

# Northern Virginia Urban League Young Professionals Network (YPN)



## YPN Elections Handbook

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Updated 2/4/2019

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# Elections Handbook

## YPN Leadership Team Election Process

The Northern Virginia Urban League Young Professionals Network (YPN) is committed to continuing its legacy of electing effective leaders to build upon the solid foundation of the organization. The quality and character of young professional strong leaders have built the foundation of YPN, and now is the time for us to focus on the future and determine who will build upon this foundation of success.

Active members of this organization have an opportunity to participate in the nominating process by identifying and recommending qualified candidates. YPN Elections will be held for the next term in April. Please see the table below for available positions:

### Elected Positions:

President	Vice-President
Treasurer	Secretary
Director of Communications	Director of Community Service
Director of Fund Development	Director of Membership
Director of Personal and Professional Development	Director of Political Engagement
Director of Social Programs	Historian

### Appointed Positions (by President):

Chair of Policy and Procedures/Parliamentarian	Advisor
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If you are a member and interested, review all the material and forms to learn how to nominate yourself or other members in good standing.

### Information included:

1. Candidate Application Forms
2. Methods of Nomination
3. Approval of Nomination
4. Nomination Limitations
5. Eligibility Requirements
6. Officer Roles & Responsibilities
7. Leadership Team Expectations

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8. Campaign Practice Codes
9. Candidate Forum
10. Voting
11. Elections timetable

If you have questions or concerns, please contact the Parliamentarian/Policy and Procedures Chair at [parliamentarian@nvulypn.org](mailto:parliamentarian@nvulypn.org).

If you have specific questions for a current Executive Leadership Team member, please contact them directly. Please see the committee chart for specific [emails](#)

**Candidate Application Form:** The application form is available below as well as distributed electronically via our website and in the electronic newsletter (The Digest). Candidate position statements, bio and headshot will be released to all YPN members (as submitted) according to the elections time table. Click here to access form: [Application Form](#)

For the application, please be prepared to fill out the following sections

1. Demographics
2. List Urban League involvement and experience (local, regional, national)-list years and location
3. Current & Past community involvement (organization; position; responsibility)
4. Candidate statement (500 word limit)- (1) Explain your motivation for being an executive leadership team member; (2) your primary goals for the position you are running for; (3) your vision for YPN; (4) and any other information you would like to include.
5. Biography (500 word limit)
6. Verification you have read the Election Handbook
7. Headshot (JPEG)--please save as (first and last name). Email to [parliamentarian@nvulypn.org](mailto:parliamentarian@nvulypn.org)

**Nomination Form:** If you are a YPN member and would like to nominate another member for an executive leadership team position. Click here to access form: [Nomination Form](#)

Please have the following information:

1. Name; Email; Phone number
2. The reason you think they will be good for the position

**Methods of Nomination:**

1. A candidate shall seek election to an office by being nominated one of two ways:
  - a. A member may nominate themselves by filling out a candidate application ( a “personal nomination”) OR
  - b. A member may be nominated by another member (a “third party nomination”)
2. Nominations will be requested by completion of the nomination application and submission of any additional attachments to the Elections Committee at [parliamentarian@nvulypn.org](mailto:parliamentarian@nvulypn.org).
3. Please complete one candidate application form per elected position.

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### **Approval of Nomination:**

1. The Elections Committee shall approve the “personal nomination” OR “third party nomination” upon verification of membership and all eligibility requirements are met.
2. If you are submitting a “third party nomination”, the candidate will be contacted to accept/decline the nomination and then will be required to complete a candidate application form by the specified nomination deadline.

### **Limitations:**

1. No candidate shall run for more than one position on the Executive Leadership Team in a given election year.
  - a. Members may only submit a “personal nomination” for **one** position.
  - b. If a candidate is nominated for more than one position and accept, they may only complete a candidate application form for **one** position.

### **ELIGIBILITY REQUIREMENTS:**

#### **ALL POSITIONS**

1. Each candidate must be nominated in accordance with one of the two methods of nomination: “personal nomination” or “third party nomination”.
2. Each candidate must be a member in good standing according to the recent edition of YPN Bylaws.
3. Each candidate for office shall submit their nomination application in full by the date set by the Elections Committee in the elections time table.
4. Each candidate must be willing to adhere to the Officers Roles & Responsibilities.
5. Each candidate must be willing to adhere to the Officer Expectations.
6. Each candidate must be willing to commit to the transition process/period outlined in the candidate application.

**\*\*All Candidates are highly encouraged to be in attendance at the Candidate Mixer (date in election timetable)**

#### **Special Eligibility Requirements for President, Vice-President and Treasurer**

In accordance with the Article V, Section 15, there are additional special eligibility requirements for President, Vice-President and Treasurer.

## **PRESIDENT ELIGIBILITY**

1. Candidates for the YPN President position must be a member in good standing.
2. Candidate must have been a member of a previous YP Chapter Executive Board.
3. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.

## **YPN VICE PRESIDENT ELIGIBILITY**

1. Candidates for the YPN Vice President position must be a member in good standing.
2. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.

## **YPN TREASURER ELIGIBILITY**

1. Candidates for the YPN Treasurer position must be a member in good standing.
2. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.
3. Candidate must have financial background (degree, professional licensure, or experience).

## **Campaign Practice Codes**

1. Running candidates are expected to conduct a fair, honest, and respectful campaign;
2. Candidate will not be allowed access to any list serves of professional and/or personal email accounts of the YPN membership
3. Candidates will be allowed to compose a half-page (of standard letter size full page measurements 8.5" x 11") advertisement for email blasts sent out to YPN membership according to the elections timetable.
4. If candidates do have in their possession contact information for members of YPN acquired through non-YPN business, candidates may use this information at their discretion.
5. Slanderous statements regarding other candidates are prohibited.
6. Derogatory and/or inflammatory language will not be allowed in reference to other candidates.
7. Endorsers will be subject to the same Campaign Practice Codes as the candidates.
8. Any PACs (political Action Committees) formed may not be organized and/or funded by any candidate.
9. Candidates may not forcefully coerce and/or enforce undue pressure on any voting member to cast a vote in a particular way.
10. The behavior of candidates and supporters should always exemplify a high level of character and professionalism worthy to represent YPN.

11. If it is found that a violation of the Campaign Practice Codes has occurred, immediate action will be taken by the Election Committee and the candidate will be DISQUALIFIED from the elections process if this standard is violated.

## **Candidate Forum**

A YPN Candidate Forum (Q&A and Elections) will be held during the April Monthly Meeting Meeting on April 11, 2019. During this forum candidates will formally identify themselves as prospective executive officers and discuss their platforms for the upcoming fiscal year. Members will then be able to ask candidates questions.

## **Voting**

### **Voter Qualifications:**

Only YPN members in good standing are eligible to vote. A list of all members qualified to vote will be available at the Annual Elections Meeting.

### **Ballots:**

Voting shall be by ballot. Absentee ballots have been provided and must be received by the Elections Committee by the date specified in the Elections Timetable. Each ballot and absentee ballot contains the names of all eligible candidates for the office of President, Vice-President, Secretary, Treasurer, Director of Communications, Director of Community Service, Director of Fund Development, Director of Membership, Director of Personal and Professional Development, Director of Political Engagement, Director of Social Programs and Historian. Each voting member shall cast ONE ballot.

