

THE UNIVERSITY OF LOUISVILLE
YOUNG & EMERGING PROFESSIONALS
CONSTITUTION AND BYLAWS

SECTION I: CONSTITUTION

ARTICLE I: ORGANIZATION NAME AND INFORMATION

- I. **Name:** The name of this organization shall be “Young and Emerging Professionals” (hereinafter referred to as “YEP”) of the University of Louisville (UofL). The organization was officially established August 15, 2019.

ARTICLE II: MISSION AND PURPOSE

- II. **Mission:** The mission of the YEP employee resource group is to support the personal and professional development of young professionals (*ages 40 and below*) or emerging professionals who are new to UofL or new to a career path. *Note: These definitions are not meant to be exclusive. UofL employees who self-identify with either of these terms are welcome and eligible for membership.*
- III. **Purpose:** The purpose and specific objectives of YEP are:
 - A. To provide development, both professional and personal, for young and emerging professionals at UofL;
 - B. To foster a community of support among young and emerging professionals at UofL through events and networking opportunities;
 - C. To enhance the university culture through assisting with policy consideration and changes through the lens of young and emerging professionals at UofL; and
 - D. To be visible around campus in the hopes of encouraging new initiatives and better practices tailored towards young and emerging professionals at UofL.

ARTICLE III: DIVERSITY AND INCLUSION

- I. **Statement on Diversity and Inclusion.** YEP aims to cultivate an equitable community where all young and emerging professionals are welcomed and empowered to develop their professional careers and networks. In alignment with the Cardinal Principles, we support the inclusion of all regardless of where your journey began or where it may lead you.

ARTICLE IV: MEMBERSHIP

- I. **Membership Requirements.** Membership is free and open to all active UofL employees who support the mission and purpose statement in Article I. Membership is tracked through the official mailing list form on the YEP website.
- II. **Voting:** All members shall have one vote. There shall be no proxy voting.
- III. **Termination of Membership.** The Member may terminate membership if the Member sends written notice to the Secretary or unsubscribes from the official mailing list. Membership can automatically be terminated if a Member does not meet the Membership Requirements.
- IV. **Membership Benefits.** Membership shall entitle Members to hold office or be eligible for appointment to committees, to participate in YEP general body and annual meetings, and to participate in programs and/or initiatives of the organization.

ARTICLE V: EXECUTIVE COMMITTEE

- I. **Executive Committee.** The YEP Executive Committee shall consist of the following officers: the President, President-Elect/Vice President, Administrative Coordinator, Fundraising Coordinator, Communications and Marketing Coordinator, Membership Coordinator, Programming and Events Coordinator, and Diversity Coordinator. The Past-President, Executive Champion, and Special Advisor (UofL Employee Success Center) shall serve as non-voting, *ex-officio* members. The Executive Committee selects and appoints all committee members of the organization and may create special or ad hoc committees as needed.

