-thirds (2/3) vote of the Leadership Team. These bylaws shall be reinstated by a majority vote of the Leadership Team.

**Section 4:** Proxy voting shall be permitted.