### **Vote Tabulation:**

The Nominations Committee shall collect the ballots, count the votes, and announce the new officers. The Elections Committee shall oversee the counting of the ballots immediately following the voting procedure.

### **Election Results**

If more than one candidate runs for an officer position, the winner will be the candidate who received a plurality of votes cast. In the event that a candidate is unopposed, such candidate must have received a majority (more than 50%) of the votes cast. In the event of a tie vote, a run-off election shall occur as described in *Run-Off Election* below. The results shall be announced at the Annual Elections Meeting or at another time approved by the Executive Board. The Elections Chair (or authorized designee) announces the results of each office race and barring any objection or dispute of the result, the vote stands and will be recorded in the official minutes. If election results are disputed, the matter shall be resolved in accordance to the description *Disputed Results* below.

**Run-Off Election:**

In the event of a tie vote for an officer position, the candidates with the highest equal votes shall participate in a run-off election until one candidate receives a plurality of votes cast. The run-off election shall occur at the Annual Elections Meeting on April 12, 2018. At this time, all members present on-site will be able to participate in the vote. No absentee ballots shall be allowed for any run-off election.

**Disputed Results:**

In the event a voting member disputes the accuracy of the election results, the member should rise to a point of order and request for a recount. The Elections Manager (or authorized designee) then announces the vote and the recounted results are entered into the official minutes. It is important to note that requesting a recount is an extremely serious matter. The request should only be entered if there is objective and plausible belief that an error has occurred, otherwise the outcome of the vote should be accepted. If it is determined that a vote has been cast by an ineligible or unauthorized party, then a voting member may make a motion for recount. The motion must have majority vote to pass and for recount to proceed. The vote in question shall not be counted for or against a candidate and shall be listed in the official record as an ineligible ballot. The result of the recount shall stand and be recorded in the official minutes.

**Unfilled Positions.**

If an officer position, other than the President, is not filled at the Annual Elections Meeting, the President-elect shall appoint an individual member to fill such unfilled position. Such appointment shall be confirmed with majority approval of the the Executive Board-elect where quorum is present (according to YPN bylaws). All interested candidates are still required to submit a Candidate Statement and Candidate Biography. If the President position is not filled at the Annual Elections Meeting, a special election may be held.

**Special Elections**

Where there is a need for a special election, the Elections Committee shall submit a special election timetable and a slate of candidate(s) to the Executive Board for its confirmation. Upon confirmation by the Executive Board, the Elections Committee shall then distribute to the voting members the special election timetable and the slate of candidates. The special election will then take place at the time specified in the special election timetable.

**Inability of Parliamentarian/Policy and Procedures Chair to Serve as Elections Manager**

In the event that the Parliamentarian/Policy and Procedures Chair (P&P Chair) is unable to fulfill their responsibilities or is running for an elected position, the P&P Chair shall confer with the President and nominate a member of the Elections Committee to serve as Elections manager, who will be confirmed amongst the members of the Executive Leadership Team. No person who is a candidate for office will be allowed to serve as the elections manager or on the elections committee.



## OFFICER ROLES & RESPONSIBILITIES

President	Vice-President	Secretary
<ul style="list-style-type: none"> <li>❖ Preside over all executive board meetings, general body meetings, and membership orientations and special meetings</li> <li>❖ Liaison to NVUL, Board of Directors, NUL, GWUL, TN, and NULYPN, and NULYP surrounding affiliates and YP chapters.</li> <li>❖ Serves as spokesperson for YPN at community events.</li> <li>❖ Communicates with Executive Leadership Team Officers &amp; provide guidance on YPN programs.</li> <li>❖ Tracks the progress and growth of YPN—ensuring the organization stays on track to meet it's goals (financial, membership, recognition, impact)</li> </ul>	<ul style="list-style-type: none"> <li>❖ In the absence of the President, preside over all executive board meetings, general body meetings, and membership orientations</li> <li>❖ Communicates and Coordinates with each member of the Executive Leadership Team ensuring the organization stays on track to meet its goals (financial, membership, recognition, impact)</li> <li>❖ Ensures program efficiency by creating processes for tracking and accountability throughout YPN</li> <li>❖ Assumes duties of any leadership team vacancies, until filled</li> </ul>	<ul style="list-style-type: none"> <li>❖ Collects, coordinates, and updates content placed in the Weekly Digest as well as being responsible for distributing the Weekly Digest</li> <li>❖ Maintain accurate minutes/notes for executive leadership team meetings and monthly meetings</li> <li>❖ Disseminate minutes at general body meetings</li> <li>❖ Prepare agenda for executive board meetings and general body meetings</li> <li>❖ Serves notices to YPN members</li> <li>❖ Coordinates with Director of Communication to make sure website calendar &amp; executive team calendar are up to date</li> <li>❖ Responsible for tracking executive membership and YPN general membership hours</li> </ul>
Treasurer	Director of Communications	Director of Community Service
<ul style="list-style-type: none"> <li>❖ Supervise the financial activities of YPN</li> <li>❖ Prepare monthly financial reports for executive leadership team meetings</li> <li>❖ Create/Maintain/Record written requests for funds</li> <li>❖ Collect/Record cash and checks at events</li> <li>❖ Process funds</li> <li>❖ Work with membership to ensure proper payment of dues</li> <li>❖ Tracks progress towards Gift Giving Circle</li> <li>❖ Tracks progress of fundraising goals</li> </ul>	<ul style="list-style-type: none"> <li>❖ Oversees website maintenance, publicity, external communication, and media relations</li> <li>❖ Ensures website is up to date</li> <li>❖ Updates and monitors YPN social media accounts</li> <li>❖ Coordinates with Historian to make sure photos are archived on the website/flickr account</li> <li>❖ Creates and distributes flyers</li> <li>❖ Disseminate information to YPN members (from external groups/ Serves as external YPN Moderator)</li> <li>❖ Create Press Kits</li> <li>❖ Actively seek opportunities in media (newspapers, television, and radio)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Develop, create and coordinate community service activities</li> <li>❖ Lead and coordinate NULYP's National Day of Service</li> <li>❖ Lead and Coordinate College Survival 101</li> <li>❖ Lead and Coordinate Backpack Supply Drive</li> <li>❖ Lead and Coordinate THRIVE! Youth Mentoring Program</li> <li>❖ Liaison to local community organizations</li> <li>❖ Liaison for NVUL community service initiatives</li> </ul>