ARTICLE VI: MEETINGS

- I. **Membership Meetings.** Regular or general body meetings of the Membership shall be held twice a year.
- II. **Annual Meetings:** One annual meeting of the Members shall take place in May, the specific date, time, and location of which will be designated by the Executive Committee. At the annual meeting the members will receive Annual Reports by the respective committees on the activities of the organization and may be asked to vote on other business concerning YEP. The Executive Committee may determine that a meeting of the members may be held solely by means of remote and/or hybrid communication.
- III. **Executive Committee Meetings.** Regular meetings of the Executive Committee shall be held monthly. The Executive Committee in consultation with the President may elect to pause regular meetings and any non-essential tasks and activities during the summer months as needed.
- IV. **Special Meetings.** Special meetings may be called by: a) the Executive Committee, b) the President, or c) with a written request to the Executive Committee by at least three (3) members. A written request must be reviewed and approved by the Executive Committee before any said special meeting is held.
- V. **Notice of Meetings:** Notice of meetings, shall be in writing and delivered at least ten days before the meeting. Notices of special meetings shall state that it is a special meeting being called and may be given orally or in writing at least forty-eight hours prior to the meeting time.
- VI. **Remote Participation for Meetings:** Remote participation includes but is not limited to telephone, video, or such other means by which persons may communicate with each other on a simultaneous basis. Participation in a meeting by any of the above-mentioned means constitutes attendance at a meeting if approved by the Executive Committee officers and/or committee chairs.
- VII. **Agenda.** The meeting agenda shall be devoted to (an) issue(s) or topic(s) of interest or concern to YEP. The Executive Committee, for the purpose of presentation to the general body, shall receive agenda items in writing prior to a regular meeting from the Administrative Coordinator. Additional items may be added to the agenda at any general body meeting by majority vote of those present.
- VIII. **Voting/Quorum.** Except as otherwise provided in these bylaws, decisions shall be by vote of a majority of those present and eligible to vote at any meeting at which there is a quorum. A majority of the total number of officers shall constitute a quorum at Executive Committee meetings. At any membership meeting, a quorum shall consist of ten (10) members of YEP and must include at least one (1) officer. Passage of a motion shall require a simple majority of votes cast by members in attendance. The President or designee shall have knowledge of, conduct and/or convene all meetings of YEP. In the absence of a quorum, no action shall be approved.

ARTICLE VII — EXPECTATIONS AND COMMITMENT OF SERVICE

I. Expectations of Committees

All officers and committee members must adhere to following expectations upon acceptance of their role.

- A. Be committed to the mission, goals, and policies of the organization.
- B. Follow the Cardinal Principals set forth by the university and maintain good standing with the university.
- C. Perform the functions and work of the organization to the best of one's ability.
- D. Be knowledgeable about the organization and the way in which it operates.
- E. Support the work of the committee and positively contribute to assisting the committee to reach its goals and meet its timelines.
- F. Attend required meetings/events and come prepared to participate.
- G. Read the agenda and the materials thoroughly in advance of the meeting.
- H. Dress professionally when serving as a representative of the organization.
- I. Maintain the confidentiality of organization information and do not give unauthorized access to administrative accounts or compromise the integrity of the organization by sharing passwords, or other access to information.
- J. Uphold the Constitution and Bylaws of the organization.
- K. Complete the Volunteer Agreement Form.

- II. **Commitment of Service.** All committee members are expected to commit the time required and fulfill the tasks associated with each held position. The time commitment includes an estimation of time to plan, implement and execute meetings, events, and other services for YEP, including but not limited to attending on/off campus meetings for YEP and completing work that may occur outside of normal business hours. In this effort, supervisor or manager support of officer and committee member should be secured prior to seeking any appointed term. Executive Committee officers will serve a two-year term (unless otherwise noted). Term limit for committee members is one-year. Committee members who serve in good standing will have a renewable one-year commitment with approval by the Executive Committee.

ARTICLE VIII — COMMITTEES

- I. All Standing Committees shall be established and (re)convened within thirty (30) days of the academic school year as designated by the chair of the committee.

YEP Standing Committees

- A. Executive Committee
- B. Communications and Marketing Committee
- C. Diversity Committee
- D. Membership Committee
- E. Programming and Events Committee

II. Executive Committee Duties and Responsibilities

- A. The President shall serve as Chair of the Executive Committee.
- B. The Executive Committee shall be comprised of officers from the Executive Committee.
- C. In seeking to join the Executive Committee or to fill vacancies, the Committee considers the following to be minimum qualifications that a candidate must possess:
 - a) Commitment to the mission of the organization.

- b) Sufficient time to devote to attending monthly Executive Committee meetings, committee meetings, and commit to participating in key events.
 - c) Ability to cultivate relationships and work collaboratively with others.
 - d) Demonstrated project management or leadership experience either through education, work, or volunteering.
 - e) Ability to strengthen the organization and add diversity to the mix of individuals comprising the Executive Committee.
- D. The Executive Committee shall establish and charge ad hoc committees as deemed appropriate or necessary, to conduct the work of YEP. An ad hoc committee is understood to be a temporary body established for undertaking projects/initiatives deemed important yet are outside the duties and responsibilities of established Standing Committees.
 - E. The Executive Committee shall consult with resource persons, as deemed necessary, to fulfill the mission of YEP.
 - F. The Executive Committee shall meet at the pleasure of the YEP President or upon request of three of its members.
 - G. The Executive Committee shall have general supervision over the affairs of YEP, shall arrange its general body (i.e. business) meetings, and perform such duties and responsibilities as are specified in this Constitution. Specific supervisory duties include:
 - a) Fill all vacancies in any office or committee by majority approval, until the next election;
 - b) Consult with the President on appointees;
 - c) Audit or review the Annual Report of the Fundraising Coordinator
 - d) Approve any expenditures made on behalf of YEP over \$500;
 - e) Propose, receive or review petitions for amendments to the Bylaws;
 - f) Make decisions or recommendations for any other business as appropriate.

III. **Communications and Marketing Committee Duties and Responsibilities**

- A. This committee is chaired by the Communications and Marketing Coordinator.
- B. Any member of YEP can volunteer to serve on this committee, provided there are spots available and member is approved by the Executive Committee.
- C. In seeking to join this committee or to fill vacancies, desirable candidates will have experience or interest in communications and marketing, social media, web development, creative media, and/or public relations either through education, work, or volunteering.
- D. This committee is responsible for managing the website and other media resources related to the promotion of YEP related programs, events, and social activities. Activities related to this charge are to:
 - a) Promote YEP related programs, events, and social activities approved for distribution by the Executive Committee.
 - b) Contribute to the development of content to support communications and marketing efforts.
 - c) Help to ensure information on the YEP website is accurate and current.
 - d) Take photographs or video special programs and events, as requested by Communications and Marketing Coordinator.
 - a) Performs other duties as assigned.
- E. Term limit for committee members is one-year. Committee members who serve in good standing shall have a renewable one-year commitment with approval by the Executive Committee.
- F. Time commitment is an average of 5-8 hours per month but may vary depending on special events and assignments agreed upon.

IV. **Diversity Committee Duties and Responsibilities**

- A. This committee is chaired by the Diversity Coordinator.
- B. Any member of YEP can volunteer to serve on this committee, provided there are spots available and member is approved by the Executive Committee.
- C. In seeking to join this committee or to fill vacancies, desirable candidates will have experience or an interest in diversity, inclusion, and equity, creating and implementing policies and opportunities for engagement, and public enrichment either through education, work, or volunteering.
- D. This committee is responsible for the inclusion and welcoming of members, development of new policies to align with the Cardinal Principals and UofL's Diversity Council, and identifying the gaps and opportunities within YEP to enrich a sense of belonging for members. Activities related to this charge are to:
 - a. Represent YEP by sharing and implementing DEI principals in their units and throughout the organization.
 - b. Engage directly with members at events, welcoming them and helping them feel connected to the organization.
 - c. Recommend events, education, and opportunities to be featured in YEP communications.
 - d. Contribute to the development and implementation of policies and resources for membership.
 - e. Performs other duties as assigned.
- E. Term limit for committee members is one-year. Committee members who serve in good standing shall have a renewable one-year commitment with approval by the Executive Committee.
- F. Time commitment is an average of 5-8 hours per month but may vary depending on special events and assignments agreed upon.