Director of Fund Development	Director of Membership	Director of Personal & Professional Development
<ul style="list-style-type: none"> <li>❖ Updates/Issues donation packet and letters</li> <li>❖ Update website GGC donors</li> <li>❖ Generate YPN business plan</li> <li>❖ Generate funding for YPN general operations and events through sponsorships, donations, and other avenues</li> <li>❖ Communicate with Executive Leadership Team on funding initiatives</li> <li>❖ Create Strategic Alliances with other organizations (Partnerships)</li> <li>❖ Tracks Gift Giving Circle contributions</li> <li>❖ Coordinate with NVUL to ensure not pursuing the same efforts without collaboration</li> </ul>	<ul style="list-style-type: none"> <li>❖ Recruit and retain members</li> <li>❖ Update new member database</li> <li>❖ Update/ Issue new member letters or packages</li> <li>❖ Issues out new member pins</li> <li>❖ Create/Maintains registration and Sign-In sheets at Events</li> <li>❖ Maintain membership organization profile</li> <li>❖ Coordinate with Secretary to ensure visitors are sent a follow up message and added to the Weekly Digest distribution list</li> <li>❖ Coordinates NULYP's Annual Join Week activities</li> <li>❖ Communicate/coordinate with NVUL and Guild Director of Membership</li> </ul>	<ul style="list-style-type: none"> <li>❖ Coordinates monthly meeting topics and speakers</li> <li>❖ Coordinates and plans events to develop YPN members personally and professionally</li> <li>❖ Survey and assess member needs to create activities</li> <li>❖ Communicate with Director of Membership to gather information on member interest</li> <li>❖ Develop team building activities</li> <li>❖ Support/Reinforce initiatives of National YPN Personal &amp; Professional Development segment</li> </ul>
Director of Political Engagement	Director of Social Programs	Historian
<ul style="list-style-type: none"> <li>❖ Responsible for political awareness and education</li> <li>❖ Serves as the liaison to local and state political networks</li> <li>❖ Facilitate political forum prior to general government elections.</li> <li>❖ Ongoing voter registration efforts</li> <li>❖ Be aware of and comply with Local, State, and Federal election laws to protect YPN from litigation and 501-3 status</li> </ul>	<ul style="list-style-type: none"> <li>❖ Lead and Coordinate annual Holiday Party</li> <li>❖ Lead and Coordinate signature Black Opal event</li> <li>❖ Develop, create, and coordinate social activities and events for YPN Members</li> <li>❖ Develop, create, and coordinate social activities and events to engage YPN Members with community</li> <li>❖ Maintain and develop social relationships with other organizations</li> <li>❖ Work with and coordinate events with other executive leadership team members</li> </ul>	<ul style="list-style-type: none"> <li>❖ Document YPN events via photographs, video or notes</li> <li>❖ Responsible for ensuring pictures are archived in YPN's photo gallery</li> <li>❖ Lead and Coordinate Freedom House tours</li> <li>❖ Be able to supply YPN background, history and event history</li> <li>❖ Assist Directors and other Executive Board members with YPN initiatives</li> </ul>

Chair of Policies and Procedures	Advisor	
<ul style="list-style-type: none"> <li>❖ Reviews, update and suggest changes to YPN bylaws</li> <li>❖ Enforce bylaws and ensure that YPN procedures do not violate requirements detailed by bylaws</li> <li>❖ Mediate and maintain order in Monthly Meetings and Executive Leadership Team meetings</li> <li>❖ Assist Executive Leadership team members with YPN initiatives and events</li> </ul>	<ul style="list-style-type: none"> <li>❖ Serves in an advisory role to the Executive Leadership team</li> <li>❖ Serves as a confidant to the President</li> </ul>	

## OFFICER EXPECTATIONS

- 1. Membership:** Each executive board member must be a member in good standing with paid active dues. If membership expires while still in office, the candidate must renew membership within one-month of expiration to continue on the board.
- 2. Give or Get:** Each executive board member is responsible for contributing at least \$250 to the Northern Virginia Urban League Young Professionals Network Gift Giving Circle. The \$250 may be in the form of scholarship funds, personal donations, or individual sponsorship dollars. The \$250 is in addition to membership dues and support of events through ticket purchase.
- 3. Other Financial Expenses:** In addition to your Gift Giving Circle expectation there may be other expenses throughout the year to be aware of. Examples include: membership dues; YPN ticketed events; Black Opal ticket; donations for fundraisers; conference registrations/flights; etc.
- 4. Recruitment:** Each executive board member is responsible for recruiting 5 new young professionals to the network.
- 5. Attire:** Each executive board member is expected (at minimum) to be dressed in business casual attire at general body meetings or any event that is a public representation of the Young Professionals Network or the Northern Virginia Urban League.
- 6. Performance Accountability:** Each executive board member will be issued two warnings for lack of accountability. A third warning will result in dismissal from the executive board in accordance to Bylaws procedures.
- 7. Code of Ethics:** Each executive board member is expected to demonstrate promise to Community, Communication, Cooperation, and Commitment
- 8. Knowledge:** Each executive board member should know and be able to effectively articulate the history, mission, purpose, goals, policies, and programs of YPN.
- 9. Participate:** Each executive board member is expected to participate in establishing and enforcing organizational policies; participate in at least one YPN committee; participate actively in assessing YPN performance with goals and objectives; and support other board members as able.
- 10. Promotion:** Each executive board member is responsible for promoting YPN's brand and "A Standard of Excellence"

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**11. Confidentiality:** Each executive board member is expected to maintain confidentiality of ALL YPN board meetings or special meetings.

**12. Attendance\*:** Each executive board member is expected to attend executive leadership team and monthly meetings as well as (at minimum) ten events per fiscal year. Events may be sponsored by YPN, GUILD, NVUL or NUL. Please see Attendance Expectations chart below with specific required (\*) events.

<b>Attendance: Required Events</b>	
<p><b>*Meetings</b></p> <ul style="list-style-type: none"> <li>● Executive Leadership Team Meetings (once a month; typically <b>1st Thursday</b> 7-9pm)</li> <li>● YPN Monthly Meetings (YPN Life University) (once a month; <b>2nd Thursday</b> 6:45-9pm)</li> </ul>	<p><b>*Affiliate Events</b></p> <ul style="list-style-type: none"> <li>● NVUL Annual Meeting</li> <li>● NVUL Annual Awards Gala (volunteer or attend)</li> <li>● ASTEAM Events</li> </ul>
<p><b>*National Urban League Young Professionals (NULYP) Events</b></p> <ul style="list-style-type: none"> <li>● National Day of Service</li> <li>● National Day of Empowerment</li> <li>● Join Week</li> </ul>	<p><b>*Events</b> (all hands on deck with planning as well)</p> <ul style="list-style-type: none"> <li>● Backpack Drive</li> <li>● College Survival 101</li> <li>● Political Forum</li> <li>● Holiday/Christmas Party</li> <li>● Black Opal</li> <li>● New Member Orientations</li> <li>● Elections</li> </ul>
<b>Recommended Events</b>	
<p>YPN Events</p> <ul style="list-style-type: none"> <li>● Community Service events</li> <li>● Social Events</li> <li>● Fundraisers</li> <li>● THRIVE!</li> <li>● LIFT</li> </ul>	<p>Conferences</p> <ul style="list-style-type: none"> <li>● Whitney M. Young Conference</li> <li>● National Conference</li> <li>● Legislative Policy conference (LPC)</li> </ul>

## ELECTIONS TIME TABLE

ITEM	DUE DATE	SUBMIT TO
Distribution of Elections Handbook, Election Time Table, and Candidate Application	February 12, 2019	YPN Membership; Digest; social Media
Candidate Nominations Open	February 12, 2019	Online Submission
Elections Roll Call: Learn About Open positions/ chat with current Executive Leadership Team		YPN Membership; Digest; social media
Candidate Nominations Closed & Applications Due in full by all candidates	March 14, 2019 5PM EST	Online Submission
Candidate Notification & Confirmation	March 14- March 18, 2019	Candidates
Candidates Announced	March 19, 2019	YPN Membership; Digest; website
Official Open of Campaign Season	March 19, 2019 (after announcement)	Candidates able to inform public
Distribution of Elections Handbook, Candidate position statements & bios	March 19, 2019	YPN Membership
Candidate Mixer Happy Hour <b>*ALL Candidate highly encouraged to attend**</b>		YPN Membership
Absentee Ballots open for voting	April 1, 2019	Online Submission
Absentee Ballots closed for voting	April 9, 2019 11:59 PM EST	Online Submission
Elections: YPN Candidate Forum and Q & A	April 11, 2019 6:45PM - 8:30PM EST	
Election Voting (in-person)	April 11, 2019 6:45PM- 8:45PM EST	
Election Results: Announcement of New Officers	April 11, 2019 8:55P EST	
Election Results posted electronically	April 15, 2019	
Transition Period	May 1-June 30th	
Executive Leadership Team Retreat & Training	TBD	
2018-2019 Executive Leadership Team Effective	July 1, 2019	

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## Committees Lead by the Executive Leadership Team

<p><b>Communications Committee</b>  <i>"Telling YPN's Empowerment Story"</i>          Join to help tell the story of YPN by supporting Website maintenance, social media posts, publicity, media relations and other communications with external audience.</p>	<p><b>Director of Communications</b>  <a href="mailto:communications@nvulypn.org">communications@nvulypn.org</a></p>
<p><b>Community Service Committee</b>  <i>"Engaging young professionals in selfless service."</i>          Join to help foster civic involvement opportunities for YPN members</p>	<p><b>Director of Community Service</b>  <a href="mailto:community@nvulypn.org">community@nvulypn.org</a></p>
<p><b>Fund Development</b>  <i>"Who's in your wallet?"</i>          Join to help YPN conduct innovative fundraising events and establish strategic partnerships with businesses, foundations, individual donors and other organizations.</p>	<p><b>Director of Fund Development</b>  <a href="mailto:funddevelopment@nvulypn.org">funddevelopment@nvulypn.org</a></p>
<p><b>Historian Committee</b>  <i>"Capturing the moments that matter and impact all of our lives."</i>          Help capture YPN's events and programs in photo and video as well as be a docent for Freedom House tours.</p>	<p><b>Historian</b>  <a href="mailto:historian@nvulypn.org">historian@nvulypn.org</a></p>
<p><b>Membership Committee</b>  <i>"Membership matters..without it nothing else does."</i>          Help YPN grow its membership through recruitment and retention of area YPs.</p>	<p><b>Director of Membership</b>  <a href="mailto:membership@nvulypn.org">membership@nvulypn.org</a></p>
<p><b>Personal &amp; Professional Development Committee</b>  <i>"Excellence creates opportunities."</i>          Join and help to plan our monthly meetings, topics and speakers. Help our members grow personally and professionally.</p>	<p><b>Director of Personal and Professional Development</b>  <a href="mailto:professionaldevelopment@nvulypn.org">professionaldevelopment@nvulypn.org</a></p>
<p><b>Social Programs Committee</b>  <i>"Having a social life is having a better life. Welcome to the good life."</i>          Join and help YPN provide an outlet for young professionals to meet, network, socialize and engage with the community.</p>	<p><b>Director of Social Programs</b>  <a href="mailto:social@nvulypn.org">social@nvulypn.org</a></p>
<p><b>Elections Committee</b>  <i>"Be a part of the political process."</i>          Help YPN recruit young professionals interested in leadership and elect the future leaders of our organization.</p>	<p><b>Parliamentarian</b>  <a href="mailto:parliamentarian@nvulypn.org">parliamentarian@nvulypn.org</a></p>

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## THE NATIONAL URBAN LEAGUE

**NUL Mission:** The mission of the Urban League movement is to enable African Americans to secure economic self-reliance, parity, power and civil rights.

**History:** The National Urban League, which has played so pivotal a role in the 20<sup>th</sup> Century Freedom Movement, grew out of that spontaneous grassroots movement for freedom and opportunity that came to be called the Black Migrations. When the U.S. Supreme Court declared its approval of segregation in the 1896 *Plessy v. Ferguson* decision, the brutal system of economic, social and political oppression the White South quickly adopted rapidly transformed what had been a trickle of African Americans northward into a flood.

The year is 1910. Over 90,000 Southern Blacks have migrated to New York City and other major cities in the North, hoping to improve their lives and economic circumstances. The degree of difference between South and North lay in opportunity, and that African Americans clearly understood. Those newcomers to the North soon discovered they had not escaped racial discrimination. Instead, they are confronted with a host of unique new problems – urban problems – the need to acquire more sophisticated job skills, overcrowded housing and schools, poor health care services and other barriers. Excluded from all but menial jobs in the larger society, victimized by poor housing and education, and inexperienced in the ways of urban living, many lived in terrible social and economic conditions.

Still, in the degree of difference between South and North lay opportunity, and that African Americans clearly understood. But to capitalize on that opportunity, to successfully adapt to urban life and to reduce the pervasive discrimination they faced, they would need help. That was the reason the **Committee on Urban Conditions Among Negroes** was established on September 29, 1910 in New York City. Central to the organization's founding were two remarkable people: Mrs. Ruth Standish Baldwin and Dr. George Edmund Haynes, who would become the Committee's first executive secretary. Mrs. Baldwin, the widow of a railroad magnate and a member of one of America's oldest families, had a remarkable social conscience and was a stalwart champion of the poor and disadvantaged. Dr. Haynes, a graduate of Fisk University, Yale University, and Columbia University (he was the first African American to receive a doctorate from that institution), felt a compelling need to use his training as a social worker to serve his people.

A year later, the Committee merged with the **Committee for the Improvement of Industrial Conditions Among Negroes** in New York (founded in New York in 1906), and the **National League for the Protection of Colored Women** (founded in 1905) to form the **National League on Urban Conditions Among Negroes**. In 1920, the name was later shortened to the **National Urban League**. The interracial character of the League's board was set from its first days. Professor Edwin R. A. Seligman of Columbia University, one of the leaders in progressive social service activities in New York City, served as chairman from 1911 to 1913. Mrs. Baldwin took the post until 1915.

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The fledgling organization counseled black migrants from the South, helped train black social workers, and worked in various other ways to bring educational and employment opportunities to blacks. Its research into the problems blacks faced in employment opportunities, recreation, housing, health and sanitation, and education spurred the League's quick growth. By the end of World War I the organization had 81 staff members working in 30 cities.

In 1918, Dr. Haynes was succeeded by Eugene Kinckle Jones who would direct the agency until his retirement in 1941. Under his direction, the League significantly expanded its multifaceted campaign to crack the barriers to black employment, spurred first by the boom years of the 1920s, and then, by the desperate years of the Great Depression. Efforts at reasoned persuasion were buttressed by boycotts against firms that refused to employ blacks, pressures on schools to expand vocational opportunities for young people, constant prodding of Washington officials to include blacks in New Deal recovery programs and a drive to get blacks into previously segregated labor unions.

As World War II loomed, Lester Granger, a seasoned League veteran and crusading newspaper columnist, was appointed Eugene Kinckle Jones successor. Outspoken in his commitment to advancing opportunity for blacks, Granger pushed tirelessly to integrate the racist trade unions and led the League's effort to support A. Philip Randolph's March on Washington Movement to fight discrimination in defense work and in the armed services. Under Granger, the League, through its own Industrial Relations Laboratory, had notable success in cracking the color bar in numerous defense plants. The nation's demand for civilian labor during the war also helped the organization press ahead with greater urgency its programs to train black youths for meaningful blue-collar employment. After the war those efforts expanded to persuading Fortune 500 companies to hold career conferences on the campuses of Negro colleges and place blacks in upper-echelon jobs. Of equal importance to the League's own future sources of support, Granger avidly supported the organization of its volunteer auxiliary, the National Urban League Guild, which, under the leadership of Mollie Moon, became an important national force in its own right.