V. **Membership Committee Duties and Responsibilities**

- A. This committee is chaired by the Membership Coordinator.
- B. Any member of YEP can volunteer to serve on this committee, provided there are spots available and member is approved by the Executive Committee.
- C. In seeking to join this committee or to fill vacancies, desirable candidates will have experience or an interest in recruitment, relationship building, and public speaking either through education, work, or volunteering.
- D. This committee is responsible for the recruitment and retention of members and identifying the needs of the membership base. Activities related to this charge are to:
 - b) Represent YEP during UofL's new employee orientation sessions and facilitate presentations.
 - c) Represent and support YEP at various events, including but not limited to events sponsored by the UofL Employee Success Center.
 - d) Engage directly with members at events, welcoming them and helping them feel connected to the organization.
 - e) Recommend members to be featured in the monthly spotlight.
 - f) Identify and promote development opportunities for membership.
 - g) Performs other duties as assigned.
- E. Term limit for committee members is one-year. Committee members who serve in good standing shall have a renewable one-year commitment with approval by the Executive Committee.
- F. Time commitment is an average of 5-8 hours per month but may vary depending on special events and assignments agreed upon.

VI. **Programming and Events Committee Duties and Responsibilities**

- A. This committee is chaired by the Programming and Events Coordinator.

- B. Any member of YEP can volunteer to serve on this committee, provided there are spots available and member is approved by the Executive Committee.
- C. In seeking to join this committee or to fill vacancies, desirable candidates will have experience or interest in planning, organization, time management, leadership, and relationship building either through education, work, or volunteering.
- D. This committee is responsible for the planning and coordination of YEP related programs, events, and social activities and providing support for fundraising efforts. Activities related to this charge are to:
 - a) Assist with planning, logistics, and preparation of all programs and events, including set up and takedown, and serving as a moderator as needed.
 - b) Contribute creative ideas for programming and events.
 - c) Support fundraising initiatives approved by the Executive Committee.
 - d) Performs other duties as assigned.
- B. Term limit for committee members is one-year. Committee members who serve in good standing shall have a renewable one-year commitment with approval by the Executive Committee.
- E. Time commitment is an average of 5-8 hours per month but may vary depending on special events and assignments agreed upon.

Article IX- NOMINATION, SELECTION, AND APPOINTMENT

- I. It shall be the duty of the President, in consultation with the Executive Committee, to appoint all designated committee members and positions within the organization.
 - A. The Executive Committee may include general members of the ERG in the selection process.
 - B. No persons seeking appointment should participate in the nomination, selection, or appointment to maintain the integrity and confidentiality of the process.
 - C. Persons seeking appointment must meet the requirements needed to hold the position and possess the required availability and dedication to perform their duties according to the bylaws.
 - D. Each person participating in the selection process shall have the right to cast one vote. There shall be no proxy voting.
 - E. The President-Elect/Vice President position shall automatically succeed to the President. In the unlikely event that the President-Elect/Vice President is unable to assume the role of President, interested members with one or more years of experience on the YEP Executive Committee will be considered for the role of President prior to other members.
 - F. Executive Committee officers shall hold office for one year with the option to extend for an additional year (unless otherwise noted) or until their respective successors have been appointed.

SECTION II: BYLAWS

ARTICLE I —OFFICERS DUTIES AND RESPONSIBILITIES

- I. The Executive Committee includes voting members and non-voting, *ex-officio* members.
 - A. The voting officers consists of the following:
 - 1. President
 - 2. Vice President/President-Elect

- 3. Fundraising Coordinator
- 4. Administrative Coordinator
- 5. Communications and Marketing Coordinator
- 6. Diversity Coordinator
- 7. Membership Coordinator (2 positions)
- 8. Programming and Events Coordinator (2 positions)

- B. Past-President, Executive Champion, and the Special Advisor (Employee Success Center) shall serve in a non-voting, *ex-officio* role to the Executive Committee.
- C. Officers shall have only one vote on the Executive Committee. In the event of a tie, the President shall cast the tie-breaking vote.
- D. Officers shall hold only one office at a time.
- E. Officers shall chair no more than one standing committee at a time.

II. **President**

This position is a one-year commitment. Volunteer commitment averages 10-15 hours per month. The President shall automatically receive a standing invitation to transition into *ex-officio* status on the Executive Committee as Past-President following their one-year term of office.

- A. Chair the Executive Committee and publicize, represent, and oversee the affairs of YEP.
- B. Preside at all general body and special meetings.
- C. Serve as or designate an *ex-officio* member of all YEP committees.
- D. Keep the membership fully informed and advised as to the business of YEP.
- E. Work closely with stakeholders, both internally and externally, to further the collaborative work of the organization.
- F. Appoint chairs of committees, in consultation with the Executive Committee, and if members do not volunteer or are elected to serve.
- G. Organize general body and special meetings in consultation with the Executive Committee.
- H. Prepare and deliver a "President's Report" at the Annual Meeting.
- I. Sign, with the Fundraising Coordinator any bonds, contracts, agreements, or other instruments on behalf of YEP; except in cases where the signing or execution thereof shall be expressly delegated to some other officer or agent.
- J. Authorize and manage users access to administrative accounts deemed necessary to conduct the business for the organization, including but not limited to the ProCard, and coordinate any required university training for account holders.
- K. Pass ProCard certification and serve as backup proxy and/or holder of the YEP ProCard in accordance with UofL policies and procedures.
- L. Maintain current and accurate records of all fiscal matters related to YEP.
- M. Take other actions as requested by the Executive Committee that are in the interests of YEP.

III. **Vice President/President-Elect**

This position is a one-year commitment. Volunteer commitment averages 10-15 hours per month. The Vice President/President-Elect shall automatically become President following their one-year term of office.

- A. Perform those functions delegated to the Vice President by the President.
- B. Serve as an advisor to the President on matters related to the organization.
- C. Serve as an advisor to all Standing Committees and ad hoc committees at the request of the president.
- D. Serve in the absence of the President as requested.
- E. Assume and perform all the duties of the President in case of long-term absence, disability, or vacancy in the office.
- F. Pass ProCard certification and serve as backup proxy or holder of the YEP ProCard in accordance with UofL policies and procedures.
- G. Responsible for coordinating team-building activities and personal or professional trainings for the Executive Committee in consultation with the President, including but not limited to updating the onboarding checklist and related training materials to help committee members be successful in their role.
- H. Serve as back up to the Administrative Coordinator for recording meeting minutes for the Executive Committee.
- I. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

IV. Past-President Duties and Responsibilities

Past-President will transition to ex-officio status for one year following their one-year term of office. Volunteer commitment hours will vary based on availability.

- A. Past-President shall serve as an advisor to the President.
- B. Oversees special projects as needed, reporting to the President.

V. Fundraising Coordinator Duties and Responsibilities

This position is a one-year commitment with option to extend for a second year. Volunteer commitment averages 10-15 hours per month.

- A. Responsible for organizing the annual Raise Some L fundraising event for YEP, working in partnership with the UofL Office of Advancement.
- B. Manage the gift account for the organization and report on the status of the gift account at YEP Executive Committee meetings or as requested, at general body meetings.
- C. Coordinate events in partnership with the Programming and Events Coordinators related to fundraising goals and cultivating relationships with potential and existing donors.
- D. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

VI. Administrative Coordinator Duties and Responsibilities

This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the official recorder of all business proceedings of YEP, including the Executive Committee, general body and special committee meetings; collect and maintain the minutes of all other committee meetings.
- B. Record and distribute (electronically) approved meeting minutes to the Executive Committee.
- C. Prepare and send correspondence (electronically) to membership, as deemed necessary or as requested by the President or Executive Committee.
- D. Maintain a current, accurate membership list.