The explosion of the civil rights movement provoked a change for the League, one personified by its new leader, Whitney M. Young, Jr., who became executive director in 1961. A social worker like his predecessors, he substantially expanded the League's fund-raising ability and,

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most critically, made the League a full partner in the civil rights movement. Although the League's tax-exempt status barred it from protest activities, it hosted at its New York headquarters the planning meetings of A. Philip Randolph, Martin Luther King, Jr., and other civil rights leaders for the 1963 March on Washington. Young was also a forceful advocate for greater government and private-sector efforts to eradicate poverty. His call for a domestic Marshall Plan, a ten-point program designed to close the huge social and economic gap between black and white Americans, significantly influenced the discussion of the Johnson Administration's War on Poverty legislation.

Young's tragic death in 1971 in a drowning incident off the coast of Lagos, Nigeria brought another change in leadership. Vernon E. Jordan, Jr., formerly Executive Director of the United Negro College Fund, took over as the League's fifth Executive Director in 1972 (the title of the office was changed to President in 1977). For the next decade, until his resignation in December 1981, Jordan skillfully guided the League to new heights of achievement. He oversaw a major expansion of its social service efforts, as the League became a significant conduit for the federal government to establish programs and deliver services to aid urban communities, and brokered fresh initiatives in such League programs as housing, health, education and minority business development. Jordan also instituted a citizenship education program that helped increase the black vote and brought new programs to such areas as energy, the environment, and non-traditional jobs for women of color-and he developed The State of Black America report.

In 1982, John E. Jacob, a former chief executive officer of the Washington, D.C. and San Diego affiliates who had served as Executive Vice President, took the reins of leadership, solidifying the League's internal structure and expanding its outreach even further. Jacob established the Permanent Development Fund in order to increase the organization's financial stamina. In honor of Whitney Young, he established several programs to aid the development of those who work for and with the League: The Whitney M. Young, Jr. Training Center, to provide training and leadership development opportunities for both staff and volunteers; the Whitney M. Young, Jr. Race Relations Program, which recognizes affiliates doing exemplary work in race relations; and the Whitney M. Young, Jr. Commemoration Ceremony, which honors and pays tribute to long term staff and volunteers who have made extraordinary contributions to the Urban League Movement. Jacob established the League's NULITES youth development program and spurred the League to put new emphasis on programs to reduce teenage pregnancy, help single female heads of households, combat crime in black communities, and increase voter registration.

Hugh B. Price, appointed to the League's top office in July 1994, took over the reins at a critical moment for the League, for black America, and for the nation as a whole. In the early 90's, the fierce market-driven dynamic of "globalization," was sweeping the world, fundamentally altering the economic relations among and within countries and reshaping the link between the nation's citizenry and its economy, fostering enormous uncertainty among individuals and tensions among ethnic and cultural groups. This economic change and the efforts of some to rollback the gains African Americans fashioned since the 1960s made the League's efforts all the more necessary. Price, a lawyer with extensive experience in community development and public policy issues, intensified the organization's work in three broad areas: in education and youth development, individual and community-wide economic empowerment, affirmative action and the promotion of inclusion as a critical foundation for securing America's future as a multi-ethnic

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democracy. Among Price's most notable achievements was establishing the League's Institute of Opportunity and Equality in Washington, DC, which conducted research and public policy analysis of urban issues and the Campaign for African American Achievement, a community mobilization and advocacy initiative created to raise awareness and promote the importance of achievement through the formation of the National Achievers Society, "Doing the Right Thing" recognition in local communities and the National Urban League's Scholarship Program.

On May 15, 2003 the Board of Trustees of the National Urban League voted overwhelmingly to appoint former New Orleans Mayor Marc H. Morial as the League's eighth President and Chief Executive Officer. As New Orleans Chief Executive, he was one of the most popular and effective mayors in the city's history, leaving office with 70% approval rating. After being elected as one of the youngest mayors in the city's history, crime plummeted by 60% a corrupt Police Department was reformed, new programs for youth were started and stagnant economy was reignited. Since his appointment to the National Urban League, Morial has worked to re energize the movement's diverse constituencies by building on the strengths of the NUL's 95 year old legacy and increasing the organization's profile both locally and nationally. In his first year, Morial worked to streamline the organization's headquarters, secured over \$10 million dollars in new funding to support affiliate programs, created the first Legislative Policy Conference "NUL on the Hill", revamped the State of Black America report, created profitability for the annual conference, and secured a \$127.5 million equity fund for minority businesses through the new markets tax credit program. He introduced and developed a stronger strategic direction of the organization with a "five point empowerment agenda" that focuses on closing the equality gaps which exist for African Americans and other emerging ethnic communities in education, economic empowerment, health and quality of life, civic engagement, and civil rights and racial justice.

**Summary:** The Urban League Movement was founded in 1910. The National Urban League, headquartered in New York City, is the nation's oldest and largest community-based movement devoted to empowering African Americans to enter the economic mainstream. It was born out of the need to help these new city dwellers from the South cope with the difficult transition from rural to urban living. Today, the National Urban League operates 105 affiliates in over 100 cities in 34 states and the District of Columbia.

### NUL Executive Directors

George Haynes	1910	1918	Social worker
Eugene Jones	1918	1940	Civil rights activist
Lester Granger	1941	1961	Civic leader
Whitney M. Young, Jr.	1961	1971	Civil rights activist
Vernon Jordan, Jr.	1971	1981	attorney
John Jacob	1982	1994	Civil rights activist
Hugh Price	1994	2002	Attorney; foundation executive
Marc Morial	2003	current	attorney

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## **NUL four-point empowerment goals: I AM EMPOWERED**

The National Urban League works to provide economic empowerment, educational opportunities and the guarantee of civil rights for the underserved in America. The NUL started their Centennial Celebration in 2010 with a bold, nationwide call to action. They launched I AM EMPOWERED, an initiative focusing on four aspirational goals for empowering communities to achieve in education, employment, housing, and healthcare, the cornerstones of our approach.

### **The Empowerment Goals:**

**Education:** "Every American child is ready for college, work and life."

**Jobs:** "Every American has access to jobs with a living wage and good benefits."

**Housing:** "Every American lives in safe, decent, affordable and energy efficient housing on fair terms."

**Health:** "Every American has access to quality and affordable health care solutions."



### **National Urban League Programs**

The National Urban League operates 25 national programs through the affiliate network and awards approximately 25 million dollars annually to local Urban League affiliates. The Programs Department has the primary responsibility of re-granting these funds through an assessment of economic and social factors that impact local Urban League constituents. The Programs Department then designs, test and implements innovative solutions to address these problems through our affiliate network.