- E. Maintain database and implements an efficient way for staff to access files and records (e.g. filing letters received, copies of letters sent, committee reports, lists of committees, volunteer agreement forms, etc.)
- F. Have on hand at each meeting an agenda, minutes of the previous meeting, committee reports, and bylaws.
- G. Coordinate the review process of the Constitution and Bylaws as needed and ensure that general body and special meetings are conducted accordingly to the bylaws.
- H. Respond to inquiries from a wide variety of internal and external parties, including handling communications through the service account.
- I. Pass ProCard certification and serve as primary proxy of the YEP ProCard in accordance with UofL policies and procedures
- J. Order and maintain inventory of office supplies as directed; ensure that all items are invoiced and paid on time.
- K. Schedule meetings, room reservations, and maintain calendars.
- L. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

VII. Communications and Marketing Coordinator Duties and Responsibilities

This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the chair of the Communications and Marketing Committee.
- B. Serve as the web master of the YEP website and related social media.
- C. Maintain all social media or other platforms approved by the Executive Committee.
- D. Plan, produce, design, and distribute all approved communications and marketing materials for YEP related events via email, website, the university calendaring system, and other media platforms.
- E. Take photographs or video special programs and events, as requested by the Executive Committee, for archival purposes.
- F. Create a repository and catalog system for photos, video, and other media.
- G. Establish a system for cross-training and sharing access to media with other designees.
- H. Stay up to date on university technology training to maintain website and other media platforms.
- I. Ensure consistency with the organization’s brand and make recommendations for adjustments to communications strategies and practices.
- J. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

VIII. Diversity Coordinator Duties and Responsibilities

This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the liaison to the University Diversity Council and regularly inform the Executive Committee of the progress regarding the group's efforts.
- B. Cultivates relationships with other employee resource groups on campus to seek out opportunities for collaboration.
- C. Collaborate with the Programming and Events Coordinator to lead, design or facilitate diversity and equity workshops, presentations, learning opportunities and other strategies that promote diversity, equity, and inclusion.

- D. Ensure the YEP website material and communications is updated and inclusive, including YEP's diversity and inclusion statement, and work with the Communications and Marketing Coordinator to make changes as needed.
- E. Serve as an advocate for YEP members looking for assistance related to diversity and inclusion matters that pertain to their role at UofL.
- F. Develop and implement diversity-related initiatives that are of interest to members.
- G. Maintain an awareness of issues within and outside the university that pertain to diversity concerns and advise the Executive Committee.

IX. Membership Coordinator Duties and Responsibilities

This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the chair of the Membership Committee.
- B. Welcome and contact all new YEP members and provide information about YEP, and continue outreach efforts, thereafter.
- C. Responsible for identifying and promoting professional development opportunities for the Communications and Marketing Committee to share with membership.
- D. Represent and support YEP at various events, including but not limited to events sponsored by the UofL Employee Success Center.
- E. Recommend opportunities and relevant support resources for the Communications and Marketing Coordinator to share with membership.
- F. Coordinate membership engagement survey to gather, review, and analyze feedback to help identify initiatives and strategies to increase membership.
- G. Coordinate efforts for the YEP member spotlight feature.
- H. Develop and implement recognition initiatives for membership.
- I. Stay current on the latest trends and developments impacting young and emerging professionals.
- J. Serve as back up to the Administrative Coordinator for the service account.
- K. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

X. Programming and Events Coordinator Duties and Responsibilities

This position is a one-year commitment with the option to extend for a second year. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the chair of the Programming and Events Committee.
- B. Responsible for planning and organizing social activities, programs, and events for the organization.
- C. Work in collaboration with the Fundraising Coordinator to coordinate fundraising initiatives approved by the Executive Committee.
- D. Collaborate with other groups/organizations on or off campus to co-sponsor social activities, programs, and events for YEP.
- E. Maintain and update the events calendar for the organization.
- F. Maintain attendance logs for events.
- G. Gather, review, and analyze post-event evaluations and report outcomes to the Executive Committee.
- H. Coordinate and plan the annual celebration for officers and committee members in collaboration with the President or other designee.

- I. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

XI. Executive Champion Duties and Responsibilities

This is non-voting, *ex-officio* position on the Executive Committee. Term limit does not apply. Volunteer commitment hours will vary based on availability.