- Entrepreneurship and Business Development [Click to View](#)
- Health and Quality of Life [Click to View](#)
- Housing [Click to View](#)
- Workforce Development [Click to View](#)
- Education and Youth Development [Click to View](#)

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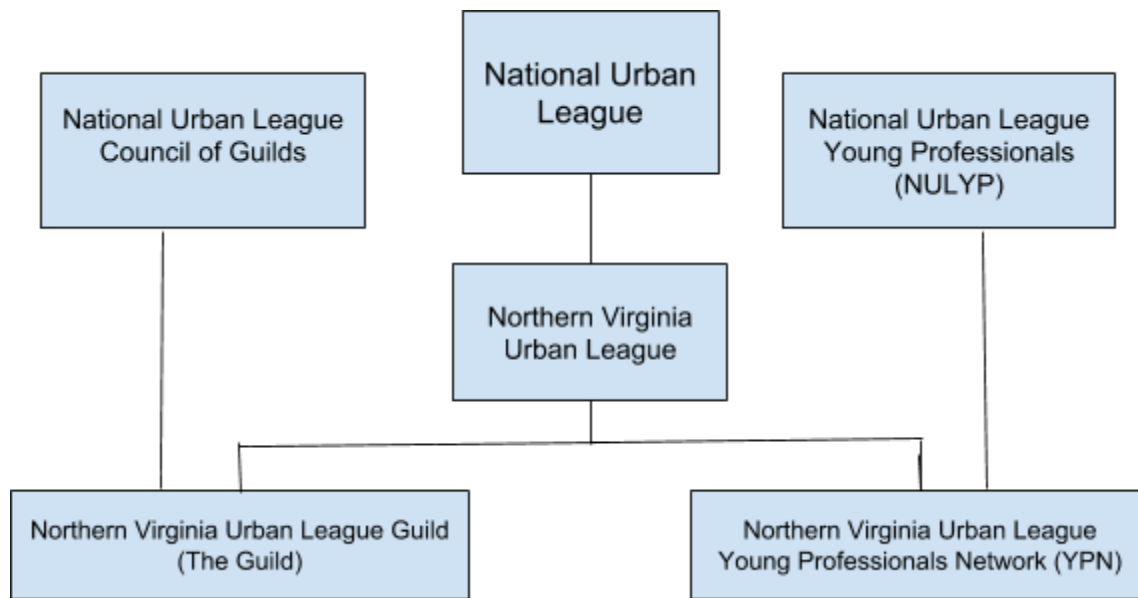
## Communications

1. Opening ReMarcs (NUL weekly electronic newsletter)- distributed every Friday  
To join distribution list:[click here](#)
2. **Annual Report on Socio-economic Conditions in Black America:** The State of Black America is the annual Urban League report that addresses the issues central to Black America in the current year. The publication is a barometer of the conditions, experiences and opinions of Black America. It examines black progress in education, homeownership, entrepreneurship, health and other areas. The publication forecasts certain social and political trends and proposes solutions to the community's and America's most pressing challenges. Published since 1976, The State of Black America is released each year during a news conference at the National Press Club in Washington, D.C., at the Legislative Policy Conference.

## NUL Contact Information

National Urban League  
120 Wall Street, 8th Floor  
New York, NY 10005  
212-558-5300  
[www.nul.org](http://www.nul.org)

## Understanding The Structure (National Urban League & Auxiliaries)



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Northern Virginia Urban League  
Young Professionals Network

## NORTHERN VIRGINIA URBAN LEAGUE YOUNG PROFESSIONALS NETWORK (YPN)

The Northern Virginia Urban League Young Professionals Network (YPN) is an auxiliary organization of NVUL and is the Northern Virginia chapter of the National Urban League Young Professionals (NULYP).

**YPN mission:** Is to engage young professionals in the Urban League Movement toward social and economic empowerment. The organization was founded in 1999 as a way to identify young professionals and develop them into future leaders of the community. YPN works to support the mission of the Northern Virginia Urban League and provide a forum for young professionals that foster professional development, social consciousness, and civic involvement.

**YPN Strategy:** Alongside our affiliate, YPN operates under the National Urban League's four-point empowerment agenda:

**Education:** "Every American child is ready for college, work and life."

**Jobs:** "Every American has access to jobs with a living wage and good benefits."

**Housing:** "Every American lives in safe, decent, affordable and energy efficient housing on fair terms."

**Health:** "Every American has access to quality and affordable healthcare solutions."

**YPN History:** The Northern Virginia Urban League Young Professionals Network (YPN) was founded in 1999 as a chapter of the National Urban League Young Professionals (NULYP). George Lambert, then President and CEO of the Northern Virginia Urban League (NVUL), approached several young professionals working for NOVAUL to establish a chapter in order to connect area young adults to the Urban League movement. Answering the call to leadership, **Michael Diggins, Paula Fisher, Marvin Reese, Alicia Smith, Danyelle Taylor, and Kevin Taylor** came together as the founders of YPN and quickly set out to establish a vision for the organization.

That year, the founding YPN members worked to gain a solid understanding of the history of the Urban League movement, established an organizational structure with by-laws and consulted other successful Young Professionals chapters, including the Greater Washington, DC Urban League's Thursday Network. In September 1999, over 60 people attended YPN's first general body meeting, which focused on informing attendees about NVUL and the National Urban League.

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Updated 2/4/2019

## **YPN Past Presidents**

**Marvin Reese**, 1999-2000

**Michael Diggins**, 2000-2001

**Danyelle Taylor**, 2001-2005

**Chasiti Dawson**, 2005-2007

**Rudolph Tota**, 2007-2009

**Pamela E. Perkins**, 2009-2011

**Gerald S. Padmore**, 2011-2013

**Teneille Walker**, 2013-2014

**Traci DeShazor**, 2014-2015

**Angela Kasey**, 2015-2016

**Garrett James**, 2016-2017

**Victoria Clark**, 2017-present

\*\*Check out the website to see past leadership team [Click Here](#)

## **YPN Programs and Services:**

### **Education**

Since 1999, YPN has placed education at the forefront of its mission. YPN works to improve educational opportunities for African-American and underserved students by developing innovative programs to support their academic achievement, encourage their civic involvement and contribute to their healthy physical and emotional development. YPN's signature education programs equip youth and adults for success in school, college and life.

**Scholarship Endowment Fund:** Each year contributions from YPN members, supporters and sponsors provide scholarships to minority and other disadvantaged students enrolling in college.

**#BlackHistory365:** The monthly celebration of Black History that includes a tour of the Historic Freedom House Museum and discussion on various topics of interest. We believe that Black History should be celebrated daily.

**College Survival 101:** College Survival 101 is YPN's signature serve event. It is an all day, fun-filled experience with the resources, networks, support, assistance and guidance to prepare youth to be college-ready and not just college-eligible. This program is open to all high school students in the DMV area. College Survival 101 consists of workshops with themes including academics, financial aid, social life, life skills, and parents.

**Backpack Drive:** Each year YPN hosts the Backpack Drive to provide new backpacks filled with school supplies to children in Northern Virginia. By providing them with the right tools, we help our kids succeed in school and give their parents one less thing to worry about. We've

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provided supplies for an average of 100 - 150 students each year over the past several years, and we expect the need to be just as great this year.

**Unlocking Literacy:** The mission of the Unlocking Literacy program is to bring the joy of reading to underserved communities, including students, adults and members of correctional facilities, many which have very limited libraries. Unlocking Literacy has been able to reach more than 1,000 local residents and families in Northern Virginia, enriching their lives for years to come.

**The Edge - 4-part Community Money Management Series:** *The Edge* is a wealth and money management series designed to assist college students, young professionals, newly married professionals and the community at large in being financially fit.

### **Jobs**

**YPN Business Directory:** YPN recognizes the importance of supporting our members both personally and professionally. The Business Directory allows Business members to promote their businesses, services and products on our website and electronic newsletter to help their businesses to grow.

### **Justice**

**Political Forum:** YPN recognizes the importance of empowering all people to take an active role in the political process. Through our annual Political Forum, YPN informs Northern Virginia residents about the issues critical to the social and economic empowerment of all people. We examine issues such as civil rights, affordable housing and workforce development. During national and regional elections, YPN invites candidates running for office to discuss their platforms and speak directly to residents about pertinent community issues. The Political Forum is free and open to the public.

### **Health**

**#FeedHungryFamilies:** Fighting Food Insecurity: **350,000**. That is the number of food-insecure residents in Northern Virginia. According to the Capital Area Food Bank, between 12.2- 14.4 % of Northern Virginia residents, or over 350,000, have limited access to nutritionally adequate and safe food. YPN works to create different programs and activities to support Northern Virginia children and families.

**YP Fit:** YPN members participate in the National Urban League Young Professional (NULYP) initiative, YP Fit, to make sure your health- physical & mental- is a priority as you continue to serve your communities, thrive in your careers, make time for family and friends and take charge of the many personal and professional demands on your time. Advice, activities and challenges all focused around healthy living are available. YPN also organizes activities, programs and workshops related physical & mental health throughout the year.

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## **Youth Mentoring and Leadership Development**

**THRIVE! Mentoring Program:** THRIVE is YPN's flagship youth empowerment program, aimed at empowering youth to become contributing members of our community through character-building, self-esteem, educational, civic and social programming. YPN is partnering with the Alexandria Redevelopment and Housing Authority's Momentum Leadership program.

## **Personal & Professional Development**

**YPN Life University:** YPN's monthly Professional Development speaker and panel series that brings young professionals and the community together with national and regional industry experts to discuss everyday topics that affects their lives.

## **Signature Event**

**Black Opal Awards Gala:** The Black Opal Awards Gala is the annual fundraising event that provides scholarships to area high school students and directly supports organizational community programming, such as College Survival 101, the Political Forum, and the THRIVE! Mentoring Program.



# **Northern Virginia Urban League Young Professionals Network**

## **ARTICLE I**

The Young Professionals Network ("YPN"), established in 1999, shall have offices at such places within Northern Virginia as the Executive Leadership Team may from time to time determine or the business of the YPN may require.

## **ARTICLE II**

**Section 1. Monthly Meetings:** The monthly meetings of the members of the YPN shall be held on the 2nd Thursday of every month, at such a place and time, within Northern Virginia, as determined by the Executive Leadership Team. In the event that the 2nd Thursday of the month falls prior to a holiday weekend, the monthly meeting shall be moved to the 3rd Thursday of that same month. At the monthly meeting of the members, there shall be transacted such business as may properly come before the members. Monthly meetings will be open to the public.

**Section 2. Special Meetings:** Special meetings of the members may be called for any purpose and at any time by the President, by the action of a majority of the Executive Leadership Team or by a majority of duly authorized members in good standing as defined in Section 6 of this Article II. The call shall state the purpose or purposes of the proposed special meeting. Such meetings shall be held on such date and at such a place and time as may be designated in the notice thereof by the President, a member of the Executive Leadership Team or other person(s) calling any such meeting.

**Section 3. Notice of Special Meetings:** Unless waived, notice of the date, time and place and purpose or purposes of the special meeting shall be mailed (electronically or postal) or given by personal delivery at least five (5) business days before the actual special meeting. If mailed, such notice shall be directed to the address of such person, which appears on the membership list of the YPN or to such other address as any member shall have provided for the membership listing of YPN.

**Section 4. Quorum:** Except as otherwise expressly provided in these By-Laws, a majority (i.e., more than 50%) of duly authorized members in good standing of the YPN Executive Leadership Team and/or membership must be present in person to constitute a quorum.

**Section 5. Voting:** If a quorum is present, and except as otherwise expressly provided in these By-Laws, the vote of a majority of duly authorized members in good standing shall be the act of the YPN. At any meeting of the members, each member entitled to vote on any matter to be voted upon at such meeting shall be entitled to one vote, and may exercise such voting right either in person or by proxy.

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Members may vote by proxy online. In the event that a member wishes to cast a vote online, they must send in written communication to the Parliamentarian or other authorized member of the Executive Leadership Team stating their name, the matter being voted upon and their voting decision.

**Section 6. Membership Qualifications and Number:** A duly authorized member of the YPN in good standing shall (1) be between twenty one (21) and forty (40) years of age at the time of the start of their most current yearly membership; (2) be a member of the Northern Virginia Urban League Inc. and (3) pay an annual membership fee as determined by the Executive Leadership Team.

### **ARTICLE III**

#### **EXECUTIVE LEADERSHIP TEAM**

**Section 1. Number:** The Executive Leadership Team shall manage the affairs, business, and any such other interests of the YPN. The Executive Leadership Team shall consist of the thirteen (13) standing officers of the YPN set forth in Article V of these Bylaws. The number of Executive Leadership Team members may not exceed thirteen (13) unless otherwise determined by a resolution of the President and approved by the Executive Leadership Team members for the fiscal year which is subject to the approval of the duly authorized members in good standing or by direct vote of duly authorized members in good standing.

**Section 2. How Elected:** Except as otherwise provided by these By-Laws, the Executive Leadership Team shall be elected by other duly authorized members in good standing. Each Executive Leadership Team member shall serve for a period of one year and , except in the event of his/her death, resignation, or removal or the early termination of his/her term of office.

**Section 3. Removal:** Any or all-Executive Leadership Team members may be removed, with cause, by a majority vote of duly authorized Executive Leadership Team members in good standing.

**Section 4. Vacancies:**

**A.** Vacancies in the Executive Leadership Team occurring by death, resignation, creation of new Executive Leadership Team at any annual election of Executive Leadership Team members or for any other reason, including removal of the Executive Leadership Team members for or without cause, shall be filled by appointment from the President and with majority approval of the Executive Leadership Team at a meeting where a quorum is present.

**B.** A vacancy in the office of President will be filled by the Vice President, who will complete the remaining term of the outgoing President. The resulting vacancy in the office of Vice-President shall be filled by regular appointment procedures outlined in Article III Section 4A.

**C.** Any other Executive Leadership Team member vacancies that the YPN may have, shall be filled by regular appointment procedures outlined in Article III Section 4A and will end at the end of the term.

**Section 5. Regular Meetings:** Regular meetings of the Executive Leadership Team may be held at such a time and place as determined by the Executive Leadership Team and notice shall be required for any regular meeting in accordance with Section 7 of Article III except as otherwise provided by the By-Laws, any business may be transacted at any regular meeting.

**Section 6. Special Meetings:** Special meetings of the Executive Leadership Team may be called from time to time by the President or any other Executive Leadership Team members of the YPN. The President or Secretary shall call a special meeting of the Executive Leadership Team upon written email request or oral request directed to either of them by a majority of the Executive Leadership Team members stating the time, place and purposes of such special meeting. Special meetings of the Executive Leadership Team shall be held on such date and at such time and place as may be specified by the Executive Leadership Team member calling the meeting.