- A. Serve as a champion of the group.
- B. Give strategic direction to align with the university's overall strategy.
- C. Help to identify measurable success criteria that support goals.
- D. Provide advice and counsel to guide the group's development.
- E. Connect to a broad network of relationships.
- F. Serve as a liaison to the executive team.
- G. Help actively to identify and overcome obstacles and resistance within the organization.
- H. Support the group through communication and visibility.
- I. When necessary, help identify resources to support the group's goals including financial needs.

XII. Special Advisor (Employee Success Center) Duties and Responsibilities

This is non-voting, *ex-officio* role on the Executive Committee. Term limit does not apply. Volunteer commitment hours will vary based on availability.

- A. Serve as an advisor to the President and Executive Committee on matters related to the organization.
- B. Recommend internal and external stakeholders who could be of value and support the organization.

ARTICLE II - EXPIRATION OF TERM

- I. **Term of Office.** Executive Committee officers shall hold office for the period of one year (unless otherwise noted or until their respective successors have been appointed) with the option to extend for an additional year. Elected officers may not serve for more than (2) consecutive two-year terms in any single office. The term of office for officers will commence on May 1 of each calendar year and end on April 30. If a vacancy appears on the Executive Committee once the term has begun, the newly appointed officer will serve the remainder of the term, with the option to extend for an additional year.
- II. **Relinquishing Records.** Executive Committee officers and committee chairs shall submit all official YEP documents or records—including meeting minutes, correspondence, purchased materials/supplies, passcodes to digital media/archives—to the President or Secretary immediately or within thirty (30) calendar days of vacating a position due to expiration, termination, or resignation of office.
- III. **New Officers Transition Meeting.** A transitional meeting shall be convened within thirty (30) days of the new term of the Executive Committee in which the YEP policies and procedures are discussed and shared among new and departing officers.

ARTICLE III: RESIGNATION, TERMINATION, AND ABSENCES

- I. Executive Committee officers and committee chairs/members, desiring to resign from said position, shall submit a resignation in writing to the Executive Committee. Officers will be asked to provide a recommendation for potential members who could serve in the role after their resignation. The Executive Committee shall fill vacancies and unexpired terms.

- II. Executive Committee officers and committee chairs/members may be removed from office at any time for nonfeasance, malfeasance, or conduct detrimental to the interests of YEP, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out YEP'S mission and purpose as prescribed in the Constitution and Bylaws.

- III. Executive Committee officers may be removed due to excess absences, more than two unexcused absences from committee meetings in a year.

ARTICLE IV: FISCAL YEAR

The fiscal year shall be July 1 through June 30 or as deemed by the university.

ARTICLE V: AMENDMENTS

Amendments to these Bylaws may be made at a general body meeting of YEP if such amendments are approved by a three-fourths (3/4) majority of the members voting. Proposals to amend the Bylaws must be submitted in writing to the President at least ten (10) days prior to the meeting at which the amendment is to be considered. The Executive Committee may also make amendments to these Bylaws with a two-thirds (2/3) majority vote at a regularly scheduled meeting. Amendments, if passed by at least a majority of all members voting, shall be added to the Bylaws and shall go into effect immediately or in accordance with the time specified in the amendment.

ARTICLE VI: ROBERT'S RULES OF ORDER

Robert's Rules of Order shall be used as the procedural guide for conducting general body and special meetings and may be temporarily suspended as prescribed by the President or Executive Committee as deemed appropriate or necessary. The decision to temporarily suspend Robert's Rules of Order shall be accomplished by the majority vote of the participating membership.

ARTICLE VII: CERTIFICATION

These bylaws were approved by the Executive Committee by a two-thirds majority vote on **September 1, 2021**, and effective as of **September 2, 2021**.

These bylaws were amended by the President and Vice-President and approved unanimously by the Executive Committee on **April 7, 2022**.