**Section 7. Notice of Regular and Special Meetings:** Notice of the date, time, and place of each regular and special meeting of the Executive Leadership Team shall be given to each Executive Leadership Team member at least five (5) business days prior to such meeting.

**Section 8. Quorum:** At any meeting of the Executive Leadership Team, two-thirds (66.7%) of the entire authorized Executive Leadership Team shall constitute a quorum, but less than a quorum may adjourn a meeting. Except as otherwise provided by these By-Laws, any action taken by a majority of the Executive Leadership Team present at a meeting of the Executive Leadership Team, at which a quorum is present, shall be the action of the Executive Leadership Team.

**Section 9. Reliance Upon Financial Statements:** In executing their duties, Executive Leadership Team members, when acting in good faith, may rely upon the book of accounts and other records of the YPN, and financial statements of the YPN represented to them to be correct by the President and the Treasurer, or state in a written report by an independent accountant.

## **ARTICLE IV COMMITTEES**

**Section 1. Other Committees:** The Executive Leadership Team may authorize, by resolution or by majority vote, a new committee with a chairperson and co-chairperson from among its members and/or other committees which may consist of one or more members of the

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Executive Leadership Team or one or more duly authorized members of the YPN. Members of such committees shall hold office for such period as may be prescribed by the vote of a majority of the Executive Leadership Team. Vacancies in membership of such committees shall be filled at the discretion of the President and with the approval of the Executive Leadership Team. Subject to such rules of procedure as may be established by the President and with the approval of the Executive Leadership Team or the Chair of Policies and Procedures, committees may adopt their own rules of procedure and shall keep a record of its proceedings and report the same to the Executive Leadership Team and the members of the YPN when required. All actions by committees shall be subject to control, revision and alteration by the President and the Executive Leadership Team's approval provided no rights or third persons are impaired thereby.

## **ARTICLE V OFFICERS**

**Section 1. Number and Designation:** At all times thirteen (13) duly authorized members in good standing shall be standing officers of the YPN. The designation of such standing officers is set forth below in Section 2 through 12 of this Article V. All officers must be willing to adhere to the Officer Roles and Responsibilities.

**Section 2. President:** The President shall preside at all meetings of the YPN and all meetings of the Executive Leadership Team at which he/she is present and shall develop and implement long and short term strategic planning. The President shall oversee the duties and responsibilities of the Vice President.

**Section 3. Vice-President:** At the request of the President, or in the absence or inability to act by the President, the Vice-President shall perform all the duties and may exercise all the powers of the President. The Vice-President shall have such other powers and shall perform such other duties as may be assigned to him or her by the Executive Leadership Team or the duly authorized members of the YPN. The Vice President shall oversee all aspects of the business, management and operations of the YPN.

**Section 4. Treasurer:** The Treasurer shall have general supervision over the care and custody of the funds and other valuable effects of the YPN and shall deposit the same or cause the same to be deposited in the name of the YPN in such depositories as the Executive Leadership Team may designate; shall deal with the funds, and other valuable effects of the YPN as may be ordered by the Executive Leadership Team; shall have supervision over and cause to be kept accounts of all receipts, disbursements and other business transactions of the YPN; shall, whenever, required by the Executive Leadership Team, render or cause to be rendered financial statements of the YPN; shall have the power and perform the duties usually incident to the Office of the Treasurer; and shall have such other powers and perform such greater duties as may be assigned to him/her by the

Executive Leadership Team or President. The Treasurer is also bonded by legal authority for the funds of the organization.

**Section 5. Secretary:** The Secretary or his/her designee shall act as secretary of all meetings of the YPN and the Executive Leadership Team at which he/she is present; shall cause proper records of the same to be made; shall have supervision over the distribution of notices of the YPN; shall exercise such other powers and perform such other duties as may be assigned to him by the Executive Leadership Team or the President.

**Section 6. Director of Fund Development:** The Director of Fund Development is responsible for exploring strategic partnerships and fund development and shall oversee the Fund Development Committee.

**Section 7. Director of Communications:** The Director of Communications shall be responsible for the development and dissemination of publications regarding the YPN to internal and external audiences. The Director of Communications shall oversee media relations, publicity, web site maintenance and the Communications Committee.

**Section 8. Director of Membership:** The Director of Membership shall be responsible for building membership outreach opportunities, maintaining and updating membership records and orienting new members to the YPN. The Director of Membership shall oversee the Membership Committee.

**Section 9. Director of Social Programs:** The Director of Social Programs shall be responsible for the social interaction and community interaction of the YPN through the development of programs in each area. The Director of Social Programs shall oversee the Social Programs Committee.

**Section 10. Director of Personal and Professional Development:** The Director of Personal and Professional Development shall coordinate and plan events to develop YPN members personally and professionally.

**Section 11. Director of Community Service:** The Director of Community Service shall develop and coordinate events that provide opportunities for social consciousness and civic involvement by servicing the community; shall serve as liaison to NVUL community service initiatives.

**Section 12. Director of Political Engagement:** The Director of Political Engagement shall create, develop, and coordinate activities that promote civic engagement and involvement in the political process for all citizens within its jurisdiction

**Section 13. Historian:** The Historian shall be responsible for documenting YPN events via photographs, video, or notes. The Historian will create and maintain YPN archives.

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**Section 14: Non-Standing Officers:** Officers other than those listed and described in Sections 2 through 13 of this Article V shall be non-standing officers ("Non-Standing Officers") and shall exercise such powers and perform such duties as may be assigned to them by the President with the approval of the Executive Leadership Team. Non-Standing Officers shall be the Chair of Policies and Procedures, the second Historian (if applicable), and Executive Leadership Team Advisor.

**Section 15: Chair of Policies and Procedures:** The Chair of Policies and Procedures shall be responsible for reviewing, updating, and making changes to the bylaws. They shall enforce the bylaws and ensure procedures do not violate requirements detailed by the bylaws.

**Section 16. Executive Leadership Team Member Qualification:** Before a member is elected as an officer, the member must be in good standing with the YPN as listed and detailed in Article II, Section 6 and remain a member in good standing during the term of office.

Special eligibility requirements are outlined for President, Vice President, and Treasurer.

***YPN PRESIDENT ELIGIBILITY***

1. Candidates for the YPN President position must be a member in good standing.
2. Candidate must have been a member of a previous YP Chapter Executive Leadership Team.
3. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.

***YPN VICE PRESIDENT ELIGIBILITY***

1. Candidates for the YPN Vice President position must be a member in good standing.
2. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.

***YPN TREASURER ELIGIBILITY***

1. Candidates for the YPN Treasurer position must be a member in good standing.
2. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.
3. Candidate must have financial background (degree, professional licensure, or experience).

## **ARTICLE VI**

### **FISCAL YEAR**

The fiscal and operating year of the YPN shall commence July 1 of each year and terminate on June 30 of the following year.

## **ARTICLE VII**

### **CALENDAR YEAR**

The calendar year of the YPN shall commence January 1 each year and terminate on December 31 of each year.

## **ARTICLE VIII AMENDMENTS**

These By-Laws may be amended, added to, altered or repealed or new By-Laws may be adopted, (a) at any meeting of the YPN at which a quorum of duly authorized members in good standing are present by the affirmative vote, or (b) by the unanimous vote of the entire Executive Committee which is then subject to a resolution presented before the duly authorized members of the YPN.